

**MALAYSIAN SUSTAINABLE PALM OIL
- ANNUAL SURVEILLANCE ASSESSMENT 1 (ASA1)
Public Summary Report**

CHIN TECK PLANTATIONS BERHAD
Client company Address: Suite 2B-3A-2, Block 2B, Level 3A, Plaza Sentral, Jalan Stesen Sentral 5, Kuala Lumpur Sentral, 50470 Kuala Lumpur, Malaysia
Certification Unit: Keratong POM, Gua Musang POM and Plantations (Keratong Estate, Gua Musang Estate and Jemima & Sg. Sendayan Estates)
Location of Certification Unit: 1. Jemima & Sg. Sendayan Estates, Lukut 71010 Negeri Sembilan, Malaysia 2. Keratong POM & Estate, P.O.Box No. 38, 26700 Muadzam Shah, Pahang, Malaysia 3. Gua Musang POM & Estate, 18300 Gua Musang, Kelantan, Malaysia

Report prepared by:
Mohamed Hidhir Zainal Abidin (Lead Auditor)

Report Number: 3091764

Assessment Conducted by:
BSI Services Malaysia,
(DSM Accreditation Number: MSPO 09112018 CB 12)
Suite 29.01 Level 29 The Gardens North Tower,
Mid Valley City Lingkaran Syed Putra,
59200 Kuala Lumpur
Tel +60392129638 Fax +60392129639
www.bsigroup.com

TABLE OF CONTENTS	Page No
Section 1: Executive Summary	3
1.1 Organizational Information and Contact Person	3
1.2 Certification Information	3
1.3 Location of Certification Unit	4
1.4 Certified Area	4
1.5 Plantings & Cycle	4
1.6 Certified Tonnage of FFB	5
1.7 Uncertified Tonnage of FFB.....	5
1.8 Certified Tonnage	5
1.9 Actual Sold Volume (CPO).....	6
1.10 Actual Sold Volume (PK).....	6
Section 2: Assessment Process	7
2.1 BSI Assessment Team	8
2.2 Accompanying Persons	9
2.3 Assessment Plan	9
Section 3: Assessment Findings	12
3.1 Details of audit results	12
3.2 Details of Nonconformities and Opportunity for improvement.....	12
3.3 Status of Nonconformities Previously Identified and OFI	20
3.4 Summary of the Nonconformities and Status.....	26
3.5 Issues Raised by Stakeholders	27
Section 4: Assessment Conclusion and Recommendation	29
Appendix A: Summary of the findings by Principles and Criteria.....	30
Appendix B: List of Stakeholders Contacted	125
Appendix C: Smallholder Member Details.....	126
Appendix D: Location and Field Map.....	127
Appendix E: List of Abbreviations.....	133

Section 1: Executive Summary

1.1 Organizational Information and Contact Person			
Company Name	Chin Teck Plantations Berhad		
Mill/Estate	MPOB License No.	Expiry Date	
	Gua Musang Estate: 501492-402000	31/03/2021	
	Gua Musang POM: 500017-604000	31/03/2021	
	Keratong POM: 500067-204000	30/11/2020	
	Keratong Estate: 501575-102000	30/11/2020	
	Jemima & Sg. Sendayan Estates: 501233-602000	31/03/2021	
Address	Suite 2B-3A-2, Block 2B, Level 3A, Plaza Sentral, Jalan Stesen Sentral 5, Kuala Lumpur Sentral, 50470 Kuala Lumpur, Malaysia		
Certification Unit	Keratong POM, Gua Musang POM and Plantations (Keratong Estate, Gua Musang Estate and Jemima & Sg. Sendayan Estates)		
Contact Person Name	Ng Yeen Chern / Pua Siew Onn		
Website	www.chinteck.com.my	E-mail	sopua@sinthye.com
Telephone	03-2261 4633	Facsimile	03-2261 4733

1.2 Certification Information			
Certificate Number	Mill: MSPO 712203 Estate: MSPO 712205		
Issue Date	26/06/2019	Expiry date	25/06/2024
Scope of Certification	Mill: Production of Sustainable Palm Oil and Palm Oil Products Estate: Production of Sustainable Oil Palm Fruits		
Standard	Mills: MS 2530-4:2013 General Principles for Palm Oil Mills Estates: MS 2530-3:2013 General Principles for Oil Palm Plantations and Organized Smallholders		
Stage 1 Date	07-10/05/2019		
Stage 2 / Initial Assessment Visit Date (IAV)	27-31/05/2019		
Continuous Assessment Visit Date (CAV) 1	15-20/06/2020		
Continuous Assessment Visit Date (CAV) 2	TBC		
Continuous Assessment Visit Date (CAV) 3	TBC		
Continuous Assessment Visit Date (CAV) 4	TBC		
Other Certifications			

MSPO Public Summary Report

Revision 1 (Feb 2020)

Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
MSPO 720130	MSPO SCCS	BSI Services Malaysia Sdn. Bhd.	10/11/2024

1.3 Location of Certification Unit

Name of the Certification Unit (Palm Oil Mill/ Estate/ Smallholder/ Independent Smallholder)	Site Address	GPS Reference of the site office	
		Latitude	Longitude
Gua Musang Estate POM	Lot 154, Mukim Ketil, Gua Musang, Kelantan, Malaysia	4.83687	102.00415
Gua Musang Estate	Lot 154, Mukim Ketil, Gua Musang, Kelantan, Malaysia	4.83687	102.00415
Keratong Estate POM	P. O. Box No. 38, 26700 Muadzam Shah, Pahang, Malaysia	3.29491	102.82253
Keratong Estate	P. O. Box No. 38, 26700 Muadzam Shah, Pahang, Malaysia	3.29491	102.82253
Jemima & Sg. Sendayan Estates	Lukut, 71010 Negeri Sembilan, Malaysia	2.60995	101.85679

1.4 Certified Area

Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Keratong Estate	7,959.55	0	132.00	8,091.55	98.37
Gua Musang Estate	1,446.00	0	172.39	1,618.39	89.35
Jemima & Sg Sendayan Estates	1,559.35	0	59.11	1,618.46	96.35
Total	10,964.90	0	363.50	11,328.40	96.79

1.5 Plantings & Cycle

Estate	Age (Years)					Mature**	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
Keratong Estate	738.93	2,612.49	2,470.73	0.00	2,137.40	7,220.62	738.93
Gua Musang Estate	154.28	336.00	0.00	958	0.00	1,291.72	154.28
Jemima & Sg Sendayan Estates	0.00	1,019.34	540.01	0.00	0.00	1,559.35	0.00
Total (ha)	893.21	3,967.83	3,010.74	955.72	2,137.4	10,071.69	893.21

MSPO Public Summary Report
Revision 1 (Feb 2020)

1.6 Certified Tonnage of FFB			
Estate	Tonnage / year		
	Estimated (Jun'19 to May'20)	Actual (Jun'19 to May'20)	Forecast (Jun'20 to May'21)
Keratong Estate	152,150	141,853.47	146,600
Gua Musang Estate	22,360	20,712	24,301
Jemima & Sg Sendayan Estates	39,720	38,032	40,800
Total	214,230	200,597.47	211,701

1.7 Uncertified Tonnage of FFB			
Estate	Tonnage / year		
	Estimated (Jun'19 to May'20)	Actual (Jun'19 to May'20)	Forecast (Jun'20 to May'21)
ASPA (KE POM)	7,200	3,987.70	0
Outside (GME POM)	39,400	27,907	14,400
Total	46,600	31,894.7	14,400

1.8 Certified Tonnage			
Mill Capacity: 50 MT/hr KE POM	Estimated (Jun'19 to May'20)	Actual (Jun'19 to May'20)	Forecast (Jun'20 to May'21)
	FFB	FFB	FFB
	152,150	141,853.47	146,600 MT
	CPO (OER: 19.24%)	CPO (OER: 19.29%)	CPO (OER:19.00 %)
SCC Model: MB	29,274	27,363.53	27,854.00
	PK (KER: 5.10%)	PK (KER: 4.86 %)	PK (KER: 5.00 %)
	7,608	6,894.09	7,330.00

Mill Capacity: 20 MT/hr GME POM	Estimated (Jun'19 to May'20)	Actual (Jun'19 to May'20)	Forecast (Jun'20 to May'21)
	FFB	FFB	FFB
	22,360	20,712	24,301
	CPO (OER: 19.62%)	CPO (OER: 20.14%)	CPO (OER: 19.25 %)
SCC Model: MB	4,387	4,170.51	4,677.94
	PK (KER: 5.10%)	PK (KER: 5.03 %)	PK (KER: 4.75 %)
	1,140	1,041.53	1,154.30

1.9 Actual Sold Volume (CPO)					
CPO (MT)	MSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSPO		
31,534.04	0	0	0	28,848.29	28,848.29

1.10 Actual Sold Volume (PK)					
PK (MT)	MSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSPO		
7,935.62	0	0	0	7,264	7,264

Section 2: Assessment Process

BSI is a leading global provider of management systems assessment and certification, with more than 80,000 certified locations and clients in over 190 countries. BSI Standards is the UK's National Standards Body. BSI provides independent, third-party certification of management systems.

Assessment Methodology, Programme, Site Visits

This on-site assessment was conducted from 15-20/06/2020. The audit programme is included in section 2.3. The approach to the audit was to treat the Keratong POM, Gua Musang POM and Plantations (Keratong Estate, Gua Musang Estate and Jemima & Sg. Sendayan Estates) 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.

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 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. The sampled smallholder listed in Appendix C.

Meetings were held with stakeholders to seek their views on the performance of the company with respect to the 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 Appendix B.

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

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

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

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

Assessment Program					
Name (Mill / Plantation / Group smallholders)	Year 1 (Certification)	Year 2 (ASA 1)	Year 3 (ASA 2)	Year 4 (ASA 3)	Year 5 (ASA 4)
Gua Musang POM	X	X	X	X	X
Keratong POM	X	X	X	X	X
Gua Musang Estate	X	X	X	X	X
Keratong Estate (Div A)	X		X		X
Keratong Estate (Div B)		X		X	
Jemima & Sg Sendayan Estates	X	X	X	X	X

Tentative Date of Next Visit: June 6, 2021 - June 12, 2021

Total No. of Mandays: 10 man days

2.1 BSI Assessment Team

Team Member Name	Role (Team Leader or Team member)	Qualifications (Short description of the team members)
Mohamed Hidir Zainal Abidin	Lead auditor	Holds a Bachelor Degree in Chemical Engineering from National University of Malaysia. He has 7 years working experience in palm oil industry specifically on palm oil milling for 5 years. He also has the experiences as auditor for several standards including ISO 9001, ISO 14001, ISO 45001, MSP0 and RSPO in his previous certification body. He completed the ISO 9001 Lead Auditor Course, ISO 14001 Lead Auditor Course and ISO 45001 Lead Auditor Course, Endorsed RSPO P&C Lead Auditor Course, MSP0 Awareness Training and Endorsed RSPO SCCS Lead Auditor Course. He had been involved in RSPO auditing since May 2012 in more than various companies in Malaysia. In this assessment, he assessed on the aspects of supply chain, legal, mill best practices, safety and health, environmental and workers and stakeholders consultation. He is fluent in both verbal/written in English.
Vijay Kanna Pakirisamy	Team Member	He holds a bachelor's degree in Agribusiness Science Management with Honours from University Utara Malaysia in 2010. He gained his working exposure in the plantation sector, serving as an Assistant Manager with KL Kepong and IOI Plantations and as a Sr. Assistant Manager with United Plantations Berhad. Throughout his 10 year tenure in the oil palm industry, he has been part of the operations team that implements standards within

MSPO Public Summary Report
Revision 1 (Feb 2020)

		the estate such as RSPO, MSPO, ISCC and FINWATCH. He has completed ISO IMS 9001, 14001, 45001(OHS 18001) Lead Auditor Course in November 2019, endorsed RSPO P&C Lead Auditor Course in October 2019 and endorsed MSPO Lead Auditor Course in November 2019. During this assessment, he assessed on the aspects of Occupational, Health & Safety and estate best practises. He is fluent in Bahasa Malaysia and English languages.
--	--	--

2.2 Accompanying Persons

No.	Name	Role
1	Nil	

2.3 Assessment Plan

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

PRELIMINARY AGENDA				
Date	Time	Subjects	Hidhir	Vijay
Sunday 14/6/20	PM	Audit team travelling to Gua Musang	√	√
Monday 15/6/20 Gua Musang Estate	0730 am	Audit team travelling to Gua Musang Estate	√	√
	08.30 – 09.00	<ul style="list-style-type: none"> Opening Presentation by Audit team leader. Confirmation of assessment scope and finalize Audit Plan 	√	√
	09.30 – 12.30	Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill etc.	√	√
	10.00 – 12.30	Stakeholder interview	√	-
	12.30 – 13.30	Lunch	√	√
	13.30 – 16.30	Document review P1 – P6 (MSPO part 3), P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services and P6 : Best practices, P7: Development of New Planting (if any)	√	√
16.30 - 17.00	Interim Closing briefing.	√	√	

MSPO Public Summary Report

Revision 1 (Feb 2020)

Date	Time	Subjects	Hidhir	Vijay
Tuesday 16/6/20 Gua Musang POM	0730 AM	Traveling to Gua Musang POM	√	√
	09.00 – 12.30	Inspection: FFB receiving, warehouse, workshop, wastes management & Landfill, Effluent Ponds, OSH & ERP, Environment issues, POME application, water treatment. Laboratory, weighbridge and palm product storage area, staff, workers and contractor interview, housing and facility inspection, clinic, etc	√	√
	12.30 – 13.30	Lunch	√	√
	13.30 – 16.30	Continue with document review (MSPO part 4), P1: Management commitment and responsibility, P2: Transparency P3: Compliance to legal requirement P4: Social responsibility, health safety and employment condition. P5: Environment, natural resources, biodiversity and ecosystem services P4: Social responsibility, health safety and employment condition, P6 : Best practices	√	√
	16.30 - 17.00	Interim Closing briefing.	√	√
Wednesday	AM	Travelling to Muadzam shah	√	√
Thursday 18/6/20 Keratong POM	0730	Travelling to Keratong POM	√	√
	09.00 – 12.30	Inspection: FFB receiving, warehouse, workshop, wastes management & Landfill, Effluent Ponds, OSH & ERP, Environment issues, POME application, water treatment. Laboratory, weighbridge and palm product storage area, staff, workers and contractor interview, housing and facility inspection, clinic, etc	√	√
	12.30 –13.30	Lunch	√	√
	13.30 – 16.30	Continue with document review (MSPO part 4), P1: Management commitment and responsibility, P2: Transparency P3: Compliance to legal requirement P4: Social responsibility, health safety and employment condition. P5: Environment, natural resources, biodiversity and ecosystem services P4: Social responsibility, health safety and employment condition, P6 : Best practices	√	√
	16.30 - 17.00	Interim Closing briefing.	√	√
Friday 19/6/20 Keratong Estate	0730 am	Audit team travelling to Keratong Estate	√	√
	09.30 – 12.30	Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill etc.	√	√
	10.00 – 12.30	Stakeholder interview	√	√
	12.30 –13.30	Lunch	√	√

MSPO Public Summary Report
Revision 1 (Feb 2020)

Date	Time	Subjects	Hidhir	Vijay
	13.30 – 16.30	Document review P1 – P6 (MSPO part 3), P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services and P6 : Best practices, P7: Development of New Planting (if any)	√	√
	16.30 - 17.00	Interim closing – travel to Port Dickson	√	√
Saturday 20/6/20 Jemima/Sg Sendayan Estate	0730	Travelling to Jemima/Sg Sendayan Estate	√	√
	09.00 – 12.30	Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill etc.		
	10.00 -12.30	Stakeholder interview	√	-
	12.30 – 13.30	Lunch	√	√
	13.30 – 16.30	Document review P1 – P6 (MSPO part 3), P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services and P6 : Best practices, P7: Development of New Planting (if any)	√	√
	16.30 – 17.00	Closing meeting	√	√
	1700	End of audit	√	√

Section 3: Assessment Findings

3.1 Details of audit results

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

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

3.2 Details of Nonconformities and Opportunity for improvement

The nonconformity is listed below.

