

MSPO Public Summary Report
Revision 2 (Nov 2021)**MALAYSIAN SUSTAINABLE PALM OIL**
MSPO OPMC Public Summary Report☒ **Initial Assessment**☐ **Annual Surveillance Assessment** (Choose an item.)☐ **Recertification Assessment** (Choose an item.)☐ **Extension of Scope**

GENTING OIL MILLS (SABAH) SDN BHD
Client Company (HQ) Address: 10th Floor, Wisma Genting, Jalan Sultan Ismail 50250 Kuala Lumpur, Malaysia
Certification Unit: Genting Sabapalm Oil Mill & Genting Sabapalm Estate
Date of Final Report: 10/10/2024

Report prepared by:**Mohd Isa Bin Hj Hasim** (Lead Auditor)**Report Number: 3984726****Assessment Conducted by:**

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Section 1: Executive Summary

1.1 Organizational Information and Contact Person			
Company Name	Genting Oil Mills (Sabah) Sdn Bhd		
Mill/Estate	Certification Unit	MPOB License No.	Expiry Date
	Genting Sabapalm Oil Mill	620051004000	29/02/2025
	Genting Sabapalm Estate	523495002000	30/09/2024
Address	Headquarter: 10th Floor, Wisma Genting, Jalan Sultan Ismail, 50250 Kuala Lumpur, Malaysia		
Management Representative	Mr. James Chung Khim Hon – Senior Vice President – Group Processing		
Website	https://www.gentingplantations.com	E-mail	James.chung@genting.com
Telephone	+603 2333 6510	Facsimile	N/A

1.2 Certification Information			
Certificate Number	Mill: MSPO 689067 Estate: MSPO 689068	Certificate Start Date	10/10/2024
Date of First Certification	10/10/2024	Certificate Expiry Date	09/10/2029
Scope of Certification	<input checked="" type="checkbox"/> Mill: Production of Sustainable Palm Oil and Palm Oil Products <input checked="" type="checkbox"/> Estate: Production of Sustainable Oil Palm Fruits		
Visit Objectives	<ul style="list-style-type: none"> Determination of the conformity of the client's management system, or parts of it, with audit criteria. Evaluation of the ability of the management system to ensure the client organization meets applicable statutory, regulatory, and contractual requirements. 		
Standard	<input type="checkbox"/> MSPO MS 2530-2:2013 – General Principles for Independent Smallholders <input checked="" type="checkbox"/> MSPO MS 2530-3:2013 – General Principles for Oil Palm Plantations and Organized Smallholders <input checked="" type="checkbox"/> MSPO MS 2530-4:2013 – General Principles for Palm Oil Mills		
Stage 1 Date	N/A (The certification unit is RSPO certified)		
Stage 2 / Initial Assessment Visit Date (IAV)	12 – 14/08/2024		
Continuous Assessment Visit Date (CAV) 1	-		
Continuous Assessment Visit Date (CAV) 2	-		
Continuous Assessment Visit Date (CAV) 3	-		
Continuous Assessment Visit Date (CAV) 4	-		

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1.3 Other Certifications

Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
EU-ISCC-Cert-DE119-60223799	International Sustainability and Carbon Certification (ISCC) EU	ASG Cert GmbH	31/12/2024
RSPO 653477	RSPO Principles & Criteria of Sustainable Palm Oil Production: 2018; Malaysian National Interpretation: 2019	BSI Services Malaysia Sdn Bhd	27/09/2027
MSPO 716641	MSPO Supply Chain Certification Standard	BSI Services Malaysia Sdn Bhd	07/10/2029

1.4 Location of Certification Unit

Name of the Certification Unit (Palm Oil Mill/ Estate/ Smallholder/ Independent Smallholder)	Site Address	GPS Reference of the site office	
		Latitude	Longitude
Genting Sabapalm Oil Mill	KM 25, Down Sg. Labuk, Mukim Tagas-Tagas, 90000 Beluran, Sandakan, Sabah, Malaysia	5° 57' 54.29" N	117° 22' 26.98" E
Genting Sabapalm Estate	KM 25, Down Sg. Labuk, Mukim Tagas-Tagas, 90000 Beluran, Sandakan, Sabah, Malaysia	5° 57' 54.29" N	117° 22' 26.98" E

1.5 Certified Area

Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Genting Sabapalm Estate	3,947.20	8.91	402.47	4,358.58	90.56
Total (ha)	3,947.20	8.91	402.47	4,358.58	

1.6 Plantings & Cycle

Estate	Age (Years)					Mature	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
Genting Sabapalm Estate	311.59	938.93	1,253.78	1,175.19	267.71	3,635.61	311.59
Total (ha)	311.59	938.93	1,253.78	1,175.19	267.71	3,635.61	311.59

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1.7 Certified Tonnage of FFB			
Estate	Tonnage / year		
	Estimated (Aug 23 - Jul 24)	Actual (Jul 23 - Jul 24)	Forecast (Aug 24 - Jul 25)
Genting Sabapalm Estate	97,833.00	84,733.68	88,970.00
Smallholders	27,188.00	22,470.86	23,594.00
Total (mt)	125,021.00	107,204.54	112,564.00

1.8 Uncertified Tonnage of FFB			
Estate	Tonnage / year		
	Estimated (Aug 23 - Jul 24)	Actual (Jul 23 - Jul 24)	Forecast (Aug 24 - Jul 25)
Smallholders	2,256.00	1,790.44	1,880.00
Total (mt)	2,256.00	1,790.44	1,880.00

1.9 Certified Tonnage			
Mill Capacity: 20 MT/hr SCC Model: MB	Estimated (Aug 23 - Jul 24)	Actual (Jul 23 - Jul 24)	Forecast (Aug 24 - Jul 25)
	FFB	FFB	FFB
	125,021.00	107,204.54	112,564.00
	CPO (OER: 20.80 %)	CPO (OER: 19.53 %)	CPO (OER: 20.79 %)
	26,000.00	20,936.94	23,402.00
	PK (KER: 4.00 %)	PK (KER: 3.54 %)	PK (KER: 4.00 %)
	5,000.00	3,795.04	4,502.00

1.10 Actual Sold Volume (CPO)					
CPO (mt)	MSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSPO		
20,936.94	0	0	0	15,930.80	15,930.80

1.11 Actual Sold Volume (PK)					
PK (mt)	MSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSPO		
3,795.04	0	0	2,770.79	402.72	3,173.51

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Section 2: Assessment Process

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

Assessment Methodology, Programme, Site Visits

This on-site initial assessment was conducted from 12-14/08/2024. The audit programme is included as Section 2.4. The approach to the audit was to treat the Genting Sabapalm Oil Mill and Sabapalm Estate as a MSPO 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. 30 days prior to audit, public notification posted in the BSI website as per the following link: https://www.bsigroup.com/globalassets/localfiles/en-my/mspo/Public%20Notification/2024/07-1-mspo-public-notification_iav_genting-sabapalm-oil-mill--supply-base_english.pdf

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

The estates or smallholders sample were determined based on formula $S = r\sqrt{n}$ where n is the number of estates while when applicable, the smallholders sample were determined following the MSPO 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 (include calculation of sampling taken). The sampled smallholder listed in Appendix B.

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

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

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

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

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

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

Assessment Program					
Name (Mill / Plantation / Group smallholders)	Year 1 (Certification)	Year 2 (ASA 1)	Year 3 (ASA 2)	Year 4 (ASA 3)	Year 5 (ASA 4)
Genting Sabapalm Oil Mill	✓	✓	✓	✓	✓
Genting Sabapalm Estate	✓	✓	✓	✓	✓

Tentative Date of Next Visit: August 11, 2025 - August 14, 2025

Total No. of Mandays: 7.0

2.1 BSI Assessment Team

Team Member Name	Role (Team Leader or Team member)	Qualifications (Short description of the team members)
Mohd Isa Hasim (MIH)	Team Leader	<p>Education: He holds the Diploma in Mechanical Engineering, UiTM Pulau Pinang and Diploma in Palm Oil Milling Technology, MPOB Bangi.</p> <p>Work Experience: He started his career as Assistant Engineer at Sime Darby Plantation and obtained working experience almost 8 years in Palm Oil Mill. Later he join in petrochemical plant for 3 years as Steam Engineer before he joins as Freelance MSPO Auditor with 6 years' with various certificate body.</p> <p>Training attended: He has completed SA 8000, ISO 9001:2015 Lead Auditor Course, MSPO OPMC Lead Auditor Course, MSPO SCCS Lead Auditor Course, IMS Lead Auditor Course, RSPO P&C Lead Auditor Course, RSPO SCCS Lead Auditor Course. He also has a competency license of CEPSSWAM Schedule Waste Management, Safety & Health Officer (SHO) DOSH Green Book, Construction Safety & Health Officer (CSHO) CIDB, Steam Engineer Grade 1, DOSH Putrajaya.</p> <p>Aspect covered in this audit:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Good Agriculture Practice/Mill Operation <input type="checkbox"/> Health and Safety <input checked="" type="checkbox"/> Social

		<input type="checkbox"/> Environmental Language proficiency: English and Bahasa Malaysia.
Mohd Abdul Hafiz Bin Jali (MAH)	Team Member	Education: Mohd Abdul Hafiz Bin Jali holds a Bachelor Degree of Technology (Hon.) – Majoring in Bioprocess, Universiti Sains Malaysia and Diploma in Food Technology from Politeknik Sultan Haji Ahmad Shah (POLISAS). Work Experience: Experience in managing, consulting and training for Quality, Food Safety, HALAL, Environmental, Occupational Safety and Health Management Systems such as ISO 9001:2015, ISO 22001:2018, HACCP, GMP, ISO 14001:2015, ISO 45001:2018, OHSAS 18001:2007 since 2015. Contract Trainer for consultancy company, Top Quality Services and Ecotop Solutions Sdn Bhd. He has more than 4-year experiences in oil palm industry during his working services and 5 years’ experiences in sustainability audit and consultancy. Currently an Auditor and Consultant for various accredited certification bodies. Training attended: He has successfully obtained competency of Lead Auditor courses for Malaysian Sustainable Palm Oil (MSPO 2530:2013), Quality Management System (ISO 9001:2015) and Occupational Health and Safety Management System Auditor/ Lead Auditor Course (OHSAS 18001:2007). Aspect covered in this audit: <input type="checkbox"/> Good Agriculture Practice/Mill Operation <input checked="" type="checkbox"/> Health and Safety <input type="checkbox"/> Social <input checked="" type="checkbox"/> Environmental Language proficiency: English and Bahasa Malaysia.
Mohd Sabre Salim (MSS)	Peer Reviewer	Education: Master’s in Business Administration (MBA) from UiTM in 2006 and Bachelor Science Agribusiness from UPM in 1986. Work Experience: He gained his working exposure in the plantation sector, serving as an Plantation Manager with Hap Seng Plantation Berhad and currently as consultant, free-lance lecturer, and trainer at MDV Management Sdn Bhd. He has more than 50 MSPO report that has been reviewed. Training attended: He has completed Endorsed Lead Auditor Course and Endorsed MSPO Lead Auditor Course and MSPO Peer Review certificate by MPOCC. He has attended MSPO Peer Reviewer 1 - 2017 by MPOCC. Expertise:

		General management, leadership & financial management, occupational safety & health management plantation (agriculture & agribusiness) Management Malaysian Sustainable Palm Oil (MSPO).
Muhammad Sufyan Azmi (MSA)	Peer Reviewer	<p>Education: Master's in Business Administration (MBA) from Open University Of Malaysia and Bachelor Degree in Bioindustry from UPM in 2006.</p> <p>Work Experience: He gained his working exposure in the plantation sector with 15 years' experience, currently serving as a Plantation Manager with TSH Resources Berhad and previously as an Audit Executive with Kulim Malaysia Berhad.</p> <p>Training attended: He has attended MSPO Peer Reviewer 2 - 2017 by MPOCC.</p> <p>Expertise: General management, auditing, environment and plantation management.</p>

2.2 Impartiality and conflict of interest

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

2.3 Accompanying Persons

No.	Name	Role
	NA	

2.4 Assessment Plan

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

Date	Time	Subjects	MIH	MAH
12/08/2024 Monday	08:30 - 09:30	Opening Meeting Confirmation of audit scope and audit plan Presentation by Lead Auditor Verification on previous audit finding	✓	✓
Genting Sabapalm Oil Mill MS 2530 – 4	09:30 - 12:30	Mill Visit Processing area (reception station – dispatch station), workshop, schedule waste store, chemical store, lubricant store, water treatment plant, laboratory, effluent treatment plant, diesel skid tank, mill housing and landfill area. Personal Interview: Operation workers, and staffs Scope Assessment: Social, safety and environment issues	✓	✓

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Date	Time	Subjects	MIH	MAH
	12:30 - 13:30	Lunch break		
	13:30 - 16:30	Document Review P1: Management commitment and responsibility P2: Transparency P3: Compliance to legal requirement P4: Social, health, safety and employment condition P5: Environment, natural resources and biodiversity P6: Best practices	√	√
	16:30 - 17:00	Interim Closing Meeting	√	√
13/08/2024 Tuesday	08:30 - 10:00	Document Review P1: Management commitment and responsibility P2: Transparency P3: Compliance to legal requirement P4: Social, health, safety and employment condition P5: Environment, natural resources and biodiversity P6: Best practices	√	√
Genting Sabapalm Oil Mill				
MS 2530 – 4	10:00 - 12:30	Stakeholder Consultations Consultation with relevant stakeholders which consists of various categories such as government agencies/enforcers, NGO, contractors, suppliers, surrounding communities, neighboring estates, smallholders, villages, workers representative, and etc.	√	
	12:30 - 13:30	Lunch Break		
Genting Sabapalm Estate	13:30 - 16:30	Document Review P1: Management commitment and responsibility P2: Transparency P3: Compliance to legal requirement P4: Social, health, safety and employment condition P5: Environment, natural resources and biodiversity P6: Best practices P7: Development of New Planting (if any)	√	√
MS 2530 – 3				
	16:30 - 17:00	Interim Closing Meeting	√	√

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Date	Time	Subjects	MIH	MAH
14/08/2024 Thursday Genting Sabapalm Estate MS 2530 – 3	08:30 - 12:30	Field Visit Field operation such as harvesting, manuring, spraying, boundary inspection, buffer zone area, HCV area, workshop, chemical store, fertilizer store, schedule waste store, chemical mixing area, clinic, workers housing area and landfill area. Personal Interview: Operation workers, and staffs Scope Assessment: Social, safety and environment issues	√	√
	12:30 - 13:30	Lunch Break		
	13:30 - 16:00	Document Review P1: Management commitment and responsibility P2: Transparency P3: Compliance to legal requirement P4: Social, health, safety and employment condition P5: Environment, natural resources and biodiversity P6: Best practices P7: Development of New Planting (if any)	√	√
	16:00 - 16:30	Preparation Closing Meeting	√	√
	16:30 - 17:00	Closing Meeting	√	√

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Section 3: Assessment Findings

3.1 Details of audit results

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

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

3.2 Details of Nonconformities and Opportunity for improvement

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

During the assessment there were two (2) Major & zero (0) Minor nonconformities and one (1) OFI raised. The Genting Sabapalm Oil Mill and Sabapalm Estate Certification unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted.

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

Non-Conformity Report			
NCR Ref #:	2534396-202408-M1	Issue Date:	14/08/2024
Due Date:	13/11/2024	Date of Closure:	15/09/2024
Area/Process:	Genting Sabapalm Oil Mill	Clause & Category: (Major / Minor)	MSPO 2530 Part 4: 4.4.4.2 (b) Major
Requirements:	The occupational safety and health plan shall cover the following: b) The risk of all operations shall be assessed and documented.		
Statement of Nonconformity:	Found the occupational safety and health plan was not properly implemented.		
Objective Evidence:	<p>It was observed that there are unsafe observation and gaps in implementation of risk control at location as below:</p> <p><u>Genting Sabapalm Oil Mill</u></p> <ol style="list-style-type: none"> 1) At Loading Ramp, it was observed that workers stored their loading spikes by tucking them between the roof of their shelter, while other tools were scattered around the area. 2) At the Scrap Iron Area, it was observed that the scrap metal collection area has become excessively high, and no control measure of risk has been implemented. 		

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Corrections:	<ol style="list-style-type: none"> 1) Build a suitable and safe sharps storage area and continuous training for workers in annual training programmed. 2) Appoint a contractor for the purpose of scrap metal disposal and include a scrap metal disposal plan as an annual plan.
Root cause analysis:	<ol style="list-style-type: none"> 1) There is no specific training regarding safe work procedures and also HIRARC to workers regarding the handling of sharp equipment in grading. 2) Less space for scrap metal storage and late dispose.
Corrective Actions:	<ol style="list-style-type: none"> 1) Update the HIRARC and Procedure/SOP. 2) Monitor the scrap iron quantity. Request for tender approval from HQ every year and to be disposed annually.
Assessment Conclusion:	<ol style="list-style-type: none"> 1) The management has update the HIRARC for the activities at FFB Ramp area on 20/08/2024 as indicate in supporting evidence. 2) The management has disposed the scrap iron and currently being monitored the quantity of scrap iron are low stock as indicate in supporting evidence. 3) The management has arranged the training handling of FFB at loading ramp with the FFB Grader on 14/08/2024 as indicate in supporting evidence.

Non-Conformity Report			
NCR Ref #:	2534396-202408-M2	Issue Date:	14/08/2024
Due Date:	13/11/2024	Date of Closure:	15/09/2024
Area/Process:	Genting Sabapalm Estate	Clause & Category: (Major / Minor)	MSPO 2530 Part 3: 4.3.1.1 Major
Requirements:	All operations shall be in compliance with applicable local, state, national and ratified international laws and regulations.		
Statement of Nonconformity:	Implementation of environmental quality (schedule wastes) regulation 2005 is not adequately implemented.		
Objective Evidence:	<u>Genting Sabapalm Estate</u> <p>Verification was conducted at the clinical waste store located at the back of the clinic, indicated that clinical waste (SW 404) was stored accordingly. However, there is no labelling observed providing information regards to generated date, name, address, telephone number, type of waste and scheduled waste code. This practice is in violation of the Scheduled Waste Management, Doc. No. SMP-GPB-11, Rev.02, updated September 2020, Clause 8.4- Labelling (Regulation, Third Schedule_ which stating that all scheduled waste containers shall be clearly labelled as well as Environment Quality Regulations (Scheduled Waste) 2005, under the Environmental Quality Act of 1974.</p>		
Corrections:	To stick the label with relevant information as per regulation requirements.		
Root cause analysis:	The HA misunderstand the placement of the label, where she only places it prior to disposal date.		
Corrective Actions:	To conduct refresh training to the HA and her assistant to ensure they understand more as per SMP-GPB-11.		
Assessment Conclusion:	<ol style="list-style-type: none"> 1) The management has labelled the clinical waste (SW 404) as per requirement as indicate in supporting evidence. 		

	<p>2) The management has kept the clinical waste (SW 404) at designated storage area with proper signage as indicate in supporting evidence.</p> <p>3) The management has arranged the training on schedule waste for the person in-charge and attendance of training was recorded on 23/08/2024 as indicate in supporting evidence.</p>
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Opportunity For Improvement

Ref:	2534396-202408-I1	Clause:	MSPO 2530 Part 4: 4.2.1.1
Area/Process:	Genting Sabapalm Oil Mill		
Objective Evidence:	Communication with the identified stakeholders could be improved by diversifying the channels used to ensure more effective information sharing.		

Noteworthy Positive Comments

1	Good cooperation with the sustainability and management team
2	Good retrieval of records and documents shown the maturity of system
3	Good management of practice for mill & estate, well demonstrated

3.3 Status of Nonconformities Previously Identified and OFI

Non-Conformity Report

NCR Ref #:	2366501-202307-M1	Issue Date:	13/07/2023
Due Date:	11/10/2023	Date of Closure:	11/10/2023
Area/Process:	Genting Sabapalm Estate	Clause & Category: (Major / Minor)	MSPO 2530 Part 3 – 4.3.1.4 Major
Requirements:	The management should assign a person responsible to monitor compliance and to track and update the changes in regulatory requirements.		
Statement of Nonconformity:	The monitoring of compliance to applicable legal requirement by a supplier was not effectively implemented.		
Objective Evidence:	<p>1) During the site verification at the estate's sundry shop (Kedai Runcit Nuryani) in Bangkawat Division, it was found that the shop is storing and selling LPG without any permit/approval from the respective authority.</p> <p>2) GSPE has established an application form for opening a stall during night market ("tamu") organised inside the premise and the application must be approved by the management. Based on the security gate's registration logbook of visitors, there were 32 sellers allowed to come in and set up their stalls during the latest "tamu" on 07/07/2023. However, only 2 of them had the documented approval from the management, but there was no evidence to show that the 2 sellers are holding valid trading license. This is not in-line with GSPE's documented "Syarat Kebenaran Berniaga" (Terms to Trade), Clause no. 1 which reads "Hendaklah mempunyai penyewa berniaga yang sah" (Must possess a valid trading license).</p>		
Corrections:	1) Immediate meeting with sundry shop operators has been held on 13/7/2023. All of them has been given written reminder to settle their cylinder gas (LPG)		

	<p>permit within one (1) month from the date of the letter issued. They also required to submit their copy of valid selling cylinder gas (LPG) permits to estate management for physical verification on 14/8/2023. They will not be allowed to continue operating their business if their cylinder gas (LPG) permit not complied as per Tenancy Agreement after verification.</p> <p>2) Estate to review the terms stated in application form for opening a stall during night market organised inside the estate for the next month 'tamu'.</p>
Root cause analysis:	<p>1) Even though awareness briefing and meeting with sundry shop operator has been conducted since last year 2022, no thoroughly physical inspection has been conducted to monitor the compliance of legal requirement of all sundry shop operator.</p> <p>2) The term to trade in the application form for opening a stall during night market organised inside the estate was not reviewed since the tamu 'reopened' after covid19 pandemic.</p>
Corrective Actions:	<p>1) By maintaining a record checklist, The PIC (Estate CC) will monitor the sundry shop operator tenancy agreement compliance on a yearly basis during the renewal of contract. If the sundry shop found not complied with the legal requirements and tenancy agreement, the contract will not renew and new tender issued.</p> <p>2) Estate to conduct awareness briefing to sundry shop operators on the current requirements or any update of Tenancy Agreement.</p> <p>3) Estate to ensure only relevance terms to be included in the revised application form for opening stall inside estate. Every time sellers enter the estate they will be required to read and sign the terms of agreement for opening a stall, if they accept the terms then they will be allowed to operate. Auxiliary Police will be provided with the name list of sellers who have agreed and signed the terms of agreement for monitoring purposes.</p>
Assessment Conclusion:	<p>Evidence verified:</p> <p>1) Checklist template entitled "Borang pemeriksaan Kawasan premis kedai" (Tenancy Agreement Checklist) that shows the tenants compliance with legal and tenancy agreement is checked by the PIC. Possession of trading license and selling of petrol & gas permit are among the criteria included in the checklist. Based on the completed checklist dated 23/08/2023 for Kedai Runcit Nuryani, the shop is no longer selling LPG. Thus, permit to store and sell LPG is no longer required.</p> <p>2) Attendance record dated 13/07/2023 that shows the tenants have been briefed on the needs to comply with the tenancy agreement requirements.</p> <p>3) Latest version of the company's Terms to Trade where the requirement for a trader to possess trading license has been repealed.</p> <p>4) Latest version of the "Borang Kebenaran Berniaga" where the acknowledgement by the applicant is included that they understand about the terms to trade at the night market.</p>
Verification Statement:	<p>Verified during the Audit:</p> <p>a) The implementation of "Borang Pemeriksaan Kawasan Premis Kedai" was done inspection by the person in-charge.</p> <p>b) The management has given the training to the owner of Kedai Runcit Nuryani regarding on the agreement.</p>

	<p>c) The owner has renewed the trading license that have put the additional.</p> <p>d) The implementation of "Borang Kebenaran Berniaga" was acknowledgement by the owner and management has ensure only relevance terms to be included in the revised application form for opening stall inside estate. Every time sellers enter the estate they will be required to read and sign the terms of agreement for opening a stall.</p>
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Non-Conformity Report			
NCR Ref #:	2366501-202307-M2	Issue Date:	13/07/2023
Due Date:	11/10/2023	Date of Closure:	11/10/2023
Area/Process:	Genting Sabapalm Estate	Clause & Category: (Major / Minor)	MSPO 2530 Part 3 – 4.4.4.2 e,i Major
Requirements:	<p>The occupational safety and health plan shall cover the following:</p> <p>e) The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labeling) Regulation 1997 and Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000.</p> <p>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>		
Statement of Nonconformity:	Found the occupational safety and health plan was not properly implemented.		
Objective Evidence:	<p>1) Store Upkeep Standard Procedure (GENP/SOP/00/005) dated 11/10/2022 under 6.3.3 stated to ensure all Safety Data Sheet is available at storage and updated. However, verification on site at water treatment plant area, there was no Safety data sheet for all chemicals such as chlorin, alum, and lubricant oil that been stored. It was also found that the bund system for water treatment plant chemical storage was not available.</p> <p>2) Sighted during site verification a yellow lotion in 1st Aid box at water treatment plant area was expired on 04/23.</p>		
Corrections:	<p>1) To conduct periodically inspection to ensure all SDS is available and other safety requirement are in place as per SOP at water treatment plant area at all times.</p> <p>2) To provide a proper spillage container for each chemical inside the plant.</p> <p>3) To ensure the PIC of the water treatment plant are well briefed and aware of the expiry date of all material inside the 1st Aid Box.</p>		
Root cause analysis:	<p>1) The SDS was kept by the water treatment plant operator instead of properly displayed the SDS inside the water treatment plant.</p> <p>2) Lack of knowledge of PIC to ensure all chemical is provided with proper spillage container, estate management had a lack of knowledge on the requirement of the bund system for the water treatment plant.</p> <p>3) Lack of awareness of PIC to inspect the expiry date of the material inside the 1st Aid Box.</p>		
Corrective Actions:	1) Estate will include the water treatment plant as an area of inspection during the coming OSH inspection (2 nd and 3 rd OSH Committee Meeting) on respective area		

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	<p>as well as training to the estate PIC regarding on the SOP of the water treatment plant to ensure PIC understand the requirements.</p> <p>2) Estate Clinic personnel (HA) to include awareness briefing to all 1st Aid Box personnel while conducting 1st Aid Box monthly inspection.</p>
Assessment Conclusion:	<p>Evidence verified:</p> <ol style="list-style-type: none"> 1) Pictorial workplace inspection report dated 23/08/2023 that shows the SDS and secondary containment for chemical have been made available at the water treatment plant. 2) Training record dated 25/07/2023 that shows the PIC of the water treatment plant have been retrained on the SOP. 3) Training record dated 08/09/2023 that shows all the PIC of first aid kit have been retrained about the type of items in the first aid kit including their use and expiry dates. 4) Pictures that show the expired yellow lotion has been replaced. The expiry date of the new one is 06/24.
Verification Statement:	<p>Verified during the Audit:</p> <ol style="list-style-type: none"> 1) Workplace inspection report dated 23/05/2024 that shows the SDS and secondary containment for chemical have been made available at the water treatment plant. 2) The SOP water treatment training dated on 11/05/2024 for related workers. 3) The first aid training record dated on 16/03/2024 for related workers. 4) The items in first aid box at chemical store and workshop was in good condition and no expiry items available.

Non-Conformity Report			
NCR Ref #:	2366501-202307-M3	Issue Date:	13/07/2023
Due Date:	11/10/2023	Date of Closure:	11/10/2023
Area/Process:	Genting Sabapalm Estate	Clause & Category: (Major / Minor)	MSPO 2530 Part 3 – 4.4.5.3 Major
Requirements:	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.		
Statement of Nonconformity:	The wage of a worker was found to be not meeting the MWO 2022.		
Objective Evidence:	Based on the pay slip of a worker (employee's ID: E00859) for the month of June 2023, it was found that the average earning per day was RM55.07/day which did not meet the MWO 2022 i.e., RM57.69/day.		
Corrections:	The wages of respective worker will be top up in July 2023 according to MWO 2022.		
Root cause analysis:	Lack of monitoring and documentation of the productivity of the respective worker on daily basis.		
Corrective Actions:	Estate management will ensure all productivity of farm tractor driver to be monitored efficiently by proper work arrangement especially during low crops as		

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	well as recording on a daily basis in a "Daily Minimum Wages Form" that will be created by the estate management team.
Assessment Conclusion:	Evidence verified: 1) Pay slip for the month of July 2023 that shows the wage has been topped up. 2) The "Daily Productivity Monitoring & Top Up Eligibility Form" for the month of August 2023, which has been utilised to monitor the daily productivity. The form has the information about the daily targeted productivity, achieved productivity, and justification if top-up wage is not eligible.
Verification Statement:	Verified during the Audit: 1) Based on the pay slip workers verified there are sighted the daily of wage is RM57.69/day. 2) The implementation of Daily Productivity Monitoring & Top Up Eligibility Form has been utilised to monitor the daily productivity. 3) The management has monitored productivity of farm tractor driver on the arrangement especially during low crops.

Non-Conformity Report			
NCR Ref #:	2366501-202307-M4	Issue Date:	13/07/2023
Due Date:	11/10/2023	Date of Closure:	11/10/2023
Area/Process:	Genting Sabapalm Estate	Clause & Category: (Major / Minor)	MSPO 2530 Part 3 – 4.5.3.3 Major
Requirements:	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.		
Statement of Nonconformity:	Waste generated from the plantation operation was not appropriately disposed as per Sustainability Management Procedure Manual (Scheduled waste).		
Objective Evidence:	The management already establish the standard procedure for Scheduled waste as per Doc no: SMP-GPB-11 rev: 2 dated September 2020. However, the during verification of the implementation, sighted: a) Scheduled waste items empty lubricant oil container being disposed at landfill area at Block 93. b) Contaminated rags in the dustbin at workshop area. c) The oil trap at Scheduled waste area, sighted contaminated soil from oil trap was disposed on an open ground at the side of the oil trap and not disposed as scheduled waste procedure.		

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Corrections:	<ol style="list-style-type: none"> 1) Immediate action has been taken to collect and segregate the waste from the landfill area. 2) Immediate training to the estate PIC and collectors has been conducted to improve their awareness on domestic waste management. 3) Immediate training to the estate PIC and workers working in workshop and schedule waste area on the schedule waste management. 4) The contaminated rags in the dustbin at workshop area has been collected and sent to schedule waste store. 5) The contaminated soil from oil trap which was disposed on the open ground at the side of the oil trap has been contained with sand, collected and sent to schedule waste store as per procedure.
Root cause analysis:	<ol style="list-style-type: none"> 1) No proper monitoring from estate management and lack of awareness of the waste collector regarding the landfill management. 2) Lack of knowledge of the workshop and schedule waste store personnel on the schedule waste management.
Corrective Actions:	<ol style="list-style-type: none"> 1) The Landfill will be included as 1 of workplace inspection during estate OSH committee meeting to ensure the compliance. 2) Training regarding schedule waste management to the workshop and schedule waste personnel will be conducted on twice a year to increase the awareness of the workers on the SOP. 3) Training regarding domestic waste management also will be conducted to all workers to improve their knowledge of the landfill management.
Assessment Conclusion:	<p>Evidence verified:</p> <ol style="list-style-type: none"> 1) Before & after pictorial workplace inspection report that shows the lubricant container has been removed from the landfill. 2) Attendance record dated 12/07/2023 that shows training on wastes (domestic, recyclable and scheduled) management has been given to the relevant employees.
Verification Statement:	<p>Verified during the Audit:</p> <ol style="list-style-type: none"> 1) Workplace inspection report dated 23/05/2024 that reported there is no issue captured at landfill. The site verification also noted, there is no evidence the schedule waste disposed at landfill. 2) Sighted record for Waste Management & 3R Training to improve the awareness of workers and to ensure no schedule waste disposed against the SOP.

Non-Conformity Report			
NCR Ref #:	2366501-202307-M5	Issue Date:	13/07/2023
Due Date:	11/10/2023	Date of Closure:	11/10/2023
Area/Process:	Genting Sabapalm Oil Mill	Clause & Category: (Major / Minor)	MSPO 2530 Part 3 – 4.3.1.1 Major
Requirements:	All operations are in compliance with the applicable local, state, national and ratified international laws and regulations.		
Statement of Nonconformity:	Sighted the operation was not in compliance with the legal and other requirement.		

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Objective Evidence:	<ol style="list-style-type: none"> 1) As per Industrial Code of Practice for Safe Working in a Confined Space 2010 under clause 11: Health requirement of persons working in confined space stated that, "The employer shall ensure that his authorised entrant intending to work in confined space are certified physically and mentally fit determined by an occupational health doctor". However, it was found that no record of health declaration for two workers that had been assigned to enter the confined space (Kernel Bunker) as per PTW implementation dated 05/02/2023 Kernel bunker cleaning. 2) As per Jadual Pematuhan under No 005261 under clause 16, stated that "Pengawasan kualiti air yang terletak berhampiran dengan kilang hendaklah dijalankan dengan mengadakan 2 takat percontohan (dipersetujui oleh Jabatan Alam Sekitar) iaitu di hulu dan di hilir takat pelepasan effluen pada setiap bulan bagi pelepasan alur air". However, the sampling points has yet to be endorsed by the DOE as per requirement.
Corrections:	<ol style="list-style-type: none"> 1) Appoint the OHD to do a health check on all the trained AESP & AGTES. 2) Send a letter seeking approval on the sampling points to DOE.
Root cause analysis:	<ol style="list-style-type: none"> 1) Management was aware of the health declaration by the workers entering the Confined Space but was not aware of the health declaration by OHD. 2) Management was not aware of the requirement of the sampling points to be approved by DOE.
Corrective Actions:	<ol style="list-style-type: none"> 1) Due to frequent changes in the mill management team, dedicated PIC at regional office have been appointed to monitor mills permits, legal requirements as well as KB compliance and update any changes if any. 2) To check on the new Jadual Pematuhan and log the requirements onto the legal register for monitoring.
Assessment Conclusion:	<p>Evidence verified:</p> <ol style="list-style-type: none"> 1) Summary Report Health Examination for Confined Space by an OHD (reg. #HQ/19/DOC/00/003999) dated 11/08/2023 that shows all the AESP & AGTES have been examined. The report has the information about the results of spirometry and ECG status. Should there be any unfit condition of the employees, the OHD will state his recommendation for the next course of action. 2) A letter dated 13/07/2023 to the Dept. of Environment (DOE) to seek approval for the upstream and downstream sampling points. A map to show the sampling points was also attached to the letter. 3) Pictorial records that show the DOE personnel has paid a visit to the sampling points locations on 02/08/2023. 4) The updated Job Description document, dated 07/07/2023 for ESH Supervisor that shows the ESH Supervisor is the dedicated PIC to monitor the regulatory compliance for the mill. 5) The updated legal register that shows the new Jadual Pematuhan conditions have been included.
Verification Statement:	<p>Verified during the Audit:</p> <ol style="list-style-type: none"> 1) The management has sent person to get the competency of AESP and AGTES and the report of health examination was provided during audit. 2) The management has done sampling for testing upstream and downstream points. The record of testing analysis was provided during audit.

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	3) The management has sent person to get the competency of OSH coordinator and was appointed the person in-charge. Meanwhile the ESH Supervisor has monitor on compliance at mill.
	4) The list of legal register was updated and provided during audit.

Opportunity For Improvement			
Ref:	2366501-202307-I1	Clause:	MSPO 2530 Part 3 – 4.4.5.6
Area/Process:	Genting Sabapalm Estate		
Objective Evidence:	The effective date stated in the employment contract of foreign workers can be further improved to harmonise with the work pass effective date.		
Verification Statement:	Verified the contract agreement with the clear mentioned of effective date.		

Opportunity For Improvement			
Ref:	2366501-202307-I2	Clause:	MSPO 2530 Part 4 – 4.4.2.2
Area/Process:	Genting Sabapalm Oil Mill		
Objective Evidence:	The recording of complaints which were received through verbal can be further improved by registering them in the "Complaints/Grievance and Enquiry Record Book", therefore the progress of action taken can be effectively monitored and followed up.		
Verification Statement:	Verified any complaint was recorded in compliant book and it was implemented.		

Opportunity For Improvement			
Ref:	2366501-202307-I3	Clause:	MSPO 2530 Part 4 – 4.4.2.2
Area/Process:	Genting Sabapalm Oil Mill		
Objective Evidence:	To enhance the training for first aid box and ensure all first aider was competent to handle the emergency and first aid box properly.		
Verification Statement:	Verified the training first aid was conducted by the trained first aider.		

Opportunity For Improvement			
Ref:	2366501-202307-I4	Clause:	MSPO 2530 Part 4 – 4.4.5.8
Area/Process:	Genting Sabapalm Oil Mill		
Objective Evidence:	The written agreement between the mill and the female employees with regards to working at night can be further improved by stating more details such as the time defined under "working at night" and date of agreement signed.		
Verification Statement:	Verified contract agreement for female employee clear mention on working at night.		

Opportunity For Improvement			
Ref:	2366501-202307-I5	Clause:	MSPO 2530 Part 4 – 4.4.5.11
Area/Process:	Genting Sabapalm Oil Mill		

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Objective Evidence:	The availability of the fire extinguishers at the workers quarters can be further improved especially during the period they are handed over to the service provider (vendor) for maintenance.
Verification Statement:	Verified the fire extinguisher at housing area has updated and 22 renewal permit.

3.4 Summary of the Nonconformities and Status

CAR Ref.	Clause & Category (Major / Minor)	Issued Date	Status & Date (Closure)
2534396-202408-M1	Part-4: 4.4.4.2 (b)	14/08/2024	Closed on 15/09/2024
2534396-202408-M2	Part-3: 4.3.1.1	14/08/2024	Closed on 15/09/2024

3.5 Issues Raised by Stakeholders

IS #	Description
1	Feedback: Klinik Kesehatan Tagas Tagas Good feedback form Klinik Kesehatan which is give information on the medical and compliance. The information related on the service and medical information for both of estate and mill. The officer also aware on the implementation of MSPO which is good for updating and monitoring related on compliance.
	Management Responses: Noted on the positive comment.
	Audit Team Findings: The management has done stakeholder meeting & good two ways communication.
2	Feedback: FFB Supplier Payments for all work done are received within the agreed timeframe, and there is no delay in payments. So far there have no issues between mill and suppliers. Management also has Invited to attend stakeholder consultation meeting and they are aware with the company Policies, SOPs and the complaint procedure.
	Management Responses: Noted on the positive comment.
	Audit Team Findings: The management has done stakeholder meeting & good two ways communication.
3	Feedback: Workers Representative They informed that the management treated everyone equally without discrimination. Their wages are paid accordance to Employment Act 1955 and latest Minimum Wage Order. They have the rights to join any association. The latest workers committee meeting has conducted. The workers where can discuss with the management on any work related and social issue with the management freely. The workers were aware on the complaints and grievances channel such through online system & complaint form.
	Management Responses: Noted on the positive comment. The management will ensure the compliance of regulations and respect the rights of workers.

	<p>Audit Team Findings:</p> <p>Reviewed the payslips for all sampled workers found all the workers were paid as per the legal requirements. No further issues.</p>
4	<p>Feedback: SK ladang Sabapalm</p> <p>The representative from SK Ladang Sabapalm provided positive feedback. He mentioned that the management conducted training for the stakeholders. Additionally, the management's consistent support for school through CSR contributions. This positive feedback and strong communication indicate a healthy and productive relationship between estate and school.</p> <p>Management Responses:</p> <p>Noted on the positive comment.</p> <p>Audit Team Findings:</p> <p>Verified the management has recorded the CSR programmed with SK Ladang Sabapalm.</p>
5	<p>Feedback: Balai Police Tagas Tagas</p> <p>The representative from Police Station has been invited during stakeholder meeting. The discussion regarding on working cooperation to enhance in term of security. There is No cases of FFB thief, No cases on social issue and No cases of illegal workers.</p> <p>Management Responses:</p> <p>Noted on the positive comment.</p> <p>Audit Team Findings:</p> <p>Good communication estate with the stakeholder.</p>
6	<p>Feedback: Gender Committee Representative</p> <p>Based on the interview, there is evidence that all female workers can participate in gender committee meeting. The latest gender committee meeting has conducted. As per interview, it has been confirmed that grievance procedure for any harassment has been communicated and all representatives can demonstrate their understanding on the procedure. Other than that, it has been confirmed there is no discrimination in site operation. All female workers received same benefits same as others workers. The workers were aware on the complaints and grievances channel through online system & complaint form.</p> <p>Management Responses:</p> <p>Noted on the positive comment.</p> <p>Audit Team Findings:</p> <p>Reviewed the payslips, employment contracts and records of meeting minutes.</p>
7	<p>Feedback: Head of Village</p> <p>Head of village for Kampung Kalagan has been interviewed. Some of residence are working in estate. Based on the on the interview, it has been confirmed that good relationships have been between both parties. They also mentioned that there are no operation or activities in estate that give adverse effect to the local communities. There are no cases of pollution has happened and identified by the villagers.</p> <p>Management Responses:</p> <p>Noted on the positive comment.</p> <p>Audit Team Findings:</p> <p>Good communication estate with the stakeholder.</p>




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3.6 List of Stakeholders Contacted

Government Officer: SK Ladang Sabapalm Klinik Kesihatan Tagas Tagas Balai Polis Tagas Tagas	Community/neighbouring village: Guru Besar SK Ladang Sabapalm Head of Village Kampung Kalagan
Suppliers/Contractors/Vendors: FFB Supplier Kedai Runcit Nuriyani	Worker's Representative/Gender Committee: Harvester, Sprayer and Workshop Operator Mill Process Operator Mill Laboratory Analysis Foreign Worker Representative Female Gender Committee

Section 4: Assessment Conclusion and Recommendation

Acknowledgement of Internal Responsibility and Formal Sign-off of Assessment Findings		
Based on the findings during the assessment Genting Sabapalm Oil Mill & Sabapalm Estate Certification Unit complies with the MS 2530-3:2013 or MS 2530-4:2013. It is recommended that the certification of Sabapalm Oil Mill & Sabapalm Estate Certification Unit is approved and/or continued .		
Acknowledgement of Assessment Findings		Report Prepared by
Name: JAMES CHUNG KHIM HON	Name: ABDUL RAHIM WILSON ABDULLAH	Name: MOHD ISA BIN HASIM
Company name: GENTING OIL MILLS (SABAH) SDN BHD	Company name: GENTING PLANTATIONS BERHAD	Company name: BSI SERVICES MALAYSIA SDN BHD
Title: SENIOR VICE PRESIDENT – GROUP PROCESSING	Title: SENIOR VICE PRESIDENT – PLANTATION (MALAYSIA)	Title: MSPO LEAD AUDITOR
Signature: 	Signature: 	Signature: 
Date: 24/09/2024	Date: 24/09/2024	Date: 15/09/2024

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Appendix A: Summary of the findings by Principles and Criteria

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

Criterion / Indicator		Assessment Findings	Compliance								
4.1 Principle 1: Management commitment & responsibility											
Criterion 4.1.1 – Malaysian Sustainable Palm Oil (MSPO) Policy											
4.1.1.1	A policy for the implementation of MSPO shall be established. - Major compliance -	<p>The management has established MSPO Policy with commitment to MSPO requirement and implementation which endorsed by the Managing Director. During audit there are briefing MSPO Policy from management to the workers through morning master and training session. The training was conducted by responsible person from management. Sighted the evidence:</p> <p>Details information policy and implementation at site:</p> <table><tr><td>Document</td><td>MSPO Policy</td></tr><tr><td>Date</td><td>18/03/2014</td></tr><tr><td>Signed By</td><td>President & Chief Operating Officer</td></tr><tr><td></td><td>All policies have display at notice board Briefing of policy was conducted on 19/03/2024 to employees and workers.</td></tr></table>	Document	MSPO Policy	Date	18/03/2014	Signed By	President & Chief Operating Officer		All policies have display at notice board Briefing of policy was conducted on 19/03/2024 to employees and workers.	Complied
Document	MSPO Policy										
Date	18/03/2014										
Signed By	President & Chief Operating Officer										
	All policies have display at notice board Briefing of policy was conducted on 19/03/2024 to employees and workers.										

Criterion / Indicator		Assessment Findings	Compliance	
4.1.1.2	The policy shall also emphasize commitment to continual improvement. - Major compliance -	The policy also emphasized the commitment for continual improvement in the process as certified sustainable palm oil producer. The management has implemented at the worksite and ensure all employee aware on sustainability. Sighted the evidence: Details information on policy include commitment of improvement:	Complied	
		Document		MSPO Policy
		Date		18/03/2014
		Signed By		President & Chief Operating Officer
				All policies have display at notice board Briefing of policy was conducted on 19/03/2024 to employees and workers.
		Content Policy		Genting Plantation shall also continue to assess and develop new and innovative technique, approached and practices with the objective of continuous improvement in our journey towards achieving sustainable palm oil.
		Criterion 4.1.2 – Internal Audit		

Criterion / Indicator		Assessment Findings	Compliance										
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 -	<p>The management has planned internal audit and conducted by the sustainability team. The internal audit conducted once a year for assessing the compliance status against MSPO Standard requirements and then follow up audit for when necessary. The audit purposely conducted to determine the strong and weak point of organisation. Sighted the evidence:</p> <p>Details information on internal audit and result of audit:</p> <table><tr><td>Document</td><td>Internal Audit Report</td></tr><tr><td>Prepared By</td><td>Sustainability Department</td></tr><tr><td>Date Audit</td><td>11 – 12/06/2024</td></tr><tr><td>Audit Finding</td><td>NCR Major: 06 NCR Minor: 02 OFI: 00</td></tr><tr><td>Status Finding</td><td>Closed with action taken</td></tr></table>	Document	Internal Audit Report	Prepared By	Sustainability Department	Date Audit	11 – 12/06/2024	Audit Finding	NCR Major: 06 NCR Minor: 02 OFI: 00	Status Finding	Closed with action taken	Complied
Document	Internal Audit Report												
Prepared By	Sustainability Department												
Date Audit	11 – 12/06/2024												
Audit Finding	NCR Major: 06 NCR Minor: 02 OFI: 00												
Status Finding	Closed with action taken												
4.1.2.2	The internal audit procedures and audit results shall be documented and evaluated, followed by the identification of strengths and root causes of nonconformities, in order to implement the necessary corrective action. - Major compliance -	<p>The management has established the internal audit procedure and the internal audit was done conducted. Internal audit report was produced after auditing and the action taken has been resolved. Sighted the evidence:</p> <p>Details information on internal audit and result of audit:</p> <table><tr><td>Document</td><td>Internal Audit Report</td></tr><tr><td>Prepared By</td><td>Sustainability Department</td></tr><tr><td>Date Audit</td><td>11 – 12/06/2024</td></tr><tr><td>Audit Finding</td><td>NCR Major: 06 NCR Minor: 02 OFI: 00</td></tr><tr><td>Status Finding</td><td>Closed with action taken</td></tr></table>	Document	Internal Audit Report	Prepared By	Sustainability Department	Date Audit	11 – 12/06/2024	Audit Finding	NCR Major: 06 NCR Minor: 02 OFI: 00	Status Finding	Closed with action taken	Complied
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Status Finding	Closed with action taken												

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Criterion / Indicator		Assessment Findings	Compliance										
		<div>Details information on the internal audit procedure:</div> <table><tr><td>Document</td><td>Procedure Internal Audit</td></tr><tr><td>Reference</td><td>SMP-GPB-03</td></tr><tr><td>Revision</td><td>08</td></tr><tr><td>Date</td><td>15/04/2024</td></tr></table>	Document	Procedure Internal Audit	Reference	SMP-GPB-03	Revision	08	Date	15/04/2024			
Document	Procedure Internal Audit												
Reference	SMP-GPB-03												
Revision	08												
Date	15/04/2024												
4.1.2.3	<div>Report shall be made available to the management for their review.</div> <div>- Major compliance -</div>	<div>After internal audit the team from sustainable team has presented the finding and evaluation to the site management through management review meeting. The sustainable team will be prepared the internal audit report and if any issued was raised in NCR form. Sighted the evidence:</div> <div>Details information on internal audit and result of audit:</div> <table><tr><td>Document</td><td>Internal Audit Report</td></tr><tr><td>Prepared By</td><td>Sustainability Department</td></tr><tr><td>Date Audit</td><td>11 – 12/06/2024</td></tr><tr><td>Audit Finding</td><td>NCR Major: 06 NCR Minor: 02 OFI: 00</td></tr><tr><td>Status Finding</td><td>Closed with action taken</td></tr></table>	Document	Internal Audit Report	Prepared By	Sustainability Department	Date Audit	11 – 12/06/2024	Audit Finding	NCR Major: 06 NCR Minor: 02 OFI: 00	Status Finding	Closed with action taken	Complied
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Date Audit	11 – 12/06/2024												
Audit Finding	NCR Major: 06 NCR Minor: 02 OFI: 00												
Status Finding	Closed with action taken												
Criterion 4.1.3 – Management Review													
4.1.3.1	<div>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.</div> <div>- Major compliance -</div>	<div>The management conducted a review meeting after the completion of the internal audit. The purpose was to assess the ongoing suitability, adequacy, and effectiveness of the requirements for the effective implementation of MSPO and to identify areas for improvement. Sighted the evidence:</div> <div>Details information on management review meeting:</div> <table><tr><td>Document</td><td>Minutes of Meeting MRM</td></tr><tr><td>Date</td><td>05/08/2024</td></tr><tr><td>Prepared By</td><td>Sustainability Department</td></tr></table>	Document	Minutes of Meeting MRM	Date	05/08/2024	Prepared By	Sustainability Department	Complied				
Document	Minutes of Meeting MRM												
Date	05/08/2024												
Prepared By	Sustainability Department												

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Criterion / Indicator		Assessment Findings		Compliance														
		Venue	Main Office															
		Agenda Discussion	Status outstanding previous meeting Any change and improvement Internal & external audit finding Complaint & grievance record Stakeholder meeting report Review continual improvement Review resources & training Customer feedback															
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 management has established the continual improvement plan. The plan has included the issues on the social and environment impact to the company. The improvement plan is allocated the recommendation, action plan and deadline for completion the action plan. Sighted the evidence: Details information on continuous improvement on social: <table><tr><td>Document</td><td>Continuous Improvement Plan</td></tr><tr><td>Date Reviewed</td><td>21/03/2024</td></tr><tr><td>Action Plan 1 & Status</td><td>To conduct regular meeting with stakeholder – On Going</td></tr><tr><td>Action Plan 2 & Status</td><td>To record any compliant and grievance from stakeholder – On Going</td></tr><tr><td>Action Plan 3 & Status</td><td>To monitor the workers documentation – On Going</td></tr></table> Details information on continuous improvement on environment: <table><tr><td>Document</td><td>Continuous Improvement Plan</td></tr><tr><td>Date Reviewed</td><td>21/03/2024</td></tr></table>		Document	Continuous Improvement Plan	Date Reviewed	21/03/2024	Action Plan 1 & Status	To conduct regular meeting with stakeholder – On Going	Action Plan 2 & Status	To record any compliant and grievance from stakeholder – On Going	Action Plan 3 & Status	To monitor the workers documentation – On Going	Document	Continuous Improvement Plan	Date Reviewed	21/03/2024	Complied
Document	Continuous Improvement Plan																	
Date Reviewed	21/03/2024																	
Action Plan 1 & Status	To conduct regular meeting with stakeholder – On Going																	
Action Plan 2 & Status	To record any compliant and grievance from stakeholder – On Going																	
Action Plan 3 & Status	To monitor the workers documentation – On Going																	
Document	Continuous Improvement Plan																	
Date Reviewed	21/03/2024																	

Criterion / Indicator		Assessment Findings		Compliance						
		Action Plan 1 & Status	Regular monitoring of water quality – On Going							
		Action Plan 2 & Status	Use alternative pesticide that are safe and less toxic – On Going							
		Action Plan 3 & Status	To maintain create awareness training recycling programme – On Going							
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 -	The management has established the system that improve line operation with new information and technology. The management also has arranged for training and briefing conducted for implementation for any new information and technology that feasible for the company adoption. The most recent programmed conducted by the management to the workers was regarding new system. Sighted the evidence: Details information on the new system, technology or technique: <table><tr><td>FFB Grabber</td><td>Mechanisation field collector</td></tr><tr><td>FFB In field Collection</td><td>Mechanical collection implementation</td></tr><tr><td>FFB harvesting</td><td>Motorized cutter for harvesting FFB</td></tr></table>		FFB Grabber	Mechanisation field collector	FFB In field Collection	Mechanical collection implementation	FFB harvesting	Motorized cutter for harvesting FFB	Complied
FFB Grabber	Mechanisation field collector									
FFB In field Collection	Mechanical collection implementation									
FFB harvesting	Motorized cutter for harvesting FFB									
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 -	Training and briefing were conducted for the introduction and implementation for any new information and technology that feasible for the company adoption. The programmed has conducted by the management to the workers was regarding new system directly in the field. Sighted the evidence: Details information on the new system, technology or technique: <table><tr><td>FFB Grabber</td><td>Done giving training to driver</td></tr><tr><td>FFB In field Collection</td><td>Done giving training to driver</td></tr><tr><td>FFB harvesting</td><td>Done giving training to harvester</td></tr></table>		FFB Grabber	Done giving training to driver	FFB In field Collection	Done giving training to driver	FFB harvesting	Done giving training to harvester	Complied
FFB Grabber	Done giving training to driver									
FFB In field Collection	Done giving training to driver									
FFB harvesting	Done giving training to harvester									

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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	<p>The management shall communicate the information requested by the relevant stakeholders in the appropriate languages and forms, except those limited by commercial confidentiality or disclosure that could result in negative environmental or social outcomes.</p> <p>- Major compliance -</p>	<p>The management has established a standard operating procedure for communication to ensure an effective communication system with both internal and external stakeholders. Internal communication with stakeholders is facilitated through morning briefings and internal memos, while external stakeholders are engaged through the invitation of stakeholder meetings. This approach system is consistent communication channels with all relevant parties involved in the organization’s operations. Sighted the evidence:</p> <p>Detail information on procedure company:</p> <table><tr><td>Document</td><td>Procedure Consultation and Communication</td></tr><tr><td>Reference</td><td>SMP-GMB-17</td></tr><tr><td>Revision</td><td>04</td></tr><tr><td>Date</td><td>15/04/2024</td></tr></table> <p>Detail information on communication between stakeholder:</p> <table><tr><td>Document</td><td>Stakeholder Minutes Meeting</td></tr><tr><td>Date</td><td>11/07/2024</td></tr><tr><td>Venue</td><td>Sabapalm Club House</td></tr><tr><td>Status</td><td>Stakeholder meeting was conducted by two-way communication</td></tr></table>	Document	Procedure Consultation and Communication	Reference	SMP-GMB-17	Revision	04	Date	15/04/2024	Document	Stakeholder Minutes Meeting	Date	11/07/2024	Venue	Sabapalm Club House	Status	Stakeholder meeting was conducted by two-way communication	Complied
Document	Procedure Consultation and Communication																		
Reference	SMP-GMB-17																		
Revision	04																		
Date	15/04/2024																		
Document	Stakeholder Minutes Meeting																		
Date	11/07/2024																		
Venue	Sabapalm Club House																		
Status	Stakeholder meeting was conducted by two-way communication																		
4.2.1.2	<p>Management documents shall be publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.</p>	<p>The management has established documents that are publicly available, to ensuring that information regarding the Malaysian Sustainable Palm Oil (MSPO) is accessible to all stakeholders and communities in the surrounding area. This transparency initiative aims to raise awareness and ensure that relevant parties are informed about the MSPO standards</p>	Complied																

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Criterion / Indicator		Assessment Findings	Compliance								
	- Major compliance -	<div>and the organization's commitment to sustainable practices in the palm oil industry. Sighted the evidence:</div> <div>Detail information on documents publicly:</div> <table><tr><td>Policies</td><td>MSPO Policy, Safety Policy, Social Policy, Environment Policy</td></tr><tr><td>License Permit</td><td>MPOB License, Trading License, MSPO & RSPO Certificate</td></tr><tr><td>Procedure</td><td>Procedure Communication, Flowchart Complaint & Grievance. Complaint Form</td></tr></table>	Policies	MSPO Policy, Safety Policy, Social Policy, Environment Policy	License Permit	MPOB License, Trading License, MSPO & RSPO Certificate	Procedure	Procedure Communication, Flowchart Complaint & Grievance. Complaint Form			
Policies	MSPO Policy, Safety Policy, Social Policy, Environment Policy										
License Permit	MPOB License, Trading License, MSPO & RSPO Certificate										
Procedure	Procedure Communication, Flowchart Complaint & Grievance. Complaint Form										
Criterion 4.2.2 – Transparent method of communication and consultation											
4.2.2.1	<div>Procedures shall be established for consultation and communication with the relevant stakeholders.</div> <div>- Major compliance -</div>	<div>The management had established the standard of procedure for consultation and communication for effective communication system with internal and external stakeholders. For internal stakeholders, the mode of communication is two ways communication, internal memo, notice board, MSPO meeting. This procedure complaint & grievance also was informed to the external stakeholder during stakeholder meeting. Sighted the evidence:</div> <div>Detail information on procedure company:</div> <table><tr><td>Document</td><td>Procedure Consultation and Communication</td></tr><tr><td>Reference</td><td>SMP-GMB-17</td></tr><tr><td>Revision</td><td>04</td></tr><tr><td>Date</td><td>15/04/2024</td></tr></table>	Document	Procedure Consultation and Communication	Reference	SMP-GMB-17	Revision	04	Date	15/04/2024	Complied
Document	Procedure Consultation and Communication										
Reference	SMP-GMB-17										
Revision	04										
Date	15/04/2024										
4.2.2.2	<div>A management official should be nominated to be responsible for issues related to Indicator 1 at each operating unit.</div> <div>- Minor compliance -</div>	<div>The appointment letter for management official to be responsible for communication and any complaint from stakeholder. This is to ensure the sustainability matters with relevant stakeholders are compiled and recorded. Sighted the evidence:</div> <div>Detail information on Appointment Letter PIC:</div>	Complied								

Criterion / Indicator		Assessment Findings		Compliance														
		Document	Appointment Letter															
		Date	19/03/2024															
		Appointed Person	Estate Manager															
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 -	The management has established the list of stakeholders there were information regarding of name, address, telephone number for contractor, supplier, government agency, industry, head of committee surrounding and schools. Sighted the evidence: Details information on the list of stakeholders: <table><tr><td>Document</td><td>List of Stakeholder</td></tr><tr><td>Date</td><td>05/08/2024</td></tr><tr><td></td><td>Government Agencies Supplier and contractor Neighbour mill and estate Neighbour village and school Transporter FFB Supplier</td></tr></table> The management has also done conducted stakeholder meeting and the record of minutes of meeting was recorded. During stakeholder meeting, the discussion is all about introduction of company, awareness on MSPO, explanation of complaint procedure, question and answer. Sighted the evidence: Detail information on communication between stakeholder: <table><tr><td>Document</td><td>Stakeholder Minutes Meeting</td></tr><tr><td>Date</td><td>11/07/2024</td></tr><tr><td>Venue</td><td>Sabapalm Club House</td></tr><tr><td>Status</td><td>Stakeholder meeting was conducted by two-way communication</td></tr></table>		Document	List of Stakeholder	Date	05/08/2024		Government Agencies Supplier and contractor Neighbour mill and estate Neighbour village and school Transporter FFB Supplier	Document	Stakeholder Minutes Meeting	Date	11/07/2024	Venue	Sabapalm Club House	Status	Stakeholder meeting was conducted by two-way communication	Complied
Document	List of Stakeholder																	
Date	05/08/2024																	
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Date	11/07/2024																	
Venue	Sabapalm Club House																	
Status	Stakeholder meeting was conducted by two-way communication																	

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Criterion / Indicator		Assessment Findings	Compliance												
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 -	<p>The management has established the standard operating procedure for the traceability of Fresh Fruit Bunches (FFB) delivery from the estate to the mill. Refer on the procedure it was describe a flowchart the process of delivery FFB and document records need for monitoring purpose. Sighted the evidence:</p> <p>Details information on procedure of traceability FFB:</p> <table><tr><td>Document</td><td>Procedure Traceability</td></tr><tr><td>Reference</td><td>SMP-GPB-09</td></tr><tr><td>Revision</td><td>07</td></tr><tr><td>Date</td><td>11/01/2023</td></tr></table>	Document	Procedure Traceability	Reference	SMP-GPB-09	Revision	07	Date	11/01/2023	Complied				
Document	Procedure Traceability														
Reference	SMP-GPB-09														
Revision	07														
Date	11/01/2023														
4.2.3.2	The management shall conduct regular inspections on compliance with the established traceability system. - Major compliance -	<p>The management has conducted regular inspection to ensure compliance with the traceability system. The staff diligently entered all pertinent data into the system, which was subsequently verified by the executive at the close of each day. This verification process included a thorough review of the weighbridge records for the product dispatch. Sighted the evidence:</p> <p>Details information on the inspection of traceability FFB:</p> <table><tr><td>Document</td><td>Weighbridge Ticket</td></tr><tr><td>Reference No.</td><td>FFB24009266W</td></tr><tr><td>Date</td><td>11/08/2024</td></tr><tr><td>Vehicle No.</td><td>HK 15</td></tr><tr><td>Net Weight</td><td>9,180 Kg</td></tr><tr><td>Inspection</td><td>The weighbridge ticket was checked by weighbridge clerk and signed</td></tr></table>	Document	Weighbridge Ticket	Reference No.	FFB24009266W	Date	11/08/2024	Vehicle No.	HK 15	Net Weight	9,180 Kg	Inspection	The weighbridge ticket was checked by weighbridge clerk and signed	Complied
Document	Weighbridge Ticket														
Reference No.	FFB24009266W														
Date	11/08/2024														
Vehicle No.	HK 15														
Net Weight	9,180 Kg														
Inspection	The weighbridge ticket was checked by weighbridge clerk and signed														
4.2.3.3	The management should identify and assign suitable employees	The management has designated a dedicated Person In-Charge specifically tasked with overseeing traceability requirements, with the	Complied												

Criterion / Indicator		Assessment Findings		Compliance												
	to implement and maintain the traceability system. - Minor compliance -	purpose of monitoring and updating the traceability system and records for the data information of Fresh Fruit Bunches (FFB). This appointment underscores the organization’s commitment to maintaining accurate and reliable traceability practices. Sighted the evidence: Details information on the appointment letter PIC traceability: <table><tr><td>Document</td><td>Appointment Letter</td></tr><tr><td>Date</td><td>03/01/2023</td></tr><tr><td>Appointed Person</td><td>Admin Clerk</td></tr></table>		Document	Appointment Letter	Date	03/01/2023	Appointed Person	Admin Clerk							
Document	Appointment Letter															
Date	03/01/2023															
Appointed Person	Admin Clerk															
4.2.3.4	Records of sales, delivery or transportation of FFB shall be maintained. - Major compliance -	The management have successfully dispatched the freshly harvested Fresh Fruit Bunches (FFB) to the Palm Oil Mill. Furthermore, the estates have diligently maintained records detailing the FFB dispatch and the FFB sent to the mill, demonstrating their commitment to effective monitoring and documentation. All record such delivery note and weighbridge ticket are documented. Sighted the evidence: Details information on the records of traceability FFB: <table><tr><td>Document</td><td>Weighbridge Ticket</td></tr><tr><td>Reference No.</td><td>FFB24009266W</td></tr><tr><td>Date</td><td>11/08/2024</td></tr><tr><td>Vehicle No.</td><td>HK 15</td></tr><tr><td>Net Weight</td><td>9,180 Kg</td></tr><tr><td>Inspection</td><td>The weighbridge ticket was checked by weighbridge clerk and signed</td></tr></table>		Document	Weighbridge Ticket	Reference No.	FFB24009266W	Date	11/08/2024	Vehicle No.	HK 15	Net Weight	9,180 Kg	Inspection	The weighbridge ticket was checked by weighbridge clerk and signed	Complied
Document	Weighbridge Ticket															
Reference No.	FFB24009266W															
Date	11/08/2024															
Vehicle No.	HK 15															
Net Weight	9,180 Kg															
Inspection	The weighbridge ticket was checked by weighbridge clerk and signed															
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.	The management diligently monitored compliance with permits and licenses, with oversight from both the operating units and the		Major non-conformity												

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Criterion / Indicator		Assessment Findings	Compliance																								
	- Major compliance -	<p>sustainability team. They ensured that all necessary licenses and permits were obtained and renewed in accordance with legal requirements, meticulously documenting these actions in the file system. Sighted the evidence:</p> <p>Details information on the license & permit with validity:</p> <table><tr><td>License / Permit</td><td>Reference</td><td>Validity Date</td></tr><tr><td>MPOB License (FFB)</td><td>523495002000</td><td>30/09/2024</td></tr><tr><td>MPOB License (Nursery)</td><td>574439011000</td><td>30/06/2025</td></tr><tr><td>Petrol Permit</td><td>PK/2023/P/000285</td><td>20/09/2024</td></tr><tr><td>Lesen Berniaga</td><td>A478528</td><td>31/12/2024</td></tr><tr><td>Lesen Pegajian Pekerja</td><td>JTK.H.SDK.600-4/1/1/01261/005604</td><td>01/10/2024</td></tr><tr><td>Permit Potongan Gaji</td><td>JTKSBH/PMT/113</td><td>11/03/2026</td></tr><tr><td>Lesen Pepasangan</td><td>ECOS/E/P/93E23C6</td><td>30/06/2025</td></tr></table> <p><u>Major NCR</u></p> <p>Implementation of environmental quality (schedule wastes) regulation 2005 is not adequately implemented.</p> <p>Genting Sabapalm Estate</p> <ul style="list-style-type: none">• Verification was conducted at the clinical waste store located at the back of the clinic, indicated that clinical waste (SW 404) was stored accordingly. However, there is no labelling observed providing information regards to generated date, name, address, telephone number, type of waste and scheduled waste code.• This practice is in violation of the Scheduled Waste Management, Doc. No. SMP-GPB-11, Rev.02, updated September 2020, Clause 8.4- Labelling (Regulation, Third Schedule_ which stating that all scheduled waste containers shall be clearly labelled as well as	License / Permit	Reference	Validity Date	MPOB License (FFB)	523495002000	30/09/2024	MPOB License (Nursery)	574439011000	30/06/2025	Petrol Permit	PK/2023/P/000285	20/09/2024	Lesen Berniaga	A478528	31/12/2024	Lesen Pegajian Pekerja	JTK.H.SDK.600-4/1/1/01261/005604	01/10/2024	Permit Potongan Gaji	JTKSBH/PMT/113	11/03/2026	Lesen Pepasangan	ECOS/E/P/93E23C6	30/06/2025	
License / Permit	Reference	Validity Date																									
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Lesen Pepasangan	ECOS/E/P/93E23C6	30/06/2025																									

Criterion / Indicator		Assessment Findings	Compliance										
		Environment Quality Regulations (Scheduled Waste) 2005, under the Environmental Quality Act of 1974.											
4.3.1.2	The management shall list all laws applicable to their operations in a legal requirements register. - Major compliance -	<p>The management has established the list of legal register. It was observed the list are updated when any new amendment or any new regulation. The list is listed the Act, Regulation and Industrial code of practice. Legal Requirement Register being updated. Sighted the evidence:</p> <p>Details information on List of Legal Register:</p> <table><tr><td>Document</td><td>Legal Requirements Register (LRR)</td></tr><tr><td>Reference</td><td>SMP-GPB-22</td></tr><tr><td>Revision</td><td>13</td></tr><tr><td>Date</td><td>15/04/2024</td></tr></table>	Document	Legal Requirements Register (LRR)	Reference	SMP-GPB-22	Revision	13	Date	15/04/2024	Complied		
Document	Legal Requirements Register (LRR)												
Reference	SMP-GPB-22												
Revision	13												
Date	15/04/2024												
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 -	<p>The management has established the list of legal register. It was observed the list are updated when any new amendment or any new regulation. The list is listed the Act, Regulation and Industrial code of practice. Legal Requirement Register being updated. Sighted the evidence:</p> <p>Details information on List of Legal Register:</p> <table><tr><td>Document</td><td>Legal Requirements Register (LRR)</td></tr><tr><td>Reference</td><td>SMP-GPB-22</td></tr><tr><td>Revision</td><td>13</td></tr><tr><td>Date</td><td>15/04/2024</td></tr><tr><td>Status</td><td>Legal register done update</td></tr></table>	Document	Legal Requirements Register (LRR)	Reference	SMP-GPB-22	Revision	13	Date	15/04/2024	Status	Legal register done update	Complied
Document	Legal Requirements Register (LRR)												
Reference	SMP-GPB-22												
Revision	13												
Date	15/04/2024												
Status	Legal register done update												
4.3.1.4	The management should assign a person responsible to monitor compliance and to track and update the changes in regulatory requirements. - Minor compliance -	The management has appointed a Person In-Charge for overseeing Legal Compliance requirements, tasked with the responsibilities of monitoring and keeping permits and licenses up-to-date, as well as staying informed about any changes in laws and regulations.	Complied										

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Criterion / Indicator		Assessment Findings		Compliance																				
		Details information on the appointment letter of PIC Legal: <table><tr><td>Document</td><td>Appointment Letter</td></tr><tr><td>Date</td><td>02/04/2024</td></tr><tr><td>Appointed Person</td><td>Chief Clerk</td></tr></table>		Document	Appointment Letter	Date	02/04/2024	Appointed Person	Chief Clerk															
Document	Appointment Letter																							
Date	02/04/2024																							
Appointed Person	Chief Clerk																							
Criterion 4.3.2 – Lands use rights																								
4.3.2.1	The management shall ensure that their oil palm cultivation activities do not diminish the land use rights of other users. - Major compliance -	The management has ensured all operation in estate not diminish the land use rights. It has been verified during interview session with stakeholder. The management also provided the legal ownership of land title during audit. Sighted the evidence: Detail information on sample of Land Title <table><tr><td>Document 1</td><td>Land Title – Country Lease</td></tr><tr><td>CL Number</td><td>085xxxxx</td></tr><tr><td>Land Size</td><td>2118.120 Ha</td></tr><tr><td>Document 2</td><td>Land Title – Country Lease</td></tr><tr><td>CL Number</td><td>085xxxxx</td></tr><tr><td>Land Size</td><td>1957.46 Ha</td></tr><tr><td>Document 3</td><td>Land Title – Country Lease</td></tr><tr><td>CL Number</td><td>0853xxxxx</td></tr><tr><td>Land Size</td><td>283 Ha</td></tr><tr><td>Total Land Size</td><td>4538.58 Ha</td></tr></table>		Document 1	Land Title – Country Lease	CL Number	085xxxxx	Land Size	2118.120 Ha	Document 2	Land Title – Country Lease	CL Number	085xxxxx	Land Size	1957.46 Ha	Document 3	Land Title – Country Lease	CL Number	0853xxxxx	Land Size	283 Ha	Total Land Size	4538.58 Ha	Complied
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CL Number	0853xxxxx																							
Land Size	283 Ha																							
Total Land Size	4538.58 Ha																							
4.3.2.2	The management shall provide documents showing legal ownership or lease, history of land tenure and the actual use of the land. - Major compliance -	The management has ensured all operation in estate not diminish the land use rights. It has been verified during interview session with stakeholder. The management also provided the legal ownership of land title during audit. Detail information on sample of Land Title <table><tr><td>Document 1</td><td>Land Title – Country Lease</td></tr></table>		Document 1	Land Title – Country Lease	Complied																		
Document 1	Land Title – Country Lease																							