During the Certification Assessment there were 4 Major & 2 Minor nonconformities raised. The Keratong POM, Gua Musang POM and Plantations (Keratong Estate, Gua Musang Estate and Jemima & Sg. Sendayan Estates) Certification unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted.

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

Major Nonconformities:		
Ref:1924801-202001-M1	Area/Process: Chin Teck Plantations Bhd	Clause: 4.3.1.1 (part 3)
	Issue Date: 20th June 2020	Due Date:19th September 2020
Requirements:	i) All operations are in compliance with the applicable local, state, national and ratified international laws and regulations. ii) Regulation 19 (3) Where a clinic exists on any estate or is established pursuant to an order under subsection (1) it shall be the duty of the employer to arrange for a registered medical practitioner to visit the clinic at least once a fortnight to supervise the operations and management of the clinic and to provide medical treatment to workers and their dependants	
Statement of Nonconformity:	Compliance with the applicable local, state, national and ratified international laws and regulations was not effectively demonstrated.	
Objective Evidence:	Offer letter for visiting & panel medical officer – Chin Teck Plantations Berhad, Keratong Estate dated 19/5/14 to Dr Ahmad Basri Abdullah under Klinik Ikhwan and Surgery. Frequency of visit is once a month effective from 1st June 2014. The last VMO visit was on 13/6/20, 4/3/20, 8/2/20. For May & April there was no visit due to MCO which effective from 18/3/20.	
Corrections:	Our Group Health and Safety Officer has represented to the VMO about the statutory requirements and the VMO has promised that he will be able to make fortnightly visits. A new agreement signed on 23 June 2020 and VMO is required to visit the estate clinic at least once a fortnight with effect from 1st July 2020.	

Root cause analysis:	The Company has done its best to identify a registered medical practitioner who is prepared to visit the estate, whose relatively remote location and relatively poorer dirt road conditions, particularly during the rainy season, has made it much less attractive. To reduce the burden on the VMO, we ferry him to and from the estate. To make up for the shortfall in visits, it is the estate's practice to ferry workers to Muadzam Shah for treatment as long as it is required by the Hospital Assistant – the estate does not wait for the VMO to make an appearance
Corrective Actions:	Going forward, should the VMO decide to terminate his service or amend his frequency of visits, we will expeditiously identify other medical practitioners to fill in temporarily or for a longer term. This may include approaching our neighbouring estate on the possibility of sharing the same VMO temporarily or permanently to meet the legal requirement. We are aware of the legal requirement as demonstrated by our other estates' compliance on this issue but are limited by the availability and the willingness of service providers to render full service (as mandated by law) due to the location of this specific site. From our perspective, this is not symptomatic of systemic legal non-compliance but a problem arising from the operating context. Nevertheless, as mentioned in our Correction Action (CA) for Jemima Estate (Finding Reference: 1924801-202001-M4), the COO and the Safety and Health Department will conduct a review of all MSPO Surveillance Audit findings after all CA Plans are accepted by the auditors. A review of legal compliance shall be carried out as part of this exercise and it will be documented. This review meeting shall be completed by August 2020.
Assessment Conclusion:	Evidence of implementation were verified; i) Offer letter dated 23 rd June 2020 to Dr Ahmad Basri Abdullah under Klinik Ikhwan and Surgery was evident and clearly stipulated the frequency of visit will be fortnightly effective from 1 st July 2020. ii) Review meeting dated 18 th August 2020 was verified. Non-compliance issues raised by external auditor was reviewed and action plan has been put in place for proper monitoring and control. The corrective action is found to be effectively implemented, thus the major NC is closed on 9/9/20. Continuous implementation will be further verified in the next audit

Major Nonconformities:		
Ref: 1924801-202001-M2	Area/Process: Chin Teck Plantations Bhd	Clause: 4.4.5.6 (part 3)
	Issue Date: 20th June 2020	Due Date: 19th September 2020
Requirements:	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.	
Statement of Nonconformity:	Contract of employment period signed contrary with the work permit issued by Immigration Department	
Objective Evidence:	KE Division B i) Passport no. 06078347, date join: 14/1/13 visa/work permit: 14/1/20 -13/1/21 Clause 2: Tempoh kerja, tanggal & jam/waktu kerja seharian bermula "Kontrak kerja ini sah diperakukan bagi tempoh mengikut permit kerja dari tarikh ia melaporkan diri berkerja bermula 14/1/19 – 13/1/21."	

MSPO Public Summary Report
Revision 1 (Feb 2020)

	<p>ii) Passport no. P2931500, date join: 3/4/12 visa/work permit: 3/4/19 - 2/4/20, in progress of renewal via Myeg, refer to invoice no. IMM/FW/TX/1584498403184 dated 18/3/20. Clause 2: Tempoh kerja, tanggal & jam/waktu kerja seharian bermula "Kontrak kerja ini sah diperakukan bagi tempoh mengikut permit kerja dari tarikh ia melapurkan diri berkerja bermula 3/4/19 – 2/4/21."</p> <p>JE</p> <p>i) Indonesian – B6828907, work permit/visa: until 22/4/20, in progress of renewal via Myeg, refer to invoice, IMM/FW/TX11587571036222. Contract signed date on 1st February 2020 and offered for 2 years.</p> <p>Pakistani-VV6893052, work permit/visa: 17/1/20 -17/2/21 Contract offered – probational contract for 3 month, shall be offered for extension of contract on yearly basis. Signed date 1/2/20</p> <p>Pakistani-TF4105952, work permit/visa: 17/11/19-27/11/20 Contract offered – probational contract for 3 month, shall be offered for extension of contract on yearly basis. Signed date 1/2/20</p>
<p>Corrections:</p>	<p>i) Remind all workers in a briefing that their employment (after the first contract) may only be extended annually</p> <p>ii) Provide revised agreement with one-year extension clause to workers who have agreed to renew their contracts</p>
<p>Root cause analysis:</p>	<p>The agreement signed between the Company and the workers exceeded the statutory mandated duration of 1 year per renewal for extension of employment beyond the first contract. The law only allows for annual renewals and hence will supersede any clause in the agreements signed between the Company and the workers that contradicts it. Any stated period in the agreement beyond one year was done for administrative convenience (to avoid having to regularly renew the agreements) and not to compel the workers to serve with the Company.</p>
<p>Corrective Actions:</p>	<p>The COO and Human Resource department will review employment agreements for workers across the Group by 31st August 2020. Legal counsel will be sought to re-draft employment / extension agreements, if appropriate. New agreements projected to be ready for distribution to operating units by 31st October 2020. In the meantime, we will utilize the revised agreement with 1 year extension clause.</p> <p>Meantime, an email memo had been sent out by the COO to the Operating Units, and reminded the OUs to ensure the agreements do not exhibit the above problems.</p>
<p>Assessment Conclusion:</p>	<p>Evidence of implementation were verified; <u>Keratong Estate</u></p> <p>i) Progress chart on the reissuance of employment contract was sighted which plan from June and to be completed in November 2020. An internal memo issue by COO with regards to contract of employment issue to all head of operating units to review and check on the current contract for rectification.</p>

MSPO Public Summary Report
Revision 1 (Feb 2020)

	<p>ii) New contract agreement was sighted for workers ID (06078347 and P2931500) which signed on 22nd June 2020 in line with date the VISA expiry and other pertinent terms and conditions required.</p> <p>iii) Briefing to workers was given on 24 /6/20 and 27/6/20 to all workers on contract agreement renewal process.</p> <p><u>Jemima & Sg Sendayan Estate</u></p> <p>i) Progress chart on the reissuance of employment contract was sighted which plan from June and to be completed in November 2020. An internal memo issue by COO with regards to contract of employment issue to all head of operating units to review and check on the current contract for rectification.</p> <p>ii) New contract agreement was sighted for workers ID (B6828907, VV6893052, TF4105952) which signed on 22nd June 2020 in line with date the VISA expiry and other pertinent terms and conditions required. No probational term included in the latest contract.</p> <p>iii) Briefing to workers was given on 26/6/20 to all workers on contract agreement renewal process.</p> <p>The corrective action is found to be effectively implemented, thus the major NC is closed on 9/9/20. Continuous implementation will be further verified in the next audit</p>
--	---

Major Nonconformities:		
Ref: 1924801-202001-M3	Area/Process: Chin Teck Plantations Bhd	Clause: 4.4.5.6 (part 4)
	Issue Date: 20th June 2020	Due Date: 19th September 2020
Requirements:	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.	
Statement of Nonconformity:	Contract of employment period signed contrary with the work permit issued by Immigration Department	
Objective Evidence:	KE POM i) Nepalese - Passport no. 05964235 (02165), first term (3 years renew on yearly basis) - contract signed on 19/9/18 issued for 2 years (16/4/18 – 15/4/20), VISA renewal until 14/4/20	
Corrections:	i) Remind all workers in a briefing that their employment (after the first contract) may only be extended annually ii) Provide revised agreement with one-year extension clause to workers who have agreed to renew their contracts	
Root cause analysis:	The agreement signed between the Company and the workers exceeded the statutory mandated duration of 1 year per renewal for extension of employment beyond the first contract. The law only allows for annual renewals and hence will supersede any clause in the agreements signed between the Company and the workers that contradicts it. Any stated period in the agreement beyond one year was done for administrative convenience (to avoid having to regularly renew the agreements) and not to compel the workers to serve with the Company.	

MSPO Public Summary Report
Revision 1 (Feb 2020)

Corrective Actions:	<p>The COO and Human Resource department will review employment agreements for workers across the Group by 31st August 2020. Legal counsel will be sought to re-draft employment / extension agreements, if appropriate. New agreements projected to be ready for distribution to operating units by 31st October 2020. In the meantime, we will utilize the revised agreement with 1 year extension clause.</p> <p>Meantime, an email memo had been sent out by the COO to the Operating Units, and reminded the OUs to ensure the agreements do not exhibit the above problems.</p>
Assessment Conclusion:	<p>Evidence of implementation were verified;</p> <ul style="list-style-type: none"> i) Progress chart on the reissuance of employment contract was sighted which plan from June and to be completed in November 2020. An internal memo issue by COO with regards to contract of employment issue to all head of operating units to review and check on the current contract for rectification. ii) New contract agreement was sighted for workers ID (05964235) which signed on 22nd June 2020 in line with date the VISA expiry and other pertinent terms and conditions required. iii) Briefing to workers was given on 24 /6/20 and 27/6/20 to all workers on contract agreement renewal process. <p>The corrective action is found to be effectively implemented, thus the major NC is closed on 9/9/20. Continuous implementation will be further verified in the next audit</p>

Major Nonconformities:				
Ref: 1924801-202001-M4	Area/Process: Chin Teck Plantations Bhd	Clause: 4.5.3.3 (part 3)		
	Issue Date: 20th June 2020	Due Date: 19th September 2020		
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:	The management have not done a Notification of Schedule Waste for SW305 and SW 306. The inventory of the Schedule Wastes items was not updated for the month April and May 2020.			
Objective Evidence:	Regulation 3: Notification of generation of Schedule Wastes; (1) Every waste generator shall, within 30 days from the date of generation of schedule wastes, notify the Director General of the new categories and quantities of schedule wastes which are generated. (2) The notification given under sub regulation (1) shall include the information provided in the Second Schedule.			
	Waste Code	Quantity (mt/month)		
		March (Notification)	April	May
	SW102	0.0400	NA	0.00
	SW110	0.0250	NA	0.00
SW404	0.0002	NA	0.00	

MSPO Public Summary Report
Revision 1 (Feb 2020)

	<table border="1" data-bbox="448 360 1284 607"> <tr> <td>SW409 (Chemical Jar)</td> <td>0.8300</td> <td>NA</td> <td>0.00</td> </tr> <tr> <td>SW409</td> <td>3.5000</td> <td>NA</td> <td>0.00</td> </tr> <tr> <td>SW410 (Oil Filter)</td> <td>0.2000</td> <td>NA</td> <td>0.00</td> </tr> <tr> <td>SW410 (PPE)</td> <td>0.0500</td> <td>NA</td> <td>0.00</td> </tr> <tr> <td>SW305</td> <td>NA</td> <td>NA</td> <td>0.350</td> </tr> <tr> <td>SW306</td> <td>NA</td> <td>NA</td> <td>0.170</td> </tr> </table> <p>Jemima Estate The management have not done a Notification of Schedule Waste for SW305 and SW 306.</p> <p>The inventory of the Schedule Wastes items was not updated for the month April and May 2020. The Amount Generated and Amount Balance of the SW Estate Inventory does not tally with the e-Swiss Inventory. Date of Generation of the Schedule Wastes could not be justified.</p> <p>Sampled The store has generated schedule waste such as empty chemical drum (May – 19 Drums, April – 25 Drums and March – 43 Drums).</p>	SW409 (Chemical Jar)	0.8300	NA	0.00	SW409	3.5000	NA	0.00	SW410 (Oil Filter)	0.2000	NA	0.00	SW410 (PPE)	0.0500	NA	0.00	SW305	NA	NA	0.350	SW306	NA	NA	0.170
SW409 (Chemical Jar)	0.8300	NA	0.00																						
SW409	3.5000	NA	0.00																						
SW410 (Oil Filter)	0.2000	NA	0.00																						
SW410 (PPE)	0.0500	NA	0.00																						
SW305	NA	NA	0.350																						
SW306	NA	NA	0.170																						
<p>Corrections:</p>	<p>SW305 & SW306 will be updated by notifying eSWIS. However, the system is currently down. Evidence will be provided as soon as it is operating.</p> <p>We have requested the registered Scheduled Waste disposer to collect and dispose of the Scheduled Waste.</p>																								
<p>Root cause analysis:</p>	<p>Due to the MCO, we were unable to dispose of Scheduled Waste as planned. As a result our last notification was in March 2020.</p> <p>We omitted SW305 and SW306 from this eSWIS notification even though we had some of both items in our own SW inventory. This was because the quantities were not large for both items.</p>																								
<p>Corrective Actions:</p>	<p>Going forward, the Estate’s Environmental Officer will provide a monthly update to the Estate Manager on the status of Environmental Quality (SWs) Regulations 2005 - Schedules 2, 5 & 6.</p> <p>The COO will conduct a review of all MSPO Surveillance Audit findings with the Safety and Health (S&H) department after all Corrective Action Plans are accepted by the auditors by August 2020. (The S&H Department was assigned to conduct MSPO internal audit for 2020.) Subsequently, all audit findings will be circulated to Group OUs for their information as practiced after the Certification Audit. This will include reminders on timely disposal of SW.</p> <p>As part of the above, the COO will fix a few items for consistent review by OUs during the quarterly MSPO meetings. One of these items will be the monitoring of the status of SW disposal. The COO will also require the Safety and Health Department to include a review of SW disposal as part of their agenda during their regular visits to our estates. Finally, the COO will also require the S&H department to review SW inventory record keeping and standardise the template across the Group.</p>																								
<p>Assessment Conclusion:</p>	<p>Evidence of implementation were verified;</p>																								

MSPO Public Summary Report
Revision 1 (Feb 2020)

	<p>i) Verified updated notification scheduled 2, 5 and 6 for Jemima & Sg Sendayan Estate. Disposal arrangement has been made with license contractor, Kualiti Alam Sdn Bhd on 1/7/20 for SW110, SW305, SW306, SW409 and SW410.</p> <p>ii) Review meeting dated 18th August 2020 was verified. Non-compliance issues raised by external auditor was reviewed and action plan has been put in place for proper monitoring and control.</p> <p>iii) Jemima & Sg Sendayan estate has carried out a management review meeting on 24th June 2020 to review the external audit results and other pertinent elements. Long term measures has been identified to ensure no recurrence of such issues.</p> <p>The corrective action is found to be effectively implemented, thus the major NC is closed on 9/9/20. Continuous implementation will be further verified in the next audit</p>
--	---

Minor Nonconformities:		
Ref: 1924801-202001-N1	Area/Process: Chin Teck Plantations Bhd	Clause: 4.4.4.2 (part 3)
	Issue Date: 20th June 2020	Due Date: next surveillance assessment
Requirements:	The occupational safety and health plan should cover the following: Employees trained in First Aid shall be present at all mill operations. First Aid equipment should be available at each worksite	
Statement of Nonconformity:	The first aid boxes at the Chemical Store & Workshop were found to be with insufficient supplies. There was no monitoring done to replenish the first aid boxes on a regular basis	
Objective Evidence:	<p>Under the Guidelines on First Aid in the Workplace (DOSH) 2004; 5.3 Contents; First-aid boxes should contain a sufficient quantity of suitable first-aid materials. They should not contain oral medication of any kind other than those required for first-aid treatment. It is essential that first-aid boxes be checked frequently so as to make sure they are fully equipped, and all items are usable. Materials used should be replaced as soon as possible.</p> <p>Gua Musang Estate : The first aid boxes at the Chemical Store & Workshop were found to be with insufficient supplies. There was no monitoring done to replenish the first aid boxes on a regular basis.</p>	
Corrections:	<p>We immediately replenished the supplies in the first aid boxes at the chemical store and workshop according to minimum requirement of first aid box in OSH regulations. (Attached with pictures)</p> <p>The HA has also checked all the other first aid boxes to ensure the supplies on 24 June 2020</p>	
Root cause analysis:	Our previous hospital assistant (HA) resigned in March 2020 and a new HA joined in June 2020. During the period where the position was vacant, estate management did not appoint a person to monitor the condition of the first aid boxes.	
Corrective Actions:	Monthly First Aid Box Inspection Checklist is implemented to monitor minimum quantity of supplies in first aid box.	

	At the same time, worker representatives are appointed to take responsibility for first aid boxes respectively at certain station. They will inform the HA as long as the first aid boxes are used
Assessment Conclusion:	Corrective action plan is accepted. Effectiveness of corrective action taken will be further verified in the next surveillance assessment.

Minor Nonconformities:		
Ref: 1924801-202001-N2	Area/Process: Chin Teck Plantations Bhd	Clause: 4.4.4.2 (part 4)
	Issue Date: 20th June 2020	Due Date: next surveillance assessment
Requirements:	The occupational safety and health plan should cover the following: Employees trained in First Aid shall be present at all mill operations. First Aid equipment should be available at each worksite	
Statement of Nonconformity:	The first aid boxes at the Chemical Store & Workshop were found to be with insufficient supplies. There was no monitoring done to replenish the first aid boxes on a regular basis	
Objective Evidence:	<p>Under the Guidelines on First Aid in the Workplace (DOSH) 2004; 5.3 Contents; First-aid boxes should contain a sufficient quantity of suitable first-aid materials. They should not contain oral medication of any kind other than those required for first-aid treatment. It is essential that first-aid boxes be checked frequently so as to make sure they are fully equipped, and all items are usable. Materials used should be replaced as soon as possible.</p> <p>Gua Musang Estate POM: The first aid boxes at the Workshop and Office were found to be with insufficient supplies. There was no monitoring done to replenish the first aid boxes on a regular basis.</p>	
Corrections:	<p>We immediately replenished the supplies in the first aid boxes at the chemical store and workshop according to minimum requirement of first aid box in OSH regulations.</p> <p>The HA has also checked all the other first aid boxes to ensure the supplies on 24 June 2020</p>	
Root cause analysis:	Our previous hospital assistant (HA) resigned in March 2020 and a new HA joined in June 2020. During the period where the position was vacant, estate management did not appoint a person to monitor the condition of the first aid boxes.	
Corrective Actions:	<p>Monthly First Aid Box Inspection Checklist is implemented to monitor minimum quantity of supplies in first aid box.</p> <p>At the same time, worker representatives are appointed to take responsibility for first aid boxes respectively at certain station. They will inform the HA as long as the first aid boxes are used</p>	
Assessment Conclusion:	Corrective action plan is accepted. Effectiveness of corrective action taken will be further verified in the next surveillance assessment.	

MSPO Public Summary Report
Revision 1 (Feb 2020)

Opportunity For Improvement		
Ref:	Area/Process:	Clause:
Objective Evidence:	Not applicable	

Noteworthy Positive Comments	
1	No negative comments received from stakeholders during onsite assessment.
2	Good corporation given by each respective operating unit during onsite assessment

3.3 Status of Nonconformities Previously Identified and OFI

Major/Minor Nonconformities:		
Ref: 1783969-201905-N2	Area/Process: Chin Teck Plantations Bhd	Clause: 4.1.2.2 (Part 4)
	Issue Date: 31/05/2019	Date of nonconformity closure: 20/6/20
Requirements:	The internal audit procedures and audit results shall be documented and evaluated, followed by the identification of strengths and root causes of nonconformities, in order to implement the necessary corrective action.	
Statement of Nonconformity:	The procedure for internal audit was not fully implemented.	
Objective Evidence:	Jemima Estate, Gua Musang POM, Gua Musang Estate There was no evidence of corrective action plan established, implemented and verified by the internal auditor to close the findings raised during internal audit.	
Corrections:	We are fully aware of the requirements of the MSPO for IA and will abide by them going into the surveillance and recertification audits. We have updated the IA findings for completeness.	
Root cause analysis:	The Operating Units were working to close out the Internal Audit (IA) Safety and Health findings after the audit as this was the first time MSPO IA was being carried out, we did not follow strictly to our SOP.	
Corrective Actions:	Going forward, the following will enable us to complete the Internal Audit according to our SOP: <ol style="list-style-type: none"> a. Operating units are now acquainted with the standard of (external) audit and will take a more energetic approach to resolving issues raised by the Internal Audit team b. Field visits conducted by the Health and Safety department and the C.O.O will now include elements of MSPO internal audit to ensure compliance is an ongoing process. The C.O.O is in discussion with the Internal Audit (Bursa compliance) team to assess whether it is possible for them to also take on MSPO Internal Audit. c. Whatever the case, the actual Internal Audit process shall be planned such that there will be adequate time for the internal auditors and the operating units to close out all internal audit findings before any external audit 	

Assessment Conclusion:	The minor NC was closed on 20/6/20.
Verification Statement	<p>ASA1 verification:</p> <p>Handling of non-conformity is now reported under Appendix 5 of internal audit report. Details of NC, cause of NC and action to be taken with verification of NC close out was reported by respective auditors for closure. Consistent implementation was sighted and evident at all visited sites, thus the NC is effectively closed on 20/6/20. Continuous implementation will be further verified in the next surveillance assessment.</p>

Major/Minor Nonconformities:		
Ref: 1783969-201905-N2	Area/Process: Chin Teck Plantations Bhd	Clause: 4.3.1.1 (Part 4)
	Issue Date: 31/05/2019	Date of nonconformity closure: 20/6/20
Requirements:	All operations shall be in compliance with applicable local, state, national and ratified international laws and regulations.	
Statement of Nonconformity:	The compliance with legal requirement was not fully implemented.	
Objective Evidence:	At Gua Musang POM, there was no permit by JTK for workers work more than 104hrs (overtime) especially during peak crop season (April 2019).	
Corrections:	Obtain permission from JTK for workers to work more than overtime of 104 hours per month.	
Root cause analysis:	Due to mill break down, mill workers had to work extra overtime to process the crops. During peak crop season, minor or intermediate mill maintenance was carried out in the mornings to avoid major break down. This will cause a delay for process and as a result workers had to work extra overtime in mill.	
Corrective Actions:	Mill maintenance programme had to be improved and revised in order to avoid mill operation idle time. Wherever possible, in spite of approval from JTK (if granted), we aim to have workers work within the 104 hours of overtime.	
Assessment Conclusion:	The minor NC was closed on 20/6/20.	
Verification Statement	<p>ASA1 verification:</p> <p>JTK approval was granted on 26 September 2019, refer to approval letter, ref: BHG.PU/9/134 Jld 23(24) for maximum of 120 hours of overtime per month. Renewal is required on yearly basis and subject to JTK approval. Corrective action is found to be effective thus the minor NC was effectively closed on 20/6/20. Continuous implementation will be further verified in the next surveillance assessment.</p>	

Major/Minor Nonconformities:		
Ref: 1783969-201905-N3	Area/Process: Chin Teck Plantations Bhd	Clause: 4.4.2.5 (Part 4)
	Issue Date: 31/05/2019	Date of nonconformity closure: 20/6/20

MSPO Public Summary Report
Revision 1 (Feb 2020)

Requirements:	Complaints and solutions within the past 24 months shall be documented and be made available to affected stakeholders upon request.
Statement of Nonconformity:	Records to show that the complaint raised by the workers was not available.
Objective Evidence:	At Keratong POM, no evidence to show that the complaint was recorded accordingly.
Corrections:	Refer to SOP prescribed in MSPO-P4-C2 "Grievance & Complaints Handling Procedure" and brief workers.
Root cause analysis:	While we had briefed workers about the grievance and complaints procedure, it became apparent that it was inadequate. It was likely that some of the workers failed to understand Bahasa Melayu. Furthermore, there could be other employees in the POM who were still unclear about the grievance and complaints procedure.
Corrective Actions:	<p>Conduct another training for workers and ensure everyone understands the complaints and grievance procedure thoroughly, including the right to complain about Management. We will provide appropriate verbal translation to non-speakers of Bahasa Melayu.</p> <p>Periodically, brief staff and workers in the morning prior to their commencement of work at their stations.</p> <p>Display a memo about the right to complain on the notice board for the awareness of all employees.</p>
Assessment Conclusion:	The minor NC was closed on 20/6/20.
Verification Statement	<p>ASA1 verification:</p> <p>Training and briefing on complaints procedure was carried out at all KE POM on 15/6/20 during stakeholder meeting. Interview with sampled stakeholders (internal and external) has confirmed they awareness and understanding of complaint process. Corrective action is found to be effective thus the minor NC was effectively closed on 20/6/20. Continuous implementation will be further verified in the next surveillance assessment.</p>

Major/Minor Nonconformities:		
Ref: 1783969-201905-N4	Area/Process: Chin Teck Plantations Bhd	Clause: 4.4.5.3 (Part 4)
	Issue Date: 31/05/2019	Date of nonconformity closure: 20/6/20
Requirements:	Management shall ensure that employees' pay and conditions meet legal or industry minimum standards as per Collective Agreements. The living wage should be sufficient to meet basic needs and provide some discretionary income based on minimum wage.	
Statement of Nonconformity:	The mill workers were not paid according to the Employment Act 1955 for the work on rest day.	
Objective Evidence:	<p>The payment for the work on rest day in Feb19, Mar19 and April 2019 was not as per legal requirement at Keratong POM:</p> <ol style="list-style-type: none"> 1. Employee No.: 2158 2. Employee No.: 2801 3. Employee No.: 2190 	

MSPO Public Summary Report
Revision 1 (Feb 2020)

	4. Employee No.: 2164 5. Employee No.: 2808
Corrections:	1. Make up the pay to the workers: Employee No.: 2158 Employee No.: 2801 Employee No.: 2190 Employee No.: 2164 Employee No.: 2808 2. Brief our staff and workers and record the agenda of the briefing and their attendance of the briefing. 3. Display a memo on the notice board about the rate of pay for rest day for the awareness of the employees
Root cause analysis:	Lapse in management process.
Corrective Actions:	We are in the process of improving our work record documentation and will ensure all offered work on rest days are properly recorded and workers are paid as per Employment Act 1955 and relevant regulations.
Assessment Conclusion:	The minor NC was closed on 20/6/20.
Verification Statement	ASA1 verification: Reimbursement/back pay record was verified for the said month. Based on verification of attendance and pay records, no recurrence of issues noted. Corrective action is found to be effective thus the minor NC was effectively closed on 20/6/20. Continuous implementation will be further verified in the next surveillance assessment.

Major/Minor Nonconformities:		
Ref: 1783969-201905-N5	Area/Process: Chin Teck Plantations Bhd	Clause: 4.4.5.7 (Part 4)
	Issue Date: 31/05/2019	Date of nonconformity closure: 20/6/20
Requirements:	The management shall establish a time recording system that makes working hours and overtime transparent for both the employees and employers.	
Statement of Nonconformity:	The payment for overtime was not as per time recording system (punch card).	
Objective Evidence:	At Keratong POM, the payment for overtime especially for work on rest day was not paid as per punch card. 1. Employee No.: 2158 2. Employee No.: 2801 3. Employee No.: 2190 4. Employee No.: 2164 5. Employee No.: 2808	
Corrections:	1. Make up the pay to the workers: Employee No.: 2158 Employee No.: 2801 Employee No.: 2190 Employee No.: 2164 Employee No.: 2808 2. Brief our staff and workers and record the agenda of the briefing and their attendance of the briefing. 3. Display a memo on the notice board about the rate of pay for rest day for the awareness of the employees.	

MSPO Public Summary Report
Revision 1 (Feb 2020)

Root cause analysis:	Lapse in management process.
Corrective Actions:	As above, and to observe the correct method for pay as prescribed by the Employment Act 1955 and relevant regulations. We are in the process of improving our work record documentation and will ensure all offered work on rest days are properly recorded and workers are paid as per Employment Act 1955 and relevant regulations.
Assessment Conclusion:	The minor NC was closed on 20/6/20.
Verification Statement	ASA1 verification: Punch card record checked for the sample month (low crop - December 2019, peak crop - May 2020) and it was found to be tally with salary paid on the said months and no recurrence of issues noted. Corrective action is found to be effective thus the minor NC was effectively closed on 20/6/20. Continuous implementation will be further verified in the next surveillance assessment.

Major/Minor Nonconformities:		
Ref: 1783969-201905-N6	Area/Process: Chin Teck Plantations Bhd	Clause: 4.4.6.2 (Part 4)
	Issue Date: 31/05/2019	Date of nonconformity closure: 20/6/20
Requirements:	Training needs of individual employees shall be identified prior to the planning and implementation of the training programmes in order to provide the specific skill and competency required to all employees based on their job description.	
Statement of Nonconformity:	Training programme to provide specific skill and competency was inadequate.	
Objective Evidence:	i) Found Lubricant Oil and chemical were not properly stored in Engine room during site visit at Keratong POM ii) Chemical Store at Gua Musang POM and Keratong POM were not properly maintained (eg: no SDS and no spill Kit).	
Corrections:	With respect to objective evidence i) for Keratong POM Lubricant has been removed from work site. With respect to objective evidence ii) for Keratong POM The SDS and spill kit had been relocated to the Chemical Store (at the Water Clarifier) With respect to objective evidence ii) for Gua Musang POM We have fabricated a tray and placed the water treatment chemicals on it to mitigate potential spillage. Spill kit also now available.	
Root cause analysis:	With respect to objective evidence i) for Keratong POM There was a need to top up the (steam) turbine oil during operation, as the work crew anticipated a large quantity of turbine oil would be used. The workers found it inconvenient to move the oil drum to and from the designated storage site for petrol oil and lubricants. With respect to objective evidence ii) for Keratong POM After investigation, it was determined that during cleaning, the SDS and spill kit were not replaced and could not be found in time during the audit.	