Criterion / Indicator		Assessment Findings		Compliance								
		CL Number	085xxxxx									
		Land Size	2,118.120 Ha									
		Document 2	Land Title – Country Lease									
		CL Number	085 xxxxx									
		Land Size	1,957.46 Ha									
		Document 3	Land Title – Country Lease									
		CL Number	0853 xxxxx									
		Land Size	283 Ha									
		Total Land Size	4,538.58 Ha									
4.3.2.3	Legal perimeter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable. - Major compliance -	The management has ensured the oil palm cultivation within legal boundary. Sighted the legal perimeter boundary maker is maintained and visible on the ground. Sighted the evidence: Detail information legal perimeter boundary: <table><tr><td>Boundary Stone 1</td><td>N: 5.913450, E: 117.372348</td></tr><tr><td>Boundary Stone 2</td><td>N: 5.916899, E: 117.377368</td></tr><tr><td>Boundary Stone 3</td><td>N: 5.932577, E: 117.362897</td></tr><tr><td>Boundary Stone 4</td><td>N: 5.926407, E: 117.414100</td></tr></table>		Boundary Stone 1	N: 5.913450, E: 117.372348	Boundary Stone 2	N: 5.916899, E: 117.377368	Boundary Stone 3	N: 5.932577, E: 117.362897	Boundary Stone 4	N: 5.926407, E: 117.414100	Complied
Boundary Stone 1	N: 5.913450, E: 117.372348											
Boundary Stone 2	N: 5.916899, E: 117.377368											
Boundary Stone 3	N: 5.932577, E: 117.362897											
Boundary Stone 4	N: 5.926407, E: 117.414100											
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 have been no land disputes reported or recorded. As such, the process of fair compensation and FPIC is currently not required to be applied. Consultation with relevant stakeholders conducted onsite confirmed the information.		N/A								
Criterion 4.3.3 – Customary rights												

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Criterion / Indicator		Assessment Findings	Compliance						
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 is no land encumbered by customary rights under sample visited estate.	N/A						
4.3.3.2	Maps of an appropriate scale showing extent of recognized customary rights land, if any, should made available. - Minor compliance -	There is no land encumbered by customary rights under sample visited estate.	N/A						
4.3.3.3	Negotiation and FPIC shall be recorded and copies of negotiated agreements should be made available. - Major compliance -	There is no land encumbered by customary rights under sample visited estate.	N/A						
4.4 Principle 4: Social responsibility, health, safety and employment condition									
Criterion 4.4.1: Social Impact Assessment (SIA)									
4.4.1.1	Social impact should be identified and plans are implemented to mitigate the negative impacts and promote the positive ones. - Minor compliance –	<div>The management has identified, and plans are implemented on Social Impact Assessment (SIA) to mitigate the negative impacts and promote the positive ones. Refer Social Impact Assessment (SIA) report, the methodology was done by interview section to local community, interview internal workers and conduct stakeholder meeting. The process of assessment was done through identified stakeholder, social factor, analyse data, meeting, develop and implement action plan. Sighted the evidence: Details information on Social Impact Assessment (SIA):<table><tr><td>Document</td><td>SIA Report</td></tr><tr><td>Date</td><td>June 2020</td></tr><tr><td>Prepared By</td><td>Sustainability Department</td></tr></table></div>	Document	SIA Report	Date	June 2020	Prepared By	Sustainability Department	Complied
Document	SIA Report								
Date	June 2020								
Prepared By	Sustainability Department								

Criterion / Indicator		Assessment Findings	Compliance																
		<p>Detail information Social Impact Assessment (SIA) management:</p> <table><tr><td>Document</td><td>SIA Management Plan</td></tr><tr><td>Date Review</td><td>28/06/2024</td></tr><tr><td>Prepared By</td><td>Assistant Manager</td></tr></table> <p>Based on the Social Impact Assessment, the management has developed a mitigation action plan to aimed and promoting positive actions to generate beneficial impacts. This plan likely includes strategies and initiatives designed to address identified social issues, enhance community well-being, and foster sustainable development within the affected areas.</p> <p>Details information on social management plan:</p> <table><tr><td>Status</td><td>Action Plan</td></tr><tr><td>Done – completed</td><td>To conduct the meeting with stakeholder by quarterly basis</td></tr><tr><td>Done – completed</td><td>To ensure complaint and grievance are recorded action taken timely</td></tr><tr><td>Done – completed</td><td>To ensure workers are briefing on contract agreement</td></tr><tr><td>Done – completed</td><td>To ensure contractors well brief on contract agreement</td></tr></table>	Document	SIA Management Plan	Date Review	28/06/2024	Prepared By	Assistant Manager	Status	Action Plan	Done – completed	To conduct the meeting with stakeholder by quarterly basis	Done – completed	To ensure complaint and grievance are recorded action taken timely	Done – completed	To ensure workers are briefing on contract agreement	Done – completed	To ensure contractors well brief on contract agreement	
Document	SIA Management Plan																		
Date Review	28/06/2024																		
Prepared By	Assistant Manager																		
Status	Action Plan																		
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Done – completed	To ensure complaint and grievance are recorded action taken timely																		
Done – completed	To ensure workers are briefing on contract agreement																		
Done – completed	To ensure contractors well brief on contract agreement																		
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 -	<p>The management has established a system for dealing with complaints and grievances. The management also has provided training to the worker regarding of complaint and grievances procedure. Sighted the evidence:</p> <p>Details information on complaint and grievance procedure:</p>	Complied																

Criterion / Indicator		Assessment Findings		Compliance														
		Document	Procedure Complaint & Grievance															
		Reference	SMP-GPB-19															
		Date	15/04/2024															
		Revision	06															
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 management has established complaint procedure. Refer complaint procedure upon receipt of grievances, the decision taken to provide a written reply to the employee or stakeholder concerned. The grievance will be acting with immediate superior for the resolution on complaint. Sighted the evidence: Details information sample of complaint & grievance form: <table><tr><td>Document</td><td>Complaint Record</td></tr><tr><td>Date Received</td><td>19/06/2024</td></tr><tr><td>Date Resolved</td><td>10/07/2024</td></tr><tr><td>Complaint Issue</td><td>The complaint made from workers due to housing matter and the issue was settled.</td></tr></table> The management also was giving the information and training related how to made any complaint to workers and stakeholder. Any compliant or suggestion can be made any time. Sighted the evidence: Details information on complaint to employee & stakeholder: <table><tr><td>Document</td><td>Minutes of Meeting</td></tr><tr><td>Date</td><td>19/06/2024</td></tr><tr><td>Information</td><td>Training on complaint procedure to all participant.</td></tr></table>		Document	Complaint Record	Date Received	19/06/2024	Date Resolved	10/07/2024	Complaint Issue	The complaint made from workers due to housing matter and the issue was settled.	Document	Minutes of Meeting	Date	19/06/2024	Information	Training on complaint procedure to all participant.	Complied
Document	Complaint Record																	
Date Received	19/06/2024																	
Date Resolved	10/07/2024																	
Complaint Issue	The complaint made from workers due to housing matter and the issue was settled.																	
Document	Minutes of Meeting																	
Date	19/06/2024																	
Information	Training on complaint procedure to all participant.																	
4.4.2.3	A complaint form should be made available at the premises, where employees and affected stakeholders can make a complaint. - Minor compliance -	The management has established a complaint form at the premises. The complaint form has been used for employees and stakeholders to make any complaint. Anyone can make any complaint and it was recorded in the complaint form and logbook. Sighted the evidence:		Complied														

Criterion / Indicator		Assessment Findings		Compliance								
		Details information on system of complaint & grievance: <table><tr><td>Complaint Form</td><td>Display at office</td></tr><tr><td>Complaint Flowchart</td><td>Display at notice board</td></tr><tr><td>Complaint Box</td><td>Install at office</td></tr><tr><td>Online System</td><td>Through WhatsApp – Careline</td></tr></table>		Complaint Form	Display at office	Complaint Flowchart	Display at notice board	Complaint Box	Install at office	Online System	Through WhatsApp – Careline	
Complaint Form	Display at office											
Complaint Flowchart	Display at notice board											
Complaint Box	Install at office											
Online System	Through WhatsApp – Careline											
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 also was giving the information and training related how to made any complaint to workers and stakeholder. Any compliant or suggestion can be made any time. Sighted the evidence: Details information on complaint to employee & stakeholder: <table><tr><td>Document</td><td>Minutes of Meeting</td></tr><tr><td>Date</td><td>19/06/2024</td></tr><tr><td>Information</td><td>Training on complaint procedure to all participant.</td></tr></table>		Document	Minutes of Meeting	Date	19/06/2024	Information	Training on complaint procedure to all participant.	Complied		
Document	Minutes of Meeting											
Date	19/06/2024											
Information	Training on complaint procedure to all participant.											
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 -	Complaints and resolutions for the last 24 months has documented and made available to affected stakeholders upon request. The complaint form was recorded in the office for their monitoring and action taken. Sighted the evidence: Details information sample of complaint & grievance form: <table><tr><td>Document</td><td>Complaint Record</td></tr><tr><td>Date Received</td><td>16/06/2022</td></tr><tr><td>Date Resolved</td><td>25/06/2022</td></tr><tr><td>Complaint Issue</td><td>The compliant made from worker due to housing matter and the issue was settled.</td></tr></table>		Document	Complaint Record	Date Received	16/06/2022	Date Resolved	25/06/2022	Complaint Issue	The compliant made from worker due to housing matter and the issue was settled.	Complied
Document	Complaint Record											
Date Received	16/06/2022											
Date Resolved	25/06/2022											
Complaint Issue	The compliant made from worker due to housing matter and the issue was settled.											
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 -	The management has contributed to local development in consultation with the local communities. There is a record for the CSR programme are made with surrounding community. Sighted the evidence:		Complied								

Criterion / Indicator		Assessment Findings		Compliance												
		Details information of CSR from the company: <table><tr><td>CSR 1</td><td>Donation to SMK Pamol</td></tr><tr><td>CSR 2</td><td>Donation to Balai Polis Tagas Tagas</td></tr><tr><td>CSR 3</td><td>Donation Klinik Kesihatan Tagas Tagas</td></tr><tr><td>CSR 4</td><td>Donation for sport activity Hari Pekerja</td></tr></table>		CSR 1	Donation to SMK Pamol	CSR 2	Donation to Balai Polis Tagas Tagas	CSR 3	Donation Klinik Kesihatan Tagas Tagas	CSR 4	Donation for sport activity Hari Pekerja					
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CSR 2	Donation to Balai Polis Tagas Tagas															
CSR 3	Donation Klinik Kesihatan Tagas Tagas															
CSR 4	Donation for sport activity Hari Pekerja															
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 -	The management has established an occupational safety and health policy. The policy has effectively communicated and implemented. Sighted the policy has display at notice board to give information to all employee and stakeholder. Sighted the evidence: Details information on the OSH Policy: <table><tr><td>Document</td><td>Occupational Safety & Health Policy</td></tr><tr><td>Date</td><td>01/07/2023</td></tr><tr><td>Signed By</td><td>President & Chief Executive Officer</td></tr></table> The management also has done training on safety policy through morning master briefing and training section. Sighted the evidence: <table><tr><td>Document</td><td>Training Record</td></tr><tr><td>Date</td><td>07/02/2024 & 16/02/2024</td></tr><tr><td>Venue</td><td>Muster ground</td></tr></table>		Document	Occupational Safety & Health Policy	Date	01/07/2023	Signed By	President & Chief Executive Officer	Document	Training Record	Date	07/02/2024 & 16/02/2024	Venue	Muster ground	Complied
Document	Occupational Safety & Health Policy															
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Signed By	President & Chief Executive Officer															
Document	Training Record															
Date	07/02/2024 & 16/02/2024															
Venue	Muster ground															
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:	a) The management has established an occupational safety and health policy. The policy has effectively communicated and implemented. Sighted the policy has display at notice board to give information to all employee and stakeholder. Sighted the evidence: <table><tr><td>Document</td><td>Occupational Safety & Health Policy</td></tr><tr><td>Date</td><td>01/07/2023</td></tr><tr><td>Signed By</td><td>President & Chief Executive Officer</td></tr></table>		Document	Occupational Safety & Health Policy	Date	01/07/2023	Signed By	President & Chief Executive Officer	Complied						
Document	Occupational Safety & Health Policy															
Date	01/07/2023															
Signed By	President & Chief Executive Officer															

Criterion / Indicator		Assessment Findings		Compliance
	<p>i. all employees involved shall be adequately trained on safe working practices</p> <p>ii. all precautions attached to products shall be properly observed and applied</p> <p>d) The management shall provide the appropriate PPE at the place of work to cover all potentially hazardous operations as identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC).</p> <p>e) The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labeling) Regulation 1997 and Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000.</p> <p>f) The management shall appoint responsible person(s) for workers' safety and health. The appointed person(s) of trust must have knowledge and access to latest national regulations and collective agreements.</p> <p>g) The management shall conduct regular two-way communication with their employees where issues affecting their business such as employee's health, safety and welfare are discussed openly. Records from such meeting are kept and the concerns of the employees and any remedial actions taken are recorded.</p> <p>h) Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees.</p>	Training Policy	07/02/2024 & 16/02/2024	
		b) The management has established the risk for the operation. All the risk assessment has documented and monitored. Sighted the evidence:		
		Assessment	Description	
		HIRARC	HIRARC, ref no: GENP/HIRARC/05/001 to GENP/HIRARC/05/031 with latest updated and reviewed on 05/01/2023 and 30/03/2023. There are one HIRARC was updated on 24/07/2024 for FFB transporting activity, reference no: GENP/HIRARC/04/006. The HIRARC was done assessment to all station in the estate such as operation area, store and facilities area. All type of hazard was identified and risk control are measured.	
		CHRA	CHRA Report (Chemical Health Risk Assessment) with reference JKPP HQ/07/ASS/00/236-2019/158 dated October 2019 has been established by certified assessor. From total of 234 chemicals exposed, there were 150 chemicals which were classified as hazardous to health.	
			Sighted also new CHRA Report has established with reference HQ/11/ass/00/298-042024/96 dated on 27/04/2024.	

Criterion / Indicator		Assessment Findings		Compliance
	i) Employees trained in First Aid should be present at all field operations. A First Aid Kit equipped with approved contents should be available at each worksite. j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals. - Major compliance -	Medical Surveillance	Medical Surveillance has been conducted for individuals exposed to chemical. The medical surveillance report, produced on 05/06/2024. Total 52 numbers of workers have been send to examined and the result all workers examined are fit to work.	
		NRA	Noise Risk Assessment (NRA) Report: CC/0421/053 was established by certified assessor with reference HQ/18/PEB/00/00024 and dated 01/04/2021. The assessment was conducted for related estate area, facilities and workplace.	
		Audiometric Testing	The audiometric testing has been conducted on 05/02/2024. The total of numbers is 67 workers sending for the testing. From the report, the summary result such as: <ul style="list-style-type: none"> • Normal Audiogram – 64 persons • Abnormal audiogram – 2 • Standard Threshold Shift (STS) – 1 Sighted record for abnormal audiogram workers: <ul style="list-style-type: none"> • Summary report medical examination for abnormal audiogram dated on 27/03/2024 for 2 workers (grasscutter worker and tractor driver). • JKKP 7 with reference number SB/SKES/24/00129 for tractor driver. • JKKP 7 with reference number SB/SKES/24/00127 for grass cutter. 	

Criterion / Indicator		Assessment Findings	Compliance																								
		<p>c) The management has been established annual training for the employees and it was prepared by internal team. Sighted the evidence:</p> <table><tr><td>Training Program</td><td>Description</td></tr><tr><td>Spraying Training</td><td>Done conducted: 16/05/2024</td></tr><tr><td>Fertilizer Application Training</td><td>Done conducted: 08/02/2024</td></tr><tr><td>Safety Chemical Handling (pesticides) Training</td><td>Done conducted: 08/06/2024</td></tr></table> <p>During site visit at chemical store, it was observed that all chemical was labeling and SDS was provided and display information to public. Sighted the evidence:</p> <table><tr><td>Document</td><td>Safety Data Sheet (SDS)</td></tr><tr><td>Petron Diesel Euro 5</td><td>SDS Available & Display, Date issued: 28/03/2021</td></tr><tr><td>Metsulfuron-metil 20.0%</td><td>SDS Available & Display Date issued: 17/02/2023</td></tr><tr><td>Isopropylammonium salt of N-(phosphonomethyl)-glycine</td><td>SDS Available & Display Date issued: 13/07/2020</td></tr></table> <p>d) Management has provided appropriate PPE to workers to cover all potentially hazardous operations as identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC). Sighted the evidence:</p> <table><tr><td>Document</td><td>PPE Issuance Record</td></tr><tr><td>Employee</td><td>Spraying Workers</td></tr><tr><td>PPE Received</td><td>Rubber boot, nitrile gloves, goggles, safety helmet, respirator and apron.</td></tr><tr><td>Latest Date Received</td><td>06/08/2024</td></tr></table>	Training Program	Description	Spraying Training	Done conducted: 16/05/2024	Fertilizer Application Training	Done conducted: 08/02/2024	Safety Chemical Handling (pesticides) Training	Done conducted: 08/06/2024	Document	Safety Data Sheet (SDS)	Petron Diesel Euro 5	SDS Available & Display, Date issued: 28/03/2021	Metsulfuron-metil 20.0%	SDS Available & Display Date issued: 17/02/2023	Isopropylammonium salt of N-(phosphonomethyl)-glycine	SDS Available & Display Date issued: 13/07/2020	Document	PPE Issuance Record	Employee	Spraying Workers	PPE Received	Rubber boot, nitrile gloves, goggles, safety helmet, respirator and apron.	Latest Date Received	06/08/2024	
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Latest Date Received	06/08/2024																										

Criterion / Indicator		Assessment Findings	Compliance																										
		<p>Sighted sample training for PPE:</p> <table><tr><td>Document</td><td>PPE Training</td></tr><tr><td>Date</td><td>30/03/2024</td></tr></table> <p>e) The management has established standard operating procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labeling) Regulation 1997 and Occupational Safety Health</p> <table><tr><td>Document</td><td>Safe Work Operating Procedure (SOP) – Spraying Procedure</td></tr><tr><td>Reference</td><td>GENP/SOP/00/002</td></tr><tr><td>Revision</td><td>00</td></tr><tr><td>Date</td><td>11/10/2022</td></tr></table> <table><tr><td>Document</td><td>Safe Work Operating Procedure (SOP) – Pesticides Mixing Procedure</td></tr><tr><td>Reference</td><td>GENP/SOP/00/003</td></tr><tr><td>Revision</td><td>00</td></tr><tr><td>Date</td><td>11/10/2022</td></tr></table> <p>f) The management has appointed responsible person(s) for safety and health. Refer appointment letter, there is information of the roles and responsibilities of the appointed officer had clearly stated in the appointment letter. Sighted the evidence:</p> <table><tr><td>Document</td><td>Appointment Letter for OSH Committee Chairman</td></tr><tr><td>Date</td><td>19/03/2024</td></tr><tr><td>PIC Name</td><td>Estate Manager</td></tr></table>	Document	PPE Training	Date	30/03/2024	Document	Safe Work Operating Procedure (SOP) – Spraying Procedure	Reference	GENP/SOP/00/002	Revision	00	Date	11/10/2022	Document	Safe Work Operating Procedure (SOP) – Pesticides Mixing Procedure	Reference	GENP/SOP/00/003	Revision	00	Date	11/10/2022	Document	Appointment Letter for OSH Committee Chairman	Date	19/03/2024	PIC Name	Estate Manager	
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PIC Name	Estate Manager																												

Criterion / Indicator		Assessment Findings	Compliance																						
		<p>Sighted also OSH Coordinator as part estate OSH committee:</p> <table><tr><td>Document</td><td>Appointment Letter for OSH Coordinator</td></tr><tr><td>Date</td><td>07/02/2024</td></tr><tr><td>PIC Name</td><td>Assistant Manager</td></tr></table> <p>g) The management has conducted regular two-way communication with their employees during OSH Meeting with discussion on employee’s health, safety and welfare. The safety meeting was conducted according to OSHA Requirement. Sighted the evidence:</p> <table><tr><td>Document</td><td>OSH Minutes Meeting</td></tr><tr><td>Date Meeting</td><td>Meeting 1: 17/05/2024 Meeting 2: 21/05/2024 Meeting 3: Plan on Sept 2024</td></tr></table> <p>h) The management has established accident and emergency procedures and the instructions clearly understood by all employees. Sighted document as below evidence:</p> <table><tr><td>Document</td><td>Emergency Response Procedure</td></tr><tr><td>Date</td><td>12/07/2024</td></tr><tr><td>Training ERP to workers</td><td>Done conducted: 26/03/2024</td></tr></table> <table><tr><td>Document</td><td>OSH Manual – Workplace Accident Notification and Investigation</td></tr><tr><td>Reference</td><td>OM-GPB-12</td></tr><tr><td>Effective Date for SOP</td><td>01/08/2009</td></tr></table> <p>i) First aid box has been present at works station. First aid box also was inspected during site visit and found contains with approved contents. Sighted the evidence:</p>	Document	Appointment Letter for OSH Coordinator	Date	07/02/2024	PIC Name	Assistant Manager	Document	OSH Minutes Meeting	Date Meeting	Meeting 1: 17/05/2024 Meeting 2: 21/05/2024 Meeting 3: Plan on Sept 2024	Document	Emergency Response Procedure	Date	12/07/2024	Training ERP to workers	Done conducted: 26/03/2024	Document	OSH Manual – Workplace Accident Notification and Investigation	Reference	OM-GPB-12	Effective Date for SOP	01/08/2009	
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Criterion / Indicator		Assessment Findings	Compliance																										
		<table><tr><td>First Aid Box (FAB)</td><td>Available at field site Available at workshop</td></tr><tr><td>Frequency Inspection</td><td>Every month</td></tr><tr><td>Date Inspection</td><td>Latest inspection on 01/08/2024 done by Hospital Assistant (HA)</td></tr><tr><td>Observation</td><td>All the item in FAB updated.</td></tr></table> <p>Sighted training record for first aid:</p> <table><tr><td>Training</td><td>First Aid training</td></tr><tr><td>Date</td><td>16/03/2024</td></tr><tr><td>Participant</td><td>34 persons</td></tr><tr><td>Trainer</td><td>Hospital Assistant (HA)</td></tr></table> <p>Verified also 14 persons has been trained as a first aider for estate and valid from 25/02/2022 to 22/05/2025.</p> <p>j) The management has recorded and kept of all accidents and it was reviewed periodically intervals by internal team. Sighted the evidence:</p> <table><tr><td>Document</td><td>JKKP 8 Submission</td></tr><tr><td>Date</td><td>03/01/2024</td></tr><tr><td>Reference</td><td>JKKP8/152961/2023</td></tr><tr><td>Case reported</td><td>Five (5)</td></tr><tr><td>Serious illness (more than 4 days MC)</td><td>Two (2) cases</td></tr></table> <p>There are four accident cases that happened at Genting Sabapalm Estate on year 2023. All the case was reported on JKKP 6 and the investigation also adequately prepared, <i>Laporan Kronologi Kejadian Kes Kemalangan</i>. The OSH committee also discussed the investigation and method of prevention, action to be taken during OSH Meeting. Sighted sample cases such as:</p>	First Aid Box (FAB)	Available at field site Available at workshop	Frequency Inspection	Every month	Date Inspection	Latest inspection on 01/08/2024 done by Hospital Assistant (HA)	Observation	All the item in FAB updated.	Training	First Aid training	Date	16/03/2024	Participant	34 persons	Trainer	Hospital Assistant (HA)	Document	JKKP 8 Submission	Date	03/01/2024	Reference	JKKP8/152961/2023	Case reported	Five (5)	Serious illness (more than 4 days MC)	Two (2) cases	
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Criterion / Indicator		Assessment Findings	Compliance								
		<ul style="list-style-type: none">Case report 1: SB/SKEM/23/02066 – date accident on 13/03/2023Case report 2: SB/SKEM/23/02017 – date accident on 07/02/2023									
Criterion 4.4.5: Employment conditions											
4.4.5.1	<p>The management shall establish policy on good social practices regarding human rights in respect of industrial harmony. The policy shall be signed by the top management and effectively communicated to the employees.</p> <p>- Major compliance -</p>	<p>The management has established policy on good social practice regarding human rights in respect of industrial harmony in the organisation. The policy has been signed by the top management and effectively communicated to the employees through muster briefing at field site. Sighted the document as below evidence:</p> <p>Details information of policy of company:</p> <table><tr><td>Document</td><td>Social Policy</td></tr><tr><td>Signed By</td><td>President & Chief Operating Officer</td></tr><tr><td>Date</td><td>14/09/2020.</td></tr><tr><td>Content of Policy</td><td>Respect human rights and support international human rights law. Provide safe and healthy working environment. Respect the right of workers to join or form legal trade unions Not use any child labour. No discrimination in terms of hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, union membership or political affiliation.</td></tr></table>	Document	Social Policy	Signed By	President & Chief Operating Officer	Date	14/09/2020.	Content of Policy	Respect human rights and support international human rights law. Provide safe and healthy working environment. Respect the right of workers to join or form legal trade unions Not use any child labour. No discrimination in terms of hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, union membership or political affiliation.	Complied
Document	Social Policy										
Signed By	President & Chief Operating Officer										
Date	14/09/2020.										
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Criterion / Indicator		Assessment Findings		Compliance								
			Not commit any physical abuse, threatened, harassment or verbal abuse towards the employees.									
		Details information of policy has communicated to employee:										
		Training Policy	Policy training has conducted on 16/02/2024 during morning muster									
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 management has established policy that provided equal opportunity and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin to all employee. This policy has effectively communicated to employee through muster briefing and training session. Sighted the evidence:</p> <p>Details information of policy of company:</p> <table><tr><td>Document</td><td>Social Policy</td></tr><tr><td>Signed By</td><td>President & Chief Operating Officer</td></tr><tr><td>Date</td><td>14/09/2020.</td></tr><tr><td>Content of Policy</td><td>Respect human rights and support international human rights law. Provide safe and healthy working environment. Respect the right of workers to join or form legal trade unions Not use any child labour. No discrimination in terms of hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, union membership or political affiliation.</td></tr></table>		Document	Social Policy	Signed By	President & Chief Operating Officer	Date	14/09/2020.	Content of Policy	Respect human rights and support international human rights law. Provide safe and healthy working environment. Respect the right of workers to join or form legal trade unions Not use any child labour. No discrimination in terms of hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, union membership or political affiliation.	Complied
Document	Social Policy											
Signed By	President & Chief Operating Officer											
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Criterion / Indicator		Assessment Findings		Compliance																														
			Not commit any physical abuse, threatened, harassment or verbal abuse towards the employees.																															
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>The management has to ensure that employees pay and condition meet legal or industry minimum standards and as per agreed Collective Agreements. Refer on contract agreement between employer and employee, sighted the basic salary was stated in agreement. Sighted the document as below sample evidence:</p> <p>Details information sample of contract agreement and salary:</p> <table><tr><td>Document</td><td>Employment Agreement</td></tr><tr><td>Employee No</td><td>E00XXX</td></tr><tr><td>Date Agreement</td><td>25/05/2023</td></tr><tr><td>Category</td><td>Foreigner Worker – Cleaner</td></tr><tr><td>Payment Term</td><td>Daily Rate</td></tr><tr><td>Working Days</td><td>26 Days</td></tr><tr><td>Signed</td><td>Employer & employee</td></tr><tr><td>Basic Salary</td><td>RM57.69 / Day RM1500 / Month</td></tr><tr><td>Pay Slip</td><td>RM15XX.XX – Apr 2024 RM15XX.XX – May 2024 RM15XX.XX – Jun 2024</td></tr></table> <p>Details information sample of contract agreement and salary:</p> <table><tr><td>Document</td><td>Employment Agreement</td></tr><tr><td>Employee No</td><td>E10XXX</td></tr><tr><td>Date Agreement</td><td>20/03/2023</td></tr><tr><td>Category</td><td>Foreigner Worker – General</td></tr><tr><td>Payment Term</td><td>Daily Rate</td></tr><tr><td>Working Days</td><td>26 Days</td></tr></table>		Document	Employment Agreement	Employee No	E00XXX	Date Agreement	25/05/2023	Category	Foreigner Worker – Cleaner	Payment Term	Daily Rate	Working Days	26 Days	Signed	Employer & employee	Basic Salary	RM57.69 / Day RM1500 / Month	Pay Slip	RM15XX.XX – Apr 2024 RM15XX.XX – May 2024 RM15XX.XX – Jun 2024	Document	Employment Agreement	Employee No	E10XXX	Date Agreement	20/03/2023	Category	Foreigner Worker – General	Payment Term	Daily Rate	Working Days	26 Days	Complied
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Criterion / Indicator		Assessment Findings		Compliance																				
		<table><tr><td>Signed</td><td>Employer & employee</td></tr><tr><td>Basic Salary</td><td>RM57.69 / Day RM1500 / Month</td></tr><tr><td>Pay Slip</td><td>RM20XX.XX – Jul 2024 RM29XX.XX – Jun 2024 RM18XX.XX – May 2024</td></tr></table>	Signed	Employer & employee	Basic Salary	RM57.69 / Day RM1500 / Month	Pay Slip	RM20XX.XX – Jul 2024 RM29XX.XX – Jun 2024 RM18XX.XX – May 2024	Based on the record on pay slip. The payment on employee is meet the industry minimum standard. Based on interview with the random sampling of workers. There are understand the term and condition stated in employment agreement such basic salary, annul leave, public holiday, working hours, overtime and job description.															
Signed	Employer & employee																							
Basic Salary	RM57.69 / Day RM1500 / Month																							
Pay Slip	RM20XX.XX – Jul 2024 RM29XX.XX – Jun 2024 RM18XX.XX – May 2024																							
4.4.5.4	Management should ensure employees of contractors are paid based on legal or industry minimum standards according to the employment contract agreed between the contractor and his employee. - Minor compliance -	<table><tr><td>Document</td><td>Employment Agreement</td></tr><tr><td>Contractor</td><td>HXX KXX EXXXXXX</td></tr><tr><td>Scope Work</td><td>FFB Loading and Transportation</td></tr><tr><td>Date Agreement</td><td>01/01/2024</td></tr><tr><td>Category</td><td>Driver lorry</td></tr><tr><td>Payment Term</td><td>Piece Rate</td></tr><tr><td>Working Days</td><td>26 Days</td></tr><tr><td>Signed</td><td>Employer & employee</td></tr><tr><td>Basic Salary</td><td>RM57.69 / Day RM1500 / Month</td></tr><tr><td>Pay Slip</td><td>RM17XX.XX – Jul 2024</td></tr></table>	Document	Employment Agreement	Contractor	HXX KXX EXXXXXX	Scope Work	FFB Loading and Transportation	Date Agreement	01/01/2024	Category	Driver lorry	Payment Term	Piece Rate	Working Days	26 Days	Signed	Employer & employee	Basic Salary	RM57.69 / Day RM1500 / Month	Pay Slip	RM17XX.XX – Jul 2024	The management has ensured that employees of contractor are pay of salary with meet legal or industry minimum standards and as per agreed Collective Agreements. Refer on contract agreement between employer and employee, sighted the basic salary was stated in agreement. Sighted the document as below sample evidence: Details information sample of contract agreement and salary:	Complied
Document	Employment Agreement																							
Contractor	HXX KXX EXXXXXX																							
Scope Work	FFB Loading and Transportation																							
Date Agreement	01/01/2024																							
Category	Driver lorry																							
Payment Term	Piece Rate																							
Working Days	26 Days																							
Signed	Employer & employee																							
Basic Salary	RM57.69 / Day RM1500 / Month																							
Pay Slip	RM17XX.XX – Jul 2024																							

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			RM15XX.XX – Jun 2024 RM20XX.XX – May 2024																	
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>The management has established records that provide an accurate account of all employees on the premises. The records have been containing the full names, gender, date of birth, date of entry, a job description, wage and the period of employment. Sighted the document as below sample evidence:</p> <p>Details information sample of contract agreement and salary:</p> <table><tr><td>Document</td><td>Employment Agreement</td></tr><tr><td>Employee No</td><td>E10XXX</td></tr><tr><td>Date Agreement</td><td>20/03/2023</td></tr><tr><td>Category</td><td>Foreigner Worker – General</td></tr><tr><td>Payment Term</td><td>Daily Rate</td></tr><tr><td>Working Days</td><td>26 Days</td></tr><tr><td>Signed</td><td>Employer & employee</td></tr><tr><td>Detail Information</td><td>Full names, gender, date of birth, date of entry, a job description, wage, annual leave, public holiday, working time and date entry available in agreement.</td></tr></table>		Document	Employment Agreement	Employee No	E10XXX	Date Agreement	20/03/2023	Category	Foreigner Worker – General	Payment Term	Daily Rate	Working Days	26 Days	Signed	Employer & employee	Detail Information	Full names, gender, date of birth, date of entry, a job description, wage, annual leave, public holiday, working time and date entry available in agreement.	Complied
Document	Employment Agreement																			
Employee No	E10XXX																			
Date Agreement	20/03/2023																			
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Payment Term	Daily Rate																			
Working Days	26 Days																			
Signed	Employer & employee																			
Detail Information	Full names, gender, date of birth, date of entry, a job description, wage, annual leave, public holiday, working time and date entry available in agreement.																			
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>All employees have been provided with fair contracts that have been signed by both employee and employer. The copy of employment contract is available for each employee and it was kept as employment records. Sighted the evidence:</p> <p>Details information sample of contract agreement and salary:</p> <table><tr><td>Document</td><td>Employment Agreement</td></tr><tr><td>Employee No</td><td>E10XXX</td></tr><tr><td>Date Agreement</td><td>20/03/2023</td></tr><tr><td>Category</td><td>Foreigner Worker – General</td></tr></table>		Document	Employment Agreement	Employee No	E10XXX	Date Agreement	20/03/2023	Category	Foreigner Worker – General	Complied								
Document	Employment Agreement																			
Employee No	E10XXX																			
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Category	Foreigner Worker – General																			

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Criterion / Indicator		Assessment Findings		Compliance																
		<table><tr><td>Payment Term</td><td>Daily Rate</td></tr><tr><td>Working Days</td><td>26 Days</td></tr><tr><td>Signed</td><td>Employer & employee</td></tr><tr><td>Observation</td><td>Copy of agreement has provided to employee. The payment has been paid as per contract agreement</td></tr></table> <p>Based on interview with the random sampling of workers. There are understand the term and condition stated in employment agreement such basic salary, annul leave, public holiday, working hours, overtime and job description.</p>	Payment Term	Daily Rate	Working Days	26 Days	Signed	Employer & employee	Observation	Copy of agreement has provided to employee. The payment has been paid as per contract agreement										
Payment Term	Daily Rate																			
Working Days	26 Days																			
Signed	Employer & employee																			
Observation	Copy of agreement has provided to employee. The payment has been paid as per contract agreement																			
4.4.5.7	<p>The management shall establish a time recording system that makes working hours and overtime transparent for both employees and employer.</p> <p>- Major compliance -</p>	<p>The management has established a time recording system that makes working hours and overtime transparent for both employees and employer. The overtime has recorded transparent in the pay slip of employee. Sighted the evidence:</p> <p>Details information sample of payslip of employee:</p> <table><tr><td>Document</td><td>Employment Agreement</td></tr><tr><td>Employee No</td><td>E10XXX</td></tr><tr><td>Date Agreement</td><td>20/03/2023</td></tr><tr><td>Category</td><td>Foreigner Worker – General</td></tr><tr><td>Working Hour</td><td>7.5 Hours</td></tr><tr><td>Overtime Approved</td><td>104 Hour</td></tr><tr><td>Overtime calculated</td><td>Basic Wage / 7.5 Hr x 1.5 (Normal) Basic Wage / 7.5 Hr x 2.0 (Rest Day) Basic Wage / 7.5 hr x 3.0 (Public Day)</td></tr><tr><td>Pay Slip Jul 2024</td><td>Overtime: 17.00 Hrs – (Normal) Overtime: 0.00 Hrs – (Rest Day) Overtime: 0.00 Hrs – (Public Day)</td></tr></table>	Document	Employment Agreement	Employee No	E10XXX	Date Agreement	20/03/2023	Category	Foreigner Worker – General	Working Hour	7.5 Hours	Overtime Approved	104 Hour	Overtime calculated	Basic Wage / 7.5 Hr x 1.5 (Normal) Basic Wage / 7.5 Hr x 2.0 (Rest Day) Basic Wage / 7.5 hr x 3.0 (Public Day)	Pay Slip Jul 2024	Overtime: 17.00 Hrs – (Normal) Overtime: 0.00 Hrs – (Rest Day) Overtime: 0.00 Hrs – (Public Day)		Complied
Document	Employment Agreement																			
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Pay Slip Jul 2024	Overtime: 17.00 Hrs – (Normal) Overtime: 0.00 Hrs – (Rest Day) Overtime: 0.00 Hrs – (Public Day)																			

Criterion / Indicator		Assessment Findings		Compliance												
			Total: 17.00 Hrs													
4.4.5.8	<p>The working hours and breaks of each individual employee as indicated in the time records shall comply with legal regulations and collective agreements. Overtime shall be mutually agreed and shall always be compensated at the rate applicable and shall meet the applicable legal requirement.</p> <p>- Major compliance -</p>	<p>The working hours and breaks of each individual employee as indicated in the time records has comply with legal regulations and collective agreements. Sighted the evidence:</p> <p>Details information of working hours for employee (Office Clerk):</p> <table><tr><td>Working Time</td><td>08:00am – 5:00pm</td></tr><tr><td>Rest Time</td><td>12:00pm – 1:00pm</td></tr><tr><td>Working Hours</td><td>8.0 Hours</td></tr></table> <p>Details information of working hours for employee (Worker):</p> <table><tr><td>Working Time</td><td>05:30am – 2:00pm</td></tr><tr><td>Rest Time</td><td>10:00pm – 10:30pm</td></tr><tr><td>Working Hours</td><td>8.0 Hours</td></tr></table>		Working Time	08:00am – 5:00pm	Rest Time	12:00pm – 1:00pm	Working Hours	8.0 Hours	Working Time	05:30am – 2:00pm	Rest Time	10:00pm – 10:30pm	Working Hours	8.0 Hours	Complied
Working Time	08:00am – 5:00pm															
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Working Time	05:30am – 2:00pm															
Rest Time	10:00pm – 10:30pm															
Working Hours	8.0 Hours															
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>Based on the payslips and check roll book sampled. There is evidence that wages and overtime payment are in line with the government act and regulation. Sighted the evidence:</p> <p>Details information sample of payslip of worker:</p> <table><tr><td>Document</td><td>Employment Agreement</td></tr><tr><td>Employee No</td><td>E10XXX</td></tr><tr><td>Basic Wages</td><td>Sighted basic salary in Pay Slip The salary meets the minimum wages</td></tr><tr><td>Overtime</td><td>Sighted overtime paid in Pay Slip The overtime not over than limit</td></tr></table>		Document	Employment Agreement	Employee No	E10XXX	Basic Wages	Sighted basic salary in Pay Slip The salary meets the minimum wages	Overtime	Sighted overtime paid in Pay Slip The overtime not over than limit	Complied				
Document	Employment Agreement															
Employee No	E10XXX															
Basic Wages	Sighted basic salary in Pay Slip The salary meets the minimum wages															
Overtime	Sighted overtime paid in Pay Slip The overtime not over than limit															
4.4.5.10	<p>Other forms of social benefits should be offered by the employer to employees, their families or the community such as incentives for good work performance, bonus payment, professional development, medical care and health provisions.</p> <p>- Minor compliance -</p>	<p>Social benefits should be offered by the employer to employees, their families or the community such as incentives for good work performance, medical care and health provisions. Sighted the evidence:</p> <p>Details information sample of benefit to employee:</p> <table><tr><td>Medical</td><td>Medical treatment support by company</td></tr></table>		Medical	Medical treatment support by company	Complied										
Medical	Medical treatment support by company															

Criterion / Indicator		Assessment Findings		Compliance								
		<table><tr><td>Housing</td><td>Housing for all workers</td></tr><tr><td>Water supply</td><td>Water supply provide by company</td></tr><tr><td>Electric supply</td><td>Electric supply provided by company and have subsidies for all workers</td></tr></table>	Housing	Housing for all workers	Water supply	Water supply provide by company	Electric supply	Electric supply provided by company and have subsidies for all workers				
Housing	Housing for all workers											
Water supply	Water supply provide by company											
Electric supply	Electric supply provided by company and have subsidies for all workers											
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 in compliance with the Workers’ Minimum Standards Housing and Amenities Act 1990 (Act 446) or any other applicable legislation.</p> <p>- Major compliance -</p>	<p>The management has provided the workers housing at line site were provided with facilities provided such as treated water and electricity. The management also has conducted the housing inspection to ensure the housekeeping in good condition. Sighted the evidence:</p> <p>Details information employee residence and facilities:</p> <table><tr><td>Housing</td><td>Housing for all workers</td></tr><tr><td>Water supply</td><td>Water supply provide by company</td></tr><tr><td>Electric supply</td><td>Electric supply provided by company and have subsidies for all workers</td></tr><tr><td>Line site Inspection</td><td>Line site inspection has maintained by HA by weekly basis</td></tr></table>	Housing	Housing for all workers	Water supply	Water supply provide by company	Electric supply	Electric supply provided by company and have subsidies for all workers	Line site Inspection	Line site inspection has maintained by HA by weekly basis		Complied
Housing	Housing for all workers											
Water supply	Water supply provide by company											
Electric supply	Electric supply provided by company and have subsidies for all workers											
Line site Inspection	Line site inspection has maintained by HA by weekly basis											
4.4.5.12	<p>The management shall establish a policy and provide guidelines to prevent all forms of sexual harassment and violence at the workplace.</p> <p>- Major compliance -</p>	<p>The management has established a policy and provide guidelines to prevent all forms of sexual harassment and violence at the workplace. Sighted document as below evidence:</p> <p>Details information of policy of company:</p> <table><tr><td>Document</td><td>Sexual Harassment Policy</td></tr><tr><td>Signed By</td><td>Chief Operating Office</td></tr><tr><td>Date</td><td>03/08/2009</td></tr></table> <p>Based on interview with the female worker representative, there is No issue and No record complaint that related sexual harassment happen in the estate. Besides that, they are aware on compliant procedure and method of complaint.</p>	Document	Sexual Harassment Policy	Signed By	Chief Operating Office	Date	03/08/2009		Complied		
Document	Sexual Harassment Policy											
Signed By	Chief Operating Office											
Date	03/08/2009											

Criterion / Indicator		Assessment Findings	Compliance								
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>	<p>The management has respected the right of all employees to form or join trade union. The employees have been given the freedom to join a trade union relevant to the industry where is sighted the workers association in operating unit. Sighted the evidence:</p> <p>Details information of policy of company:</p> <table><tr><td>Document</td><td>Social Policy</td></tr><tr><td>Signed By</td><td>President & Chief Operating Officer</td></tr><tr><td>Date</td><td>14/09/2020.</td></tr><tr><td>Content of Policy</td><td>Respect human rights and support international human rights law. Respect the right of workers to join or form legal trade unions</td></tr></table> <p>Based on interview with the representative of employee. They are informed that currently practice is regular meeting with the employee committee and management team for discussion and to meet objective.</p>	Document	Social Policy	Signed By	President & Chief Operating Officer	Date	14/09/2020.	Content of Policy	Respect human rights and support international human rights law. Respect the right of workers to join or form legal trade unions	Complied
Document	Social Policy										
Signed By	President & Chief Operating Officer										
Date	14/09/2020.										
Content of Policy	Respect human rights and support international human rights law. Respect the right of workers to join or form legal trade unions										
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>	<p>The management has established policy that focus on children and young person not be employed or exploited. The minimum age complies with local, state and national legislation. During audit time, there was not sighted the children or young person was working and no record in workers master list. Sighted the evidence:</p> <p>Details information of policy of company:</p> <table><tr><td>Document</td><td>Social Policy</td></tr><tr><td>Signed By</td><td>President & Chief Operating Officer</td></tr><tr><td>Date</td><td>14/09/2020.</td></tr><tr><td>Content of Policy</td><td>Not use any child labour.</td></tr></table> <p>From the interview and record of employee there is No evidence of children and young person employ in estate.</p>	Document	Social Policy	Signed By	President & Chief Operating Officer	Date	14/09/2020.	Content of Policy	Not use any child labour.	Complied
Document	Social Policy										
Signed By	President & Chief Operating Officer										
Date	14/09/2020.										
Content of Policy	Not use any child labour.										

Criterion / Indicator		Assessment Findings	Compliance																						
Criterion 4.4.6: Training and competency																									
4.4.6.1	<p>All employees, contractors and relevant smallholders are appropriately trained. A training programme (appropriate to the scale of the organization) that includes regular assessment of training needs and documentation, including records of training shall be kept.</p> <p>- Major compliance -</p>	<p>The management has established a training programmed to the workers and the awareness training was done conducted to the employee from internal team. All record of training was documented. Sighted the evidence:</p> <table><tr><td>Document</td><td>Training Programmed</td></tr><tr><td>Vehicle Safety Handling Training</td><td>Done conducted: 14/03/2024 & 13/05/2024</td></tr><tr><td>Spraying Training</td><td>Done conducted: 16/05/2024</td></tr><tr><td>Fertilizer Application Training</td><td>Done conducted: 08/02/2024</td></tr><tr><td>Harvesting Training</td><td>Done conducted: 22/03/2024, 08/02/2024 & 09/02/2024</td></tr><tr><td>ERP Training</td><td>Done conducted: 26/03/2024</td></tr><tr><td>First Aid Box Training</td><td>Done conducted: 23/05/2024 & 16/05/2024</td></tr><tr><td>Safety Chemical Handling (pesticides) Training</td><td>Done conducted: 08/06/2024 & 06/06/2024</td></tr><tr><td>Schedule Waste Training</td><td>Done conducted: 16/07/2024</td></tr><tr><td>Waste Management & 3R Training</td><td>Done conducted: 16/07/2024</td></tr><tr><td>Biodiversity Training</td><td>Done conducted: 11/06/2024</td></tr></table>	Document	Training Programmed	Vehicle Safety Handling Training	Done conducted: 14/03/2024 & 13/05/2024	Spraying Training	Done conducted: 16/05/2024	Fertilizer Application Training	Done conducted: 08/02/2024	Harvesting Training	Done conducted: 22/03/2024, 08/02/2024 & 09/02/2024	ERP Training	Done conducted: 26/03/2024	First Aid Box Training	Done conducted: 23/05/2024 & 16/05/2024	Safety Chemical Handling (pesticides) Training	Done conducted: 08/06/2024 & 06/06/2024	Schedule Waste Training	Done conducted: 16/07/2024	Waste Management & 3R Training	Done conducted: 16/07/2024	Biodiversity Training	Done conducted: 11/06/2024	Complied
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Biodiversity Training	Done conducted: 11/06/2024																								
4.4.6.2	<p>Training needs of individual employees shall be identified prior to the planning and implementation of the training programmes in order to provide the specific skill and competency required to all employees based on their job description.</p> <p>- Major compliance -</p>	<p>The management has established training needs of individual employees in order to provide the specific skill and competency required to all employees based on their job description. Refer training needs, there is allocation specific training module for category of employee. Sighted the evidence:</p>	Complied																						

Criterion / Indicator		Assessment Findings		Compliance
		Document	Training Need Analysis For Year 2024	
		Date	16/01/2024	
		Category	Staffs and workers	
4.4.6.3	A continuous training programme should be planned and implemented to ensure that all employees are well trained in their job function and responsibility, in accordance to the documented training procedure. - Minor compliance -	A continuous training program has been planned and implemented by the Management. A training program has been established FY2024 which includes:		Complied
		Document	Training Programmed	
		Vehicle Safety Handling Training	Done conducted: 14/03/2024 & 13/05/2024	
		Spraying Training	Done conducted: 16/05/2024	
		Fertilizer Application Training	Done conducted: 08/02/2024	
		Harvesting Training	Done conducted: 22/03/2024, 08/02/2024 & 09/02/2024	
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		First Aid Box Training	Done conducted: 23/05/2024 & 16/05/2024	
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		Schedule Waste Training	Done conducted: 16/07/2024	
		Waste Management & 3R Training	Done conducted: 16/07/2024	
		Biodiversity Training	Done conducted: 11/06/2024	
4.5 Principle 5: Environment, natural resources, biodiversity and ecosystem services				
Criterion 4.5.1: Environmental Management Plan				
4.5.1.1	An environmental policy and management plan in compliance with the relevant country and state environmental laws shall be	The management has officially established an environmental policy, which has been endorsed and signed by top management. This policy		Complied

Criterion / Indicator		Assessment Findings	Compliance														
	<p>developed, effectively communicated and implemented.</p> <p>- Major compliance -</p>	<p>outlines the company’s commitment to the environment and has been effectively communicated to all workers and staff members. For public information, the policy is prominently displayed on the notice board. Sighted the evidence:</p> <p>Details information on the environmental policy:</p> <table><tr><td>Document</td><td>Environmental Policy</td></tr><tr><td>Date</td><td>05/10/2009</td></tr><tr><td>Signed By</td><td>President & Chief Operating Officer</td></tr></table> <p>The management has established and implemented an environmental management plan, which is covers the objectives outlined in the environmental policy as well as addressing the aspects and impacts of estate operations on environmental matters. Sighted the evidence:</p> <p>Details information on the environmental management plan:</p> <table><tr><td>Document</td><td>Environmental Improvement & Management Plan</td></tr><tr><td>Date Review</td><td>20/03/2024</td></tr><tr><td>Approved By</td><td>Manager</td></tr><tr><td>Mitigation</td><td>Provide rubbish bins for workers Recycle waste store Proper landfill</td></tr></table> <p>The environmental action plan also incorporated in the Environmental Aspect Impact (EAI), latest updated on 20/03/2024 which cover for main issues such as:</p> <ul style="list-style-type: none">• Air pollution, Water pollution, Waste management• Schedule waste, Buffer zone, facilities	Document	Environmental Policy	Date	05/10/2009	Signed By	President & Chief Operating Officer	Document	Environmental Improvement & Management Plan	Date Review	20/03/2024	Approved By	Manager	Mitigation	Provide rubbish bins for workers Recycle waste store Proper landfill	
Document	Environmental Policy																
Date	05/10/2009																
Signed By	President & Chief Operating Officer																
Document	Environmental Improvement & Management Plan																
Date Review	20/03/2024																
Approved By	Manager																
Mitigation	Provide rubbish bins for workers Recycle waste store Proper landfill																
4.5.1.2	<p>The environmental management plan shall cover the following:</p> <p>a) An environmental policy and objectives;</p>	<p>The management has established and implemented an environmental management plan, which is covers the objectives outlined in the</p>	Complied														

Criterion / Indicator		Assessment Findings	Compliance																
	b) The aspects and impacts analysis of all operations. - Major compliance -	<p>environmental policy as well as addressing the aspects and impacts of estate operations on environmental matters. Sighted the evidence: Details information on the environmental policy and objectives:</p> <table><tr><td>Document</td><td>Environmental Policy</td></tr><tr><td>Date</td><td>05/10/2009</td></tr><tr><td>Signed By</td><td>President & Chief Operating Officer</td></tr><tr><td>Training Date</td><td>07/02/2024 & 16/02/2024</td></tr></table> <p>Details information on the aspect and impact of environment:</p> <table><tr><td>Document</td><td>Environment Aspect Impact Assessment (EAI)</td></tr><tr><td>Date Review</td><td>20/03/2024</td></tr><tr><td>Approved By</td><td>Estate Manager</td></tr><tr><td>Area Cover</td><td>All activities and work station</td></tr></table> <p>The Environmental Impact Assessment (EIA) has implemented in the estate for identified any negative impact on operation in the estate. The action plan has come out with the delivered on positive impact. Sighted the assessment done conducted at several activities and work station in the estate.</p>	Document	Environmental Policy	Date	05/10/2009	Signed By	President & Chief Operating Officer	Training Date	07/02/2024 & 16/02/2024	Document	Environment Aspect Impact Assessment (EAI)	Date Review	20/03/2024	Approved By	Estate Manager	Area Cover	All activities and work station	
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Document	Environment Aspect Impact Assessment (EAI)																		
Date Review	20/03/2024																		
Approved By	Estate Manager																		
Area Cover	All activities and work station																		
4.5.1.3	An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, effectively implemented and monitored. - Major compliance -	<p>The management has established the environmental management plan where is identified the negative impact to the environment which is to promote the positive action plan for monitoring purposed and effectively implementation. The impact of monitoring it to ensures a dynamic sustainable practice and minimizing adverse effects on the environment. Sighted the evidence: Details information on the aspect and impact of environment:</p> <table><tr><td>Document</td><td>Environment Aspect Impact Assessment (EAI)</td></tr></table>	Document	Environment Aspect Impact Assessment (EAI)	Complied														
Document	Environment Aspect Impact Assessment (EAI)																		

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Criterion / Indicator		Assessment Findings		Compliance
		Date Review	20/03/2024	
		Approved By	Estate Manager	
		Negative Impact	Discharge of contaminate waste water Chemical residue to water course Spillage of pre-mix chemicals	
		Positive Impact	Established sump pit Established Marking & signage Spill tray to be available	
4.5.1.4	A programme to promote the positive impacts should be included in the continual improvement plan. - Minor compliance -	The management has established the continuous improvement plan to monitor the negative impact to the environment and it promote to positive improvement. Sighted the evidence: Details information on the continuous improvement plan:		Complied
		Document	Environmental Management and Improvement Plan 2024	
		Date Review	20/03/2024	
		Negative Impact	Land contamination	
		Positive Impact	Site inspection and appropriate supervision Ensure the signage, marking and signboard Ensure the training provided to worker	
4.5.1.5	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. - Major compliance -	The management has established a training program and implemented it to provide environmental training for employees. The internal team conducts the training during master briefings and formal sessions in meeting rooms to ensure that the environmental objectives are achieved. Sighted the evidence: Details information on the training programmed for environment:		Complied
		Training	Date	

Criterion / Indicator		Assessment Findings		Compliance						
		Schedule Waste Training	Done conducted: 16/07/2024							
		Waste Management & 3R Training	Done conducted: 16/07/2024							
		Biodiversity Training	Done conducted: 11/06/2024							
4.5.1.6	Management shall organize regular meetings with employees where their concerns about environmental quality are discussed. - Major compliance -	The management has organized an environmental meeting, where is discussions with the committee focused on environmental issues. Following the meeting, minutes were diligently recorded to document key discussions and decisions for future reference and record-keeping. Sighted the evidence: Details information on the environmental meeting: <table><tr><td>Document</td><td>Environmental Minute Meeting</td></tr><tr><td>Date</td><td>08/03/2024</td></tr><tr><td>Agenda Meeting</td><td>Appointment of committee Environmental monitoring issue for year 2023/2024 HCV & recycle programmed</td></tr></table>		Document	Environmental Minute Meeting	Date	08/03/2024	Agenda Meeting	Appointment of committee Environmental monitoring issue for year 2023/2024 HCV & recycle programmed	Complied
Document	Environmental Minute Meeting									
Date	08/03/2024									
Agenda Meeting	Appointment of committee Environmental monitoring issue for year 2023/2024 HCV & recycle programmed									
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 -	The management has established a diesel consumption record with a baseline value, and the records are monitored on a monthly basis. This practice is implemented to ensure that diesel consumption is optimized, aligning with efficient usage management practices. Sighted the evidence: Details information on the diesel consumption record: <table><tr><td>Document</td><td>Diesel Consumption Jan 2019 – July 2024</td></tr><tr><td>Date</td><td>Updated July 2024</td></tr><tr><td>Diesel Use (Liters)</td><td>2023 – 115,539 2024 – 40,920.47</td></tr></table>		Document	Diesel Consumption Jan 2019 – July 2024	Date	Updated July 2024	Diesel Use (Liters)	2023 – 115,539 2024 – 40,920.47	Complied
Document	Diesel Consumption Jan 2019 – July 2024									
Date	Updated July 2024									
Diesel Use (Liters)	2023 – 115,539 2024 – 40,920.47									

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Criterion / Indicator		Assessment Findings		Compliance														
		<table><tr><td>Diesel Use / FFB (L/MT)</td><td>2023 – 1.34 2024 – 1.32</td></tr><tr><td>Baseline (L/MT)</td><td>2023 – 0.94 2024 – 1.34</td></tr></table> <p>Additionally, the management actively monitors electricity usage, maintaining records for ongoing consumption analysis. This record-keeping is essential for effective monitoring and assessment of electricity consumption patterns by monthly basis. Sighted the evidence: Details information on the electricity consumption record:</p> <table><tr><td>Document</td><td>Electricity SESB Consumption Jan 2022 – July 2024</td></tr><tr><td>Date</td><td>Updated July 2024</td></tr><tr><td>Electricity Use (KWH)</td><td>2023 – 298,210.54 2024 – 145,846.84</td></tr><tr><td>Electricity Use / FFB (KWH/MT)</td><td>2023 – 3.45 2024 – 3.59</td></tr><tr><td>Baseline (KWH/MT)</td><td>2023 – 3.20 2024 – 3.28</td></tr></table>	Diesel Use / FFB (L/MT)	2023 – 1.34 2024 – 1.32	Baseline (L/MT)	2023 – 0.94 2024 – 1.34	Document	Electricity SESB Consumption Jan 2022 – July 2024	Date	Updated July 2024	Electricity Use (KWH)	2023 – 298,210.54 2024 – 145,846.84	Electricity Use / FFB (KWH/MT)	2023 – 3.45 2024 – 3.59	Baseline (KWH/MT)	2023 – 3.20 2024 – 3.28		
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Electricity Use / FFB (KWH/MT)	2023 – 3.45 2024 – 3.59																	
Baseline (KWH/MT)	2023 – 3.20 2024 – 3.28																	
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 management has established a diesel consumption record with a baseline value, and the records are monitored on a monthly basis. This practice is implemented to ensure that diesel consumption is optimized, aligning with efficient usage management practices. Sighted the evidence: Details information on the diesel consumption record:</p> <table><tr><td>Document</td><td>Diesel Consumption Jan 2019 – July 2024</td></tr><tr><td>Date</td><td>Updated July 2024</td></tr><tr><td>Diesel Use (Liters)</td><td>2023 – 115,539</td></tr></table>	Document	Diesel Consumption Jan 2019 – July 2024	Date	Updated July 2024	Diesel Use (Liters)	2023 – 115,539		Complied								
Document	Diesel Consumption Jan 2019 – July 2024																	
Date	Updated July 2024																	
Diesel Use (Liters)	2023 – 115,539																	

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Criterion / Indicator		Assessment Findings		Compliance															
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	2024 – 40,920.47																		
Diesel Use / FFB (L/MT)	2023 – 1.34 2024 – 1.32																		
Baseline (L/MT)	2023 – 0.94 2024 – 1.34																		
Document	Electricity SESB Consumption Jan 2022 – July 2024																		
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Electricity Use (KWH)	2023 – 298,210.54 2024 – 145,846.84																		
Electricity Use / FFB (KWH/MT)	2023 – 3.45 2024 – 3.59																		
Baseline (KWH/MT)	2023 – 3.20 2024 – 3.28																		
4.5.2.3	The use of renewable energy should be applied where possible. - Minor compliance -	<p>The management has applied the use of renewable energy, for example in the estate by the installation of solar lamps at the main office and housing areas. This sustainable practice reflects a commitment to achieved the clean energy sources for lighting needs in these key areas. Sighted the evidence: Details information on the renewable energy record:</p> <table><tr><td>Solar Lamp Installation</td><td>Road to Main Office</td></tr><tr><td>Solar Lamp Installation</td><td>Guest House</td></tr><tr><td>Solar Lamp Installation</td><td>Storage Facilities</td></tr></table>	Solar Lamp Installation	Road to Main Office	Solar Lamp Installation	Guest House	Solar Lamp Installation	Storage Facilities	Complied										
Solar Lamp Installation	Road to Main Office																		
Solar Lamp Installation	Guest House																		
Solar Lamp Installation	Storage Facilities																		

Criterion / Indicator		Assessment Findings	Compliance								
Criterion 4.5.3: Waste management and disposal											
4.5.3.1	All waste products and sources of pollution shall be identified and documented. - Major compliance -	<div>The management has implemented a waste identification to systematically identify the types of waste generated on the premises. This document categorizes the waste into scheduled waste and domestic waste, allowing for a structured and effective approach to waste disposal and management. Sighted the evidence: Details information on the waste identification:</div> <table><tr><td>Document</td><td>Identification, Segregation and Storage of Waste</td></tr><tr><td>Date Review</td><td>23/03/2024</td></tr><tr><td>Waste Generated</td><td>Schedule Waste, Domestic Waste, Recycle Waste</td></tr><tr><td>Sample of Waste</td><td>Used filter, Used Rags, Used Hydraulic Oil – from workshop Recycle waste, used paper – from office Domestic waste – from line site</td></tr></table>	Document	Identification, Segregation and Storage of Waste	Date Review	23/03/2024	Waste Generated	Schedule Waste, Domestic Waste, Recycle Waste	Sample of Waste	Used filter, Used Rags, Used Hydraulic Oil – from workshop Recycle waste, used paper – from office Domestic waste – from line site	Complied
Document	Identification, Segregation and Storage of Waste										
Date Review	23/03/2024										
Waste Generated	Schedule Waste, Domestic Waste, Recycle Waste										
Sample of Waste	Used filter, Used Rags, Used Hydraulic Oil – from workshop Recycle waste, used paper – from office Domestic waste – from line site										
4.5.3.2	A waste management plan to avoid or reduce pollution shall be developed and implemented. The waste management plan should include measures for: a) Identifying and monitoring sources of waste and pollution b) Improving the efficiency of resource utilization and recycling of potential wastes as nutrients or converting them into value-added by-products - Major compliance -	<div>The management has implemented a waste management plan to systematically identify the types of waste generated on the premises. This plan categorizes the waste into scheduled waste and domestic waste, allowing for a structured and effective approach to waste disposal and management. Sighted the evidence: Details information identification and monitoring sources waste:</div> <table><tr><td>Document</td><td>Waste Management Plan</td></tr><tr><td>Date Review</td><td>21/03/2024</td></tr><tr><td>Schedule Waste</td><td>Identification, segregation and storage of waste Collection/ disposal by DOE approved contractor (OLST)</td></tr></table>	Document	Waste Management Plan	Date Review	21/03/2024	Schedule Waste	Identification, segregation and storage of waste Collection/ disposal by DOE approved contractor (OLST)	Complied		
Document	Waste Management Plan										
Date Review	21/03/2024										
Schedule Waste	Identification, segregation and storage of waste Collection/ disposal by DOE approved contractor (OLST)										

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Criterion / Indicator		Assessment Findings		Compliance														
		Domestic & Recycle Waste	Identification and segregation of waste Collection and storage for recycle items															
		Details information utilization of recycle potential waste:																
		Document	Identification, Segregation and Storage of Waste															
		Date	23/03/2024															
		Recycle Waste	Plastic, Bottle, Paper, waste from line site															
		Mitigation	Dump in separate containers, before sent to recycle waste store															
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 has established a procedure for handling scheduled waste, outlining the processes from initial handling to storage and until disposal. Scheduled waste is stored in a designated storage area with proper labeling in adherence to the established procedure. Records of scheduled waste, including details documented in the inventory record fifth schedule, are maintained for accurate tracking and regulatory compliance. Sighted the evidence:</p> <p>Details information on procedure of schedule waste:</p> <table><tr><td>Document</td><td>Schedule Waste Management Procedure</td></tr><tr><td>Date</td><td>01/09/2010</td></tr><tr><td>Revision</td><td>02</td></tr></table> <p>Details information on inventory of schedule waste:</p> <table><tr><td>Document</td><td>Environmental Quality (Schedule Wastes) Regulation 2005, Inventory of Schedule Wastes – eSWIS</td></tr><tr><td>Reference</td><td>34993-X</td></tr><tr><td>Date</td><td>August 2024</td></tr></table> <p>Details information on disposal of schedule waste:</p> <table><tr><td>Document</td><td>Consignment Note</td></tr></table>		Document	Schedule Waste Management Procedure	Date	01/09/2010	Revision	02	Document	Environmental Quality (Schedule Wastes) Regulation 2005, Inventory of Schedule Wastes – eSWIS	Reference	34993-X	Date	August 2024	Document	Consignment Note	Complied
Document	Schedule Waste Management Procedure																	
Date	01/09/2010																	
Revision	02																	
Document	Environmental Quality (Schedule Wastes) Regulation 2005, Inventory of Schedule Wastes – eSWIS																	
Reference	34993-X																	
Date	August 2024																	
Document	Consignment Note																	

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Criterion / Indicator		Assessment Findings		Compliance												
		<table><tr><td>Reference No.</td><td>2024042517B826HC</td></tr><tr><td>Date</td><td>25/04/2024</td></tr><tr><td>Detail</td><td>SW305 – spent lubricating oil 1.6000 mt</td></tr></table>	Reference No.	2024042517B826HC	Date	25/04/2024	Detail	SW305 – spent lubricating oil 1.6000 mt								
Reference No.	2024042517B826HC															
Date	25/04/2024															
Detail	SW305 – spent lubricating oil 1.6000 mt															
		Sighted sample of schedule waste labelling:														
		<table><tr><td>SW Code</td><td>SW 410</td></tr><tr><td>Type</td><td>Used PPE</td></tr><tr><td>Date generated</td><td>09/04/2024</td></tr><tr><td>Name</td><td>Genting Sabapalm Estate</td></tr><tr><td>Address</td><td>Peti Surat 901, 90710 Sandakan</td></tr><tr><td>Telephone No.</td><td>019-2769020</td></tr></table>	SW Code	SW 410	Type	Used PPE	Date generated	09/04/2024	Name	Genting Sabapalm Estate	Address	Peti Surat 901, 90710 Sandakan	Telephone No.	019-2769020		
SW Code	SW 410															
Type	Used PPE															
Date generated	09/04/2024															
Name	Genting Sabapalm Estate															
Address	Peti Surat 901, 90710 Sandakan															
Telephone No.	019-2769020															
4.5.3.4	Empty pesticide containers shall be punctured and disposed in an environmentally and socially responsible way, such that there is no risk of contamination of water sources or to human health. The disposal instructions on manufacturer’s labels should be adhered to. Reference should be made to the national programme on recycling of used HDPE pesticide containers. - Major compliance -	The management has implemented a procedure for the triple rinsing of empty pesticide containers, ensuring their environmentally responsible disposal. The process begins with a triple rinsing of the container, followed by puncturing to meet environmentally conscious disposal standards. This procedure reflects the commitment to responsible waste management in handling empty pesticide containers. Sighted the evidence: Sighted details of empty container disposal record: <table><tr><td>Document</td><td>UPPCR Collection Form</td></tr><tr><td>Date</td><td>09/08/2024</td></tr><tr><td>Detail</td><td>1 L container – 91 pcs 3 L container – 3 pcs 20 L container – 169 pcs</td></tr></table> Details information on procedure of triple rinsing empty container: <table><tr><td>Document</td><td>Triple Rinsing Flowchart</td></tr><tr><td>From</td><td>Jabatan Pertanian Malaysia</td></tr></table>		Document	UPPCR Collection Form	Date	09/08/2024	Detail	1 L container – 91 pcs 3 L container – 3 pcs 20 L container – 169 pcs	Document	Triple Rinsing Flowchart	From	Jabatan Pertanian Malaysia	Complied		
Document	UPPCR Collection Form															
Date	09/08/2024															
Detail	1 L container – 91 pcs 3 L container – 3 pcs 20 L container – 169 pcs															
Document	Triple Rinsing Flowchart															
From	Jabatan Pertanian Malaysia															

Criterion / Indicator		Assessment Findings	Compliance	
4.5.3.5	Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourses. - Minor compliance -	The management has responsibly disposed of domestic waste by allocating it to a designated landfill area. This landfill site is strategically located at a considerable distance from watercourses and housing areas, ensuring proper waste management practices and minimizing potential environmental impact on water sources and residential zones. Sighted the evidence: Details information on domestic waste disposal:	Complied	
		Document		Rubbish Collection and Landfill Log Book
		Frequency		Twice per week minimum (depend upon request)
		Location		Block 93
Criterion 4.5.4: Reduction of pollution and emission				
4.5.4.1	An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, scheduled wastes, solid wastes and effluent. - Major compliance -	The assessment of polluting activities also has been conducted by management incorporated with Environmental Aspect Impact (EAI). The potential sources of GHG emissions, such as the application of fertilizers and diesel consumption, are identified and closely monitored. This strategic approach is from the commitment to actively manage and reduce the environmental pollution. Sighted the evidence: Details information on GHG reduction monitoring plan:	Complied	
		Document		Environmental Management and Improvement Plan 2024
		Date Review		20/03/2024
		Approved By		Manager
		Detail		Soil pollution Waste water pollution Air pollution GHG emission

Criterion / Indicator		Assessment Findings	Compliance								
		Management also was conducted GHG calculation for estate operation. Management established the GHG calculation or carbon emission data was adequate. GHG calculation dated on 15/12/2023 has been established by usage ISCC GHG Emission Calculation as below: Total emission (estate) = 93.41 kgCO ₂									
4.5.4.2	An action plan to reduce identified significant pollutants and emissions shall be established and implemented. - Major compliance -	<p>The management has implemented a Greenhouse Gas (GHG) reduction monitoring plan to systematically track emissions produced during operations. This comprehensive plan includes the assessment of both negative and positive impacts. The potential sources of GHG emissions, such as the application of fertilizers and diesel consumption, are identified and closely monitored. This strategic approach is from the commitment to actively manage and reduce the environmental pollution. Sighted the evidence:</p> <p>Estate established improvement plan to reduce emission and pollution. Details of plan including type of pollutant/ impact and action plan to be taken. Sighted an improvement plant such as:</p> <p>Details information on GHG reduction plan:</p> <table><tr><td>Document</td><td>Pollutants and GHG – Reduction/ Minimization Plan</td></tr><tr><td>Date</td><td>22/03/2024</td></tr><tr><td>Approved By</td><td>Manager</td></tr><tr><td>Action Plan</td><td>To monitor the diesel usage To replace farm tractor with new grabber for more efficiency To minimize inorganic fertilizer</td></tr></table>	Document	Pollutants and GHG – Reduction/ Minimization Plan	Date	22/03/2024	Approved By	Manager	Action Plan	To monitor the diesel usage To replace farm tractor with new grabber for more efficiency To minimize inorganic fertilizer	Complied
Document	Pollutants and GHG – Reduction/ Minimization Plan										
Date	22/03/2024										
Approved By	Manager										
Action Plan	To monitor the diesel usage To replace farm tractor with new grabber for more efficiency To minimize inorganic fertilizer										
Criterion 4.5.5: Natural water resources											
4.5.5.1	The management shall establish a water management plan to maintain the quality and availability of natural water resources	The management has established water management plan. The plan is to identified the sources of waste usage, the parameter limit of outgoing	Complied								