	<p>There was also no follow up monitoring of the scheduled waste store after cleaning.</p> <p>With respect to objective evidence ii) for Gua Musang POM Awareness of workers was still insufficient for the handling of chemicals.</p>
Corrective Actions:	<p>With respect to objective evidence i) for Keratong POM To build a proper storage area with bund and oil sump with signage to indicate the contents of the store. This will make it convenient for workers as the oil drum will be near the worksite and at the same time will also meet compliance requirements.</p> <p>With respect to objective evidence ii) for Keratong POM Create a checklist for all SDS and spill kits within the POM to ensure these items are in place. To ensure that if there is ad-hoc cleaning of the scheduled waste store, the checklist must be checked (by soon to be certified CePSWaM person in charge)</p> <p>With respect to objective evidence ii) for Gua Musang POM Management will provide training for workers which are exposed to handling chemicals. After training, an assessment of workers' competency level will be carried out to analyze workers understanding. This shall be properly documented as evidence of training effectiveness as referenced in MSPO-P4-C6 Training Procedure</p>
Assessment Conclusion:	The minor NC was closed on 20/6/20.
Verification Statement	<p>ASA1 verification:</p> <p>Verified at both visited sites (GME and KE POM), no recurrence of issues noted. Corrective action is found to be effective thus the minor NC was effectively closed on 20/6/20. Continuous implementation will be further verified in the next surveillance assessment.</p>

Major/Minor Nonconformities:

Ref: 1783969-201905-N7	Area/Process: Chin Teck Plantations Bhd	Clause: 4.5.3.3 (Part 4)
	Issue Date: 31/05/2019	Date of nonconformity closure: 20/6/20
Requirements:	The palm oil mill management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environmental Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe handling, storage and disposal. Scheduled waste shall be disposed as per Environmental Quality Act 1974 (Scheduled Waste) Regulations, 2005	
Statement of Nonconformity:	The handling and disposal for Scheduled waste were inadequate.	
Objective Evidence:	i) At Keratong POM, found SW 322 was not identified ii) Found certain empty oil barrel were not properly stored as per Scheduled waste at Gua Musang POM	
Corrections:	<p>With respect to objective evidence i) for Keratong POM CPO samples now registered as scheduled waste (SW422)</p> <p>With respect to objective evidence i) for Gua Musang POM Register empty oil drums as scheduled waste via eSWIS. Will arrange for a DOE authorised/licensed contractor to dispose of the oil barrels.</p>	

Root cause analysis:	<p>With respect to objective evidence i) for Keratong POM No awareness that CPO samples mixed with small quantities of reagents were to be considered as Scheduled Waste.</p> <p>With respect to objective evidence i) for Gua Musang POM The empty oil barrel was placed outside the store, while the other scheduled waste was properly stored. Regular monitoring was not carried out and there was no appointed Person in Charge</p>
Corrective Actions:	<p>With respect to objective evidence i) for Keratong POM Sik Yong Thai, staff of Keratong Estate, is in the process of completing his Field Training Report for Certified Environmental Professional In Scheduled Waste Management (CePSWaM) and will be a competent person for the estate and palm oil mill subsequently. He will be able to conduct training for our staff on scheduled waste management and will also assist in oversight over scheduled waste.</p> <p>With respect to objective evidence i) for Gua Musang POM Management will identify and send a candidate to attend CePSWaM within this year to enhance knowledge of handling schedule waste for the estate and POM. The competent person will then ensure that scheduled waste on premise is managed properly in accordance with the legal requirements.</p> <p>In the meantime, management will also provide training for workers which are exposed and handling schedule waste. After training, the assessment of workers' competency level is carried out to analyze workers understanding as referenced in MSPO-P4-C6 Training Procedure.</p>
Assessment Conclusion:	The minor NC was closed on 20/6/20.
Verification Statement	<p>ASA1 verification: Verified at both visited sites (GME and KE POM), no recurrence of issues noted. Corrective action is found to be effective thus the minor NC was effectively closed on 20/6/20. Continuous implementation will be further verified in the next surveillance assessment.</p>

3.4 Summary of the Nonconformities and Status

CAR Ref.	CLASS	ISSUED	STATUS
1783969-201905-N1	Minor - 4.1.2.2 (Part 3 and Part 4)	31/05/2019	Closed on 20/06/20
1783969-201905-N2	Minor - 4.3.1.1 (Part 4)	31/05/2019	Closed on 20/06/20
1783969-201905-N3	Minor - 4.4.2.5 (Part 4)	31/05/2019	Closed on 20/06/20
1783969-201905-N4	Minor - 4.4.5.3 (Part 4)	31/05/2019	Closed on 20/06/20
1783969-201905-N5	Minor - 4.4.5.7 (Part 4)	31/05/2019	Closed on 20/06/20
1783969-201905-N6	Minor - 4.4.6.2 (Part 4)	31/05/2019	Closed on 20/06/20

1783969-201905-N7	Minor - 4.5.3.3 (Part 4)	31/05/2019	Closed on 20/06/20
1924801-202001-M1	Major – 4.3.1.1 (part 3)	20/06/2020	Closed on 09/09/20
1924801-202001-M2	Major – 4.4.5.6 (part 3)	20/06/2020	Closed on 09/09/20
1924801-202001-M3	Major – 4.4.5.6 (part 4)	20/06/2020	Closed on 09/09/20
1924801-202001-M4	Major – 4.4.5.3 (part 3)	20/06/2020	Closed on 09/09/20
1924801-202001-N1	Minor – 4.4.4.2 (part 3)	20/06/2020	Open
1924801-202001-N2	Minor – 4.4.4.2 (part 4)	20/06/2020	Open

3.5 Issues Raised by Stakeholders

IS #	Description
1	Issues: Ong Utama and Ali Bin Che Mat are harvesting contractor for GME. Both contractors confirmed that they have contracts signed with GME, and they understand the terms and conditions in the contract as these have been explained to them by the estate official prior to signing. The contractors also confirmed that rate calculations/pricing mechanism are clearly understood and inserted in the contracts they have signed. Payment is received within 1 week of issuance of invoice.
	Management Responses: Stakeholders’ comments are noted.
	Audit Team Findings: Harvesting Agreements dated 1 January 2020 were sighted for both contractors. The contracts contain rights and obligations of both parties to the contract, duration, commitment to MSP0 requirements and legal compliances. The payment term and rate calculations are also clearly stipulated. Pay slips of workers belonging to both contractors were sighted, and it was confirmed that the wages are above the Minimum Wages (Amendment) Act 2018.
2	Issues: ASPA is the only 3 rd party FFB supplier for KE POM. ASPA has signed a contract agreement with KE and understand the terms and conditions in the contract as these have been explained by the estate official prior to signing. The supplier also confirmed that rate calculations/pricing mechanism are clearly understood and inserted in the contracts they have signed. Payment is received within 1 week of issuance of invoice. Both estate maintaining the main road which used by other stakeholders.
	Management Responses: Will continue to assist whenever possible
	Audit Team Findings: FFB contract dated 17 th January 2020 was sighted. All terms and conditions stipulated consistent with the explanation given by ASPA during stakeholder interview.
3	Issues: G.M Timber and Padang Mutiara are among 3 rd party FFB suppliers for GME POM. They have signed a contract agreement with GME POM and understand the terms and conditions in the contract as these have been explained by the estate official prior to signing. The supplier also confirmed that rate calculations/pricing mechanism are clearly understood and inserted in the contracts they have signed. Payment is received within 1 week of issuance of invoice. No issue raised related to late payment.
	Management Responses: Stakeholders’ comments are noted.
	Audit Team Findings: FFB contract dated 1 st January 2020 was sighted. All terms and conditions stipulated consistent with the explanation given by them during stakeholder interview.
4	Feedbacks: Gender Representatives – They are aware of the function of the committee and reported that there was no sexual harassment case reported. They were given equal opportunity to work in the company.

	<p>Management Responses: The management will ensure the welfare and safety of female workers are protected.</p> <p>Audit Team Findings: No further issue.</p>
5	<p>Feedbacks: Workers representative: No issue with the management and always open for consultation and assistance. Equal opportunity to all workers regardless of their nationality, gender and race.</p> <p>Management Responses: No favouritism and all workers are equally treated.</p> <p>Audit Team Findings: No further issue.</p>

Section 4: Assessment Conclusion and Recommendation

Acknowledgement of Internal Responsibility and Formal Sign-off of Assessment Findings	
<p>Based on the findings during the assessment <i>Chin Teck Plantations Berhad</i> Certification Unit comprises of 2 mill (Keratong Estate POM and Gua Musang Estate POM) and 3 estates (Gua Musang Estate, Keratong Estate and Jemima/Sg. Sendayan Estate) complies with the MS 2530-2:2013 or MS 2530-3:2013 or MS 2530-4:2013. It is recommended that the certification of <i>Chin Teck Plantations Berhad</i> Certification Unit is continued.</p>	
Acknowledgement of Assessment Findings	Report Prepared by
<p>Name: Ng Yeen Chern</p>	<p>Name: Mohamed Hidhir Zainal Abidin</p>
<p>Company name: Chin Teck Plantations Berhad</p>	<p>Company name: BSI Services (M) Sdn Bhd</p>
<p>Title: Chief Operating Officer</p>	<p>Title: Lead Auditor</p>
<p>Signature:</p>  <p>NG YEEN CHERN Chief Operating Officer</p>	<p>Signature:</p> 
<p>Date: 13 November 2020</p>	<p>Date: 3rd November 2020</p>

Appendix A: Summary of the findings by Principles and Criteria

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

Criterion / Indicator		Assessment Findings	Compliance								
4.1 Principle 1: Management commitment & responsibility											
Criterion 4.1.1 – Malaysian Sustainable Palm Oil (MSPO) Policy											
4.1.1.1	A policy for the implementation of MSPO shall be established. - Major compliance -	Chin Teck Plantations Berhad has established a sustainability policy dated 2 nd January 2019 signed by Executive Chairman Mr Goh Wei Lei. The policy is made available at estate office and posted on notice boards.	Compliance								
4.1.1.2	The policy shall also emphasize commitment to continual improvement. - Major compliance -	The MSPO policy was communicated to the executive, staff, and workers accordingly. The company also display the policy at strategic area within estate office compound.	Compliance								
Criterion 4.1.2 – Internal Audit											
4.1.2.1	Internal audit shall be planned and conducted regularly to determine the strong and weak points and potential area for further improvement. - Major compliance -	Internal audit was carried by HQ Safety Department for all participating sites for Chin Teck Plantations Berhad. Audit covered both documentation and field operation. Summary of audit findings at all audited estates as per the following: <table border="1" data-bbox="1086 1262 1908 1327"> <thead> <tr> <th>Date of audit</th> <th>Finding</th> <th>Verification</th> <th>Estate</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Date of audit	Finding	Verification	Estate					Compliance
Date of audit	Finding	Verification	Estate								

MSP0 Public Summary Report
Revision 1 (Feb 2020)

		17-19/2/20	1 major NC	Report appendix 5, verification done on 4/5/20	Gua Musang Estate	
		19-20/5/20	2 OFI, 6 OFI	Report appendix 5, verification done on 3/6/20	Keratong Div A Estate	
		3/3/2020	4 Major, 7 OFI	Report appendix 5, verification done on 11/6/20	Jemima/Sg Sendayan	
4.1.2.2	The internal audit procedures and audit results shall be documented and evaluated, followed by the identification of strengths and root causes of nonconformities, in order to implement the necessary corrective action. - Major compliance -	Internal audit process is defined under Internal audit procedure, MSP0-P1-C2, rev:1.01 dated 30/8/18. Audit was carried out by personnel assigned by HQ. Details of finding reported under 4.1.2.1.				Compliance
4.1.2.3	Reports shall be made available to the management for their review. - Major compliance -	Internal audit report prepared by internal audit team dated 19/2/20 is made available to the management for review. Internal audit reports for other sites summarized as per below:				Compliance
		Estate/POM	Date of meeting			

		KE POM	19-20 th May 2020									
		KE	12 th February 2020									
		JE	3 rd March 2020									
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 latest management review was carried out on 8-11th June 2020 for Gua Musang Estate and POM. The meeting was chaired by COO and attended by management team from HQ. All pertinent elements in the standard has been discussed for effective implementation of MSPO towards continual improvement.</p> <p>Management review meetings carried out for other sites as the following:</p> <table border="1"> <thead> <tr> <th>Estate/POM</th> <th>Date of meeting</th> </tr> </thead> <tbody> <tr> <td>KE/POM</td> <td>8th June 2020</td> </tr> <tr> <td>KE division B</td> <td>12th June 2020</td> </tr> <tr> <td>JE</td> <td>4th March 2020</td> </tr> </tbody> </table>		Estate/POM	Date of meeting	KE/POM	8 th June 2020	KE division B	12 th June 2020	JE	4 th March 2020	Compliance
Estate/POM	Date of meeting											
KE/POM	8 th June 2020											
KE division B	12 th June 2020											
JE	4 th March 2020											
Criterion 4.1.4 – Continual Improvement												
4.1.4.1	<p>The action plan for continual improvement shall be based on consideration of the main social and environmental impact and opportunities of the company.</p> <p>- Major compliance -</p>	<p>Among continual improvement project sighted for 2020 at visited estates;</p> <ol style="list-style-type: none"> 1. Construction of new Vehicle Workshop (Relocation for Mill Expansion) 2. Construction of sand filter for Labour Quarter (Water Treatment) 3. Mechanised fertilizer application 		Compliance								

		<p>4. Grabber trial (Keratog A Division)</p> <p>5. Purchase of Automated External Defibrators (AEDs) for estates in more remote locations.</p> <p>6. Sports Day to promote goodwill between management and workers.</p> <p>7. Safety Day to promote better safety culture</p> <p>8. Establish SOPs for risk mitigation/management of COVID-19.</p>	
4.1.4.2	<p>The company shall establish a system to improve practices in line with new information and techniques or new industry standards and technology (where applicable) that are available and feasible for adoption.</p> <p>- Major compliance -</p>	<p>Currently, there was no new techniques or technology that implemented at estates visited. However, most of the estates are going for mechanization.</p>	Compliance
4.1.4.3	<p>An action plan to provide the necessary resources including training, to implement the new techniques or new industry standard or technology (where applicable) shall be established.</p> <p>- Major compliance -</p>	<p>Action is detailed out in the plan and under CAPEX budget as explained under 4.1.4.1.</p>	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</p>	<p>GME and POM has organized an external stakeholder meeting on 9 March 2020. This meeting was attended by external stakeholders comprising of authority (DOE and DOA). Another session is plan in May 2020 with reference to the invitation letter dated 29/4/20. Due to MCO, this meeting has yet to be conducted. During this meeting, it was</p>	Compliance

	disclosure that could result in negative environmental or social outcomes. - Major compliance -	communicated to the external stakeholders the following information which included: <ul style="list-style-type: none"> - Relevant information on environmental, social and legal issues. - Company’s policy on MSPO implementation. - MSPO certification requirements - Legal compliance 				
4.2.1.2	Management documents shall be publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes. - Major compliance -	The management documents that are publicly available include company’s policies, SIA report, HCV report, public summary of certification documents, relevant laws and legal register and land titles.	Compliance			
Criterion 4.2.2 – Transparent method of communication and consultation						
4.2.2.1	Procedures shall be established for consultation and communication with the relevant stakeholders. - Major compliance -	Chin Teck Plantations Berhad group of estates subscribe to Stakeholder Communication & Consultation Procedure (MSPO-P2-C2) dated 1/1/2019 (Rev:1.01). The communication was achieved through notice board, meeting minutes, trainings and newspapers. Complaint/ Suggestion Form and the Suggestion Box was implemented in the company. Interviews conducted with workers confirmed their awareness of the above. The workers also confirmed its implementation because they have used this method of consultation and communication and have seen positive actions being taken by management following this.	Compliance			
4.2.2.2	A management official should be nominated to be responsible for issues related to Indicator 1 at each operating unit. - Minor compliance -	The management officials nominated are as follows: <table border="1" data-bbox="1086 1300 1908 1396"> <tr> <td>Estate/Mill</td> <td>Person appointed</td> <td>Letter of appointment</td> </tr> </table>	Estate/Mill	Person appointed	Letter of appointment	Compliance
Estate/Mill	Person appointed	Letter of appointment				

		GME	Supervisor	1 st March 2020	
		KE	Senior conductor	field 1 st January 2020	
		JE	Field conductor	1 st January 2020	
		<p>Their duties and responsibilities include assisting the Manager in implementing the requirements of MSPO certification standards, stakeholder engagement and consultations, conduct management review based on internal audit report, monitor compliance and track update on changes in regulatory requirements. Interviews conducted with the nominated management officials indicate that they understand their roles and responsibilities.</p>			
<p>4.2.2.3</p>	<p>List of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders should be properly maintained.</p> <p>- Major compliance -</p>	<p>Each of the audited estates has its own stakeholder list. These lists comprise their external stakeholders such as:</p> <ul style="list-style-type: none"> - Relevant government agencies (e.g. DOE, DOA, Immigration Department, Department of Safety and Health, Labour Department) - Contractors - Suppliers - Consultants - Neighbouring estates - Clinics, hospitals, fire brigade, police, etc. <p>The stakeholder lists have been updated as follows:</p> <ul style="list-style-type: none"> - GME – 25th January 2020 - KE – 1st March 2020 			<p>Compliance</p>