Criterion / Indicator		Assessment Findings	Compliance																						
	<p>(surface and ground water). The water management plan may include:</p> <p>a. Assessment of water usage and sources of supply.</p> <p>b. Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the estate’s current activities.</p> <p>c. Ways to optimize water and nutrient usage to reduce wastage (e.g. having in place systems for re-use, night application, maintenance of equipment to reduce leakage, collection of rainwater, etc.).</p> <p>d. Protection of water courses and wetlands, including maintaining and restoring appropriate riparian buffer zones at or before planting or replanting, along all natural waterways within the estate.</p> <p>e. Where natural vegetation in riparian areas has been removed, a plan with a timetable for restoration shall be established and implemented.</p> <p>f. Where bore well is being use for water supply, the level of the ground water table should be measured at least annually.</p> <p>- Major compliance -</p>	<p>water and the action plan to optimized of consumption water and action plan to protection of area buffer zone. Sighted the evidence:</p> <p>a) Detail information of assessment of water usage & supply:</p> <table><tr><td>Document</td><td>Water Consumption Monitoring Record</td></tr><tr><td>Date</td><td>03/08/2024</td></tr><tr><td>Total Consumption (Liter)</td><td>Year 2023 – 414,795 L, 0.53 L/Mt Year 2024 – 213,131 L, 0.66 L/Mt</td></tr><tr><td>Water Source</td><td>Treated Water (Water Pond)</td></tr></table> <p>b) There is no river crossing the estate area. However, detail information of usage treated water has been monitored periodically:</p> <table><tr><td>Document</td><td>Water Analysis – Labour Quarter</td></tr><tr><td>Reference</td><td>W240112/03</td></tr><tr><td>Date</td><td>12/01/2024</td></tr><tr><td>Parameter</td><td>pH: 8.0 Total Solid: ND (<2) BOD: 0.1 ppm Oil & Grease: ND (<2) Nitrate: ND (<0.01) Phosphate: 0.23 ppm Turbidity: 0.05 ppm Fecal Coliform: ND (<1.8) E. Coli: ND (<1.8)</td></tr></table> <p>c) Detail information of ways to optimize water usage:</p> <table><tr><td>Document</td><td>Water Management Plan</td></tr><tr><td>Date</td><td>14/04/2024</td></tr><tr><td>Action Plan</td><td>Monitoring to maintain water level at 40 – 60 cm at peat area</td></tr></table>	Document	Water Consumption Monitoring Record	Date	03/08/2024	Total Consumption (Liter)	Year 2023 – 414,795 L, 0.53 L/Mt Year 2024 – 213,131 L, 0.66 L/Mt	Water Source	Treated Water (Water Pond)	Document	Water Analysis – Labour Quarter	Reference	W240112/03	Date	12/01/2024	Parameter	pH: 8.0 Total Solid: ND (<2) BOD: 0.1 ppm Oil & Grease: ND (<2) Nitrate: ND (<0.01) Phosphate: 0.23 ppm Turbidity: 0.05 ppm Fecal Coliform: ND (<1.8) E. Coli: ND (<1.8)	Document	Water Management Plan	Date	14/04/2024	Action Plan	Monitoring to maintain water level at 40 – 60 cm at peat area	
Document	Water Consumption Monitoring Record																								
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Criterion / Indicator		Assessment Findings		Compliance														
			<table><tr><td></td><td>To maintain main drain, field drain and collection drain size Conducting training for the importance of water saving Install Storage Water Tank Maintenance Treatment Plant</td></tr></table> <p>d) Detail information Protection of water courses at buffer zone:</p> <table><tr><td>Document</td><td>HCV Areas Monitoring Checklist Record</td></tr><tr><td>Date</td><td>07/08/2024</td></tr><tr><td>Areas Cover</td><td>Buffer zone at Sg. Labuk Muslim Cemetry at Blok 8 Christian cemetery at block 8</td></tr></table> <p>e) Detail information Natural vegetation in riparian areas:</p> <table><tr><td>Document</td><td>Water Management Plan</td></tr><tr><td>Date</td><td>14/04/2024</td></tr><tr><td>Action Plan</td><td>Establishment of riparian buffer zone along natural waterways in estate No spraying allowed at the edges of the drain Maintain existing signboard Provided training to workers for restriction at riparian area.</td></tr></table> <p>f) There is no tube well or boring water available.</p>		To maintain main drain, field drain and collection drain size Conducting training for the importance of water saving Install Storage Water Tank Maintenance Treatment Plant	Document	HCV Areas Monitoring Checklist Record	Date	07/08/2024	Areas Cover	Buffer zone at Sg. Labuk Muslim Cemetry at Blok 8 Christian cemetery at block 8	Document	Water Management Plan	Date	14/04/2024	Action Plan	Establishment of riparian buffer zone along natural waterways in estate No spraying allowed at the edges of the drain Maintain existing signboard Provided training to workers for restriction at riparian area.	
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Date	14/04/2024																	
Action Plan	Establishment of riparian buffer zone along natural waterways in estate No spraying allowed at the edges of the drain Maintain existing signboard Provided training to workers for restriction at riparian area.																	
4.5.5.2	No construction of bunds, weirs and dams across main rivers or waterways passing through an estate. - Minor compliance -	Not sighted any activity of construction bund, weirs, dams and waterways in the estate due to no river available crossing the estate area.		Complied														

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Criterion / Indicator		Assessment Findings	Compliance												
4.5.5.3	Water harvesting practices should be implemented (e.g. water from road-side drains can be directed and stored in conservation terraces and various natural receptacles). - Minor compliance -	The management has practice at housing area for storage of water by using the water tank. The management also established the road side drain in the field area.	Complied												
Criterion 4.5.6: Status of rare, threatened, or endangered species and high biodiversity value															
4.5.6.1	Information shall be collated that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). This information should cover: a) Identification of high biodiversity value habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower(s) activities. b) Conservation status (e.g. The International Union on Conservation of Nature and Natural Resources (IUCN) status on legal protection, population status and habitat requirements of rare, threatened, or endangered species), that could be significantly affected by the grower(s) activities. - Major compliance -	<div>The management has established the report to identified the population species of animals and monitoring the high biodiversity value habitat in the area of estate. Sighted the evidence: a) Identification of high biodiversity value habitats, such as rare and threatened ecosystems. <table><tr><td>Document</td><td>HCV Areas Monitoring Checklist Record</td></tr><tr><td>Date</td><td>07/08/2024</td></tr><tr><td>Areas Cover</td><td>Buffer zone at Sg. Labuk Muslim Cemetry at Blok 8 Christian cemetery at block 8</td></tr></table> b) Conservation status on legal protection, population status and habitat requirements of rare, threatened, or endangered species: <table><tr><td>Document</td><td>Wildlife Assessment/ RTE Monitoring Checklist</td></tr><tr><td>Updated</td><td>30/03/2024</td></tr><tr><td>Identified Population/Habitats</td><td>Sus Barbatus Phyton curtus Ophiophagus hannah Manis javanica Macaca nemestrina Bird species</td></tr></table></div>	Document	HCV Areas Monitoring Checklist Record	Date	07/08/2024	Areas Cover	Buffer zone at Sg. Labuk Muslim Cemetry at Blok 8 Christian cemetery at block 8	Document	Wildlife Assessment/ RTE Monitoring Checklist	Updated	30/03/2024	Identified Population/Habitats	Sus Barbatus Phyton curtus Ophiophagus hannah Manis javanica Macaca nemestrina Bird species	Complied
Document	HCV Areas Monitoring Checklist Record														
Date	07/08/2024														
Areas Cover	Buffer zone at Sg. Labuk Muslim Cemetry at Blok 8 Christian cemetery at block 8														
Document	Wildlife Assessment/ RTE Monitoring Checklist														
Updated	30/03/2024														
Identified Population/Habitats	Sus Barbatus Phyton curtus Ophiophagus hannah Manis javanica Macaca nemestrina Bird species														

Criterion / Indicator		Assessment Findings	Compliance						
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>The management of HCV areas include Wildlife friendly’ palm oil production enhancement of HCV by optimizing chemical input and retaining natural habitat features, while maintaining yields, placing warning sign not to hunt rare, threaten or endangered species, no rearing of RTE or protected animals in estate and training of staff and workers. Interview sessions with workers provided insights on workers understanding towards importance of wildlife conservation.</p> <p>a) Related act for endangered species in Sabah Wildlife Enactment 1997, the estates were compliance with the act required.</p> <p>b) All estate installed signages “No hunting, No fishing” at the boundary and entrance estate. Action plan has been established for the estate. Sighted monitoring record:</p> <table><tr><td>Document</td><td>HCV Areas Monitoring Checklist Record</td></tr><tr><td>Date</td><td>07/08/2024</td></tr><tr><td>Monitoring Result</td><td>Fishing activity status – Not available Spraying activity status – Not available Signboard – Available</td></tr></table>	Document	HCV Areas Monitoring Checklist Record	Date	07/08/2024	Monitoring Result	Fishing activity status – Not available Spraying activity status – Not available Signboard – Available	Complied
Document	HCV Areas Monitoring Checklist Record								
Date	07/08/2024								
Monitoring Result	Fishing activity status – Not available Spraying activity status – Not available Signboard – Available								
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 was established management plan for HCV. The management plan was listing related issues to lead an action plan such as:</p> <table><tr><td>Document</td><td>Management and Monitoring Plan for HCV Areas</td></tr><tr><td>Date</td><td>21/03/2024</td></tr><tr><td>Action Plan</td><td>Established buffer zone as per Sabah Water Resources Enactment 1998 Land or vegetation cover in the high potential erosion area</td></tr></table>	Document	Management and Monitoring Plan for HCV Areas	Date	21/03/2024	Action Plan	Established buffer zone as per Sabah Water Resources Enactment 1998 Land or vegetation cover in the high potential erosion area	Complied
Document	Management and Monitoring Plan for HCV Areas								
Date	21/03/2024								
Action Plan	Established buffer zone as per Sabah Water Resources Enactment 1998 Land or vegetation cover in the high potential erosion area								

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Criterion / Indicator		Assessment Findings	Compliance
		To place signage informing stakeholder on HCV area	
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 -	The management has prepared land by using the machinery to chipping the palms tree. The waste disposal for domestic waste through landfill area and schedule waste disposal through licensing contractor.	Complied
4.5.7.2	A special approval from the relevant authorities shall be sought in areas where the previous crop is highly diseased and where there is a significant risk of disease spread or continuation into the next crop. - Major compliance -	No special approval from the authorities needs in the estate	N/A
4.5.7.3	Where controlled burning is allowed, it shall be carried out as prescribed by the Environmental Quality (Declared Activities) (Open Burning) Order 2003 or other applicable laws. - Major compliance -	No special approval from the authorities needs in the estate	N/A
4.5.7.4	Previous crops should be felled or mowed down, chipped and shredded, windrowed or pulverized or ploughed and mulched. - Minor compliance -	The management has practiced the process of replanting done through the activities of chipping, shredded and mulched.	Complied
4.6 Principle 6: Best Practices			
Criterion 4.6.1: Site Management			
4.6.1.1	Standard operating procedures shall be appropriately documented and consistently implemented and monitored.	The management has developed a Standard Operating Procedure (SOP). It was documented and organized within the filing system. This SOP	Complied

Criterion / Indicator		Assessment Findings		Compliance				
	- Major compliance -	guides the implementation of procedures during daily operations, ensuring consistency and adherence to established protocols. Moreover, to enhance transparency and accessibility, the management has made the SOP available as public information. It is prominently displayed on notice boards, making it easily accessible to all stakeholders and employee. Sighted the evidence: Details information on standard operating procedure: <table><tr><td>Document 1 For Estate Operation</td><td>Standard Operating Procedure GENP/SOP/00/001 – GENP/SOP/00/017 Latest: 11/10/2022</td></tr><tr><td>Document 2 For Safety on Operation</td><td>OSH Manual OM-GPB-12 27/08/2015</td></tr></table>		Document 1 For Estate Operation	Standard Operating Procedure GENP/SOP/00/001 – GENP/SOP/00/017 Latest: 11/10/2022	Document 2 For Safety on Operation	OSH Manual OM-GPB-12 27/08/2015	
Document 1 For Estate Operation	Standard Operating Procedure GENP/SOP/00/001 – GENP/SOP/00/017 Latest: 11/10/2022							
Document 2 For Safety on Operation	OSH Manual OM-GPB-12 27/08/2015							
4.6.1.2	Where oil palm is grown within permitted levels on sloping land, appropriate soil conservation measures shall be implemented to prevent both soil erosion as well as siltation of drains and waterways. Measures shall be put in place to prevent contamination of surface and groundwater through runoff of either soil, nutrients or chemicals. - Major compliance -	The management has established measurement to prevent contamination of surface and groundwater through runoff of either soil, nutrients or chemicals where oil palm is grown on sloping land. The estate management has been maintaining terrace along the estate area while the estate geography was slightly hilly. Sighted Estate Topography Maps and the geography result separated to 80.34% flat area, 17.91% undulating area and 1.67% rolling area.		Complied				
4.6.1.3	A visual identification or reference system shall be established for each field. - Major compliance -	The management has established the block marking in the estate. This is purposely to made a reference for monitoring purpose and identification for tasking. Sighted the evidence: Details information on block marking in the estate: <table><tr><td>Block Identification</td><td>Field No.: SSP2P00BJ Block: BLK 32 Hectarage: 35.15 Ha Planting Meterial: UP</td></tr></table>		Block Identification	Field No.: SSP2P00BJ Block: BLK 32 Hectarage: 35.15 Ha Planting Meterial: UP	Complied		
Block Identification	Field No.: SSP2P00BJ Block: BLK 32 Hectarage: 35.15 Ha Planting Meterial: UP							

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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 -	The management has formulated a comprehensive business management plan that outlines and allocates budgets for the long-term strategy. This plan encompasses various crucial components, including capital expenditure, operational expenditure, production expenditure, sustainability budget, employee budget, processing budget, and general charges. Sighted the evidence: Details information on business management plan: <table><tr><td>Document</td><td colspan="5">Budget 2024</td></tr><tr><td>Date</td><td colspan="5">19/05/2023</td></tr><tr><td>Planting Material</td><td colspan="5">UP, GT9, IJM</td></tr><tr><td>Crop Production (MT)</td><td colspan="5">101,043</td></tr><tr><td>Yield Potential (MT/Ha)</td><td colspan="5">28.68</td></tr><tr><td>Cost / Hectarage (RM/Ha)</td><td colspan="5">85XX.XX</td></tr><tr><td>Cost/ FFB (RM/MT)</td><td colspan="5">29X.XX</td></tr><tr><td>Price Fore Cast (RM/MT)</td><td colspan="5">7XX.XX</td></tr></table>					Document	Budget 2024					Date	19/05/2023					Planting Material	UP, GT9, IJM					Crop Production (MT)	101,043					Yield Potential (MT/Ha)	28.68					Cost / Hectarage (RM/Ha)	85XX.XX					Cost/ FFB (RM/MT)	29X.XX					Price Fore Cast (RM/MT)	7XX.XX					Complied
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4.6.2.2	Where applicable, an annual replanting programme shall be established. Long term replanting programme should be established and review annually, where applicable every 3-5 years. - Major compliance -	The management has established the replanting programmed for long term planning. The plan has included the size of area and year of planting. Sighted the evidence: Details information on replanting programmed plan: <table><tr><td>Year</td><td>2024</td><td>2025</td><td>2026</td><td>2027</td><td>2028</td></tr><tr><td>Size</td><td>Nil</td><td>104.68</td><td>170.82</td><td>178.24</td><td>188.15</td></tr></table>					Year	2024	2025	2026	2027	2028	Size	Nil	104.68	170.82	178.24	188.15	Complied																																				
Year	2024	2025	2026	2027	2028																																																		
Size	Nil	104.68	170.82	178.24	188.15																																																		
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	The management has formulated a comprehensive business management plan that outlines and allocates budgets for the long-term strategy. This plan encompasses various crucial components, including capital expenditure, operational expenditure, production expenditure,					Complied																																																

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Criterion / Indicator		Assessment Findings	Compliance																
	c) Cost of production: cost per tonne of FFB d) Price forecast e) Financial indicators: cost benefit, discounted cash flow, return on investment - Major compliance -	sustainability budget, employee budget, processing budget, and general charges. Sighted the evidence: Details information on business management plan: <table><tr><td>Document</td><td>Budget 2024</td></tr><tr><td>Date</td><td>19/05/2023</td></tr><tr><td>Planting Material</td><td>UP, GT9, IJM</td></tr><tr><td>Crop Production (MT)</td><td>101,043</td></tr><tr><td>Yield Potential (MT/Ha)</td><td>28.68</td></tr><tr><td>Cost / Hectarage (RM/Ha)</td><td>85XX.XX</td></tr><tr><td>Cost/ FFB (RM/MT)</td><td>29X.XX</td></tr><tr><td>Price Fore Cast (RM/MT)</td><td>7XX.XX</td></tr></table>	Document	Budget 2024	Date	19/05/2023	Planting Material	UP, GT9, IJM	Crop Production (MT)	101,043	Yield Potential (MT/Ha)	28.68	Cost / Hectarage (RM/Ha)	85XX.XX	Cost/ FFB (RM/MT)	29X.XX	Price Fore Cast (RM/MT)	7XX.XX	
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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 management has effectively monitored the business management plan on a monthly basis. The data for the estimated and actual are documented for monitoring purposes on a monthly and yearly basis. Sighted the evidence: Details information on business management plan: <table><tr><td>Document 1</td><td>Monthly Management Report</td></tr><tr><td>Date</td><td>July 2024</td></tr><tr><td>Result</td><td>40,920.47 mt</td></tr></table> The management has monitored the cost of crop production through monthly production and monthly progress report which is readily allocated the budget and indicated data on actual and plan.	Document 1	Monthly Management Report	Date	July 2024	Result	40,920.47 mt	Complied										
Document 1	Monthly Management Report																		
Date	July 2024																		
Result	40,920.47 mt																		
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 -	The management has engaged contractor and they are understanding the MSPO requirements. The management also provided the required documentation and information to contractor. Meanwhile the contractor	Complied																

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Criterion / Indicator		Assessment Findings	Compliance																								
		<p>also has signed contract agreement. Refer also in the contract agreement it was stated the term and condition for contractor including the price agreed. Sighted the evidence.</p> <p>Detail information on the contractor agreement:</p> <table><tr><td>Document</td><td>Contract Agreement</td></tr><tr><td>Between</td><td>Estate and Transporter</td></tr><tr><td>Contractor</td><td>HXX KXX EXXXXXX</td></tr><tr><td>Date</td><td>01/01/2023</td></tr><tr><td>Scope of work</td><td>FFB Loading & Transportation</td></tr><tr><td>Price Mechanism</td><td>Price state in agreement</td></tr></table> <p>Detail information on the contractor agreement:</p> <table><tr><td>Document</td><td>Contract Agreement</td></tr><tr><td>Between</td><td>Estate and Grocery Shop</td></tr><tr><td>Contractor</td><td>KXXXX RXXXXX NXXXXX</td></tr><tr><td>Date</td><td>01/01/2024</td></tr><tr><td>Scope of work</td><td>Supplier of grocery</td></tr><tr><td>Price Mechanism</td><td>Price state in agreement</td></tr></table> <p>Based on interview with the contractor, they are understanding on the term and condition in the contract agreement including the price agreed. There is No issue outstanding payment where is the payment is timely paid.</p>	Document	Contract Agreement	Between	Estate and Transporter	Contractor	HXX KXX EXXXXXX	Date	01/01/2023	Scope of work	FFB Loading & Transportation	Price Mechanism	Price state in agreement	Document	Contract Agreement	Between	Estate and Grocery Shop	Contractor	KXXXX RXXXXX NXXXXX	Date	01/01/2024	Scope of work	Supplier of grocery	Price Mechanism	Price state in agreement	
Document	Contract Agreement																										
Between	Estate and Transporter																										
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Contractor	KXXXX RXXXXX NXXXXX																										
Date	01/01/2024																										
Scope of work	Supplier of grocery																										
Price Mechanism	Price state in agreement																										
4.6.3.2	All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner. - Major compliance -	The management has engaged contractor and they are understanding the MSPO requirements. The management also provided the required documentation and information to contractor. The contractor also has signed contract agreement. Refer also in the contract agreement it was stated the term and condition for contractor including the price agreed. Sighted the evidence.	Complied																								

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Criterion / Indicator		Assessment Findings	Compliance																												
		<div>Detail information on the payment to contractor:<table><tr><td>Document</td><td>Payment Advice</td></tr><tr><td>Between</td><td>Estate and Transporter</td></tr><tr><td>Contractor</td><td>HXX KXX EXXXXXX</td></tr><tr><td>Reference</td><td>539134680100027</td></tr><tr><td>Invoice Date</td><td>30/06/2024</td></tr><tr><td>Payment date</td><td>17/07/2024</td></tr><tr><td>Status</td><td>Done payment to transporter as per timeline in agreement</td></tr></table></div> <div>Detail information on the payment to contractor:<table><tr><td>Document</td><td>Payment Advice</td></tr><tr><td>Between</td><td>Estate and Transporter</td></tr><tr><td>Contractor</td><td>OXXXXX PXXXX EXXXXXXX</td></tr><tr><td>Reference</td><td>539134680100001</td></tr><tr><td>Invoice Date</td><td>30/06/2024</td></tr><tr><td>Payment date</td><td>17/07/2024</td></tr><tr><td>Status</td><td>Done payment to transporter as per timeline in agreement</td></tr></table></div>	Document	Payment Advice	Between	Estate and Transporter	Contractor	HXX KXX EXXXXXX	Reference	539134680100027	Invoice Date	30/06/2024	Payment date	17/07/2024	Status	Done payment to transporter as per timeline in agreement	Document	Payment Advice	Between	Estate and Transporter	Contractor	OXXXXX PXXXX EXXXXXXX	Reference	539134680100001	Invoice Date	30/06/2024	Payment date	17/07/2024	Status	Done payment to transporter as per timeline in agreement	
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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 -	All contractors have been briefed on the MSPO requirements, with the management providing necessary documentation and information. Furthermore, the management has conducted training sessions for contractors to familiarize them with the rules of operations within the estate. This is to ensures that contractors are well-informed and compliant with MSPO standards, promoting sustainable practices across the organization’s operations. Sighted the evidence: Detail information on the contractor agreement:	Complied																												

Criterion / Indicator		Assessment Findings		Compliance																				
		<table><tr><td>Document</td><td>Contract Agreement</td></tr><tr><td>Between</td><td>Estate and Transporter</td></tr><tr><td>Contractor</td><td>OXXXXX PXXXX EXXXXXXX</td></tr><tr><td>Date</td><td>01/01/2023</td></tr><tr><td>Scope of work</td><td>FFB Loading & Transportation</td></tr><tr><td>Acknowledgement MSPO</td><td>The agreement was including the acknowledgement and information MSPO and RSPO for each contractor</td></tr></table> <p>Detail information on stakeholder meeting:</p> <table><tr><td>Document</td><td>Minutes Meeting Stakeholder</td></tr><tr><td>Date</td><td>19/06/2024</td></tr><tr><td>Venue</td><td>Meeting Room</td></tr><tr><td>Observation</td><td>MSPO Information and awareness has delivered during stakeholder meeting.</td></tr></table> <p>Training to contractor has done conducted and the explanation regarding on company policies, contract agreement, pay slip, requirement MSPO/RSPO, safety & environment.</p>	Document	Contract Agreement	Between	Estate and Transporter	Contractor	OXXXXX PXXXX EXXXXXXX	Date	01/01/2023	Scope of work	FFB Loading & Transportation	Acknowledgement MSPO	The agreement was including the acknowledgement and information MSPO and RSPO for each contractor	Document	Minutes Meeting Stakeholder	Date	19/06/2024	Venue	Meeting Room	Observation	MSPO Information and awareness has delivered during stakeholder meeting.		
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Venue	Meeting Room																							
Observation	MSPO Information and awareness has delivered during stakeholder meeting.																							
4.6.4.2	The management shall provide evidence of agreed contracts with the contractor. - Major compliance -	<p>The management has engaged contractor and they are understanding the MSPO requirements. The management also provided the required documentation and information to contractor. Meanwhile the contractor also has signed contract agreement. Refer also in the contract agreement it was stated the term and condition for contractor including the price agreed. Sighted the evidence.</p> <p>Detail information on the contractor agreement:</p> <table><tr><td>Document</td><td>Contract Agreement</td></tr><tr><td>Between</td><td>Estate and Transporter</td></tr><tr><td>Contractor</td><td>HXX KXX EXXXXXX</td></tr><tr><td>Date</td><td>01/01/2023</td></tr></table>	Document	Contract Agreement	Between	Estate and Transporter	Contractor	HXX KXX EXXXXXX	Date	01/01/2023		Complied												
Document	Contract Agreement																							
Between	Estate and Transporter																							
Contractor	HXX KXX EXXXXXX																							
Date	01/01/2023																							

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Criterion / Indicator		Assessment Findings		Compliance												
		Scope of work	FFB Loading & Transportation													
		Price Mechanism	Price state in agreement													
		Agreement Signed	Signed state in agreement													
4.6.4.3	The management shall accept MSPO approved auditors to verify assessments through a physical inspection if required. - Minor compliance -	The management has accepted MSPO approved auditors to verify assessments through a physical inspection if required. During audit, the management had arranged the invitation stakeholder meeting which is the audit team will do a stakeholder meeting. During audit there is discussion and receiving data collection from the contractor. Sighted the evidence: Detail information on stakeholder consultation during audit: <table><tr><td>External Stakeholder 1</td><td>Guru Besar SK Ladang Sabapalm</td></tr><tr><td>External Stakeholder 2</td><td>Klinik Kesihatan Tagas Tagas</td></tr><tr><td>External Stakeholder 3</td><td>Balai Polis Tagas Tagas</td></tr><tr><td>Internal Stakeholder 4</td><td>Kedai Runcit Nuriyani</td></tr><tr><td>Internal Stakeholder 5</td><td>FFB Supplier</td></tr></table>		External Stakeholder 1	Guru Besar SK Ladang Sabapalm	External Stakeholder 2	Klinik Kesihatan Tagas Tagas	External Stakeholder 3	Balai Polis Tagas Tagas	Internal Stakeholder 4	Kedai Runcit Nuriyani	Internal Stakeholder 5	FFB Supplier	Complied		
External Stakeholder 1	Guru Besar SK Ladang Sabapalm															
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Internal Stakeholder 4	Kedai Runcit Nuriyani															
Internal Stakeholder 5	FFB Supplier															
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 has engaged contractor and they are understanding the MSPO requirements. The management also provided the required documentation and information to contractor. Meanwhile the contractor also has signed contract agreement. Refer also in the contract agreement it was stated the term and condition for contractor including the price agreed. Sighted the evidence. Detail information on the contractor agreement: <table><tr><td>Document</td><td>Contract Agreement</td></tr><tr><td>Between</td><td>Estate and Transporter</td></tr><tr><td>Contractor</td><td>HXX KXX EXXXXXX</td></tr><tr><td>Date</td><td>01/01/2023</td></tr><tr><td>Scope of work</td><td>FFB Loading & Transportation</td></tr><tr><td>Price Mechanism</td><td>Price state in agreement</td></tr></table>		Document	Contract Agreement	Between	Estate and Transporter	Contractor	HXX KXX EXXXXXX	Date	01/01/2023	Scope of work	FFB Loading & Transportation	Price Mechanism	Price state in agreement	Complied
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Criterion / Indicator		Assessment Findings		Compliance
		Agreement Signed	Signed state in agreement	
4.7 Principle 7: Development of new planting				
Criterion 4.7.1: High biodiversity value				
4.7.1.1	Oil palm shall not be planted on land with high biodiversity value unless it is carried out in compliance with the National and/or State Biodiversity Legislation. - Major compliance -	Not applicable as no development of new planting.		N/A
4.7.1.2	No conversion of Environmentally Sensitive Areas (ESAs) to oil palm as required under Peninsular Malaysia’s National Physical Plan (NPP) and the Sabah Forest Management Unit under the Sabah Forest Management License Agreement. For Sabah and Sarawak, new planting or replanting of an area 500ha or more requires an EIA. For areas below 500ha but above 100ha, a Proposal for Mitigation Measures (PMM) is required. - Major compliance -	Not applicable as no development of new planting.		N/A
Criterion 4.7.2: Peat Land				
4.7.2.1	New planting and replanting may be developed and implemented on peat land as per MPOB guidelines on peat land development or industry best practice. - Major compliance -	Not applicable as no development of new planting.		N/A
Criterion 4.7.3: Social and Environmental Impact Assessment (SEIA)				

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

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Criterion / Indicator		Assessment Findings	Compliance
	systems, roads and other infrastructure. - Major compliance -		
Criterion 4.7.5: Planting on steep terrain, marginal and fragile soils			
4.7.5.1	Extensive planting on steep terrain, marginal and fragile soils shall be avoided unless permitted by local, state and national laws. - Major compliance -	Not applicable as no development of new planting.	N/A
4.7.5.2	Where planting on fragile and marginal soils is proposed, plans shall be developed and implemented to protect them and to minimize adverse impacts (e.g. hydrological) or significantly increased risks (e.g. fire risk) in areas outside the plantation. - Major compliance -	Not applicable as no development of new planting.	N/A
4.7.5.3	Marginal and fragile soils, including excessive gradients and peat soils, shall be identified prior to conversion. - Major compliance -	Not applicable as no development of new planting.	N/A
Criterion 4.7.6: Customary land			
4.7.6.1	No new plantings are established on recognised customary land without the owners' free, prior and informed consent, dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions. - Major compliance -	Not applicable as no development of new planting.	N/A

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

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Criterion / Indicator		Assessment Findings	Compliance
4.7.6.8	Communities that have lost access and rights to land for plantation expansion should be given opportunities to benefit from the plantation development. - Minor compliance -	Not applicable as no development of new planting.	N/A

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

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 -	<p>The management has established MSPO Policy with commitment to MSPO requirement and implementation which endorsed by the Managing Director. During audit there are briefing MSPO Policy from management to the workers through morning master and training session. The training was conducted by responsible person from management. Sighted the evidence:</p> <p>Details information policy and implementation at site:</p> <table><tr><td>Document</td><td>MSPO Policy</td></tr><tr><td>Date</td><td>18/03/2014</td></tr><tr><td>Signed By</td><td>President & Chief Operating Officer</td></tr><tr><td></td><td>All policies have display at notice board Briefing of policy was conducted on 19/03/2024 to employees and workers.</td></tr></table>	Document	MSPO Policy	Date	18/03/2014	Signed By	President & Chief Operating Officer		All policies have display at notice board Briefing of policy was conducted on 19/03/2024 to employees and workers.	Complied
Document	MSPO Policy										
Date	18/03/2014										
Signed By	President & Chief Operating Officer										
	All policies have display at notice board Briefing of policy was conducted on 19/03/2024 to employees and workers.										
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 -	<p>The policy also emphasized the commitment for continual improvement in the process as certified sustainable palm oil producer. The management has implemented at the worksite and ensure all employee aware on sustainability. Sighted the evidence:</p> <p>Details information on policy include commitment of improvement:</p> <table><tr><td>Document</td><td>MSPO Policy</td></tr><tr><td>Date</td><td>18/03/2014</td></tr><tr><td>Signed By</td><td>President & Chief Operating Officer</td></tr><tr><td></td><td>All policies have display at notice board</td></tr></table>	Document	MSPO Policy	Date	18/03/2014	Signed By	President & Chief Operating Officer		All policies have display at notice board	Complied
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	All policies have display at notice board										

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Criterion / Indicator		Assessment Findings		Compliance										
			Briefing of policy was conducted on 19/03/2024 to employees and workers.											
		Content Policy	Genting Plantation shall also continue to assess and develop new and innovative technique, approached and practices with the objective of continuous improvement in our journey towards achieving sustainable palm oil.											
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 management has planned internal audit and conducted by the sustainability team. The internal audit conducted once a year for assessing the compliance status against MSPO Standard requirements and then follow up audit for when necessary. The audit purposely conducted to determine the strong and weak point of organisation. Sighted the evidence: Details information on internal audit and result of audit: <table><tr><td>Document</td><td>Internal Audit Report</td></tr><tr><td>Prepared By</td><td>Sustainability Department</td></tr><tr><td>Date Audit</td><td>16 – 17/07/2024</td></tr><tr><td>Audit Finding</td><td>NCR Major: 00 NCR Minor: 00 OFI: 06</td></tr><tr><td>Status Finding</td><td>Closed</td></tr></table>		Document	Internal Audit Report	Prepared By	Sustainability Department	Date Audit	16 – 17/07/2024	Audit Finding	NCR Major: 00 NCR Minor: 00 OFI: 06	Status Finding	Closed	Complied
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Prepared By	Sustainability Department													
Date Audit	16 – 17/07/2024													
Audit Finding	NCR Major: 00 NCR Minor: 00 OFI: 06													
Status Finding	Closed													
4.1.2.2	The internal audit procedures and audit results shall be documented and evaluated, followed by the identification of strengths and root causes of nonconformities, in order to implement the necessary corrective action.	The management has established the internal audit procedure and the internal audit was done conducted. Internal audit report was produced after auditing and the action taken has been resolved. Sighted the evidence:		Complied										

Criterion / Indicator		Assessment Findings		Compliance																		
	- Major compliance -	<div>Details information on internal audit and result of audit:</div> <table><tr><td>Document</td><td>Internal Audit Report</td></tr><tr><td>Prepared By</td><td>Sustainability Department</td></tr><tr><td>Date Audit</td><td>16 – 17/07/2024</td></tr><tr><td>Audit Finding</td><td>NCR Major: 00 NCR Minor: 00 OFI: 06</td></tr><tr><td>Status Finding</td><td>Closed</td></tr></table> <div>Details information on the internal audit procedure:</div> <table><tr><td>Document</td><td>Procedure Internal Audit</td></tr><tr><td>Reference</td><td>SMP-GPB-03</td></tr><tr><td>Revision</td><td>08</td></tr><tr><td>Date</td><td>15/04/2024</td></tr></table>		Document	Internal Audit Report	Prepared By	Sustainability Department	Date Audit	16 – 17/07/2024	Audit Finding	NCR Major: 00 NCR Minor: 00 OFI: 06	Status Finding	Closed	Document	Procedure Internal Audit	Reference	SMP-GPB-03	Revision	08	Date	15/04/2024	
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Revision	08																					
Date	15/04/2024																					
4.1.2.3	Reports shall be made available to the management for their review. - Major compliance -	<div>After internal audit the team from sustainable team has presented the finding and evaluation to the site management through management review meeting. The sustainable team will be prepared the internal audit report and if any issued was raised in NCR form. Sighted the evidence:</div> <div>Details information on internal audit and result of audit:</div> <table><tr><td>Document</td><td>Internal Audit Report</td></tr><tr><td>Prepared By</td><td>Sustainability Department</td></tr><tr><td>Date Audit</td><td>16 – 17/072024</td></tr><tr><td>Audit Finding</td><td>NCR Major: 00 NCR Minor: 00 OFI: 06</td></tr><tr><td>Status Finding</td><td>Closed</td></tr></table>		Document	Internal Audit Report	Prepared By	Sustainability Department	Date Audit	16 – 17/072024	Audit Finding	NCR Major: 00 NCR Minor: 00 OFI: 06	Status Finding	Closed	Complied								
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Status Finding	Closed																					

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Criterion / Indicator		Assessment Findings	Compliance										
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 management conducted a review meeting after the completion of the internal audit. The purpose was to assess the ongoing suitability, adequacy, and effectiveness of the requirements for the effective implementation of MSPO and to identify areas for improvement. Sighted the evidence:</p> <p>Details information on management review meeting:</p> <table><tr><td>Document</td><td>Minutes of Meeting MRM</td></tr><tr><td>Date</td><td>05/08/2024</td></tr><tr><td>Prepared By</td><td>Sustainability Department</td></tr><tr><td>Venue</td><td>Main Office</td></tr><tr><td>Agenda Discussion</td><td>Status outstanding previous meeting Any change and improvement Internal & external audit finding Complaint & grievance record Stakeholder meeting report Review continual improvement Review resources & training Customer feedback</td></tr></table>	Document	Minutes of Meeting MRM	Date	05/08/2024	Prepared By	Sustainability Department	Venue	Main Office	Agenda Discussion	Status outstanding previous meeting Any change and improvement Internal & external audit finding Complaint & grievance record Stakeholder meeting report Review continual improvement Review resources & training Customer feedback	Complied
Document	Minutes of Meeting MRM												
Date	05/08/2024												
Prepared By	Sustainability Department												
Venue	Main Office												
Agenda Discussion	Status outstanding previous meeting Any change and improvement Internal & external audit finding Complaint & grievance record Stakeholder meeting report Review continual improvement Review resources & training Customer feedback												
Criterion 4.1.4 – Continual Improvement													
4.1.4.1	<p>The action plan for continual improvement shall be based on a consideration of the main social and environmental impact and opportunities for the company.</p> <p>- Major compliance -</p>	<p>The management has established the continual improvement plan. The plan has included the issues on the social and environment impact to the company. The improvement plan is allocated the recommendation, action plan and deadline for completion the action plan. Sighted the evidence:</p> <p>Details information on continuous improvement on social:</p>	Complied										

Criterion / Indicator		Assessment Findings		Compliance
		Document	Continuous Improvement Plan	
		Date Reviewed	18/06/2024	
		Action Plan 1 & Status	To conduct regular meeting with stakeholder – On Going	
		Action Plan 2 & Status	To record any compliant and grievance from stakeholder – On Going	
		Action Plan 3 & Status	To monitor the workers documentation – On Going	
		Details information on continuous improvement on environment:		
		Document	Continuous Improvement Plan	
		Date Reviewed	18/06/2024	
		Action Plan 1 & Status	Regular monitoring of water quality – On Going	
		Action Plan 2 & Status	Continue create awareness on recycling programme – On Going	
		Action Plan 3 & Status	To install the recycle bin at housing area – On Going	
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 -	The management has established the system that improve line operation with new information and technology. The management also has arranged for training and briefing conducted for implementation for any new information and technology that feasible for the company adoption. The most recent programmed conducted by the management to the workers was regarding new system. Sighted the evidence: Details information on the new system, technology or technique:		Complied
Milling & Lathe Machine	To fabricate sharp, sprocket & others			
Mixer Effluent	To mixer the sludge at effluent pond			
ESP Boiler	To prevention from black smoke			

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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	<p>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.</p> <p>- Major compliance -</p>	<p>The management has established a standard operating procedure for communication to ensure an effective communication system with both internal and external stakeholders. Internal communication with stakeholders is facilitated through morning briefings and internal memos, while external stakeholders are engaged through the invitation of stakeholder meetings. This approach system is consistent communication channels with all relevant parties involved in the organization’s operations. Sighted the evidence:</p> <p>Detail information on procedure company:</p> <table><tr><td>Document</td><td>Procedure Consultation and Communication</td></tr><tr><td>Reference</td><td>SMP-GMB-17</td></tr><tr><td>Revision</td><td>04</td></tr><tr><td>Date</td><td>15/04/2024</td></tr></table> <p>Detail information on communication between stakeholder:</p> <table><tr><td>Document</td><td>Stakeholder Minutes Meeting</td></tr><tr><td>Date</td><td>14/06/2024</td></tr><tr><td>Venue</td><td>Sabapalm Club House</td></tr><tr><td>Status</td><td>Stakeholder meeting was conducted by two-way communication</td></tr></table>	Document	Procedure Consultation and Communication	Reference	SMP-GMB-17	Revision	04	Date	15/04/2024	Document	Stakeholder Minutes Meeting	Date	14/06/2024	Venue	Sabapalm Club House	Status	Stakeholder meeting was conducted by two-way communication	Opportunity For Improvement
Document	Procedure Consultation and Communication																		
Reference	SMP-GMB-17																		
Revision	04																		
Date	15/04/2024																		
Document	Stakeholder Minutes Meeting																		
Date	14/06/2024																		
Venue	Sabapalm Club House																		
Status	Stakeholder meeting was conducted by two-way communication																		
4.2.1.2	<p>Management documents shall be publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.</p>	<p>The management has established documents that are publicly available, to ensuring that information regarding the Malaysian Sustainable Palm Oil (MSPO) is accessible to all stakeholders and communities in the surrounding area. This transparency initiative aims</p>	Complied																

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Criterion / Indicator		Assessment Findings	Compliance								
	- Major compliance -	<div>to raise awareness and ensure that relevant parties are informed about the MSPO standards and the organization's commitment to sustainable practices in the palm oil industry. Sighted the evidence:</div> <div>Detail information on documents publicly:</div> <table><tr><td>Policies</td><td>MSPO Policy, Safety Policy, Social Policy, Environment Policy</td></tr><tr><td>License Permit</td><td>DOSH, DOE, Weighbridge, MSPO & RSPO Certificate</td></tr><tr><td>Procedure</td><td>Procedure Communication, Flowchart Complaint & Grievance. Complaint Form</td></tr></table>	Policies	MSPO Policy, Safety Policy, Social Policy, Environment Policy	License Permit	DOSH, DOE, Weighbridge, MSPO & RSPO Certificate	Procedure	Procedure Communication, Flowchart Complaint & Grievance. Complaint Form			
Policies	MSPO Policy, Safety Policy, Social Policy, Environment Policy										
License Permit	DOSH, DOE, Weighbridge, MSPO & RSPO Certificate										
Procedure	Procedure Communication, Flowchart Complaint & Grievance. Complaint Form										
Criterion 4.2.2 – Transparent method of communication and consultation											
4.2.2.1	<div>Procedures shall be established for consultation and communication with the relevant stakeholders.</div> <div>- Major compliance -</div>	<div>The management had established the standard of procedure for consultation and communication for effective communication system with internal and external stakeholders. For internal stakeholders, the mode of communication is two ways communication, internal memo, notice board, MSPO meeting. This procedure complaint & grievance also was informed to the external stakeholder during stakeholder meeting. Sighted the evidence:</div> <div>Detail information on procedure company:</div> <table><tr><td>Document</td><td>Procedure Consultation and Communication</td></tr><tr><td>Reference</td><td>SMP-GMB-17</td></tr><tr><td>Revision</td><td>04</td></tr><tr><td>Date</td><td>15/04/2024</td></tr></table>	Document	Procedure Consultation and Communication	Reference	SMP-GMB-17	Revision	04	Date	15/04/2024	Complied
Document	Procedure Consultation and Communication										
Reference	SMP-GMB-17										
Revision	04										
Date	15/04/2024										
4.2.2.2	<div>The management shall nominate management officials at the operating unit responsible for issues related to <i>indicator 1</i>.</div> <div>- Minor compliance -</div>	<div>The appointment letter for management official to be responsible for communication and any complaint from stakeholder. This is to ensure</div>	Complied								

Criterion / Indicator		Assessment Findings	Compliance										
		<p>the sustainability matters with relevant stakeholders are compiled and recorded. Sighted the evidence:</p> <p>Detail information on Appointment Letter PIC:</p> <table><tr><td>Document</td><td>Appointment Letter</td></tr><tr><td>Date</td><td>26/06/2024</td></tr><tr><td>Appointed Person</td><td>Mill Manager</td></tr></table>	Document	Appointment Letter	Date	26/06/2024	Appointed Person	Mill Manager					
Document	Appointment Letter												
Date	26/06/2024												
Appointed Person	Mill Manager												
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>The management has established the list of stakeholders there were information regarding of name, address, telephone number for contractor, supplier, government agency, industry, head of committee surrounding and schools. Sighted the evidence:</p> <p>Details information on the list of stakeholders:</p> <table><tr><td>Document</td><td>List of Stakeholder</td></tr><tr><td>Date</td><td>05/08/2024</td></tr><tr><td></td><td>Government Agencies Supplier and contractor Neighbour mill and estate Neighbour village and school Transporter FFB Supplier</td></tr></table> <p>The management has also done conducted stakeholder meeting and the record of minutes of meeting was recorded. During stakeholder meeting, the discussion is all about introduction of company, awareness on MSPO, explanation of complaint procedure, question and answer. Sighted the evidence:</p> <p>Detail information on communication between stakeholder:</p> <table><tr><td>Document</td><td>Stakeholder Minutes Meeting</td></tr><tr><td>Date</td><td>14/06/2024</td></tr></table>	Document	List of Stakeholder	Date	05/08/2024		Government Agencies Supplier and contractor Neighbour mill and estate Neighbour village and school Transporter FFB Supplier	Document	Stakeholder Minutes Meeting	Date	14/06/2024	Complied
Document	List of Stakeholder												
Date	05/08/2024												
	Government Agencies Supplier and contractor Neighbour mill and estate Neighbour village and school Transporter FFB Supplier												
Document	Stakeholder Minutes Meeting												
Date	14/06/2024												

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Criterion / Indicator		Assessment Findings		Compliance										
		Venue	Sabapalm Club House											
		Status	Stakeholder meeting was conducted by two-way communication											
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 has established the standard operating procedure for the traceability of incoming and outgoing product. Refer on the procedure it was describe a flowchart the process of delivery product and document records need for monitoring purpose. Sighted the evidence: Details information on procedure of traceability: <table><tr><td>Document</td><td>Procedure Supply Chain & Traceability</td></tr><tr><td>Reference</td><td>SMP-GPB-23</td></tr><tr><td>Revision</td><td>15</td></tr><tr><td>Date</td><td>15/04/2024</td></tr></table>		Document	Procedure Supply Chain & Traceability	Reference	SMP-GPB-23	Revision	15	Date	15/04/2024	Complied		
Document	Procedure Supply Chain & Traceability													
Reference	SMP-GPB-23													
Revision	15													
Date	15/04/2024													
4.2.3.2	The management shall conduct regular inspections on compliance with the established traceability system. - Major compliance -	The management has conducted regular inspection to ensure compliance with the traceability system. The staff diligently entered all pertinent data into the system, which was subsequently verified by the executive at the close of each day. This verification process included a thorough review of the weighbridge records for the product dispatch. Sighted the evidence: Details information on the inspection of traceability CPO: <table><tr><td>Document</td><td>Weighbridge Ticket</td></tr><tr><td>Reference No.</td><td>CPO24000276W</td></tr><tr><td>Date</td><td>06/07/2024</td></tr><tr><td>Vehicle No.</td><td>SAB 4512N</td></tr><tr><td>Net Weight</td><td>26.920 Kg</td></tr></table>		Document	Weighbridge Ticket	Reference No.	CPO24000276W	Date	06/07/2024	Vehicle No.	SAB 4512N	Net Weight	26.920 Kg	Complied
Document	Weighbridge Ticket													
Reference No.	CPO24000276W													
Date	06/07/2024													
Vehicle No.	SAB 4512N													
Net Weight	26.920 Kg													

Criterion / Indicator		Assessment Findings		Compliance										
		Inspection	The weighbridge ticket was checked by weighbridge clerk and signed by mill manager											
4.2.3.3	The management shall identify and assign suitable employees to implement and maintain the traceability system. - Minor compliance -	The management has designated a dedicated Person In-Charge specifically tasked with overseeing traceability requirements, with the purpose of monitoring and updating the traceability system and records for the data information of Fresh Fruit Bunches (FFB). This appointment underscores the organization's commitment to maintaining accurate and reliable traceability practices. Sighted the evidence: Details information on the appointment letter PIC traceability: <table><tr><td>Document</td><td>Appointment Letter</td></tr><tr><td>Date</td><td>01/08/2020</td></tr><tr><td>Appointed Person</td><td>Weighbridge Clerk</td></tr></table>		Document	Appointment Letter	Date	01/08/2020	Appointed Person	Weighbridge Clerk	Complied				
Document	Appointment Letter													
Date	01/08/2020													
Appointed Person	Weighbridge Clerk													
4.2.3.4	Records of storage, sales, delivery or transportation of crude palm oil and palm kernel shall be maintained. - Major compliance -	The management has conducted regular inspection to ensure compliance with the traceability system. The staff diligently entered all pertinent data into the system, which was subsequently verified by the executive at the close of each day. This verification process included a thorough review of the weighbridge records for the product dispatch. Sighted the evidence: Details information on the inspection of traceability CPO: <table><tr><td>Document</td><td>Weighbridge Ticket</td></tr><tr><td>Reference No.</td><td>CPO24000276W</td></tr><tr><td>Date</td><td>06/07/2024</td></tr><tr><td>Vehicle No.</td><td>SAB 4512N</td></tr><tr><td>Net Weight</td><td>26,920 Kg</td></tr></table>		Document	Weighbridge Ticket	Reference No.	CPO24000276W	Date	06/07/2024	Vehicle No.	SAB 4512N	Net Weight	26,920 Kg	Complied
Document	Weighbridge Ticket													
Reference No.	CPO24000276W													
Date	06/07/2024													
Vehicle No.	SAB 4512N													
Net Weight	26,920 Kg													

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Criterion / Indicator		Assessment Findings		Compliance	
		Inspection	The weighbridge ticket was checked by weighbridge clerk and signed by mill manager		
		Details information on the inspection of traceability PK:			
		Document	Weighbridge Ticket		
		Reference No.	PK24000015W		
		Date	08/08/2024		
		Vehicle No.	SS 4488X		
		Net Weight	26,560 Kg		
		Inspection	The weighbridge ticket was checked by weighbridge clerk and signed by mill manager		
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 -	The management diligently monitored compliance with permits and licenses, with oversight from both the operating units and the sustainability team. They ensured that all necessary licenses and permits were obtained and renewed in accordance with legal requirements, meticulously documenting these actions in the file system. Sighted the evidence: Details information on the license & permit with validity:		Complied	
		License / Permit	Reference		Validity Date
		DOE License	0005261		30/06/2025
		DOSH License	Boiler 3 – PMD SB/1925407		13/06/2025
		DOSH License	Sterilizer 1 – PMT SB/2036506		16/06/2025

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Criterion / Indicator		Assessment Findings			Compliance
		MPOB License (FFB)	620051004000	29/02/2025	
		Diesel Permit	S005308	29/09/2024	
		Petrol Permit	PK/2023/P/S-00010	23/04/2025	
		Lesen Pengajian	200601002661	28/09/2025	
		Permit Potongan Gaji	JTKSBH/PMT/113/2023/0144	02/07/2025	
		Permit Wanita Kerja Malam	JTKSBH/PMT/75/2022/0028	22/09/2024	
		Lesen Pemasangan	ECOS/E/LAP1/B85213AA	21/03/2025	
		Details information on the competency license with registration:			
		License / Permit	Reference	Register	
		Steam Engineer	JKKP/2024/ISO2/425	03/02/2024	
		Engine Driver	H/ED/64/08	22/12/2028	
		Boilerman	SB/12/EIP/01/07	12/07/2012	
		Boilerman	SB/22/EIS/01/00384	18/10/2023	
		AESP 1	NWAH/118811M	05/04/2024	
		AESP 2	NWAH/118806N	05/04/2024	
		FFB Grader 1	MPOB/KKMBS/S-169-2010	04/05/2010	
		FFB Grader 2	MPOB/KKMBS/SA-82-2012	10/04/2012	
		Chargeman	PJ-T-I-B/0533-2014	02/09/2014	
		OSH Coordinator	SB/23/OSHC/02/01559	15/03/2023	
4.3.1.2	The management shall list all relevant laws related to their operations in a legal requirements register. - Major compliance -	The management has established the list of legal register. It was observed the list are updated when any new amendment or any new regulation. The list is listed the Act, Regulation and Industrial code of			Complied

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Criterion / Indicator		Assessment Findings	Compliance										
		<p>practice. Legal Requirement Register being updated. Sighted the evidence:</p> <p>Details information on List of Legal Register:</p> <table><tr><td>Document</td><td>Legal Requirements Register (LRR)</td></tr><tr><td>Reference</td><td>SMP-GPB-22</td></tr><tr><td>Revision</td><td>13</td></tr><tr><td>Date</td><td>15/04/2024</td></tr></table>	Document	Legal Requirements Register (LRR)	Reference	SMP-GPB-22	Revision	13	Date	15/04/2024			
Document	Legal Requirements Register (LRR)												
Reference	SMP-GPB-22												
Revision	13												
Date	15/04/2024												
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 management has established the list of legal register. It was observed the list are updated when any new amendment or any new regulation. The list is listed the Act, Regulation and Industrial code of practice. Legal Requirement Register being updated. Sighted the evidence:</p> <p>Details information on List of Legal Register:</p> <table><tr><td>Document</td><td>Legal Requirements Register (LRR)</td></tr><tr><td>Reference</td><td>SMP-GPB-22</td></tr><tr><td>Revision</td><td>13</td></tr><tr><td>Date</td><td>15/04/2024</td></tr><tr><td>Status</td><td>Legal register done update</td></tr></table>	Document	Legal Requirements Register (LRR)	Reference	SMP-GPB-22	Revision	13	Date	15/04/2024	Status	Legal register done update	Complied
Document	Legal Requirements Register (LRR)												
Reference	SMP-GPB-22												
Revision	13												
Date	15/04/2024												
Status	Legal register done update												
4.3.1.4	<p>The management should assign a person responsible to monitor compliance and to track update the changes in regulatory requirements.</p> <p>- Minor compliance -</p>	<p>The management has appointed a Person In-Charge for overseeing Legal Compliance requirements, tasked with the responsibilities of monitoring and keeping permits and licenses up-to-date, as well as staying informed about any changes in laws and regulations.</p> <p>Details information on the appointment letter of PIC Legal:</p> <table><tr><td>Document</td><td>Appointment Letter</td></tr><tr><td>Date</td><td>01/02/2020</td></tr><tr><td>Appointed</td><td>Chief Clerk</td></tr></table>	Document	Appointment Letter	Date	01/02/2020	Appointed	Chief Clerk	Complied				
Document	Appointment Letter												
Date	01/02/2020												
Appointed	Chief Clerk												

Criterion / Indicator		Assessment Findings	Compliance														
Criterion 4.3.2 – Lands use rights																	
4.3.2.1	<p>The management shall ensure that their oil palm milling activities do not diminish the land use rights of other users.</p> <p>- Major compliance -</p>	<p>The management has ensured all operation not diminish the land use rights. It has been verified during interview session with stakeholder. The management also provided the legal ownership of land title during audit. Mill have made an agreement between estate for rental the land purposely for Palm Oil Mill operation.</p> <p>Detail information on sample of Land Title</p> <table><tr><td>Document</td><td>Contract Agreement</td></tr><tr><td>Between</td><td>Mill and Estate</td></tr><tr><td>Document</td><td>Tenancy Agreement</td></tr><tr><td>Land Title</td><td>Country Lease</td></tr><tr><td>Lot Number</td><td>CL 085109968</td></tr><tr><td>Land Size</td><td>26.59 Ha</td></tr><tr><td>Date Agreement</td><td>12/07/2024 – 30/06/2027</td></tr></table>	Document	Contract Agreement	Between	Mill and Estate	Document	Tenancy Agreement	Land Title	Country Lease	Lot Number	CL 085109968	Land Size	26.59 Ha	Date Agreement	12/07/2024 – 30/06/2027	Complied
Document	Contract Agreement																
Between	Mill and Estate																
Document	Tenancy Agreement																
Land Title	Country Lease																
Lot Number	CL 085109968																
Land Size	26.59 Ha																
Date Agreement	12/07/2024 – 30/06/2027																
4.3.2.2	<p>The management shall provide documents showing legal ownership or lease, history of land tenure and the actual legal use of the land.</p> <p>- Major compliance -</p>	<p>The management has ensured all operation in estate not diminish the land use rights. It has been verified during interview session with stakeholder. The management also provided the legal ownership of land title during audit. Mill have made an agreement between estate for rental the land purposely for Palm Oil Mill operation.</p> <p>Detail information on sample of Land Title</p> <table><tr><td>Document</td><td>Contract Agreement</td></tr><tr><td>Between</td><td>Mill and Estate</td></tr><tr><td>Document</td><td>Tenancy Agreement</td></tr><tr><td>Land Title</td><td>Country Lease</td></tr><tr><td>Lot Number</td><td>CL 085109968</td></tr><tr><td>Land Size</td><td>26.59 Ha</td></tr></table>	Document	Contract Agreement	Between	Mill and Estate	Document	Tenancy Agreement	Land Title	Country Lease	Lot Number	CL 085109968	Land Size	26.59 Ha	Complied		
Document	Contract Agreement																
Between	Mill and Estate																
Document	Tenancy Agreement																
Land Title	Country Lease																
Lot Number	CL 085109968																
Land Size	26.59 Ha																

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Criterion / Indicator		Assessment Findings		Compliance
		Date Agreement	12/07/2024 – 30/06/2027	
4.3.2.3	Legal parameter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable. - Major compliance -	The management has ensured the oil palm cultivation within legal boundary. Sighted the legal perimeter boundary maker is maintained and visible on the ground. Sighted the evidence: Detail information legal perimeter boundary:		Complied
		Mill Fencing	Mill has installed the fencing as perimeter boundary	
		Mill Drainage	Mill has monsoon drainage as perimeter boundary in the mill area	
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 have been no land disputes reported or recorded. As such, the process of fair compensation and FPIC is currently not required to be applied. Consultation with relevant stakeholders conducted onsite confirmed the information.		NA
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 is no land encumbered by customary rights. The mill developed under estate land which have valid land tenure agreement.		N/A
4.3.3.2	Maps of an appropriate scale showing extent of recognized customary rights shall be made available. - Minor compliance -	There is no land encumbered by customary rights. The mill developed under estate land which have valid land tenure agreement.		N/A
4.3.3.3	Negotiation and FPIC shall be recorded and copies of the relevant agreements should be made available.	There is no land encumbered by customary rights. The mill developed under estate land which have valid land tenure agreement.		N/A

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Criterion / Indicator		Assessment Findings	Compliance												
	- Major 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 impacts should be identified and plans should be implemented to mitigate the negative impacts and promote the positive ones. - Minor compliance -	<p>The management has identified, and plans are implemented on Social Impact Assessment (SIA) to mitigate the negative impacts and promote the positive ones. Refer Social Impact Assessment (SIA) report, the methodology was done by interview section to local community, interview internal workers and conduct stakeholder meeting. The process of assessment was done through identified stakeholder, social factor, analyse data, meeting, develop and implement action plan. Sighted the evidence:</p> <p>Details information on Social Impact Assessment (SIA):</p> <table><tr><td>Document</td><td>SIA Report</td></tr><tr><td>Date</td><td>June 2020</td></tr><tr><td>Prepared By</td><td>Sustainability Department</td></tr></table> <p>Detail information Social Impact Assessment (SIA) management</p> <table><tr><td>Document</td><td>SIA Management Plan</td></tr><tr><td>Date Review</td><td>28/06/2024</td></tr><tr><td>Prepared By</td><td>Assistant Manager</td></tr></table> <p>Based on the Social Impact Assessment, the management has developed a mitigation action plan to aimed and promoting positive actions to generate beneficial impacts. This plan likely includes strategies and initiatives designed to address identified social issues, enhance community well-being, and foster sustainable development within the affected areas.</p>	Document	SIA Report	Date	June 2020	Prepared By	Sustainability Department	Document	SIA Management Plan	Date Review	28/06/2024	Prepared By	Assistant Manager	Complied
Document	SIA Report														
Date	June 2020														
Prepared By	Sustainability Department														
Document	SIA Management Plan														
Date Review	28/06/2024														
Prepared By	Assistant Manager														

Criterion / Indicator		Assessment Findings		Compliance										
		Details information on social management plan: <table><tr><td>Status</td><td>Action Plan</td></tr><tr><td>Done – completed</td><td>To conduct the meeting with stakeholder by quarterly basis</td></tr><tr><td>Done – completed</td><td>To ensure complaint and grievance are recorded action taken timely</td></tr><tr><td>Done – completed</td><td>To ensure workers are briefing on contract agreement</td></tr><tr><td>Done – completed</td><td>To ensure contractors well brief on contract agreement</td></tr></table>		Status	Action Plan	Done – completed	To conduct the meeting with stakeholder by quarterly basis	Done – completed	To ensure complaint and grievance are recorded action taken timely	Done – completed	To ensure workers are briefing on contract agreement	Done – completed	To ensure contractors well brief on contract agreement	
Status	Action Plan													
Done – completed	To conduct the meeting with stakeholder by quarterly basis													
Done – completed	To ensure complaint and grievance are recorded action taken timely													
Done – completed	To ensure workers are briefing on contract agreement													
Done – completed	To ensure contractors well brief on contract agreement													
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 management has established a system for dealing with complaints and grievances. The management also has provided training to the worker regarding of complaint and grievances procedure. Sighted the evidence: Details information on complaint and grievance procedure: <table><tr><td>Document</td><td>Procedure Complaint & Grievance</td></tr><tr><td>Reference</td><td>SMP-GPB-19</td></tr><tr><td>Date</td><td>15/04/2024</td></tr><tr><td>Revision</td><td>06</td></tr></table>		Document	Procedure Complaint & Grievance	Reference	SMP-GPB-19	Date	15/04/2024	Revision	06	Complied		
Document	Procedure Complaint & Grievance													
Reference	SMP-GPB-19													
Date	15/04/2024													
Revision	06													
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 management has established complaint procedure. Refer complaint procedure upon receipt of grievances, the decision taken to provide a written reply to the employee or stakeholder concerned. The grievance will be acting with immediate superior for the resolution on complaint. Sighted the evidence: Details information sample of complaint & grievance form:		Complied										

Criterion / Indicator		Assessment Findings		Compliance														
		<table><tr><td>Document</td><td>Complaint Record</td></tr><tr><td>Date Received</td><td>24/06/2024</td></tr><tr><td>Date Resolved</td><td>02/07/2024</td></tr><tr><td>Complaint Issue</td><td>The complaint made from workers due to housing matter and the issue was settled.</td></tr></table> <p>The management also was giving the information and training related how to made any complaint to workers and stakeholder. Any compliant or suggestion can be made any time. Sighted the evidence: Details information on complaint to employee & stakeholder:</p> <table><tr><td>Document</td><td>Minutes of Meeting</td></tr><tr><td>Date</td><td>20/07/2024</td></tr><tr><td>Information</td><td>Training on complaint procedure to all participant.</td></tr></table>	Document	Complaint Record	Date Received	24/06/2024	Date Resolved	02/07/2024	Complaint Issue	The complaint made from workers due to housing matter and the issue was settled.	Document	Minutes of Meeting	Date	20/07/2024	Information	Training on complaint procedure to all participant.		
Document	Complaint Record																	
Date Received	24/06/2024																	
Date Resolved	02/07/2024																	
Complaint Issue	The complaint made from workers due to housing matter and the issue was settled.																	
Document	Minutes of Meeting																	
Date	20/07/2024																	
Information	Training on complaint procedure to all participant.																	
4.4.2.3	A complaint form should be made available at the premises, where employees and affected stakeholders can make complaints. - Minor compliance -	<p>The management has established a complaint form at the premises. The complaint form has been used for employees and stakeholders to make any complaint. Anyone can make any complaint and it was recorded in the complaint form and logbook. Sighted the evidence: Details information on system of complaint & grievance:</p> <table><tr><td>Complaint Form</td><td>Display at office</td></tr><tr><td>Complaint Flowchart</td><td>Display at notice board</td></tr><tr><td>Complaint Box</td><td>Install at office</td></tr><tr><td>Online System</td><td>Through WhatsApp – Careline</td></tr></table>	Complaint Form	Display at office	Complaint Flowchart	Display at notice board	Complaint Box	Install at office	Online System	Through WhatsApp – Careline		Complied						
Complaint Form	Display at office																	
Complaint Flowchart	Display at notice board																	
Complaint Box	Install at office																	
Online System	Through WhatsApp – Careline																	
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 -	<p>The management also was giving the information and training related how to made any complaint to workers and stakeholder. Any compliant or suggestion can be made any time. Sighted the evidence: Details information on complaint to employee & stakeholder:</p> <table><tr><td>Document</td><td>Minutes of Meeting</td></tr></table>	Document	Minutes of Meeting		Complied												
Document	Minutes of Meeting																	

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Criterion / Indicator		Assessment Findings		Compliance								
		Date	20/07/2024									
		Information	Training on complaint procedure to all participant.									
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 -	Complaints and resolutions for the last 24 months has documented and made available to affected stakeholders upon request. The complaint form was recorded in the office for their monitoring and action taken. Sighted the evidence: Details information sample of complaint & grievance form: <table><tr><td>Document</td><td>Complaint Record</td></tr><tr><td>Date Received</td><td>05/10/2022</td></tr><tr><td>Date Resolved</td><td>08/10/2022</td></tr><tr><td>Complaint Issue</td><td>The compliant made from worker due to housing matter and the issue was settled.</td></tr></table>		Document	Complaint Record	Date Received	05/10/2022	Date Resolved	08/10/2022	Complaint Issue	The compliant made from worker due to housing matter and the issue was settled.	Complied
Document	Complaint Record											
Date Received	05/10/2022											
Date Resolved	08/10/2022											
Complaint Issue	The compliant made from worker due to housing matter and the issue was settled.											
Criterion 4.4.3: Commitment to contribute to local sustainable development												
4.4.3.1	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. - Minor compliance -	The management has contributed to local development in consultation with the local communities. There is a record for the CSR programme are made with surrounding community. Sighted the evidence: Details information of CSR from the company: <table><tr><td>CSR 1</td><td>Donation to SMK Pamol</td></tr><tr><td>CSR 2</td><td>Donation to Balai Polis Tagas Tagas</td></tr><tr><td>CSR 3</td><td>Donation Klinik Kesihatan Tagas Tagas</td></tr><tr><td>CSR 4</td><td>Donation for sport activity Hari Pekerja</td></tr></table>		CSR 1	Donation to SMK Pamol	CSR 2	Donation to Balai Polis Tagas Tagas	CSR 3	Donation Klinik Kesihatan Tagas Tagas	CSR 4	Donation for sport activity Hari Pekerja	Complied
CSR 1	Donation to SMK Pamol											
CSR 2	Donation to Balai Polis Tagas Tagas											
CSR 3	Donation Klinik Kesihatan Tagas Tagas											
CSR 4	Donation for sport activity Hari Pekerja											
Criterion 4.4.4: Employees safety and health												

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Criterion / Indicator		Assessment Findings	Compliance												
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>The management has established an occupational safety and health policy. The policy has effectively communicated and implemented. Sighted the policy has display at notice board to give information to all employee and stakeholder. Sighted the evidence:</p> <p>Details information on the OSH Policy:</p> <table><tr><td>Document</td><td>Occupational Safety & Health Policy</td></tr><tr><td>Date</td><td>01/07/2023</td></tr><tr><td>Signed By</td><td>President & Chief Executive Officer</td></tr></table> <p>The management also has done training on safety policy through morning master briefing and training section. Sighted the evidence:</p> <table><tr><td>Document</td><td>Training Record</td></tr><tr><td>Date</td><td>19/03/2024</td></tr><tr><td>Venue</td><td>Assembly area</td></tr></table> <p>An occupational safety and health plan for year 2024 established by management and approved by manager. OSH planned activities include OSH Meeting, review of HIRARC, review of CHRA, review of chemical register, workplace inspection, training, ERP, first aid and others.</p>	Document	Occupational Safety & Health Policy	Date	01/07/2023	Signed By	President & Chief Executive Officer	Document	Training Record	Date	19/03/2024	Venue	Assembly area	Complied
Document	Occupational Safety & Health Policy														
Date	01/07/2023														
Signed By	President & Chief Executive Officer														
Document	Training Record														
Date	19/03/2024														
Venue	Assembly area														
4.4.4.2	<p>The occupational safety and health plan should cover the following:</p> <p>a) A safety and health policy, which is communicated and implemented.</p> <p>b) The risk of all operations shall be assessed and documented.</p>	<p>a) The management has established an occupational safety and health policy. The policy has effectively communicated and implemented. Sighted the policy has display at notice board to give information to all employee and stakeholder. Sighted the evidence:</p> <table><tr><td>Document</td><td>Occupational Safety & Health Policy</td></tr><tr><td>Date</td><td>01/07/2023</td></tr><tr><td>Signed By</td><td>President & Chief Executive Officer</td></tr><tr><td>Training Policy</td><td>19/03/2024</td></tr></table>	Document	Occupational Safety & Health Policy	Date	01/07/2023	Signed By	President & Chief Executive Officer	Training Policy	19/03/2024	Major non-conformity				
Document	Occupational Safety & Health Policy														
Date	01/07/2023														
Signed By	President & Chief Executive Officer														
Training Policy	19/03/2024														

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Criterion / Indicator		Assessment Findings		Compliance					
	<p>c) An awareness and training programme which includes the following requirements for employees exposed to chemicals used at the palm oil mill:</p> <p>i. All employees involved are adequately trained on safe working practices;</p> <p>ii. All precautions attached to products should be properly observed and applied;</p> <p>d) The management shall provide the appropriate PPE at the place of work to cover all potentially hazardous operations as identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC).</p> <p>e) The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labeling) Regulation 1997 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 shall 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 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</p>	<p>b) The management has established the risk for the operation. All the risk assessment has documented and monitored. Sighted the evidence:</p> <table><tr><th>Assessment</th><th>Description</th></tr><tr><td>HIRARC</td><td>HIRARC, ref no: SP-MGR-01-F01-1 has updated on 01/03/2024 and it was documented. The HIRARC was done assessment to all station in the estate such as operation area, store and facilities area. Total 15 process or station has been assessed. All type of hazard was identified and risk control are measured.</td></tr><tr><td>CHRA</td><td>CHRA Report (Chemical Health Risk Assessment) has been established by certified assessor with reference HQ/11/ASS/00/290 – 2020/038 and dated 23/11/2020. The assessment was covered 6 works unit that exposed with chemical including:<ul style="list-style-type: none">• Laboratory• Boiler• Water treatment• Workshop and engine room• Kernel plant• StoreSighted also CHRA action plan dated on 03/04/2023 has been implemented by management to improved and control the risk of chemical exposure.</td></tr></table>	Assessment	Description	HIRARC	HIRARC, ref no: SP-MGR-01-F01-1 has updated on 01/03/2024 and it was documented. The HIRARC was done assessment to all station in the estate such as operation area, store and facilities area. Total 15 process or station has been assessed. All type of hazard was identified and risk control are measured.	CHRA	CHRA Report (Chemical Health Risk Assessment) has been established by certified assessor with reference HQ/11/ASS/00/290 – 2020/038 and dated 23/11/2020. The assessment was covered 6 works unit that exposed with chemical including: <ul style="list-style-type: none">• Laboratory• Boiler• Water treatment• Workshop and engine room• Kernel plant• Store Sighted also CHRA action plan dated on 03/04/2023 has been implemented by management to improved and control the risk of chemical exposure.	
Assessment	Description								
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Criterion / Indicator		Assessment Findings		Compliance					
	<p>employees and any remedial actions taken shall be 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 shall be present at all mill operations. First Aid equipment 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>	<table><tr><td>Medical Surveillance</td><td>Medical Surveillance has been conducted for individuals exposed to chemical. The medical surveillance has been conducted on 02/07/2024 by certified assessor for 24 persons in total. Sighted result of examination for medical surveillance dated on 06/08/2024 and all workers examined are fit to work.</td></tr><tr><td>NRA</td><td>Noise Risk Assessment (NRA) Report was established by certified assessor with reference SSS/NOISE-301/21, MyKKP Reg: HQ/14/PEB/00/125 and dated 16/04/2021. The assessment was done in mill area and facilities.</td></tr><tr><td>Audiometric Testing</td><td>The audiometric testing was done conducted on 20/04/2024 by certified assessor with registration HQ/19/DOC/00/00399. The total of numbers is 49 workers sending for the testing. From the report, the summary resulted:<ul style="list-style-type: none">• Normal Audiogram – 47 persons• Abnormal audiogram - 1 person• Standard Threshold Shift (STS) - 1 person.</td></tr></table>	Medical Surveillance	Medical Surveillance has been conducted for individuals exposed to chemical. The medical surveillance has been conducted on 02/07/2024 by certified assessor for 24 persons in total. Sighted result of examination for medical surveillance dated on 06/08/2024 and all workers examined are fit to work.	NRA	Noise Risk Assessment (NRA) Report was established by certified assessor with reference SSS/NOISE-301/21, MyKKP Reg: HQ/14/PEB/00/125 and dated 16/04/2021. The assessment was done in mill area and facilities.	Audiometric Testing	The audiometric testing was done conducted on 20/04/2024 by certified assessor with registration HQ/19/DOC/00/00399. The total of numbers is 49 workers sending for the testing. From the report, the summary resulted: <ul style="list-style-type: none">• Normal Audiogram – 47 persons• Abnormal audiogram - 1 person• Standard Threshold Shift (STS) - 1 person.	
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		<p><u>Major NCR</u></p> <p>Found the occupational safety and health plan was not properly implemented. It was observed that there are unsafe observation and gaps in implementation of risk control at location as below:</p>							

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Criterion / Indicator		Assessment Findings	Compliance												
		<p>Genting Sabapalm Oil Mill</p> <ul style="list-style-type: none">At Loading Ramp, it was observed that workers stored their loading spikes by tucking them between the roof of their shelter, while other tools were scattered around the area.At the Scrap Iron Area, it was observed that the scrap metal collection area has become excessively high, and no control measure of risk has been implemented. <p>c) The management has been established annual training for the employee and it was prepared by Internal Team. Sighted the evidence of training conducted related to chemical:</p> <table><tr><th>Training Program</th><th>Description</th></tr><tr><td>Safety Use of Chemical and Chemical Management</td><td>Done conducted: 26/03/2024, Participant: 21 persons</td></tr></table> <p>During the site visit at chemical store, it was observed that all chemical was labeling and SDS was provided and display information to public. Sighted the evidence:</p> <table><tr><th>Document</th><th>Safety Data Sheet</th></tr><tr><td>Petronas Diesel Euro 5</td><td>SDS Available & Display, Date issued: 02/06/2022</td></tr><tr><td>CAT DEO 15W-40 (diesel engine oil)</td><td>SDS Available & Display Date issued: 19/01/2023</td></tr><tr><td>Hydrotur AW</td><td>SDS Available & Display Date issued: 03/03/2023</td></tr></table>	Training Program	Description	Safety Use of Chemical and Chemical Management	Done conducted: 26/03/2024, Participant: 21 persons	Document	Safety Data Sheet	Petronas Diesel Euro 5	SDS Available & Display, Date issued: 02/06/2022	CAT DEO 15W-40 (diesel engine oil)	SDS Available & Display Date issued: 19/01/2023	Hydrotur AW	SDS Available & Display Date issued: 03/03/2023	
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Criterion / Indicator		Assessment Findings		Compliance
		Polyacrylamide (HK 6201)	SDS Available & Display Date issued: 29/01/2020	
		Coagulant (HK 6102)	SDS Available & Display Date issued: 01/07/2020	
		Boiler Water Chemical (HK 7201)	SDS Available & Display Date issued: 01/07/2020	
		d) Management has provided appropriate PPE to workers to cover all potentially hazardous operations as identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC). Sighted the evidence:		
		Document	Description	
		Employee	Workshop Worker	
		PPE Received	Safety shoes	
		Date Received	04/05/2024	
		Management also has monitored the condition of PPE for every month by using PPE checklist. The latest monitoring conducted on 06/08/2024.		
		e) The management has established standard operating procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labeling) Regulation 1997 and Occupational Safety Health		
Document	SOP Chemical management			
Reference	SP-MGR-08			
Date	01/08/2017			
Document	SOP Chemical Handling in Laboratory			