		<p>- JE – 17th January 2020</p> <p>Correspondence with stakeholders are properly maintained and records of all consultation and communication during the past one year and records of action taken are also properly maintained.</p>	
Criterion 4.2.3 – Traceability			
4.2.3.1	<p>The management shall establish, implement and maintain a standard operating procedure to comply with the requirements for traceability of the relevant product(s).</p> <p>- Major compliance -</p>	<p>The company has established traceability procedure. The procedure specifies responsibility of PIC for “before work operation”, “during operation” and “after operation”. It covers every aspect of FFB Evacuation process starting from plantation to the mill.</p>	Compliance
4.2.3.2	<p>The management shall conduct regular inspections on compliance with the established traceability system.</p> <p>- Major compliance -</p>	<p>Regular inspection on traceability system is done on daily basis. FFB bunches will be recorded by bunch checker/counter to trace the location/field, no. of bunches cut and name of cutter for traceability. By end of the day, summary by each block/field yield will generated. This also will be used as an indication of productivity by each assigned cutter and SYP (site yield performance) to the management.</p>	Compliance
4.2.3.3	<p>The management should identify and assign suitable employees to implement and maintain the traceability system.</p> <p>- Minor compliance -</p>	<p>The appointed MSPO Officer is responsible in carrying out regular inspections on compliance with established traceability system.</p>	Compliance
4.2.3.4	<p>Records of sales, delivery or transportation of FFB shall be maintained.</p> <p>- Major compliance -</p>	<p>All production of the estate is being recorded on daily basis into FFB Record Book. The information recorded including daily crop (mt), todate crop (mt), and yield. Delivery documents are being retained accordingly as per established SOP.</p>	Compliance
4.3 Principle 3: Compliance to legal requirements			

Criterion 4.3.1 – Regulatory requirements			
<p>4.3.1.1</p>	<p>All operations are in compliance with the applicable local, state, national and ratified international laws and regulations.</p> <p>- Major compliance -</p>	<p>Chin Teck Plantations Bhd continued to comply with legal requirements. Compliance to each applicable laws and regulations are monitored by the operating units and HQ team. Sampled of licenses and permits:</p> <p><u>Gua Musang Estate</u></p> <ul style="list-style-type: none"> a) MPOB License (Nursery) 605644011000 valid from 1st January 2020 to 31st December 2020 b) MPOB License (FFB) 501492402000 valid from 01 April 2020 to 31st March 2021 c) Petrol Permit (PK D002015) – Validity period 13th May 2020 to 12 November 2020. d) Diesoline Permit – (D 002030) – Validity Period 17 May 2019 – 16 May 2021 (20,000 Litres) e) Permohonan Had Kerja Lebih Masa Di Bawah Seksyen(4)(a) Akta Kerja 1955 valid till 30th June 2020 f) Lesen Abstraksi Air Perigi (enakmen Bekalan Air 1955) – Abstraksi Air sebanyak 93,600 m³ air dengan kadar 15 m³/jam valid from 1st October 2019 to 30th September 2020. <p><u>Keratong Estate</u></p> <ul style="list-style-type: none"> a) MPOB License – License Number: 500067204000 Keratong Estate POM – Validity Period 01.12.2019 – 30.11.2020 b) Perakuan Kelayakan Pengandang Tekanan Tak Berapi – PMT – PH/19 26906 Valid till 05.11.2020. c) Kebenaran Membeli Racun MakhluK Perosak Amat Berbisa/Terhad – Tarikh Dikeluarkan 26th July 2017 d) Permohonan Had Kerja Lebih Masa Di Bawah Seksyen 60(4)(a) Akta Kerja 1955 – (BHG. PU/9/134 Jld 26 (14) valid from November 2019 to 30th November 2021. e) Permit Barang Kawalan Berjadual – No. Siri P: C00580 – (PHG/RPN/017/82 SK (D)- Kuantiti Simpanan -34,200 Litre – 	<p>Major Non - Compliance</p>

MSP0 Public Summary Report
Revision 1 (Feb 2020)

		<p>Validity Period – 29th August 2019 to 28th August 2020.</p> <p><u>Jemima Estate</u></p> <ul style="list-style-type: none"> a) MPOB License; License Number – 501233602000; License Validity – 12.03.2020 – 31.03.2021 b) Perakuan Kelayakan Pengandang Tekanan Tak Berapi; License Number PMT – NS/19 23231; Registration Number – PMT106867 NS; Valid till 09.09.2020 c) Permit Barang Kawalan Berjadual; No Rujukan NS(PD) 8/2009 P(D); Diesel – 12, 000 Litres; Valid from 01.04.2020 till 31.03.2021. d) Chemical Health Risk Assessment; Prepared by Lim Suet Lai (JKKP HIE 127/171-2 (20); Valid till 16.12.2021. <p>Compliance with the applicable local, state, national and ratified international laws and regulations was not effectively demonstrated. Based on Offer letter for visiting & panel medical officer – Chin Teck Plantations Berhad, Keratong Estate dated 19/5/14 to Dr Ahmad Basri Abdullah under Klinik Ikhwan and Surgery. Frequency of visit is once a month effective from 1st June 2014. The last VMO visit was on 13/6/20, 4/3/20, 8/2/20. For May & April there was no visit due to MCO which effective from 18/3/20. This was found to be non-compliance to Regulation 19 (3) of Worker Minimum Housing and Amenities Act 1990. Thus, a major NC was raised.</p>	
<p>4.3.1.2</p>	<p>The management shall list all laws applicable to their operations in a legal requirements register.</p> <p>- Major compliance -</p>	<p>The list of all applicable laws to the operation been included such as Min wages 2018, OSHA 1994, and other legal requirement</p>	<p>Compliance</p>
<p>4.3.1.3</p>	<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>The list of Legal Register was available latest reviewed as below: -</p> <ul style="list-style-type: none"> a) Gua Musang Estate on 13th May 2020. b) Keratong B Estate on 12th May 2020. c) Jemima Estate on 12th May 2020. 	<p>Compliance</p>

	- Major compliance -		
4.3.1.4	<p>The management should assign a person responsible to monitor compliance and to track and update the changes in regulatory requirements.</p> <p>- Minor compliance -</p>	<p>Gua Musang Estate has appointed Nor Mazila Binti Sulaiman as the person responsible to monitor compliance and to track and update the changes in regulatory requirements as stated in the roles and responsibilities of the Appointment Letter as MSP0 Committee Gua Musang Legal Officer dated 1st January 2020 undersigned by the Estate Manager</p> <p>Keratong Estate has appointed Nazirawaty Chiong as the person responsible to monitor compliance and to track and update the changes in regulatory requirements as stated in the roles and responsibilities of the Appointment Letter as MSP0 Committee Keratong Estate Division B Legal Officer dated 1st January 2020 undersigned by the Estate Manager.</p> <p>Jemima Estate has appointed Mazarin Binti Mohd Isa as the person responsible to monitor compliance and to track and update the changes in regulatory requirements as stated in the roles and responsibilities of the Appointment Letter as MSP0 Committee Jemima Estate Legal Officer dated 1st January 2019 undersigned by the Estate Manager.</p>	Compliance
Criterion 4.3.2 – Lands use rights			
4.3.2.1	<p>The management shall ensure that their oil palm cultivation activities do not diminish the land use rights of other users.</p> <p>- Major compliance -</p>	The usage of all land titles area for agriculture purposes and no land encroachment occur.	Compliance
4.3.2.2	<p>The management shall provide documents showing legal ownership or lease, history of land tenure and the actual use of the land.</p> <p>- Major compliance -</p>	The management Chin Teck Plantations Berhad group estates have provided documents to show legal ownership. Sighted during the audit were the title documents issued to GME, KE and JE as summarized below:	Compliance

**MSP0 Public Summary Report
Revision 1 (Feb 2020)**

Name of Estate	Grant details	Land size (Ha)	Legal ownership/ Tenure	Land use type
GME	No. HM 19935, lot 154	1,618.3 953 Ha	Freehold	Agriculture
KE Division B	i)No. HM 5506, lot 25399	i)3,519.5 ha	i) Lease for 66 years until 1 October 2056	i) Agriculture
	ii)No. HM 5505, lot 25400	ii)527.3 1 ha	ii) Lease for 99 years until 17 July 2094	ii) Agriculture
KE Division A	No. HM 7218, lot 311	4,044.7 407 Ha	Lease for 99 years until 18 April 2075	Agriculture
JE	Total of 30 grants Example: i) No. HM 86049, lot 5924 ii) No. HSD	1,618.4 608 ha i)371.7 4 ha ii)226.5 ha	Freehold	Agriculture

		24652, no. PT 6052			
4.3.2.3	Legal perimeter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable. - Major compliance -	Although only some of the boundary stones were managed to be found by the company, the demarcation of boundaries at the visited estates using concrete pole painted with red and white was very obvious, especially at the boundaries with third parties			Compliance
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 was no disputes or land issues reported within Chin Teck Plantations Berhad group estates.			Compliance
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 evidence that the land on which Gua Musang Estate, Keratong Estate and Jemima/Sg Sendayan Estate are situated is encumbered by customary rights. Therefore, this Indicator is not applicable.			Compliance
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 evidence that the land on which Gua Musang Estate, Keratong Estate and Jemima/Sg Sendayan Estate are situated is encumbered by customary rights. Therefore, this Indicator is not applicable			Compliance

4.3.3.3	<p>Negotiation and FPIC shall be recorded and copies of negotiated agreements should be made available.</p> <p>- Major compliance -</p>	<p>There is no evidence that the land on which Gua Musang Estate, Keratong Estate and Jemima/Sg Sendayan Estate are situated is encumbered by customary rights. Therefore, this Indicator is not applicable</p>	Compliance
<p>4.4 Principle 4: Social responsibility, health, safety and employment condition</p>			
<p>Criterion 4.4.1: Social Impact Assessment (SIA)</p>			
4.4.1.1	<p>Social impact should be identified and plans are implemented to mitigate the negative impacts and promote the positive ones.</p> <p>- Minor compliance -</p>	<p>Social impact assessment for Chin Teck Plantations Berhad group estates were carried out internally by the site operation team and are being revised annually. These assessment reports are reviewed annually and prepared by the Social Liaison Officers of each Estate and approved by the respective Estate Managers.</p> <p>The reviews took into account inputs received from internal stakeholders and external stakeholders (suppliers, contractors, government agencies). The inputs are compiled in the SIA with recommended mitigation plan for improvement.</p>	Compliance
<p>Criterion 4.4.2: Complaints and grievances</p>			
4.4.2.1	<p>A system for dealing with complaints and grievances shall be established and documented.</p> <p>- Major compliance -</p>	<p>Chin Teck Plantations Berhad's group estates subscribe to the consultation and communication procedure documented under Grievance & Complaints Handling Procedure (MSPO-P4-C2) dated 8/5/2019 (Revision: 1.01). Complaint/ Grievances Form was established and implemented in the estates to record any complaints from the stakeholders.</p> <p>Interviews conducted with workers confirmed their awareness of the above, and they also confirmed its implementation.</p>	Compliance

<p>4.4.2.2</p>	<p>The system shall be able to resolve disputes in an effective, timely and appropriate manner that is accepted by all parties.</p> <p>- Major compliance -</p>	<p>There is evidence that the system has been able to resolve disputes in an effective and appropriate manner accepted by all parties. Complaints received and reply statement is > 1 days which yet to be clearly defined. Execution date and solution for each complaint are differ based on 4 categories:</p> <p>A1: < 24 hours A2: < 3 days A3: < 5 days A4: < 14 days</p> <p>Resolution stage on review of complaint form and record keeping has yet to be defined as well.</p>	<p>Compliance</p>
<p>4.4.2.3</p>	<p>A complaint form should be made available at the premises, where employees and affected stakeholders can make a complaint.</p> <p>- Minor compliance -</p>	<p>All the Estates makes the complaint form available at the guard house and office premises where workers and stakeholders can have access to the same. Interviews conducted with the estate workers confirmed their awareness of the form used for complaints and some have submitted their grievances in the same.</p> <p>Interviews held with contractors and workers at GME (Ong Utama Contractor and Ali Bin Che Mat – harvesting contractor), KE Division B (Chong Tow and Wong Yeong Kheong – harvesting contractor), JE (Kim Chuan Oil Palm Trading – harvesting contractor) also confirmed their awareness of the complaint procedure.</p>	<p>Compliance</p>
<p>4.4.2.4</p>	<p>Employees and the surrounding communities should be made aware that complaints or suggestions can be made any time.</p> <p>- Minor compliance -</p>	<p>There is evidence that employees are made aware that complaints or suggestions can be made anytime during muster briefings. Formal complaints need to be recorded in the form created for tracking and updates.</p>	<p>Compliance</p>

		<p>For external stakeholders, this was made aware during the stakeholder meeting held on 9 March 2020. Interviews conducted with workers and contractors at GME (Ong Utama Contractor and Ali Bin Che Mat – harvesting contractor) confirmed their awareness that complaints /suggestions can be made anytime.</p> <p>Interviews conducted with workers and contractors at KE Division B (Chong Tow and Wong Yeong Kheong – harvesting contractor) confirmed their awareness that complaints /suggestions can be made anytime.</p>	
4.4.2.5	<p>Complaints and resolutions for the last 24 months shall be documented and made available to affected stakeholders upon request.</p> <p>- Major compliance -</p>	<p>All complaints and resolutions for the past 24 months (since implementation date August 2018) were available upon request.</p>	Compliance
Criterion 4.4.3: Commitment to contribute to local sustainable development			
4.4.3.1	<p>Growers should contribute to local development in consultation with the local communities.</p> <p>- Minor compliance -</p>	<p>At Gua Musang Estate and POM, the management has made contribution to the local communities and workers such as donation to the school and activities upon request by the stakeholders. Besides, the company contributed 1 bag of rice per month for workers.</p> <p>The company also provided job opportunity to the local communities. At Keratong Estate, the management has done the contribution to local communities. For example: 1. Donation to Ibu Pejabat Polis Daerah Rompin</p> <p>For JE, donation to SK Jimah for sport day and PPE for Covid 19 was recorded as part of OU's CSR programme.</p>	Compliance
Criterion 4.4.4: Employees safety and health			

<p>4.4.4.1</p>	<p>An occupational safety and health policy and plan shall be documented, effectively communicated and implemented.</p> <p>- Major compliance -</p>	<p>An Occupational Safety & Health Policy had been established and implemented. The policy was signed by Mr Goh Wei Lei (Executive Chairman) on 13th May 2019 and is displayed prominently on notice boards in Bahasa Malaysia.</p>	<p>Compliance</p>
<p>4.4.4.2</p>	<p>The occupational safety and health plan shall cover the following:</p> <ul style="list-style-type: none"> a) A safety and health policy, which is communicated and implemented. b) The risks of all operations shall be assessed and documented. c) An awareness and training programme which includes the following requirements for employees exposed to pesticides: <ul style="list-style-type: none"> i. all employees involved shall be adequately trained on safe working practices ii. all precautions attached to products shall be properly observed and applied d) The management shall provide the appropriate PPE at the place of work to cover all potentially hazardous operations as identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC). e) The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labeling) Regulation 1997 and Occupational Safety Health (Use and 	<ul style="list-style-type: none"> a) Gua Musang & Keratong Estate An Occupational Safety & Health Policy had been established and implemented. The policy was signed by Mr Goh Wei Lei (Executive Chairman) on 13th May 2019 and is displayed prominently on notice boards in Bahasa Malaysia. The polisi has been communicated to all workers and staffs as below: - Jemima Estate – 16th April 2020. b) Gua Musang Estate The HIRARC was available identifying all possible risks in the estate operations. The HIRARC is reviewed every 4 months to ensure the effectiveness of the HIRARC. The HIRARC was last reviewed 2020 for Covid-19 Prevention dated 07th April 2020. Among the other HIRARC sighted was Chemical Spraying in Field, Driving Tractor & Pruning. Keratong Estate The HIRARC was available for all operations in the estate. Sighted the HIRARC for COVID 19 dated 12.04.2020. Training were provided to all workers and staff on the new Covid-19 SOP and HIRARC dated 19.05.2020. Sighted HIRARC for Felling and Chipping for Excavator, Roof maintenance, Manual Buffalo Loading. Jemima Estate The HIRARC was available identifying all possible risks in the estate operations. The HIRARC is reviewed every year to ensure the 	<p>Minor Non-Compliance</p>

	<p>Standard of Exposure of Chemical Hazardous to Health) Regulation 2000.</p> <p>f) The management shall appoint responsible person(s) for workers' safety and health. The appointed person(s) of trust must have knowledge and access to latest national regulations and collective agreements.</p> <p>g) The management shall conduct regular two-way communication with their employees where issues affecting their business such as employee's health, safety and welfare are discussed openly. Records from such meeting are kept and the concerns of the employees and any remedial actions taken are recorded.</p> <p>h) Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees.</p> <p>i) Employees trained in First Aid should be present at all field operations. A First Aid Kit equipped with approved contents should be available at each worksite.</p> <p>j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.</p>	<p>effectiveness of the HIRARC. The HIRARC was last reviewed 2020 for Covid-19 Prevention dated 07th April 2020. Among the other HIRARC sighted was Harvesting Work which was done after the latest accident dated 10th February 2020 involving a harvester was reviewed on 11.02.2020.</p> <p>c) Gua Musang Estate Training programme available for 2020, awareness training programme was established and workers involved with chemical handling were trained. Chemicals were arranged and segregated accordingly in the chemical store. The SDS for chemicals available at point of use. In addition to specific training courses, safety briefings are given during muster to reinforce awareness, such as correct wearing of PPE.</p> <p>Keratong Estate Training programme available for 2020, awareness training programme was established and workers involved with chemical handling were trained. Chemicals were arranged and segregated accordingly in the chemical store. The SDS for chemicals were available at point of use. In addition to specific training courses, safety briefings are given during muster to reinforce awareness, such as correct wearing of PPE. Sighted the latest training records for the sprayers done on 07.01.2020.</p> <p>Jemima Estate Training programme available for 2020, awareness training programme was established and workers involved with chemical handling were trained. Chemicals were arranged and segregated accordingly in the chemical store. The SDS for chemicals were available at point of use. Sighted the SDS for Rock Phosphate, Diesel, Glyphosate and Cypermetrin. In addition to specific training courses,</p>	
--	---	---	--

	<p>- Major compliance -</p>	<p>safety briefings are given during muster to reinforce awareness, such as correct wearing of PPE. Sighted the latest training records for the sprayers and premixers were done on 27th March 2020 and 4th March 2020. Schedule Waste Training was conducted on 09 March 2020</p> <p>d) Keratong Estate During the audit it was noted that all employees were provided with and were wearing appropriate personal protective equipment (PPE). Records were available of PPE issued to individual workers, including signatures to confirm receipt. PPE issued was based on CHRA assessor’s recommendation, HIRARC and SOPs. Record available under document 018-A (PPE Issuance Records). Among the sampled PPEs are as below: -</p> <table border="1" data-bbox="1182 815 1901 1114"> <thead> <tr> <th>Name</th> <th>PPE</th> <th>Issue Date</th> </tr> </thead> <tbody> <tr> <td>Mujitahid</td> <td>Nitrile Glove</td> <td>11.06.2020</td> </tr> <tr> <td>Sahri Ramadhan</td> <td>Organic Vapour Cartridge with Prefilter 3M</td> <td>07.06.2020</td> </tr> <tr> <td>Syaifudin</td> <td>Organic Vapour Cartridge with Prefilter 3M</td> <td>07.06.2020</td> </tr> </tbody> </table> <p>Jemima Estate During the audit it was noted that all employees were provided with and were wearing appropriate personal protective equipment (PPE). Records were available of PPE issued to individual workers, including signatures to confirm receipt. PPE issued was based on CHRA</p>	Name	PPE	Issue Date	Mujitahid	Nitrile Glove	11.06.2020	Sahri Ramadhan	Organic Vapour Cartridge with Prefilter 3M	07.06.2020	Syaifudin	Organic Vapour Cartridge with Prefilter 3M	07.06.2020	
Name	PPE	Issue Date													
Mujitahid	Nitrile Glove	11.06.2020													
Sahri Ramadhan	Organic Vapour Cartridge with Prefilter 3M	07.06.2020													
Syaifudin	Organic Vapour Cartridge with Prefilter 3M	07.06.2020													

**MSP0 Public Summary Report
Revision 1 (Feb 2020)**

		<p>assessor’s recommendation, HIRARC and SOPs. Record available under document 018-A (PPE Issuance Records).</p> <table border="1"> <thead> <tr> <th>Name</th> <th>PPE</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Fauzan</td> <td>Nitrile Glove</td> <td>09.10.2019</td> </tr> <tr> <td>Ravi</td> <td>Apron</td> <td>10.03.2020</td> </tr> <tr> <td>Inayathur Rahman</td> <td>Respirator & Filter</td> <td>27.02.2020</td> </tr> </tbody> </table> <p>Gua Musang Estate During the audit it was noted that all employees were provided with and were wearing appropriate personal protective equipment (PPE). Records were available of PPE issued to individual workers, including signatures to confirm receipt. PPE issued was based on CHRA assessor’s recommendation, HIRARC and SOPs. Record available under document 018-A (PPE Issuance Records).</p> <p>Among the sampled PPEs are as below:-</p> <table border="1"> <thead> <tr> <th>Name</th> <th>PPE</th> <th>Issue Date</th> </tr> </thead> <tbody> <tr> <td>Hamzan Wadi</td> <td>Gloves</td> <td>18.02.2019</td> </tr> <tr> <td>Mazlan Bin Alo</td> <td>Gloves</td> <td>22.01.2019</td> </tr> <tr> <td>Nuji Bin Harun</td> <td>Apron</td> <td>23.09.2019</td> </tr> </tbody> </table> <p>e) Standard Operating Procedure for handling of chemicals I establish by management, referred to title Prosedur Kerja Selamat Penggunaan Bahan Kimia/Racun page 34 until page 43. Another manual is Prosedur Kerja Yang Selamat (Tumpahan Bahan Kimia)</p>	Name	PPE	Date	Fauzan	Nitrile Glove	09.10.2019	Ravi	Apron	10.03.2020	Inayathur Rahman	Respirator & Filter	27.02.2020	Name	PPE	Issue Date	Hamzan Wadi	Gloves	18.02.2019	Mazlan Bin Alo	Gloves	22.01.2019	Nuji Bin Harun	Apron	23.09.2019	
Name	PPE	Date																									
Fauzan	Nitrile Glove	09.10.2019																									
Ravi	Apron	10.03.2020																									
Inayathur Rahman	Respirator & Filter	27.02.2020																									
Name	PPE	Issue Date																									
Hamzan Wadi	Gloves	18.02.2019																									
Mazlan Bin Alo	Gloves	22.01.2019																									
Nuji Bin Harun	Apron	23.09.2019																									

		<p>and Garis Panduan Label Bahan Kimia</p> <p>f) Gua Musang Estate In Gua Musang Estate, the management has identified Mr. Lee Khen Siang (Senior Assistant Manager) as the person responsible for workers' safety and health (MSPO Committee Safety & Health Compliance Officer).</p> <p>Keratong Estate In Keratong Estate, the management has identified Chin Kam Loong as the person responsible for workers' safety and health (MSPO Committee Safety & Health Compliance Officer). The Appointment letter for the PIC was sighted dated 2nd January 2020 undersigned by the COO.</p> <p>Jemima Estate In Jemima Estate, the management has identified Lim Etock as the person responsible for workers' safety and health (MSPO Committee Safety & Health Compliance Officer). The Appointment letter for the PIC was sighted dated 2nd January 2020 undersigned by the COO.</p> <p>g) Gua Musang Estate The management conducted OSH committee meeting on quarterly basis. In the meeting discussed issue on employees' safety, health and welfare such as estate safety and health achievement report, estate security, safety compliance by contractors, workplace audit report, legal compliance, safety and health training, etc. Sighted the minutes meeting for OSH committee dated 15 March 2020 (1/2020), 30 December 2019 (4/2019), 22 September 2019 (3/2019), 23 June 2019 (2/2019)</p>	
--	--	--	--

		<p>Keratong Estate The management conducted OSH committee meeting on quarterly basis. In the meeting discussed issue on employees' safety, health and welfare such as estate safety and health achievement report, estate security, safety compliance by contractors, workplace audit report, legal compliance, safety and health training, etc. Sighted the minutes meeting for OSH committee dated 09 March 2020 (1/2020), 19 December 2019 (04/2019) and 11th September 2019 (03/2019).</p> <p>Jemima Estate The management conducted OSH committee meeting on quarterly basis. In the meeting discussed issue on employees' safety, health and welfare such as estate safety and health achievement report, estate security, safety compliance by contractors, workplace audit report, legal compliance, safety and health training, etc. Sighted the minutes meeting for OSH committee dated 05 October 2019 (3/2019), 13 December 2019 (04/2019), 14th March 2020 (01/2020) & 13 June 2020 (02/2020)</p> <p>h) Accident emergency procedure have been established by management on page 89 of the SOP.</p> <p>Gua Musang Estate Sighted during site visit, the emergency handling flowchart was available for Flood, Fire, Chemical Spillage, Accident & Wild Animal Attack at the office, workshop, stores and press station. The workstations were also equipped with adequate fire extinguisher and first aid kits. Noted during interview with employee shows the understanding regarding emergency procedures.</p>	
--	--	--	--

		<p>The estate has established Emergency Response Team. Sighted during site visit, the ERT chart and Fire Extinguisher Map was displayed at several notice board in the mill. Latest ERP training was conducted on 07 March 2020 for Fire Drill.</p> <p>Keratong Estate Sighted during site visit, the emergency handling flowchart was available for Flood, Fire, Chemical Spillage, Accident & Wild Animal Attack at the office, workshop, stores and press station. The workstations were also equipped with adequate fire extinguisher and first aid kits. Noted during interview with employee shows the understanding regarding emergency procedures.</p> <p>The estate has established Emergency Response Team. Sighted during site visit, the ERT chart and Fire Extinguisher Map was displayed at several notice board in the mill. Latest Fire Fighting Training was sighted dated 09.07.2019.</p> <p>Jemima Estate Sighted during site visit, the emergency handling flowchart was available for Flood, Fire, Chemical Spillage, Accident & Wild Animal Attack at the office, workshop, stores and press station. The workstations were also equipped with adequate fire extinguisher and first aid kits. Noted during interview with employee shows the understanding regarding emergency procedures.</p> <p>The estate has established Emergency Response Team. Sighted during site visit, the ERT chart and Fire Extinguisher Map was displayed at several notice board in the mill. Latest Fire Drill Training was sighted dated 04.07.2019 and ERP Training dated 28.05.2020.</p>	
--	--	--	--

		<p>i) Gua Musang Estate First aiders are present at various work station at the estate. The first aider responsible for first aid box at each workstation. During the interview with the Spraying Mandore and Foreman, shows the awareness regarding the emergency procedure if accident occurs, person responsible of every first aid box and the location of the nearest first aid box. Sighted the latest training records for first aider dated 22 October 2019.</p> <p><i>Under the Guidelines on First Aid in the Workplace (DOSH) 2004; 5.3 Contents; First-aid boxes should contain a sufficient quantity of suitable first-aid materials. They should not contain oral medication of any kind other than those required for first-aid treatment. It is essential that first-aid boxes be checked frequently so as to make sure they are fully equipped, and all items are usable. Materials used should be replaced as soon as possible.</i></p> <p>The first aid boxes at the Chemical Store & Workshop were found to be with insufficient supplies. There were no monitoring done to replenish the first aid boxes on a regular basis. Therefore, a minor non-conformance was raised.</p> <p>Keratong Estate First aiders were present at the sampled work stations at the estate (Spraying Gang, Office & Workshop). The first aiders responsible for the first aid box at each workstation. During the interview with the Spraying Mandore, Foreman and Office Staff, They showed awareness regarding the emergency procedure if accident occurs, person responsible of every first aid box and the location of the nearest first aid box. First Aid box monitoring was conducted on</p>	
--	--	---	--

**MSP0 Public Summary Report
Revision 1 (Feb 2020)**

		<p>monthly basis by the Estate Medical Officer. Sighted the latest training records for first aider dated 12th June 2020.</p> <p>Jemima Estate First aiders were present at the sampled work stations at the estate (Office). The first aiders responsible for the first aid box were present at the workstation. During the interview with the Office Staff, she showed awareness regarding the emergency procedure if accident occurs, person responsible of the first aid box and the location of the nearest first aid box. First Aid box monitoring was conducted on monthly basis by the Estate Medical Officer. Sighted the latest training records for first aider dated 13th April 2020.</p> <p>j) Gua Musang Estate No Accident cases were reported for the year 2019. JKPP 8 for the year 2019 was submitted on 12th January 2020. For the year 2020, as of to date there no accident cases reported.</p> <p>Keratong B Estate No Accident cases were reported for the year 2019. JKPP 8 (JKPP 8/53200/2020) for the year 2019 was submitted on 21st January 2020. For the year 2020, as of to date there no accident cases reported.</p> <p>Jemima Estate A total of 4 accident cases were reported for the year 2019 involving the estate workers. The JKPP 6 and JKPP 8 have been submitted to JKPP accordingly. Total number of lost mandays for the year 2019 was 63 days. For 2020 as of to date there were 1 case reported involving a harvester dated 10th February 2020. The JKPP 6 has been raised. Sighted the accident investigation report and retraining of harvesters dated 15.03.2020.</p>	
--	--	--	--

Criterion 4.4.5: Employment conditions			
4.4.5.1	<p>The management shall establish policy on good social practices regarding human rights in respect of industrial harmony. The policy shall be signed by the top management and effectively communicated to the employees.</p> <p>- Major compliance -</p>	<p>All the Estates subscribe to Social and Human Right Policy signed by the Executive Chairman on 2/1/19. This was communicated to all employees during muster briefings and Company Policy training held on 11th May 2020 (GME) and on 16th June 2020 (KE Division B). The Policy is also displayed on main notice boards within the Estate premises.</p>	Compliance
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 Estates subscribe to the policy signed by Executive Chairman on 2/1/2019 where the management is committed not engage in or support discriminatory practices and shall provide equal opportunity and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristic</p> <p>The implementation of this Policy was confirmed by workers interviewed, where they confirmed that no form of discrimination exists.</p>	Compliance
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><u>GME and POM</u></p> <p>Workers' pay slips were sighted for the months of May 2020 (peak crop) and December 2019 (low crop). Pay slips belong to the following workers were verified and it showed that all sampled workers receive minimum wages of RM1,100 and above, which is in compliance with the Minimum Wages (Amendment) Order 2018. The Malaysian workers' wages are deducted for statutory payments such as the EPF, SOCSO and EIS.</p> <ul style="list-style-type: none"> - GME POM (Employee ID 05003, 05219), - GME (Employee ID 05024, 05258) <p><u>KE</u></p>	Compliance

MSPO Public Summary Report
Revision 1 (Feb 2020)