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Criterion / Indicator		Assessment Findings		Compliance
		Reference	GSOM-SOP-LAB-01	
		Date	31/01/2010	
		f) The management has appointed responsible person(s) for safety and health. Refer appointment letter, there is information of the roles and responsibilities of the appointed officer had clearly stated in the appointment letter. Sighted the evidence:		
		Document	Appointment Letter PIC	
		Date	01/01/2022	
		PIC Name	Mill Manager	
		Sighted also OSH Coordinator PIC:		
		Document	Appointment Letter PIC	
		Date	01/04/2023	
		PIC Name	Asst. Mill Manager	
		g) The management has conducted regular two-way communication with their employees during OSH Meeting with discussion on employee's health, safety and welfare. The safety meeting was conducted according to OSHA Requirement. Sighted the evidence:		
		Document	OSH Minutes Meeting	
		Date Meeting	Meeting 1: 11/03/2024 Meeting 2: 21/06/2024 Meeting 3: Plan on Sept 2024	
		h) The management has established accident and emergency procedures and the instructions clearly understood by all employees. Sighted document as below evidence:		
		Document	Emergency Response Procedure	
Reference	SP-MGR-04			
Date	01/08/2017			

Criterion / Indicator		Assessment Findings	Compliance																						
		<p>Observed also fire extinguisher still valid and located at suitable area including line site. Sighted sample of fire extinguisher with reference no: FM042023Y356677 and valid till 18/06/2025.</p> <p>i) First aider has been present at works station. The Latest training has been conducted as refer to attendance list. First aid box also was inspected during site visit and found contains with approved contents. Sighted the evidence:</p> <table><tr><td>First Aid Box (FAB)</td><td>Available at operation Available at workshop Available at office</td></tr><tr><td>Frequency Inspection</td><td>Every Month</td></tr><tr><td>Date Inspection</td><td>Latest inspection on 01/08/2024 done by Hospital Assistant (HA)</td></tr><tr><td>Observation</td><td>All the item in FAB updated.</td></tr></table> <p>Sighted training record for first aid:</p> <table><tr><td>Training</td><td>First aid training</td></tr><tr><td>Date</td><td>29/05/2024</td></tr><tr><td>Participant</td><td>10 persons</td></tr><tr><td>Trainer</td><td>Hospital Assistant (HA)</td></tr></table> <p>Verified also 4 persons has been trained as a first aider for mill processing and valid till 24/02/2025.</p> <p>j) The management has recorded and kept of all accidents and it was reviewed periodically intervals by internal team. Sighted the evidence:</p> <table><tr><td>Document</td><td>JKKP 8 Submission</td></tr><tr><td>Date</td><td>05/01/2024</td></tr><tr><td>Reference</td><td>JKKP8/156286/2023</td></tr></table>	First Aid Box (FAB)	Available at operation Available at workshop Available at office	Frequency Inspection	Every Month	Date Inspection	Latest inspection on 01/08/2024 done by Hospital Assistant (HA)	Observation	All the item in FAB updated.	Training	First aid training	Date	29/05/2024	Participant	10 persons	Trainer	Hospital Assistant (HA)	Document	JKKP 8 Submission	Date	05/01/2024	Reference	JKKP8/156286/2023	
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Criterion / Indicator		Assessment Findings		Compliance								
		Accident	Nil									
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 management has established policy on good social practice regarding human rights in respect of industrial harmony in the organisation. The policy has been signed by the top management and effectively communicated to the employees through muster briefing at field site. Sighted the document as below evidence:</p> <p>Details information of policy of company:</p> <table><tr><td>Document</td><td>Social Policy</td></tr><tr><td>Signed By</td><td>President & Chief Operating Officer</td></tr><tr><td>Date</td><td>14/09/2020.</td></tr><tr><td>Content of Policy</td><td>Respect human rights and support international human rights law. Provide safe and healthy working environment. Respect the right of workers to join or form legal trade unions Not use any child labour. No discrimination in terms of hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, union membership or political affiliation. Not commit any physical abuse, threatened, harassment or verbal abuse towards the employees.</td></tr></table>		Document	Social Policy	Signed By	President & Chief Operating Officer	Date	14/09/2020.	Content of Policy	Respect human rights and support international human rights law. Provide safe and healthy working environment. Respect the right of workers to join or form legal trade unions Not use any child labour. No discrimination in terms of hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, union membership or political affiliation. Not commit any physical abuse, threatened, harassment or verbal abuse towards the employees.	Complied
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Criterion / Indicator		Assessment Findings		Compliance								
		Details information of policy has communicated to employee: <table><tr><td>Training Policy</td><td>Policy training has conducted on 19/03/2024 during morning muster</td></tr></table>		Training Policy	Policy training has conducted on 19/03/2024 during morning muster							
Training Policy	Policy training has conducted on 19/03/2024 during morning muster											
4.4.5.2	The management shall not engage in or support discriminatory practices and shall provide equal opportunity and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics. - Major compliance -	The management has established policy that provided equal opportunity and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin to all employee. This policy has effectively communicated to employee through muster briefing and training session. Sighted the evidence: Details information of policy of company: <table><tr><td>Document</td><td>Social Policy</td></tr><tr><td>Signed By</td><td>President & Chief Operating Officer</td></tr><tr><td>Date</td><td>14/09/2020.</td></tr><tr><td>Content of Policy</td><td>Respect human rights and support international human rights law. Provide safe and healthy working environment. Respect the right of workers to join or form legal trade unions Not use any child labour. No discrimination in terms of hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, union membership or political affiliation.</td></tr></table>		Document	Social Policy	Signed By	President & Chief Operating Officer	Date	14/09/2020.	Content of Policy	Respect human rights and support international human rights law. Provide safe and healthy working environment. Respect the right of workers to join or form legal trade unions Not use any child labour. No discrimination in terms of hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, union membership or political affiliation.	Complied
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Criterion / Indicator		Assessment Findings		Compliance																														
			Not commit any physical abuse, threatened, harassment or verbal abuse towards the employees.																															
4.4.5.3	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. - Major compliance -	The management has to ensure that employees pay and condition meet legal or industry minimum standards and as per agreed Collective Agreements. Refer on contract agreement between employer and employee, sighted the basic salary was stated in agreement. Sighted the document as below sample evidence: Details information sample of contract agreement and salary: <table><tr><td>Document</td><td>Employment Agreement</td></tr><tr><td>Employee No</td><td>E00XXX</td></tr><tr><td>Date Agreement</td><td>03/02/2024</td></tr><tr><td>Category</td><td>Local Worker – Cleaner</td></tr><tr><td>Payment Term</td><td>Daily Rate</td></tr><tr><td>Working Days</td><td>26 Days</td></tr><tr><td>Signed</td><td>Employer & employee</td></tr><tr><td>Basic Salary</td><td>RM57.69 / Day RM1500 / Month</td></tr><tr><td>Pay Slip</td><td>RM15XX.XX – Jul 2024 RM16XX.XX – Jun 2024 RM18XX.XX – May 2024</td></tr></table> Details information sample of contract agreement and salary: <table><tr><td>Document</td><td>Employment Agreement</td></tr><tr><td>Employee No</td><td>E00XXX</td></tr><tr><td>Date Agreement</td><td>02/01/2024</td></tr><tr><td>Category</td><td>Foreigner – Operator WTP</td></tr><tr><td>Payment Term</td><td>Daily Rate</td></tr><tr><td>Working Days</td><td>26 Days</td></tr></table>		Document	Employment Agreement	Employee No	E00XXX	Date Agreement	03/02/2024	Category	Local Worker – Cleaner	Payment Term	Daily Rate	Working Days	26 Days	Signed	Employer & employee	Basic Salary	RM57.69 / Day RM1500 / Month	Pay Slip	RM15XX.XX – Jul 2024 RM16XX.XX – Jun 2024 RM18XX.XX – May 2024	Document	Employment Agreement	Employee No	E00XXX	Date Agreement	02/01/2024	Category	Foreigner – Operator WTP	Payment Term	Daily Rate	Working Days	26 Days	Complied
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Basic Salary	RM57.69 / Day RM1500 / Month													
Pay Slip	RM30XX.XX – Jul 2024 RM30XX.XX – Jun 2024 RM31XX.XX – May 2024													
4.4.5.4	Management should ensure employees of contractors are paid based on legal or industry minimum standards according to the employment contract agreed between the contractor and his employee. - Minor compliance -	The contractors engaged by the mill were only on project basis. There were no contractors hired for routine operational or processing works.		Complied										
4.4.5.5	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. - Major compliance -	<p>The management has established records that provide an accurate account of all employees on the premises. The records have been containing the full names, gender, date of birth, date of entry, a job description, wage and the period of employment. Sighted the document as below sample evidence:</p> <p>Details information sample of contract agreement and salary:</p> <table><tr><td>Document</td><td>Employment Agreement</td></tr><tr><td>Employee No</td><td>E00XXX</td></tr><tr><td>Date Agreement</td><td>03/02/2024</td></tr><tr><td>Category</td><td>Local Worker – Cleaner</td></tr><tr><td>Payment Term</td><td>Daily Rate</td></tr></table>		Document	Employment Agreement	Employee No	E00XXX	Date Agreement	03/02/2024	Category	Local Worker – Cleaner	Payment Term	Daily Rate	Complied
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Basic Salary	RM57.69 / Day RM1500 / Month																	
Detail Information	Full names, gender, date of birth, date of entry, a job description, wage, annual leave, public holiday, working time and date entry available in agreement.																	
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>All employees have been provided with fair contracts that have been signed by both employee and employer. The copy of employment contract is available for each employee and it was kept as employment records. Sighted the evidence:</p> <p>Details information sample of contract agreement and salary:</p> <table><tr><td>Document</td><td>Employment Agreement</td></tr><tr><td>Employee No</td><td>E00XXX</td></tr><tr><td>Date Agreement</td><td>02/01/2024</td></tr><tr><td>Category</td><td>Foreigner – Operator WTP</td></tr><tr><td>Payment Term</td><td>Daily Rate</td></tr><tr><td>Signed</td><td>Employer & employee</td></tr><tr><td>Observation</td><td>Copy of agreement has provided to employee. The payment has been paid as per contract agreement</td></tr></table> <p>Based on interview with the random sampling of workers. There are understand the term and condition stated in employment agreement such basic salary, annul leave, public holiday, working hours, overtime and job description.</p>	Document	Employment Agreement	Employee No	E00XXX	Date Agreement	02/01/2024	Category	Foreigner – Operator WTP	Payment Term	Daily Rate	Signed	Employer & employee	Observation	Copy of agreement has provided to employee. The payment has been paid as per contract agreement		Complied
Document	Employment Agreement																	
Employee No	E00XXX																	
Date Agreement	02/01/2024																	
Category	Foreigner – Operator WTP																	
Payment Term	Daily Rate																	
Signed	Employer & employee																	
Observation	Copy of agreement has provided to employee. The payment has been paid as per contract agreement																	

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Criterion / Indicator		Assessment Findings	Compliance																
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>The management has established a time recording system that makes working hours and overtime transparent for both employees and employer. The overtime has recorded transparent in the pay slip of employee. Sighted the evidence:</p> <p>Details information sample of payslip of employee:</p> <table><tr><td>Document</td><td>Employment Agreement</td></tr><tr><td>Employee No</td><td>E00XXX</td></tr><tr><td>Date Agreement</td><td>02/01/2024</td></tr><tr><td>Category</td><td>Foreigner – Operator WTP</td></tr><tr><td>Working Hour</td><td>7.5 Hours</td></tr><tr><td>Overtime Approved</td><td>104 Hour</td></tr><tr><td>Overtime calculated</td><td>Basic Wage / 7.5 Hr x 1.5 (Normal) Basic Wage / 7.5 Hr x 2.0 (Rest Day) Basic Wage / 7.5 hr x 3.0 (Public Day)</td></tr><tr><td>Pay Slip July 2024</td><td>Overtime: 83.50 Hrs - (Normal) Overtime: 3.50 Hrs – (Rest Day) Overtime: 3.00 Hrs – (Public Day) Total: 90.00 Hrs</td></tr></table>	Document	Employment Agreement	Employee No	E00XXX	Date Agreement	02/01/2024	Category	Foreigner – Operator WTP	Working Hour	7.5 Hours	Overtime Approved	104 Hour	Overtime calculated	Basic Wage / 7.5 Hr x 1.5 (Normal) Basic Wage / 7.5 Hr x 2.0 (Rest Day) Basic Wage / 7.5 hr x 3.0 (Public Day)	Pay Slip July 2024	Overtime: 83.50 Hrs - (Normal) Overtime: 3.50 Hrs – (Rest Day) Overtime: 3.00 Hrs – (Public Day) Total: 90.00 Hrs	Complied
Document	Employment Agreement																		
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Date Agreement	02/01/2024																		
Category	Foreigner – Operator WTP																		
Working Hour	7.5 Hours																		
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Pay Slip July 2024	Overtime: 83.50 Hrs - (Normal) Overtime: 3.50 Hrs – (Rest Day) Overtime: 3.00 Hrs – (Public Day) Total: 90.00 Hrs																		
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>The working hours and breaks of each individual employee as indicated in the time records has comply with legal regulations and collective agreements. Sighted the evidence:</p> <p>Details information of working hours for employee (Office Clerk):</p> <table><tr><td>Working Time</td><td>08:00am – 5:00pm</td></tr><tr><td>Rest Time</td><td>12:00pm – 1:00pm</td></tr><tr><td>Working Hours</td><td>8.0 Hours</td></tr></table> <p>Details information of working hours for employee (Operator):</p> <table><tr><td>Working Time</td><td>07:00am – 4:00pm</td></tr></table>	Working Time	08:00am – 5:00pm	Rest Time	12:00pm – 1:00pm	Working Hours	8.0 Hours	Working Time	07:00am – 4:00pm	Complied								
Working Time	08:00am – 5:00pm																		
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Working Hours	8.0 Hours																		
Working Time	07:00am – 4:00pm																		

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Criterion / Indicator		Assessment Findings		Compliance
		Rest Time	12:00pm – 1:00pm	
		Working Hours	8.0 Hours	
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 -	Based on the payslips and check roll book sampled. There is evidence that wages and overtime payment are in line with the government act and regulation. Sighted the evidence: Details information sample of payslip of worker:		Complied
		Document	Employment Agreement	
		Employee No	E00XXX	
		Date Agreement	02/01/2024	
		Basic Wages	Sighted basic salary in Pay Slip The salary meets the minimum wages	
		Overtime	Sighted overtime paid in Pay Slip The overtime not over than limit	
4.4.5.10	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. - Minor compliance -	Social benefits should be offered by the employer to employees, their families or the community such as incentives for good work performance, medical care and health provisions. Sighted the evidence Details information sample of benefit to employee:		Complied
		Medical	Medical treatment support by company	
		Housing	Housing for all workers	
		Water supply	Water supply provide by company	
		Electric supply	Electric supply provided by company and have subsidies for all workers	
4.4.5.11	In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities. - Major compliance -	The management has provided the workers housing at line site were provided with facilities provided such as treated water and electricity. The management also has conducted the housing inspection to ensure the housekeeping in good condition. Sighted the evidence: Details information employee residence and facilities:		Complied

Criterion / Indicator		Assessment Findings		Compliance								
		<table><tr><td>Housing</td><td>Housing for all workers</td></tr><tr><td>Water supply</td><td>Water supply provide by company</td></tr><tr><td>Electric supply</td><td>Electric supply provided by company and have subsidies for all workers</td></tr><tr><td>Line site Inspection</td><td>Line site inspection has maintained by HA by weekly basis</td></tr></table>	Housing	Housing for all workers	Water supply	Water supply provide by company	Electric supply	Electric supply provided by company and have subsidies for all workers	Line site Inspection	Line site inspection has maintained by HA by weekly basis		
Housing	Housing for all workers											
Water supply	Water supply provide by company											
Electric supply	Electric supply provided by company and have subsidies for all workers											
Line site Inspection	Line site inspection has maintained by HA by weekly basis											
4.4.5.12	The management shall establish a policy to prevent all forms of sexual harassment and violence at the workplace. - Major compliance -	<p>The management has established a policy and provide guidelines to prevent all forms of sexual harassment and violence at the workplace. Sighted document as below evidence:</p> <p>Details information of policy of company:</p> <table><tr><td>Document</td><td>Sexual Harassment Policy</td></tr><tr><td>Signed By</td><td>Chief Operating Office</td></tr><tr><td>Date</td><td>03/08/2009</td></tr></table> <p>Based on interview with the female worker representative, there is No issue and No record complaint that related sexual harassment happen in the estate. Besides that, they are aware on compliant procedure and method of complaint.</p>	Document	Sexual Harassment Policy	Signed By	Chief Operating Office	Date	03/08/2009	Complied			
Document	Sexual Harassment Policy											
Signed By	Chief Operating Office											
Date	03/08/2009											
4.4.5.13	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. - Major compliance -	<p>The management has respected the right of all employees to form or join trade union. The employees have been given the freedom to join a trade union relevant to the industry where is sighted the workers association in operating unit. Sighted the evidence:</p> <p>Details information of policy of company:</p> <table><tr><td>Document</td><td>Social Policy</td></tr><tr><td>Signed By</td><td>President & Chief Operating Officer</td></tr><tr><td>Date</td><td>14/09/2020.</td></tr><tr><td>Content of Policy</td><td>Respect human rights and support international human rights law.</td></tr></table>	Document	Social Policy	Signed By	President & Chief Operating Officer	Date	14/09/2020.	Content of Policy	Respect human rights and support international human rights law.	Complied	
Document	Social Policy											
Signed By	President & Chief Operating Officer											
Date	14/09/2020.											
Content of Policy	Respect human rights and support international human rights law.											

Criterion / Indicator		Assessment Findings		Compliance								
		<table><tr><td></td><td>Respect the right of workers to join or form legal trade unions</td></tr></table> <p>Based on interview with the representative of employee. They are informed that currently practice is regular meeting with the employee committee and management team for discussion and to meet objective.</p>		Respect the right of workers to join or form legal trade unions								
	Respect the right of workers to join or form legal trade unions											
4.4.5.14	Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation. - Major compliance -	<p>The management has established policy that focus on children and young person not be employed or exploited. The minimum age complies with local, state and national legislation. During audit time, there was not sighted the children or young person was working and no record in workers master list. Sighted the evidence:</p> <p>Details information of policy of company:</p> <table><tr><td>Document</td><td>Social Policy</td></tr><tr><td>Signed By</td><td>President & Chief Operating Officer</td></tr><tr><td>Date</td><td>14/09/2020.</td></tr><tr><td>Content of Policy</td><td>Not use any child labour.</td></tr></table> <p>From the interview and record of employee there is No evidence of children and young person employ in estate.</p>	Document	Social Policy	Signed By	President & Chief Operating Officer	Date	14/09/2020.	Content of Policy	Not use any child labour.		Complied
Document	Social Policy											
Signed By	President & Chief Operating Officer											
Date	14/09/2020.											
Content of Policy	Not use any child labour.											
Criterion 4.4.6: Training and competency												
4.4.6.1	All employees and contractors shall be appropriately trained. A training programme shall include regular assessment of training needs and documentation, including records of training. - Major compliance -	<p>The management has established a training programmed to the workers and the awareness training was done conducted to the employee from internal team. All record of training was documented. Sighted the evidence:</p> <table><tr><td>Document</td><td>Training Programmed</td></tr><tr><td>Confine Space Training</td><td>Done conducted: 09/02/2024</td></tr><tr><td>Policies Training</td><td>Done conducted: 19/03/2024</td></tr></table>	Document	Training Programmed	Confine Space Training	Done conducted: 09/02/2024	Policies Training	Done conducted: 19/03/2024		Complied		
Document	Training Programmed											
Confine Space Training	Done conducted: 09/02/2024											
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Criterion / Indicator		Assessment Findings		Compliance																
		<table><tr><td>Chemical handling Training</td><td>Done conducted: 26/03/2024</td></tr><tr><td>HIRARC Training</td><td>Done conducted: 27/03/2024</td></tr><tr><td>Accident Investigation & NADOPOD Training</td><td>Done conducted: 28/04/2024</td></tr><tr><td>PPE Training</td><td>Done conducted: 08/02/2024</td></tr><tr><td>Noise Training</td><td>Done conducted: 28/04/2024</td></tr><tr><td>Driving Heavy Vehicle Training</td><td>Done conducted: 02/07/2024</td></tr><tr><td>Fire Drill Training</td><td>Done conducted: 07/08/2024</td></tr><tr><td>Boiler procedure Training</td><td>Done conducted: 20/06/2024</td></tr></table>	Chemical handling Training	Done conducted: 26/03/2024	HIRARC Training	Done conducted: 27/03/2024	Accident Investigation & NADOPOD Training	Done conducted: 28/04/2024	PPE Training	Done conducted: 08/02/2024	Noise Training	Done conducted: 28/04/2024	Driving Heavy Vehicle Training	Done conducted: 02/07/2024	Fire Drill Training	Done conducted: 07/08/2024	Boiler procedure Training	Done conducted: 20/06/2024		
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Fire Drill Training	Done conducted: 07/08/2024																			
Boiler procedure Training	Done conducted: 20/06/2024																			
4.4.6.2	<p>Training needs of individual employees shall be identified prior to the planning and implementation of the training programmes in order to provide the specific skill and competency required to all employees based on their job description.</p> <p>- Major compliance -</p>	<p>The management has established training needs of individual employees in order to provide the specific skill and competency required to all employees based on their job description. Refer training needs, there is allocation specific training module for category of employee. Sighted the evidence:</p> <table><tr><td>Document</td><td>Training Need Analysis</td></tr><tr><td>Reference</td><td>PM-MGR-05-F01-0</td></tr><tr><td>Date</td><td>Year 2024</td></tr><tr><td>Category</td><td>Staffs and workers</td></tr></table>	Document	Training Need Analysis	Reference	PM-MGR-05-F01-0	Date	Year 2024	Category	Staffs and workers		Complied								
Document	Training Need Analysis																			
Reference	PM-MGR-05-F01-0																			
Date	Year 2024																			
Category	Staffs and workers																			
4.4.6.3	<p>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.</p> <p>- Minor compliance -</p>	<p>A continuous training program has been planned and implemented by the Management. A training program has been established FY2024 which includes:</p> <table><tr><td>Document</td><td>Training Programmed</td></tr><tr><td>Confine Space Training</td><td>Done conducted: 09/02/2024</td></tr><tr><td>Policies Training</td><td>Done conducted: 19/03/2024</td></tr><tr><td>Chemical handling Training</td><td>Done conducted: 26/03/2024</td></tr><tr><td>HIRARC Training</td><td>Done conducted: 27/03/2024</td></tr><tr><td>Accident Investigation & NADOPOD Training</td><td>Done conducted: 28/04/2024</td></tr></table>	Document	Training Programmed	Confine Space Training	Done conducted: 09/02/2024	Policies Training	Done conducted: 19/03/2024	Chemical handling Training	Done conducted: 26/03/2024	HIRARC Training	Done conducted: 27/03/2024	Accident Investigation & NADOPOD Training	Done conducted: 28/04/2024		Complied				
Document	Training Programmed																			
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Criterion / Indicator		Assessment Findings		Compliance										
		PPE Training	Done conducted: 08/02/2024											
		Noise Training	Done conducted: 28/04/2024											
		Driving Heavy Vehicle Training	Done conducted: 02/07/2024											
		Fire Drill Training	Done conducted: 07/08/2024											
		Boiler procedure Training	Done conducted: 20/06/2024											
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 management has officially established an environmental policy, which has been endorsed and signed by top management. This policy outlines the company's commitment to the environment and has been effectively communicated to all workers and staff members. For public information, the policy is prominently displayed on the notice board. Sighted the evidence: Details information on the environmental policy: <table><tr><td>Document</td><td>Environmental Policy</td></tr><tr><td>Date</td><td>05/10/2009</td></tr><tr><td>Signed By</td><td>President & Chief Operating Officer</td></tr></table> The management has established and implemented an environmental management plan, which is covers the objectives outlined in the environmental policy as well as addressing the aspects and impacts of estate operations on environmental matters. Sighted the evidence: Details information on the environmental management plan: <table><tr><td>Document</td><td>Environmental Improvement & Management Plan</td></tr><tr><td>Date Review</td><td>29/03/2024</td></tr></table>		Document	Environmental Policy	Date	05/10/2009	Signed By	President & Chief Operating Officer	Document	Environmental Improvement & Management Plan	Date Review	29/03/2024	Complied
Document	Environmental Policy													
Date	05/10/2009													
Signed By	President & Chief Operating Officer													
Document	Environmental Improvement & Management Plan													
Date Review	29/03/2024													

Criterion / Indicator		Assessment Findings		Compliance																		
		Approved By	Mill Manager																			
		Covered Issues	Air pollution, Water pollution Noise pollution, Soil pollution Greenhouse gas emissions Wate management, Water usage																			
4.5.1.2	The environmental management plan shall cover the following: a) An environmental policy and objectives; b) The aspects and impacts analysis of all operations - Major compliance -	The management has established and implemented an environmental management plan, which is covers the objectives outlined in the environmental policy as well as addressing the aspects and impacts of estate operations on environmental matters. Sighted the evidence: Details information on the environmental policy and objectives: <table><tr><td>Document</td><td>Environmental Policy</td></tr><tr><td>Date</td><td>05/10/2009</td></tr><tr><td>Signed By</td><td>President & Chief Operating Officer</td></tr></table> Details information on the aspect and impact of environment: <table><tr><td>Document</td><td>Environmental Aspect Impact Assessment</td></tr><tr><td>Reference</td><td>SP-MGR-02-F01-00</td></tr><tr><td>Date issued</td><td>23/02/2020</td></tr><tr><td>Date Reviewed</td><td>06/04/2024</td></tr><tr><td>Approved By</td><td>Mill Manager</td></tr><tr><td>Area Cover</td><td>All work station</td></tr></table> The Environmental Impact Assessment (EIA) has implemented in the estate for identified any negative impact on operation in the estate. The action plan has come out with the delivered on positive impact. Sighted sample the assessment done conducted at several activities and workstation in the estate. <ul style="list-style-type: none">FFB reception, Sterilizer, Threshing, Pressing, Clarification		Document	Environmental Policy	Date	05/10/2009	Signed By	President & Chief Operating Officer	Document	Environmental Aspect Impact Assessment	Reference	SP-MGR-02-F01-00	Date issued	23/02/2020	Date Reviewed	06/04/2024	Approved By	Mill Manager	Area Cover	All work station	Complied
Document	Environmental Policy																					
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Area Cover	All work station																					

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Criterion / Indicator		Assessment Findings	Compliance												
		<ul style="list-style-type: none">Laboratory and Raw water treatment													
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 -	<p>The management has established the environmental management plan where is identified the negative impact to the environment which is to promote the positive action plan for monitoring purposed and effectively implementation. The impact of monitoring it to ensures a dynamic sustainable practice and minimizing adverse effects on the environment. Sighted the evidence:</p> <p>Details information on the environmental management plan:</p> <table><tr><td>Document</td><td>Environmental Aspect Impact Assessment</td></tr><tr><td>Reference</td><td>SP-MGR-02-F01-00</td></tr><tr><td>Date Reviewed</td><td>06/04/2024</td></tr><tr><td>Approved By</td><td>Mill Manager</td></tr><tr><td>Negative Impact</td><td>Leakage of air conditioner gas to air Leakage of chemical residue to the ground</td></tr><tr><td>Positive Impact</td><td>Got approved air conditioner gas by DOE Connection with chemical supplier & DOE authorize SW collector</td></tr></table>	Document	Environmental Aspect Impact Assessment	Reference	SP-MGR-02-F01-00	Date Reviewed	06/04/2024	Approved By	Mill Manager	Negative Impact	Leakage of air conditioner gas to air Leakage of chemical residue to the ground	Positive Impact	Got approved air conditioner gas by DOE Connection with chemical supplier & DOE authorize SW collector	Complied
Document	Environmental Aspect Impact Assessment														
Reference	SP-MGR-02-F01-00														
Date Reviewed	06/04/2024														
Approved By	Mill Manager														
Negative Impact	Leakage of air conditioner gas to air Leakage of chemical residue to the ground														
Positive Impact	Got approved air conditioner gas by DOE Connection with chemical supplier & DOE authorize SW collector														
4.5.1.4	A programme to promote the positive impacts should be included in the continual improvement plan. - Minor compliance -	<p>The management has established the continuous improvement plan to monitor the negative impact to the environment and it promote to positive improvement. Sighted the evidence:</p> <p>Details information on the continuous improvement plan:</p> <table><tr><td>Document</td><td>Environment Improvement & Management Plan</td></tr><tr><td>Date</td><td>29/03/2024</td></tr><tr><td>Approved By</td><td>Mill Manager</td></tr><tr><td>Negative Impact</td><td>Air pollution Chemicals is causing negative impacts on living organism (ecological)</td></tr></table>	Document	Environment Improvement & Management Plan	Date	29/03/2024	Approved By	Mill Manager	Negative Impact	Air pollution Chemicals is causing negative impacts on living organism (ecological)	Complied				
Document	Environment Improvement & Management Plan														
Date	29/03/2024														
Approved By	Mill Manager														
Negative Impact	Air pollution Chemicals is causing negative impacts on living organism (ecological)														

Criterion / Indicator		Assessment Findings		Compliance
			Seepage of waste water into monsoon drain Soil and water pollution	
		Positive Impact	Regular site inspection & monitoring on CEMS compliance Water quality result monitoring and analysis Daily monitoring on monsoon drains outlet oil trap Spill kit to be available at lubricant store, vehicle parking area and workshop	
4.5.1.5	An awareness and training programme shall be established and implemented to ensure that employees understand the policy, objectives and management plans and are working towards achieving objectives. - Major compliance -	The management has established a training program and implemented it to provide environmental training for employees. The internal team conducts the training during master briefings and formal sessions in meeting rooms to ensure that the environmental objectives are achieved. Sighted the evidence: Details information on the training programmed for environment:		Complied
		Safe operating procedure (SOP & ECP) & environmental control procedure training	27/03/2024	
		Schedule waste handler training	14/06/2024	
		Zero burning training	08/08/2024	
		Domestic & recycling waste management	08/08/2024	
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 management has organized an environmental meeting, where is discussions with the committee focused on environmental issues. Following the meeting, minutes were diligently recorded to document key discussions and decisions for future reference and record-keeping. Sighted the evidence: Details information on the environmental meeting:		Complied
		Document	Environmental Committee Minute Meeting for Sabapalm POM	

Criterion / Indicator		Assessment Findings		Compliance																
		Reference	Minute Meeting No.2																	
		Date	11/06/2024																	
		Meeting Agenda	Environmental audit findings for loading ramp, sterilizer, oil room and press station. Others such as hygiene issue and old signage in mill compound																	
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 management has established a diesel consumption record with a baseline value, and the records are monitored on a monthly basis. This practice is implemented to ensure that diesel consumption is optimized, aligning with efficient usage management practices. Sighted the evidence: Details information on the diesel consumption record: <table><tr><td>Document</td><td>Diesel Consumption Monitoring Record Year 2023</td></tr><tr><td>Date</td><td>14/01/2024</td></tr><tr><td>Diesel Use (Liters) year 2023</td><td>272,698.00</td></tr><tr><td>Average Diesel Use / FFB (L/MT)</td><td>2.61</td></tr><tr><td>Baseline (L/MT)</td><td>1.95 – 4.69</td></tr></table> <table><tr><td>Document</td><td>Diesel Consumption Monitoring Record Year 2024</td></tr><tr><td>Date</td><td>06/08/2024</td></tr><tr><td>Diesel Use (Liters) year 2023</td><td>157,475.00</td></tr></table>		Document	Diesel Consumption Monitoring Record Year 2023	Date	14/01/2024	Diesel Use (Liters) year 2023	272,698.00	Average Diesel Use / FFB (L/MT)	2.61	Baseline (L/MT)	1.95 – 4.69	Document	Diesel Consumption Monitoring Record Year 2024	Date	06/08/2024	Diesel Use (Liters) year 2023	157,475.00	Complied
Document	Diesel Consumption Monitoring Record Year 2023																			
Date	14/01/2024																			
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Diesel Use (Liters) year 2023	157,475.00																			

Criterion / Indicator		Assessment Findings		Compliance																								
		<table><tr><td>Average Diesel Use / FFB (L/MT)</td><td>4.18</td></tr><tr><td>Baseline (L/MT)</td><td>2.61</td></tr></table> <p>Sighted electricity record such:</p> <table><tr><td>Document</td><td>Electricity Consumption Monitoring Record Year 2023</td></tr><tr><td>Reference</td><td>Genset 280KW</td></tr><tr><td>Electricity Use (KWH) year 2023</td><td>961,254.72</td></tr><tr><td>Average Electricity Use / FFB (KWH/MT)</td><td>1.36</td></tr><tr><td>Baseline (L/MT)</td><td>0.64 – 7.52</td></tr></table> <table><tr><td>Document</td><td>Electricity Consumption Monitoring Record Year 2024</td></tr><tr><td>Reference</td><td>Genset 280KW</td></tr><tr><td>Electricity Use (KWH) year 2023</td><td>664,764.43</td></tr><tr><td>Average Electricity Use / FFB (KWH/MT)</td><td>0.74</td></tr><tr><td>Baseline (L/MT)</td><td>0.68 – 1.00</td></tr></table>		Average Diesel Use / FFB (L/MT)	4.18	Baseline (L/MT)	2.61	Document	Electricity Consumption Monitoring Record Year 2023	Reference	Genset 280KW	Electricity Use (KWH) year 2023	961,254.72	Average Electricity Use / FFB (KWH/MT)	1.36	Baseline (L/MT)	0.64 – 7.52	Document	Electricity Consumption Monitoring Record Year 2024	Reference	Genset 280KW	Electricity Use (KWH) year 2023	664,764.43	Average Electricity Use / FFB (KWH/MT)	0.74	Baseline (L/MT)	0.68 – 1.00	
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4.5.2.2	Palm oil millers shall estimate the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations. - Major compliance -	The management has established a diesel consumption record with a baseline value, and the records are monitored on a monthly basis. This practice is implemented to ensure that diesel and electricity consumption is optimized, aligning with efficient usage management practices. Sighted the evidence:		Complied																								

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Criterion / Indicator		Assessment Findings	Compliance																												
		<div>Details information on the diesel consumption record:</div> <table><tr><td>Document</td><td>Diesel Consumption Monitoring Record Year 2023 (for FFB Processing)</td></tr><tr><td>Date</td><td>14/01/2024</td></tr><tr><td>Diesel Use (Liters) year 2023</td><td>272,698.00</td></tr><tr><td>FFB processing (MT)</td><td>108,369.84</td></tr><tr><td>Average Diesel Use / FFB (L/MT)</td><td>2.61</td></tr><tr><td>Baseline (L/MT)</td><td>1.95 – 4.69</td></tr></table> <div></div> <table><tr><td>Document</td><td>Diesel Consumption Monitoring Record Year 2023 (for CPO Production)</td></tr><tr><td>Date</td><td>14/01/2024</td></tr><tr><td>Diesel Use (Liters) year 2023</td><td>272,698.00</td></tr><tr><td>CPO Production (MT)</td><td>21,516.13</td></tr><tr><td>Average Diesel Use / CPO (L/MT)</td><td>13.19</td></tr><tr><td>Baseline (L/MT)</td><td>9.80 – 24.14</td></tr></table> <div></div> <div>Sighted electricity record such:</div> <table><tr><td>Document</td><td>Electricity Consumption Monitoring Record Year 2023</td></tr><tr><td>Reference</td><td>Genset 280KW</td></tr></table>	Document	Diesel Consumption Monitoring Record Year 2023 (for FFB Processing)	Date	14/01/2024	Diesel Use (Liters) year 2023	272,698.00	FFB processing (MT)	108,369.84	Average Diesel Use / FFB (L/MT)	2.61	Baseline (L/MT)	1.95 – 4.69	Document	Diesel Consumption Monitoring Record Year 2023 (for CPO Production)	Date	14/01/2024	Diesel Use (Liters) year 2023	272,698.00	CPO Production (MT)	21,516.13	Average Diesel Use / CPO (L/MT)	13.19	Baseline (L/MT)	9.80 – 24.14	Document	Electricity Consumption Monitoring Record Year 2023	Reference	Genset 280KW	
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Baseline (L/MT)	0.68 – 1.00													
4.5.2.3	The use of renewable energy should be applied where possible. - Minor compliance -	<p>The management has applied the use of renewable energy, for example in the mill by the installation of solar lamps at mill compound & housing. This sustainable practice reflects a commitment to achieve the clean energy sources for lighting needs in these key areas. Sighted the evidence:</p> <p>Details information on the renewable energy record:</p> <table><tr><td>Solar Lamp Installation</td><td>FFB loading Ramp</td></tr><tr><td>Solar Street Lamp Installation</td><td>Guest House</td></tr></table>	Solar Lamp Installation	FFB loading Ramp	Solar Street Lamp Installation	Guest House		Complied						
Solar Lamp Installation	FFB loading Ramp													
Solar Street Lamp Installation	Guest House													
Criterion 4.5.3: Waste management and disposal														
4.5.3.1	All waste products and sources of pollution shall be identified and documented. - Major compliance -	The management has implemented a waste identification to systematically identify the types of waste generated on the premises. This document categorizes the waste into scheduled waste and		Complied										

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Criterion / Indicator		Assessment Findings	Compliance								
		<div>domestic waste, allowing for a structured and effective approach to waste disposal and management. Sighted the evidence: Details information on the waste identification:</div> <table><tr><td>Document</td><td>Identification, Segregation and Storage of Waste</td></tr><tr><td>Date Review</td><td>27/03/2024</td></tr><tr><td>Waste Generated</td><td>Schedule Waste, Domestic Waste, Recycle Waste</td></tr><tr><td>Sample of Waste</td><td>Used filter – from workshop Used rags - from processing station POME - from processing station EFB - from processing station Decanter cake – from processing station Used battery – from workshop Recycle waste – from office Domestic waste – from linesite Used paper – from office ESP boiler ash – from ESP</td></tr></table>	Document	Identification, Segregation and Storage of Waste	Date Review	27/03/2024	Waste Generated	Schedule Waste, Domestic Waste, Recycle Waste	Sample of Waste	Used filter – from workshop Used rags - from processing station POME - from processing station EFB - from processing station Decanter cake – from processing station Used battery – from workshop Recycle waste – from office Domestic waste – from linesite Used paper – from office ESP boiler ash – from ESP	
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4.5.3.2	<div>A waste management plan shall be developed and implemented, to avoid or reduce pollution. The waste management plan should include measure for: a) Identifying and monitoring sources of waste and pollution. b) Improving the efficiency and recycling potential of mill by-products by converting them into value-added products. - Major compliance -</div>	<div>The management has implemented a waste management plan to systematically identify the control of waste generated on the premises. This plan categorizes the waste into scheduled waste and domestic waste, allowing for a structured and effective approach to waste disposal and management. Sighted the evidence: Details information waste management plan:</div> <table><tr><td>Document</td><td>Waste Management Plan</td></tr><tr><td>Date Review</td><td>14/04/2024</td></tr><tr><td>Schedule Waste Plan</td><td>To call every 6 months or when waste exceeds 20 mt, whichever comes first.</td></tr></table>	Document	Waste Management Plan	Date Review	14/04/2024	Schedule Waste Plan	To call every 6 months or when waste exceeds 20 mt, whichever comes first.	Complied		
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Date Review	14/04/2024										
Schedule Waste Plan	To call every 6 months or when waste exceeds 20 mt, whichever comes first.										