		<p>Workers' pay slips were sighted for the months of April 2020 (peak crop) and January 2020 (low crop). Pay slips belong to the following workers were verified and it showed that all sampled workers receive minimum wages of RM1,100 and above, which is in compliance with the Minimum Wages (Amendment) Order 2018. The Malaysian workers' wages are deducted for statutory payments such as the EPF, SOCSO and EIS.</p> <ul style="list-style-type: none"> - KE (Employee ID 02227, 02286, 02287, 02166, 02782, 02092) <p><u>GME</u></p> <p>Salary deductions were made for electricity usage in the linesite. Sighted during the audit was a written approval from the Labour Office (Serial No. (3)dIm JTK/D/02/90/600-9/6 JLD 5 effective from 11 June 2019. Approval from workers were also sighted for workers ID 05003,05219 05024 and 05258)</p> <p><u>JE</u></p> <p>Salary deductions were made for electricity usage in the line site. Written approval from the Labour Office, ref. no. (18) PMT 10501/2019/0044 dated 14/8/19 valid for 3 years until 13th August 2022. Approval from workers were also sighted for workers ID/passport B6837922,05219 AT838208 and C1505461)</p>	
<p>4.4.5.4</p>	<p>Management should ensure employees of contractors are paid based on legal or industry minimum standards according to the employment contract agreed between the contractor and his employee.</p> <p>- Minor compliance -</p>	<p>Management for the Estates ensure employees of contractors are paid in accordance with the provisions of the Minimum Wages Order by making it compulsory for contractors to submit their workers' monthly pay slips. For GME, harvesting contractor (Ali Bin Che Mat and Ong Utama Contractor) submits the workers' monthly wage payment slip. Sighted during the audit were monthly wage payment slip for December 2019 and May 2020. Sample of pay slips checked:</p> <p>Ali Bin Che Mat – ACM 0078, ACM 0077</p>	<p>Compliance</p>

MSP0 Public Summary Report
Revision 1 (Feb 2020)

		<p>Ong Utama Contractor – OU0077, OU0081</p> <p>For KE, harvesting contractor (Wong Yeong Kheong and Chong Tow) submits the workers’ monthly wage payment slip. Sighted during the audit were monthly wage payment slip for January 2020 and April 2020. Sample of pay slips checked:</p> <p>Wong Yeong Kheong – B9968819, AU443669</p> <p>Ong Utama Contractor – B7193326, AT450146</p> <p>For JE, harvesting (Kim Chuan Oil Palm Trading) submits the workers’ monthly wage payment slip. Sighted during the audit were monthly wage payment slip for December 2020 and April 2020. Sample of pay slips checked:</p> <p>Kim Chuan Oil Palm Trading – B6837974, B8637922</p> <p>It was evident that the workers are paid more than the statutory minimum wages.</p>	
4.4.5.5	<p>The management shall establish records that provide an accurate account of all employees (including seasonal workers and subcontracted workers on the premises). The records should contain full names, gender, date of birth, date of entry, a job description, wage and the period of employment.</p> <p>- Major compliance -</p>	<p>All the Estates has records of all employees including contractors’ employees. The record containing details such as full name, gender, nationality, date of birth, date of employment, job description, wage and period of employment.</p>	Compliance
4.4.5.6	<p>All employees shall be provided with fair contracts that have been signed by both employee and employer. A copy of employment contract is available for each and every employee indicated in the employment records.</p> <p>- Major compliance -</p>	<p>All employees (local and foreign) sign employment contracts which contents comply with Employment Act 1955. All contracts are signed by both the employer and the employee and are made available for all workers.</p> <p>The employment contracts of local workers state that the duration as</p>	Major Non Compliance

		<p>until retirement age, in accordance with the Minimum Retirement Age Act 2012. For foreign workers, the duration is for 2-3 years and based on nationalities. Among the other terms and conditions in the employment contract include overtime pay, rest day, working hours, rate for working on rest day, termination notice period, public holidays, paid annual leave, paid medical leave, etc. Based on review, the contracts are deemed fair.</p> <p><u>KE division B</u></p> <p>Re-contract @ extension of contract not as per approved work permit.</p> <p>i) Passport no. 06078347, date join: 14/1/13 visa/work permit: until 13 January 2021</p> <p><i>Clause 2: Tempoh kerja, tanggal & jam/waktu kerja seharian bermula "Kontrak kerja ini sah diperakukan bagi tempoh mengikut permit kerja dari tarikh ia melapurkan diri berkerja bermula 14/1/19 – 13/1/21."</i></p> <p><i>Clause 9: Penamatan kontrak perkhidmatan</i></p> <p><i>Majikan berhak menamatkan perjanjian perkhidmatan dengan serta merta tanpa sebarang notis sekiranya salah satu daripada perkara berikut berlaku:-</i></p> <p><i>a) Sekiranya pekerja memungkirinya syarat-syarat yang dinyatakan di dalam kontrak pekerjaan</i></p> <p>ii) Passport no. P2931500, date join: 3/4/12 visa/work permit: until 2 April 2020, in progress of renewal via Myeg, refer to invoice no. IMM/FW/TX/1584498403184 dated 18/3/20.</p>	
--	--	--	--

		<p><i>Clause 2: Tempoh kerja, tanggal & jam/waktu kerja seharian bermula</i> <i>"Kontrak kerja ini sah diperakukan bagi tempoh mengikut permit kerja dari tarikh ia melapurkan diri berkerja bermula 3/4/19 – 2/4/21."</i></p> <p><i>Clause 9: Penamatan kontrak perkhidmatan</i> <i>Majikan berhak menamatkan perjanjian perkhidmatan dengan serta merta tanpa sebarang notis sekiranya salah satu daripada perkara berikut berlaku:-</i></p> <p><i>a) Sekiranya pekerja memungkiri syarat-syarat yang dinyatakan di dalam kontrak pekerjaan</i></p> <p>KE Indonesian – B6828907, work permit/visa: until 22/4/20, in progress of renewal via Myeg, refer to invoice, IMM/FW/TX11587571036222. Pakistani – VV6893052, work permit/visa: 17/1/20 -17/2/21</p> <p>Contract offered – probational contract for 3 month, shall be offered for extension of contract on yearly basis. Signed date 1/2/20</p> <p>Pakistani – TF4105952, work permit/visa: 17/11/19-27/11/20</p> <p>Contract offered – probational contract for 3 month, shall be offered for extension of contract on yearly basis. Signed date 1/2/20</p> <p>Thus, a major NC was issued.</p>	
<p>4.4.5.7</p>	<p>The management shall establish a time recording system that makes working hours and overtime transparent for both employees and employer.</p>	<p>The Estates have established a time recording system which is transparent for both employees and employers. At GME/KE and JE, the daily punch card/master chit was sighted for May 2020. It contains name</p>	<p>Compliance</p>

MSPO Public Summary Report
Revision 1 (Feb 2020)

	- Major compliance -	of worker, block he/she worked, working time, rest hours, and total hours of work. This record is checked by the mandores and further verified by assistant manager and approve by the estate manager.	
4.4.5.8	The working hours and breaks of each individual employee as indicated in the time records shall comply with legal regulations and collective agreements. Overtime shall be mutually agreed and shall always be compensated at the rate applicable and shall meet the applicable legal requirement. - Major compliance -	The working hours and breaks of each individual employee is recorded in their respective employment contracts which clearly stipulate that working hours is 8 hours from 7 AM to 3 PM inclusive of 30 minutes of break time. Based on records available, and interviews conducted with the workers confirmed that they work 8 hours. Any overtime work is paid in accordance with the provisions of the Employment Act 1955.	Compliance
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 December 2019 (low crop) and May 2020 (peak crop) pay slips reviewed at GME, workers receive wages and overtime pay in accordance with the Minimum Wages Order, which is RM1,100 and above per month. KE Division B – low crop (January 2020), peak crop (April 2020) <ul style="list-style-type: none"> - Workers ID no. 02227, 02286, 02287, 02166, 02782, 02092 JE – low crop (December 2019), peak crop (April 2020) <ul style="list-style-type: none"> - Workers ID no./passport: C1505461, VV6893052, BB6828907, B2931017 	Compliance
4.4.5.10	Other forms of social benefits should be offered by the employer to employees, their families or the community such as incentives for good work performance, bonus payment, professional development, medical care and health provisions. - Minor compliance -	Workers of GME, KE and JE receive various social benefits and this include free housing with amenities such as football field, badminton/takraw fields, places of worship, free medical treatment for workers and their dependents as well as creche facilities.	Compliance

MSPO Public Summary Report
Revision 1 (Feb 2020)

<p>4.4.5.11</p>	<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>Workers of GME, KE and JE are provided with on-site living quarters with basic amenities such as playground, badminton/takraw fields, sundry shop, community hall, places of worship. Each house has 3 rooms. Workers confirmed that any repair works that need to be done are being carried out promptly. Weekly line site inspection was carried out by EHA. Sighted inspection records for May 2020 and recorded in the checklist "Pemantauan Mingguan Kawasan Perumahan"</p> <p><u>Jemima & Sg Sendayan Estate</u></p> <p>VMO visit carried out was carried out very fortnightly by Dr Ro Parama Sivam under Poliklinik iMedicare. Log book record for VMO was sighted clinic visit and patient review.</p>	<p>Compliance</p>
<p>4.4.5.12</p>	<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>GME, KE and JE subscribe to the policy signed by Executive Chairman on 2/1/2019. Chin Teck Plantations Berhad is committed to ensure by providing safe workplace with no abuse and no sexual harassment to direct and indirectly to all workers and stakeholders. The latest gender committee meeting was last carried out on 15th January 2020 at GME.</p> <p>At KE Division B, the latest gender committee meeting was carried out on 15th May 2020 and at JE on 24th April 2020.</p>	<p>Compliance</p>
<p>4.4.5.13</p>	<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>The company has respected 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. Only 1 worker has joined Union in Jemima Estate.</p> <p>KE Division B – 16/6/20 internal stakeholder meeting</p> <p>Earlier plan for external stakeholder meeting on 20th March 20 and</p>	<p>Compliance</p>

	- Major compliance -	cancelled due to MCO JE – 26/2/20 stakeholder meeting	
4.4.5.14	Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation. Work by children is acceptable on family farms, under adult supervision, and when not interfering with their education programmes. Children shall not exposed to hazardous working conditions. - Major compliance –	No workers less than 16 years old will be recruited and less than 18 years old for hazardous work. Verified the document Employee Master List confirmed that all the workers employed were above 18 years old. GME – 24 yrs old (1996) GME POM – 21 yrs old (1999) KE Division B – 19 yrs old (2001) JE – 20 yrs old (2000)	Compliance
Criterion 4.4.6: Training and competency			
4.4.6.1	All employees, contractors and relevant smallholders are appropriately trained. A training programme (appropriate to the scale of the organization) that includes regular assessment of training needs and documentation, including records of training shall be kept. - Major compliance -	Training programme was available during audit referred Safety and Health Programme for the year 2020 – GM Estate under document GME-02 Perancangan Bulanan & Tahunan Keselamatan. Records showed that all employees had been appropriately trained. A formal training program for the year 2020 was available and implemented. Regular assessment of training was conducted to ensure understanding among the employees. The training program included all aspects of MSPO Principles and Criteria and MSPO standards. The records included the title of training, name and signature of the attendees, name of the trainer, time and venue.	Compliance

Gua Musang Estate	
TRAINING	DATE
Safety Training – P&D	11.05.2020
PPE Training	13.04.2019
Harvesting Training	07.05.2020
PPE Training	05.02.2020
Keratong Estate	
TRAINING	DATE
HIRARC Training	21.08.2019
Training for New Drivers	29.01.2020
Standard Harvesting, SOP & MSPO Training	14.01.2020
Taklimat Polisi , MSPO dan Alam Sekitar	13.06.2020
SOP Workshop Training	18.05.2020

		Jemima Estate		
		TRAINING	DATE	
		Covid-19 Training	16.04.2020	
		PPE Training	15.01.2020	
		Loading RAMP SOP Training	13.02.2020	
		Motorcycle SOP Training	28.03.2020	
		Fertilizer Application Training	13.02.2020	
4.4.6.2	<p>Training needs of individual employees shall be identified prior to the planning and implementation of the training programmes in order to provide the specific skill and competency required to all employees based on their job description.</p> <p>- Major compliance -</p>	<p>Training needs of individual employees had been identified prior to the planning and implementation of the training programmes. This was in order to provide the specific skill and competency required to all employees based on their job description. The training matrix for 2020 was made available.</p>		Compliance
4.4.6.3	<p>A continuous training programme should be planned and implemented to ensure that all employees are well trained in their job function and responsibility, in accordance to the documented training procedure.</p> <p>- Minor compliance -</p>	<p>It was evident that from the training matrix for 2020 and training records for 2020 that all trainings had been planned and implemented to ensure that all employees are well trained in their job function and responsibility.</p>		Compliance
<p>4.5 Principle 5: Environment, natural resources, biodiversity and ecosystem services</p>				

Criterion 4.5.1: Environmental Management Plan			
4.5.1.1	<p>An environmental policy and management plan in compliance with the relevant country and state environmental laws shall be developed, effectively communicated and implemented.</p> <p>- Major compliance -</p>	<p>The Environmental Policy had been established and implemented. The policy was signed by Mr Goh Wei Lei (Executive Chairman) on 02 January 2019 and is displayed prominently on notice boards in Bahasa Malaysia.</p> <p>The training was conducted as follows: - Jemima Estate – 17.03.2020 for workers and 16.04.2020 for Staffs. Keratong Estate – 13.06.2020</p>	Compliance
4.5.1.2	<p>The environmental management plan shall cover the following:</p> <p>a) An environmental policy and objectives; b) The aspects and impacts analysis of all operations.</p> <p>- Major compliance -</p>	<p>The estate has an Environmental Management Plan (EMP) Procedure (MSPO – 06 – Rev 00 Dated 01. July 2018) that covers all operations in the estate. The EIA were reviewed on an annual basis. The latest review was effective from 02.03.2020.</p> <p>The environmental management plan was established base on Environmental Aspect Impact Assessment. This plan incorporated Environmental Issue, Mitigation Measures, Person Responsible and Monitoring Period</p>	Compliance
4.5.1.3	<p>An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, effectively implemented and monitored.</p> <p>- Major compliance -</p>	<p>The environmental management plan was established base on Environmental Aspect Impact Assessment. The plan was implemented to monitor the effectiveness of the mitigation measures. This plan incorporated Environmental Issue, Mitigation Measures, Person Responsible and Monitoring Period. Sighted the implementation of the management plan as follows:</p> <ul style="list-style-type: none"> • Conservation of Riparian Zone • Disposal of Waste Responsibly 	Compliance
4.5.1.4	<p>A programme to promote the positive impacts should be</p>	<p>Program to promote positive impact was documented in several management plan, Pollution Prevention Plan, Water Management Plan</p>	Compliance

MSPO Public Summary Report
Revision 1 (Feb 2020)

	<p>included in the continual improvement plan.</p> <p>- Minor compliance -</p>	<p>and Waste Management Plan, Efficiency Management & Improvement Plan. The management plan also includes a program to promote positive impact as follows:</p> <ul style="list-style-type: none"> a) EFB Management – Mulching at Gua Musang Estate and Keratong Estate b) Monitor Water Quality and ensure compliance with the legal requirements for in-house treated water and used for drinking, either from river or bore well. c) Continuous training for sprayers to minimize accidental overspray near buffer zones and within water courses. <p>Restoration of natural vegetation in riparian area that has been removed.</p>	
<p>4.5.1.5</p>	<p>An awareness and training programme shall be established and implemented to ensure that all employees understand the policy and objectives of the environmental management and improvement plans and are working towards achieving the objectives.</p> <p>- Major compliance -</p>	<p><u>Gua Musang Estate</u> A training program was available in MSPO – Environment Training Plan 2020. Among the trainings sighted was Environmental Impact & Aspect Training (26.02.2020), Environment Policy Refreshment Training (26.02.2020), Environment Management Plan Training (26.02.2020), Schedule Waste Handling Training (15.03.2020), Riparian Zone Awareness Training (15.06 2019).</p> <p><u>Keratong Estate</u> A training program was available in MSPO – Environment Training Plan 2020. Among the trainings sighted was Triple Rinse Training dated 16.05.2020, Riparian Zone Training dated 05.05.2019, Schedule Waste Management Training dated 11.05.2019.</p>	<p>Compliance</p>
<p>4.5.1.6</p>	<p>Management shall organize regular meetings with employees where their concerns about environmental quality are discussed.</p>	<p><u>Gua Musang Estate</u> The estate has established the Environmental Regulatory and Compliance Monitoring Committee (ERCMC) and the meeting was</p>	<p>Compliance</p>