Criterion / Indicator		Assessment Findings		Compliance								
		Domestic Waste Plan	Collection at least 1 time/ week Ensure landfill area at least 400 m from housing areas									
		Recyclable Waste Plan	To ensure workers segregate their waste at segregation center located nearby housing site									
		Details information utilization of recycle potential waste:										
		Document	Identification, Segregation and Storage of Waste									
		Date	27/03/2024									
		Recycle Waste	Plastic, Bottle, Paper									
		Mitigation	Store at designated store before send to licensed contractor									
4.5.3.3	<p>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</p> <p>- Major compliance -</p>	<p>The management has established a procedure for handling scheduled waste, outlining the processes from initial handling to storage and until disposal. Scheduled waste is stored in a designated storage area with proper labeling in adherence to the established procedure. Records of scheduled waste, including details documented in the inventory record fifth schedule, are maintained for accurate tracking and regulatory compliance.</p> <p>Details information on procedure of schedule waste and waste management:</p> <table><tr><td>Document</td><td>Schedule Waste Management System</td></tr><tr><td>Reference</td><td>SMP-GPB-11</td></tr><tr><td>Date</td><td>01/09/2020</td></tr><tr><td>Revision</td><td>02</td></tr></table>		Document	Schedule Waste Management System	Reference	SMP-GPB-11	Date	01/09/2020	Revision	02	Complied
Document	Schedule Waste Management System											
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Criterion / Indicator		Assessment Findings		Compliance																																	
		<table><tr><td>Document</td><td>SOP Chemical Handling in Laboratory</td></tr><tr><td>Reference</td><td>GSOM-SOP-LAB-01</td></tr><tr><td>Date</td><td>31/01/2010</td></tr></table> <p>Details information on inventory of schedule waste:</p> <table><tr><td>Document</td><td>Environmental Quality (Schedule Wastes) Regulation 2005, Inventory of Schedule Wastes - eSWIS</td></tr><tr><td>Reference</td><td>JAS.SSK.600-3/1/3</td></tr><tr><td>Date</td><td>31/05/2024</td></tr><tr><td>Report by</td><td>Mill Manager</td></tr></table> <p>Details information on sample disposal of schedule waste:</p> <table><tr><td>Document</td><td>Consignment Note</td></tr><tr><td>Reference No.</td><td>2024051411WISGRB</td></tr><tr><td>Date</td><td>14/05/2024</td></tr><tr><td>Detail</td><td>SW323 – waste of halogenated organic solvents 0.1200 mt</td></tr></table> <p>Sighted detail of schedule waste labelling:</p> <table><tr><td>SW Code</td><td>SW 305</td></tr><tr><td>Type</td><td>Used Lubricant</td></tr><tr><td>Date generated</td><td>05/05/2024</td></tr><tr><td>Name</td><td>Genting Sabapalm Oil Mill</td></tr><tr><td>Address</td><td>Peti Surat 901, 90710 Sandakan</td></tr><tr><td>Telephone No.</td><td>089-265921</td></tr></table>	Document	SOP Chemical Handling in Laboratory	Reference	GSOM-SOP-LAB-01	Date	31/01/2010	Document	Environmental Quality (Schedule Wastes) Regulation 2005, Inventory of Schedule Wastes - eSWIS	Reference	JAS.SSK.600-3/1/3	Date	31/05/2024	Report by	Mill Manager	Document	Consignment Note	Reference No.	2024051411WISGRB	Date	14/05/2024	Detail	SW323 – waste of halogenated organic solvents 0.1200 mt	SW Code	SW 305	Type	Used Lubricant	Date generated	05/05/2024	Name	Genting Sabapalm Oil Mill	Address	Peti Surat 901, 90710 Sandakan	Telephone No.	089-265921	
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Telephone No.	089-265921																																				
4.5.3.4	Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourse. - Minor compliance -	The management has responsibly disposed of domestic waste by allocating it to a designated landfill area. This landfill site is strategically located at a considerable distance from watercourses and housing areas, ensuring proper waste management practices and minimizing	Complied																																		

Criterion / Indicator		Assessment Findings	Compliance																
		potential environmental impact on water sources and residential zones. The domestic waste collected once per week and dump at Sabapalm estate landfill. Verified the landfill has been managed properly. All the waste dump at landfill from biodegradable waste and no schedule waste was available.																	
Criterion 4.5.4: Reduction of pollution and emission including greenhouse gas																			
4.5.4.1	An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, particulate and soot emissions, scheduled wastes, solid wastes and effluent. - Major compliance -	An environmental monitoring assessment in ensuring mill operation as accordance was conducted which include the assessment such as POME analysis result, inventory of scheduled waste and Continuous Environmental Monitoring system (CEMS). The assessment of polluting activities also has been conducted by management incorporated with Environmental Aspect Impact (EAI). <table><tr><td>Document</td><td>Environmental Aspect Impact Assessment</td></tr><tr><td>Reference</td><td>SP-MGR-02-F01-00</td></tr><tr><td>Date issued</td><td>23/02/2020</td></tr><tr><td>Date Reviewed</td><td>06/04/2024</td></tr><tr><td>Approved By</td><td>Mill Manager</td></tr><tr><td>Detail</td><td>Air pollution Water pollution Soil pollution</td></tr></table> The monitoring of particulate and soot, the mill has conducted the Isokinetic Stack Sampling: <table><tr><td>Document</td><td>Stack Emission Monitoring Report</td></tr><tr><td>Reference</td><td>RSSB/STACK/2024-018</td></tr></table>	Document	Environmental Aspect Impact Assessment	Reference	SP-MGR-02-F01-00	Date issued	23/02/2020	Date Reviewed	06/04/2024	Approved By	Mill Manager	Detail	Air pollution Water pollution Soil pollution	Document	Stack Emission Monitoring Report	Reference	RSSB/STACK/2024-018	Complied
Document	Environmental Aspect Impact Assessment																		
Reference	SP-MGR-02-F01-00																		
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Criterion / Indicator		Assessment Findings		Compliance							
		<table><tr><td>Date</td><td>27/02/2024</td></tr><tr><td>Result for Boiler no.2</td><td>94.33 mg/m³</td></tr></table>	Date	27/02/2024	Result for Boiler no.2	94.33 mg/m ³	<p>Mill management also was conducted GHG calculation for mill operation. Mill management established the GHG calculation or carbon emission data was adequate. GHG calculation has been established by usage ISCC GHG Emission Calculation as below:</p> <ul style="list-style-type: none">• Total emission (CPO) = 423.17 kgCO₂• Total emission (PK) = 195.04 kgCO₂				
Date	27/02/2024										
Result for Boiler no.2	94.33 mg/m ³										
4.5.4.2	An action plan to reduce identified significant pollutants and emissions shall be established and implemented. - Major compliance -	<p>The management has implemented a Greenhouse Gas (GHG) reduction monitoring plan to systematically track emissions produced during operations. This comprehensive plan includes the assessment of both negative and positive impacts. The potential sources of GHG emissions such as, the application of diesel consumption is identified and closely monitored. This strategic approach from the commitment to actively manage and reduce the environmental pollution. Sighted the evidence:</p> <p>Details information on GHG reduction monitoring plan:</p> <table><tr><td>Document</td><td>Environmental Improvement & Management Plan</td></tr><tr><td>Date Review</td><td>29/03/2024</td></tr><tr><td>Sub-topic</td><td>Greenhouse Gas emission</td></tr><tr><td>Issue highlighted</td><td>Contribution to greenhouse gas emission Reduce the usage of fossil fuels/ diesel</td></tr></table>	Document	Environmental Improvement & Management Plan	Date Review	29/03/2024	Sub-topic	Greenhouse Gas emission	Issue highlighted	Contribution to greenhouse gas emission Reduce the usage of fossil fuels/ diesel	Complied
Document	Environmental Improvement & Management Plan										
Date Review	29/03/2024										
Sub-topic	Greenhouse Gas emission										
Issue highlighted	Contribution to greenhouse gas emission Reduce the usage of fossil fuels/ diesel										
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)	<p>The Jadual Pematuhan for license no. 005261 was sighted. The following are requirements which are established.</p>	Complied								

Criterion / Indicator		Assessment Findings	Compliance						
	Regulations 1977. POME discharge limits and method should be in accordance with the respective state and national policies and regulations. - Major compliance -	Discharge volume shall not be more than 18 m³/ hour. Sighted records for volume discharged to land course. The record is taken on a daily basis except for Sunday and Public Holidays – as there is no operations on those days. The POME on site is treated to ensure compliance with EQA standards. The POME from the final discharge point is sent to accredited lab for the testing of pH, COD, BOD, SS, O&G, Ammoniacal Nitrogen, Total Nitrogen, Total Solids. The site submits quarterly review documents to DOE under regulation 10(2). Sighted the latest submissions for POME meter final discharge dated in July 2024. All the result were within stipulated limit. It has been noted the final discharge of the POME is to land irrigation with the allow BOD not to exceed than 500ppm.							
Criterion 4.5.5: Natural water resources									
4.5.5.1	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: 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 (e.g. having in place systems for re-use, night application, maintenance of equipment to reduce leakage, collection of rainwater, etc.).	a) Assessment of water usage and sources. Water management plan was established in order to identified related issue in order to maintain the quality and availability of natural water resources to reduced wastage. Sighted Water Management Plan: <table><tr><td>Document</td><td>Water Management Plan</td></tr><tr><td>Date</td><td>27/04/2024</td></tr><tr><td>Improvement Plan</td><td>To remove any impurities such as iron content and suspended solids To provide and supply clean and safe water for drinking Regular inspection shall be carried water tank</td></tr></table>	Document	Water Management Plan	Date	27/04/2024	Improvement Plan	To remove any impurities such as iron content and suspended solids To provide and supply clean and safe water for drinking Regular inspection shall be carried water tank	Complied
Document	Water Management Plan								
Date	27/04/2024								
Improvement Plan	To remove any impurities such as iron content and suspended solids To provide and supply clean and safe water for drinking Regular inspection shall be carried water tank								

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Criterion / Indicator		Assessment Findings		Compliance								
	- Major compliance -		<div>Only trained and authorized can be handling the raw water and drinking</div> <div>b) Monitoring of outgoing water Mill management has conducted water analysis for water quality from treatment plan. Sighted the water analysis record:<table><tr><td>Document</td><td>Water Certificate of Analysis</td></tr><tr><td>Reference</td><td>W240507/18</td></tr><tr><td>Date</td><td>27/05/2024</td></tr><tr><td>Parameter</td><td>Total Solid: not listed Oil & Grease: not listed Ammonical Nitrogen: 1.5 ppm Phosphate: not listed Turbidity: 5 ppm pH: 6.5 - 9.0 Total Coliform: ND in 100ml</td></tr></table>Mill management was applying land application for effluent management.</div> <div>c) Ways to optimize water and nutrient usage. Mill management has recorded monthly water consumption by maintaining the water consumption records. Observed the records for year 2023 - 2024 as below:<ul style="list-style-type: none">Total water usage for year 2023 is about 414,795 m³Total water usage for year 2024 is about 213,131 m³Observed the ways to optimize water usage such as:<ul style="list-style-type: none">Install Storage Water TankMaintenance Treatment Plant</div>	Document	Water Certificate of Analysis	Reference	W240507/18	Date	27/05/2024	Parameter	Total Solid: not listed Oil & Grease: not listed Ammonical Nitrogen: 1.5 ppm Phosphate: not listed Turbidity: 5 ppm pH: 6.5 - 9.0 Total Coliform: ND in 100ml	
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Criterion / Indicator		Assessment Findings	Compliance								
4.5.5.2	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. - Major compliance -	<div>It has been noted, as stated in the Jadual Pematuhan Lesen Alam Sekitar license number 005261, the POME allow discharge by land application with the allowable Biochemical Oxygen Demand is 500ppm. Sighted latest laboratory analysis result for final discharge effluent conducted by approve laboratory:</div> <table><tr><td>Document</td><td>POME Certificate of Analysis</td></tr><tr><td>Reference</td><td>E240730/07A-07C</td></tr><tr><td>Date</td><td>08/08/2024</td></tr><tr><td>Result BOD</td><td>82.4 ppm</td></tr></table>	Document	POME Certificate of Analysis	Reference	E240730/07A-07C	Date	08/08/2024	Result BOD	82.4 ppm	Complied
Document	POME Certificate of Analysis										
Reference	E240730/07A-07C										
Date	08/08/2024										
Result BOD	82.4 ppm										
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 -	<div>The management has maintained and documented mill manual which effectively commenced from 03/01/2010. Sighted the evidence:</div> <table><tr><td>Document</td><td>SOP (Safe Work Procedure)</td></tr><tr><td>Date</td><td>From 03/01/2010</td></tr><tr><td>Reference</td><td>GSOM-SOP-PRD-01 -GSOM-SOP-PRD-24 GSOM-SOP-LAB-01 - GSOM-SOP-LAB-04 GSOM-SOP-STO-01 -GSOM-SOP-STO-03 GSOM-SOP-MGR-01-GSOM-SOP-MGR05</td></tr><tr><td>Details</td><td>Operation in mill</td></tr></table> <div>Sampled for the FFB ramp, Sterilizer station, Boiler, Effluent Pond and water treatment plant, the mill has implemented its mill practices according to the established manual. Sighted also inspections or monitoring documents maintained by the mill management to monitor the best practices in mill operation, as follows:</div>	Document	SOP (Safe Work Procedure)	Date	From 03/01/2010	Reference	GSOM-SOP-PRD-01 -GSOM-SOP-PRD-24 GSOM-SOP-LAB-01 - GSOM-SOP-LAB-04 GSOM-SOP-STO-01 -GSOM-SOP-STO-03 GSOM-SOP-MGR-01-GSOM-SOP-MGR05	Details	Operation in mill	Complied
Document	SOP (Safe Work Procedure)										
Date	From 03/01/2010										
Reference	GSOM-SOP-PRD-01 -GSOM-SOP-PRD-24 GSOM-SOP-LAB-01 - GSOM-SOP-LAB-04 GSOM-SOP-STO-01 -GSOM-SOP-STO-03 GSOM-SOP-MGR-01-GSOM-SOP-MGR05										
Details	Operation in mill										

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Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> • Effluent treatment plant log sheet verified by mill engineer daily and weekly basis. The latest inspection was on 08/08/2024. • Jar Test Raw Water Treatment conducted by daily basis and latest analysis conducted on 08/08/2024. • Process Daily Report dated 12/08/2024), inspected by mill manager. • Stack Emission Monitoring Report Boiler (RSSB/STACK/2024-018, dated 27/02/2024). 	
4.6.1.2	All palm oil mills shall implement best practices. - Major compliance -	<p>As verified during the audit, the mill has implemented its mill practices according to the established manual.</p> <p>Evidence of the best practice implemented as follows:</p> <ul style="list-style-type: none"> • Constructed an effluent system that contain a treatment pond for treating effluent from mill operation and complied with DOE. • The Palm Oil Mill Effluent (POME) will be collected in facultative ponds no.2 which will help lower its COD, BOD and TSS numbers plus take up the pH. • Regular inspection to ensure pipes are used as channelling POME into the pond is in good condition and no leaking at the pipe. • Inventory of scheduled waste generated, proper labelling and housekeeping in scheduled waste store. <p>Observed during the site visit at the FFB Ramp, Sterilizer Station, Boiler, Scheduled waste store, Skid tank, and Water Treatment Plant noted the all the workers has implemented best practise as per training.</p>	Complied
Criterion 4.6.2: Economic and financial viability plan			

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Criterion / Indicator		Assessment Findings	Compliance																								
4.6.2.1	<p>A documented business or management plan shall be established to demonstrate attention to economic and financial viability through long-term management planning.</p> <p>- Major compliance -</p>	<p>The Mill management has documented the business management plan for the year 2024 tabulated in Sabapalm POM – Forecast for Year 2023 to 2027 which includes estimated production as follows:</p> <p>Estimated Production 2023 – 2027:</p> <table border="1"> <thead> <tr> <th>Year</th><th>FFB (MT)</th><th>CPO (MT)</th><th>PK (MT)</th></tr> </thead> <tbody> <tr> <td>2023</td><td>108,369</td><td>21,521</td><td>4,096</td></tr> <tr> <td>2024</td><td>115,674</td><td>23,849</td><td>4,652</td></tr> <tr> <td>2025</td><td>115,904</td><td>24,893</td><td>4,667</td></tr> <tr> <td>2026</td><td>116,203</td><td>24,441</td><td>4,423</td></tr> <tr> <td>2027</td><td>116,552</td><td>24,790</td><td>4,306</td></tr> </tbody> </table> <p>The Mill management reviews the performances as evident in the Operation Performance Report that is discussed in their group management meeting on a monthly basis. Sighted the latest Operation Performance Report July Saba POM.</p> <ul style="list-style-type: none"> • FFB received – 7,456.48 mt • CPO processed – 1,377.84 mt • PK processed – 234.51 mt 	Year	FFB (MT)	CPO (MT)	PK (MT)	2023	108,369	21,521	4,096	2024	115,674	23,849	4,652	2025	115,904	24,893	4,667	2026	116,203	24,441	4,423	2027	116,552	24,790	4,306	Complied
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Criterion 4.6.3: Transparent and fair price dealing																											
4.6.3.1	<p>Pricing mechanisms for the products and other services shall be documented and effectively implemented.</p> <p>- Major compliance -</p>	<p>The management has engaged contractor and they are understanding the MSPO requirements. The management also provided the required documentation and information to contractor. Meanwhile the contractor also has signed contract agreement. Refer also in the contract agreement it was stated the term and condition for contractor including the price agreed. Sighted the evidence.</p> <p>Detail information on the contractor agreement Outgoing Product:</p>	Complied																								

Criterion / Indicator		Assessment Findings		Compliance																								
		<table><tr><td>Document</td><td>Contract Agreement</td></tr><tr><td>Between</td><td>Mill and PK Transport</td></tr><tr><td>Contractor</td><td>Jxxxxx Bxxx Sxx Bxx</td></tr><tr><td>Date</td><td>31/07/2024</td></tr><tr><td>Scope of work</td><td>Delivery of Palm Kernel (PK)</td></tr><tr><td>Price Mechanism</td><td>Price state in agreement</td></tr></table> <p>Detail information on the contractor agreement Incoming Product:</p> <table><tr><td>Document</td><td>Contract Agreement</td></tr><tr><td>Between</td><td>Mill and FFB Supplier</td></tr><tr><td>Smallholder</td><td>Rxxxx Bxx Jxxx</td></tr><tr><td>Date</td><td>18/04/2024</td></tr><tr><td>Scope of work</td><td>Supply Fresh Fruit Bunches (FFB)</td></tr><tr><td>Prise Mechanism</td><td>Price state in agreement</td></tr></table> <p>Based on interview with the contractor, they are understanding on the term and condition in the contract agreement including the price agreed. There is No issue outstanding payment where is the payment is timely paid.</p>		Document	Contract Agreement	Between	Mill and PK Transport	Contractor	Jxxxxx Bxxx Sxx Bxx	Date	31/07/2024	Scope of work	Delivery of Palm Kernel (PK)	Price Mechanism	Price state in agreement	Document	Contract Agreement	Between	Mill and FFB Supplier	Smallholder	Rxxxx Bxx Jxxx	Date	18/04/2024	Scope of work	Supply Fresh Fruit Bunches (FFB)	Prise Mechanism	Price state in agreement	
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4.6.3.2	All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner. - Major compliance -	<p>The management has engaged contractor and they are understanding the MSPO requirements. The management also provided the required documentation and information to contractor. The contractor also has signed contract agreement. Refer also in the contract agreement it was stated the term and condition for contractor including the price agreed. Sighted the evidence.</p> <p>Detail information on the payment to smallholder (FFB Supplier):</p> <table><tr><td>Document</td><td>Payment Advice</td></tr><tr><td>Between</td><td>Mill and Smallholder</td></tr><tr><td>Reference</td><td>539044410100325</td></tr></table>		Document	Payment Advice	Between	Mill and Smallholder	Reference	539044410100325	Complied																		
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Criterion / Indicator		Assessment Findings		Compliance																				
		Invoice Date	30/06/2024																					
		Payment date	11/07/2024																					
		Status	Done payment to FFB Supplier as per timeline in agreement																					
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 -	All contractors have been briefed on the MSPO requirements, with the management providing necessary documentation and information. Furthermore, the management has conducted training sessions for contractors to familiarize them with the rules of operations within the estate. This is to ensures that contractors are well-informed and compliant with MSPO standards, promoting sustainable practices across the organization's operations. Sighted the evidence: Detail information on the contractor agreement smallholder: <table><tr><td>Document</td><td>Code of Business Conduct Third Pary</td></tr><tr><td>Between</td><td>Mill and Smallholder</td></tr><tr><td>Smallholder</td><td>Axxxxx Bxxxx Hxxxx</td></tr><tr><td>Date</td><td>13/07/2024</td></tr><tr><td>Scope of work</td><td>Delivery of Fresh Fruit Bunches (FFB)</td></tr><tr><td>Acknowledgement MSPO</td><td>The agreement was including the acknowledgement and information MSPO and RSPO for each contractor</td></tr></table> Detail information on stakeholder meeting: <table><tr><td>Document</td><td>Minutes Meeting Stakeholder</td></tr><tr><td>Date</td><td>14/06/2024</td></tr><tr><td>Venue</td><td>Meeting Room</td></tr><tr><td>Observation</td><td>MSPO Information and awareness has delivered during stakeholder meeting.</td></tr></table>		Document	Code of Business Conduct Third Pary	Between	Mill and Smallholder	Smallholder	Axxxxx Bxxxx Hxxxx	Date	13/07/2024	Scope of work	Delivery of Fresh Fruit Bunches (FFB)	Acknowledgement MSPO	The agreement was including the acknowledgement and information MSPO and RSPO for each contractor	Document	Minutes Meeting Stakeholder	Date	14/06/2024	Venue	Meeting Room	Observation	MSPO Information and awareness has delivered during stakeholder meeting.	Complied
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Criterion / Indicator		Assessment Findings	Compliance																								
		Training to contractor has done conducted and the explanation regarding on company policies, contract agreement, pay slip, requirement MSPO/RSPO, safety & environment.																									
4.6.4.2	The management shall provide evidence of agreed contracts with the contractor. - Major compliance -	<p>The management has engaged contractor and they are understanding the MSPO requirements. The management also provided the required documentation and information to contractor. Meanwhile the contractor also has signed contract agreement. Refer also in the contract agreement it was stated the term and condition for contractor including the price agreed. Sighted the evidence.</p> <p>Detail information on the contractor agreement Incoming Product:</p> <table><tr><td>Document</td><td>Contract Agreement</td></tr><tr><td>Between</td><td>Mill and FFB Supplier</td></tr><tr><td>Smallholder</td><td>Dxxxxx Vxxxx Sxx Bxx</td></tr><tr><td>Date</td><td>18/06/2020</td></tr><tr><td>Scope of work</td><td>Supply Fresh Fruit Bunches (FFB)</td></tr><tr><td>Price Mechanism</td><td>Price state in agreement</td></tr></table> <p>Detail information on the contractor agreement Outgoing Product:</p> <table><tr><td>Document</td><td>Contract Agreement</td></tr><tr><td>Between</td><td>Mill and PK Transport</td></tr><tr><td>Contractor</td><td>Jxxxxx Bxxx Sxx Bxx</td></tr><tr><td>Date</td><td>31/07/2024</td></tr><tr><td>Scope of work</td><td>Delivery of Palm Kernel (PK)</td></tr><tr><td>Price Mechanism</td><td>Price state in agreement</td></tr></table>	Document	Contract Agreement	Between	Mill and FFB Supplier	Smallholder	Dxxxxx Vxxxx Sxx Bxx	Date	18/06/2020	Scope of work	Supply Fresh Fruit Bunches (FFB)	Price Mechanism	Price state in agreement	Document	Contract Agreement	Between	Mill and PK Transport	Contractor	Jxxxxx Bxxx Sxx Bxx	Date	31/07/2024	Scope of work	Delivery of Palm Kernel (PK)	Price Mechanism	Price state in agreement	Complied
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4.6.4.3	The management shall accept MSPO approved auditors to verify the assessments through a physical inspection, if required.	The management has accepted MSPO approved auditors to verify assessments through a physical inspection if required. During audit, the management had arranged the invitation stakeholder meeting which is the audit team will do a stakeholder meeting. During audit	Complied																								

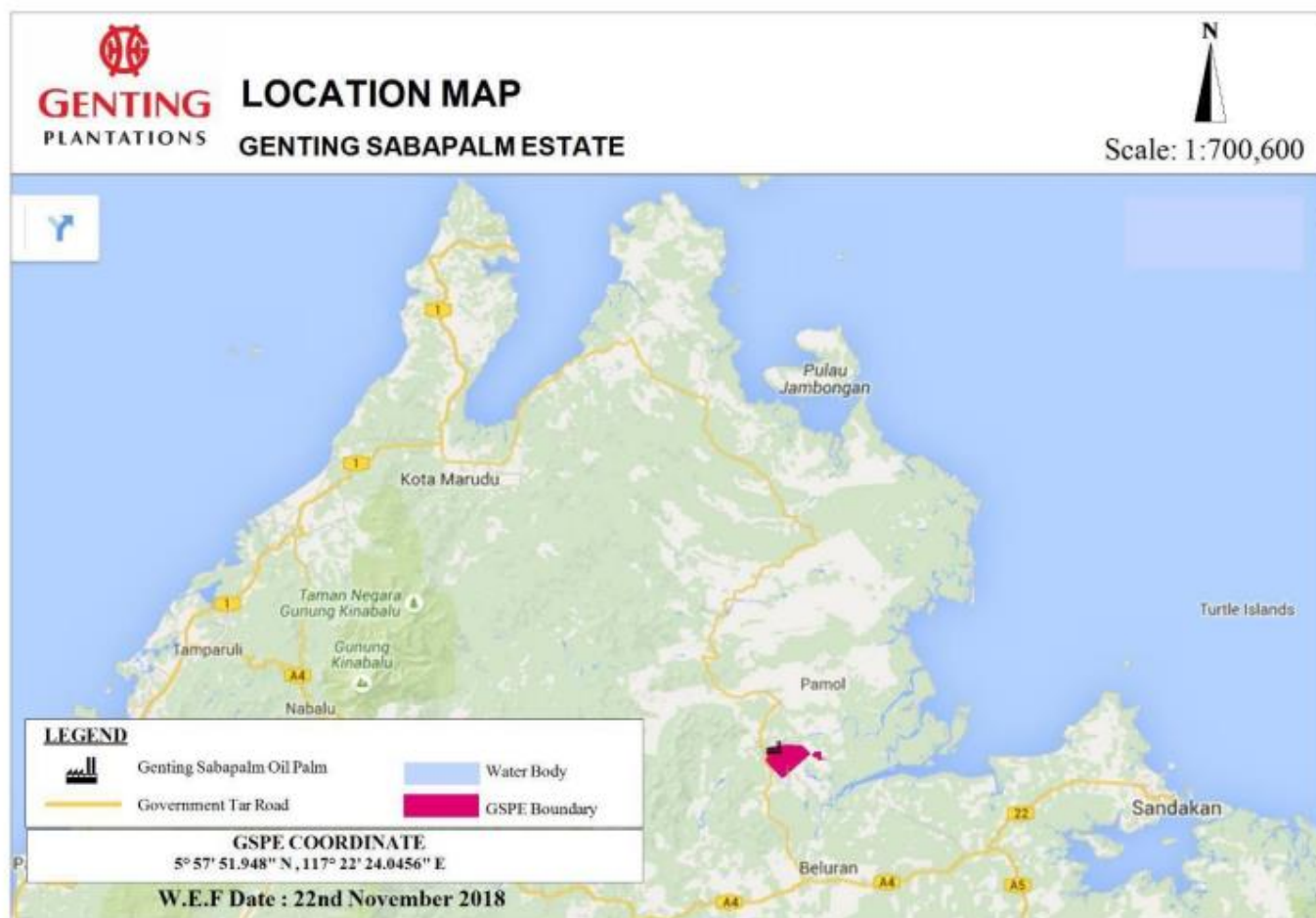
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Criterion / Indicator		Assessment Findings	Compliance										
	- Minor compliance -	<div>there is discussion and receiving data collection from the contractor. Sighted the evidence: Detail information on stakeholder consultation during audit:</div> <table><tr><td>External Stakeholder 1</td><td>Guru Besar SK Ladang Sabapalm</td></tr><tr><td>External Stakeholder 2</td><td>Klinik Kesehatan Tagas Tagas</td></tr><tr><td>External Stakeholder 3</td><td>Balai Polis Tagas Tagas</td></tr><tr><td>Internal Stakeholder 4</td><td>Kedai Runcit Nuriyani</td></tr><tr><td>Internal Stakeholder 5</td><td>FFB Supplier</td></tr></table>	External Stakeholder 1	Guru Besar SK Ladang Sabapalm	External Stakeholder 2	Klinik Kesehatan Tagas Tagas	External Stakeholder 3	Balai Polis Tagas Tagas	Internal Stakeholder 4	Kedai Runcit Nuriyani	Internal Stakeholder 5	FFB Supplier	
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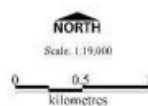
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No.	Smallholder		Location of Planted Area (District)	GPS Coordinates		Certified Area (ha)	Planted Area (ha)
	Name	MPOB License Number		Latitude	Longitude		
	NA						

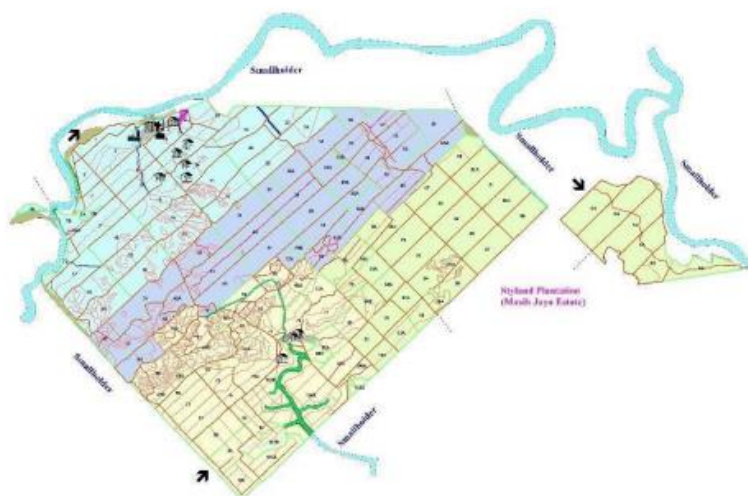
Appendix C: Location and Field Map



Genting Sabapalm Oil Mill and Genting Sabapalm Estate



GENTING PLANTATIONS
GPS MAP OF GENTING SABAPALM ESTATE



LEGEND

	Boundary Stone
	Office
	Main Road
	Sub Road
	Canal
	Mill
	School / Hospital
	Village
	Water of Major River
	Outlet of Major River
	Landmark
	Black Boundary
	Main Road
	Sub Road
	State/Local Boundary
	Water Body
	Forest
	Stream
	Mud Dike
	Building / Infrastructure
	Cattle Area
	Quarry
	Mudstone Layer
	Mudstone Core
	Mudstone Ridge
	Mudstone Unplanted
	Undeveloped Area



GPS Coordinates: 5°56'50.47"N, 117°35'11.17"E
Projection: UTM
Datum: WGS 84
Data Source: Field Survey Using Garmin
Prepared by: Genting Plantations Research Centre (GPRC)
(Data Updated: 15 July 2015)

GENTING PLANTATIONS BERHAD
GENTING SABAPALM ESTATE
P. O. BOX NO. 901,
90701 SANDAKAN,
SABAH.

Appendix D: List of Abbreviations

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