MSP0 Public Summary Report
Revision 1 (Feb 2020)

	<p>- Major compliance -</p>	<p>conducted on yearly basis. Sighted the minutes meeting dated 8th August 2019.</p> <p><u>Keratong Estate</u> The estate conducts annual MSP0 Management Meetings where they discuss on Environmental Aspects conducted dated 16th January 2020.</p> <p><u>Jemima Estate</u> The estate conducts annual Environment Meetings with the latest meeting dated 14th March 2020</p>										
<p>Criterion 4.5.2: Efficiency of energy use and use of renewable energy</p>												
<p>4.5.2.1</p>	<p>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.</p> <p>- Major compliance -</p>	<p>All electrical power at the visited estates are supplied through national electricity grid and by Generators.</p> <p>All electrical power at the visited estates are supplied through national electricity grid and Generators. Diesel at estates are consumed by farm tractors and Generators for Electricity supply. The tractor servicing period is monitored to ensure its operating efficiency, thus less consumption of diesel fuel. Similarly, planting of beneficial plants to reduce the usage of fuel (and chemical) by motorize spray.</p>	<p>Compliance</p>									
<p>4.5.2.2</p>	<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>A monthly record on energy consumption for both renewable and non-renewable sources were also maintained documented. It is monitored to optimize use of renewable energy. The data is compiled for comparison and control for future improvement with aim of gradual reduction particularly diesel consumption.</p> <table border="1" data-bbox="1086 1273 1910 1377"> <tr> <td colspan="3" data-bbox="1086 1273 1323 1302">Diesel Consumption</td> </tr> <tr> <td data-bbox="1086 1305 1361 1334">Operating Unit</td> <td data-bbox="1361 1305 1637 1334">2019</td> <td data-bbox="1637 1305 1910 1334">2020 (Todate)</td> </tr> <tr> <td data-bbox="1086 1337 1361 1366">Gua Musang Estate</td> <td data-bbox="1361 1337 1637 1366">58,819 L</td> <td data-bbox="1637 1337 1910 1366">212,87 L</td> </tr> </table>	Diesel Consumption			Operating Unit	2019	2020 (Todate)	Gua Musang Estate	58,819 L	212,87 L	<p>Compliance</p>
Diesel Consumption												
Operating Unit	2019	2020 (Todate)										
Gua Musang Estate	58,819 L	212,87 L										

		<table border="1"> <tr> <td>Keratong Estate</td> <td>220,468 L</td> <td>123,943 L</td> </tr> <tr> <td>Jemima Estae</td> <td>48, 915 L</td> <td>30, 179 L</td> </tr> </table> <p>Under the Energy Management Plan 2020 the estate aimed for reduction plan among others;</p> <ul style="list-style-type: none"> educate workers on fuel and electricity saving practice avoid leakages during vehicles maintenance 	Keratong Estate	220,468 L	123,943 L	Jemima Estae	48, 915 L	30, 179 L									
Keratong Estate	220,468 L	123,943 L															
Jemima Estae	48, 915 L	30, 179 L															
4.5.2.3	The use of renewable energy should be applied where possible. - Minor compliance -	Not available in Chin Teck Plantations estate.	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 -	<p>The procedure for waste management was available under doc MSPO-P5-C3 dated 1 July 2018. The estates had identified all the waste products and sources of pollution related to the respective activities.</p> <p>Details as provided below;</p> <table border="1"> <thead> <tr> <th>No</th> <th>Type Of Waste</th> <th>Description</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Domestic Waste</td> <td>Rubbish</td> <td>Linesite, Office, Workshop & Store</td> </tr> <tr> <td rowspan="2">2</td> <td rowspan="2">Industrial Waste</td> <td>Fertilizer Bags</td> <td>Fertilizer Store</td> </tr> <tr> <td>Scrap Metal</td> <td>Workshop</td> </tr> </tbody> </table>	No	Type Of Waste	Description	Location	1	Domestic Waste	Rubbish	Linesite, Office, Workshop & Store	2	Industrial Waste	Fertilizer Bags	Fertilizer Store	Scrap Metal	Workshop	Compliance
No	Type Of Waste	Description	Location														
1	Domestic Waste	Rubbish	Linesite, Office, Workshop & Store														
2	Industrial Waste	Fertilizer Bags	Fertilizer Store														
		Scrap Metal	Workshop														

		3	Sewage Waste	Sewage	Housing & Office Toilets																
		4	Scheduled Waste	Clinical Waste	Clinic																
				Rags, Plastics, Filters	Workshop																
				Spent Lubricant & Hydraulic Oil	Workshop																
				Disposed Containers, Bags, Contaminated Equipment's	SW Store																
<p>4.5.3.2</p> <p>A waste management plan to avoid or reduce pollution shall be developed and implemented. The waste management plan should include measures for:</p> <p>a) Identifying and monitoring sources of waste and pollution</p> <p>b) Improving the efficiency of resource utilization and recycling of potential wastes as nutrients or converting them into value-added by-products</p> <p>- Major compliance -</p>		<p>The waste management plan was available. Already identified 6 type waste such as EFB, Scrap Metal, Rubbish form line site, Effluent and Fertilizer bags referred under Appendix 1 dated 26 August 2018. Example of management plan: -</p> <table border="1" data-bbox="1086 1046 1910 1375"> <thead> <tr> <th>No</th> <th>Type of Waste</th> <th>Description</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Domestic Waste</td> <td>Rubbish</td> <td>Collection/disposal min 2x-3x / week Establish collection schedule & PIC Create awareness on hygiene. Monitoring of line site.</td> </tr> <tr> <td>2</td> <td>Industrial Waste</td> <td>Fertilizer Bags</td> <td>Inventory of bags, reuse for LF Collection, sell to appointed contractor.</td> </tr> </tbody> </table>				No					Type of Waste	Description	Action	1	Domestic Waste	Rubbish	Collection/disposal min 2x-3x / week Establish collection schedule & PIC Create awareness on hygiene. Monitoring of line site.	2	Industrial Waste	Fertilizer Bags	Inventory of bags, reuse for LF Collection, sell to appointed contractor.
No	Type of Waste	Description	Action																		
1	Domestic Waste	Rubbish	Collection/disposal min 2x-3x / week Establish collection schedule & PIC Create awareness on hygiene. Monitoring of line site.																		
2	Industrial Waste	Fertilizer Bags	Inventory of bags, reuse for LF Collection, sell to appointed contractor.																		

MSP0 Public Summary Report
Revision 1 (Feb 2020)

				Scrap Metal	Inventory maintained, tender at zone level for sale to licensed contractor.	
4.5.3.3	<p>The management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environment Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe handling, storage and disposal.</p> <p>- Major compliance -</p>	<p>The management already establish SOP for Scheduled waste referred 2019/DL Scheduled waste management chapter 1 version 3.</p> <p>Gua Musang Estate Latest scheduled waste disposal record for Gua Musang POM was on 30.05.2020 for SW 305 (55 Gal Drum) referred consignment note No. 202005301243T7HR sold to facility: Primochem Sdn. Bhd and SW410 (55 Gal Drum) referred to consignment note no. 2020053012KFGO1R) sold to Facility Edsha Solutions Sdn. Bhd.</p> <p>Keratong Estate Keratong Estate generate SW 306, 410,409 and 404. The waste is sent to Keratong Estate POM and disposed by the POM.</p> <p>Jemima Estate Jemima Estate generates SW 102, 110, 305, 306, 404, 409, 410. Sighted the latest consignment note for 0.74kg of syringe needles disposed to Kualiti Alam Sdn Bhd dated 16.06.2020.</p> <p>Regulation 3: Notification of generation of Schedule Wastes; (1) Every waste generator shall, within 30 days from the date of generation of schedule wastes, notify the Director General of the new categories and quantities of schedule wastes which are generated. (2) The notification given under subregulation (1) shall include the information provided in the Second Schedule.</p>				Major non - Compliance
				Waste Code	Quantity (mt/month)	

MSPO Public Summary Report
Revision 1 (Feb 2020)

		March (Notification)	April	May		
		SW102	0.0400	NA	0.00	
		SW110	0.0250	NA	0.00	
		SW404	0.0002	NA	0.00	
		SW409 (Chemical Jar)	0.8300	NA	0.00	
		SW409	3.5000	NA	0.00	
		SW410 (Oil Filter)	0.2000	NA	0.00	
		SW410 (PPE)	0.0500	NA	0.00	
		SW305	NA	NA	0.350	
		SW306	NA	NA	0.170	
		<p>The management have not done a Notification of Schedule Waste for SW305 and SW 306.</p> <p>The inventory of the Schedule Wastes items was not updated for the month April and May 2020. The store has generated schedule waste such as empty chemical drum (May – 19 Drums, April – 25 Drums and March – 43 Drums) Thus, a major NC was issued.</p>				
4.5.3.4	<p>Empty pesticide containers shall be punctured and disposed in an environmentally and socially responsible way, such that there is no risk of contamination of water sources or to human health. The disposal instructions on manufacturer’s labels should be adhered to. Reference should be made to the national programme on recycling of used HDPE pesticide containers.</p> <p>- Major compliance -</p>	<p>Gua Musang Estate.</p> <p>The empty containers were disposed through schedule waste managers.</p> <p>Keratong Estate & Jemima Estate</p> <p>The empty pesticide containers were all punctured and disposed through schedule waste.</p>				Compliance

<p>4.5.3.5</p>	<p>Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourses.</p> <p>- Minor compliance -</p>	<p>Gua Musang Estate. For Domestic waste disposal in Gua Musang Estate, disposal been disposed at Majlis Daerah Gua Musang.</p> <p>Keratong Estate For domestic waste disposal in Keratong Estate, disposal of domestic waste was done at the landfill which is located in the estate premises. Sighted the landfill at F02 to be free from schedule waste materials.</p> <p>Jemima Estate The domestic waste is collected by UER Resources Sdn Bhd appointed by Perbadanan Pengurusan Sisa Pepejal dan Pembersihan Awam, on a monthly basis.</p>	<p>Compliance</p>
<p>Criterion 4.5.4: Reduction of pollution and emission</p>			
<p>4.5.4.1</p>	<p>An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, scheduled wastes, solid wastes and effluent.</p> <p>- Major compliance -</p>	<p>The GHG assessment already been done by Sin Thye Management Sdn Bhd(STM) dated 1 Jan 2019. This assessment was done during the aspect impact assessment.</p>	<p>Compliance</p>
<p>4.5.4.2</p>	<p>An action plan to reduce identified significant pollutants and emissions shall be established and implemented.</p> <p>- Major compliance –</p>	<p>The action plan to reduce the GHG referred MSP0-P5-3 dated 1 Jan 2019 by STM, this cover emission from fertilizer application, generator for electrical supply, transportation and open burning.</p>	<p>Compliance</p>
<p>Criterion 4.5.5: Natural water resources</p>			

<p>4.5.5.1</p>	<p>The management shall establish a water management plan to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include:</p> <ol style="list-style-type: none"> Assessment of water usage and sources of supply. Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the estate’s current activities. 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.) 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. Where natural vegetation in riparian areas has been removed, a plan with a timetable for restoration shall be established and implemented. Where bore well is being use for water supply, the level of the ground water table should be measured at least annually. <p>- Major compliance -</p>	<p>The natural water resource procedure is available referred to MSP0-P5-C5 title (Guidelines on river Water sampling) dated 1 Jan 2019. Other procedure is referred GAP-RR under title Establish and management of Riparian Buffer zone</p> <p>Water management Plan procedure in GME estate available referred for the year 2020. The Water Management Plan for the estates has been established. On GM Estate the focus was:</p> <ul style="list-style-type: none"> • Buffer Zone management – No spraying and manuring • Carry out water analysis • Follow SOPs to avoid water pollution by schedule waste • Rain water harvesting • Obtain water from other estates during shortage/draughts. • Monitor domestic water consumption • Educate workers to conserve water • Monitor leakages and periodic maintenance of piping/equipment • Keep drains clean and to have bunds to conserve/ 	<p>Compliance</p>
<p>4.5.5.2</p>	<p>No construction of bunds, weirs and dams across main rivers or waterways passing through an estate.</p> <p>- Minor compliance -</p>	<p>At time of visit no bunds, weirs and dams were observed across waterways (Sg Chabang Kanan and Sg Ketil) passing through Keratong estate and Gua Musang estate.</p>	<p>Compliance</p>

<p>4.5.5.3</p>	<p>Water harvesting practices should be implemented (e.g. water from road-side drains can be directed and stored in conservation terraces and various natural receptacles).</p> <p>- Minor compliance -</p>	<p>During the site visit it was observed that water harvesting was practised. Surface run of waters were directed into field drains, conservation terraces and moisture pits.</p>	<p>Compliance</p>
<p>Criterion 4.5.6: Status of rare, threatened, or endangered species and high biodiversity value</p>			
<p>4.5.6.1</p>	<p>Information shall be collated that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). This information should cover:</p> <ul style="list-style-type: none"> 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. <p>- Major compliance -</p>	<p>The Chin Teck Plantations Berhad already been conduct HCV assessment referred MSP0-P5-C6 (Status of Rare, Threatened or Endangered Species & High Biodiversity Value Area) by GSS dated August 2018.</p> <p>In Keratong estate and Gua Musang estate: - The identification has been done referred MSP0-P5-C6 appendix 1. The record identification starts from year 2006 until April 2019</p> <p>The conservation status also available Such as Capricornis sumatraensis, Aonyx cineria and manis javanica as red list in IUCN list. It has 3 type (type 1 : Rare, threatened and endangered Species, Type 2: ecosystems, habitats or refuge and Type 3:- global or national cultural</p>	<p>Compliance</p>
<p>4.5.6.2</p>	<p>If rare, threatened or endangered species, or high biodiversity value, are present, appropriate measures for management planning and operations should include:</p> <ul style="list-style-type: none"> a) Ensuring that any legal requirements relating to the protection of the species are met. b) Discouraging any illegal or inappropriate hunting, fishing or collecting activities; and developing responsible measures to 	<p>There is not RTE recorded. Evidence to continuously prevent and discourage illegal or hunting, fishing or collecting activities were maintained and implemented.</p> <ul style="list-style-type: none"> a) Signage as well as routine patrolling activities were utilized as part of creating awareness among employees and maintain HCVs. b) The estates established a Management Plan 2020 such as 	<p>Compliance</p>

	<p>resolve human-wildlife conflicts.</p> <p>- Major compliance -</p>	<p>briefing/training to workers on protection of river buffers for all existing and designated natural watercourses to all employees, contractors and suppliers that encroachment and hunting are not allowed.</p>	
4.5.6.3	<p>A management plan to comply with Indicator 1 shall be established and effectively implemented, if required.</p> <p>- Major compliance -</p>	<p>The Management Plan 2020 had identified the plan. Among others;</p> <p>a) to continue educating the workers regarding RTE. Workers interviewed confirmed that they are aware of no hunting is permitted in and within the estate.</p> <p>b) Regular educating the employees via morning muster briefing about the need to protect the RTE species.</p> <p>c) Information pertaining RTE and relevant CU policies were displayed at the display boards.</p> <p>d) Training in relation to the RTE/Biodiversity has been organized in the following sessions.</p>	Compliance
Criterion 4.5.7: Zero burning practices			
4.5.7.1	<p>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.</p> <p>- Major compliance -</p>	<p>There is no land preparation by burning at Gua Musang Estate, Keratong estate and Jemima estate. Procedure GAP-1 under title Felling-Guidelines (Zero Burning Practice) described on Environmental policy including Zero open burning policy dated January 2008. Management complied with the Malaysian environmental law –EQA and Regulations 1974.</p>	Compliance
4.5.7.2	<p>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.</p>	<p>Use of fire for waste disposal and for preparing land for oil palm cultivation or replanting was not practiced by Chin Teck Plantations Berhad Estates.</p>	N/A

	- Major compliance -		
4.5.7.3	Where controlled burning is allowed, it shall be carried out as prescribed by the Environmental Quality (Declared Activities) (Open Burning) Order 2003 or other applicable laws. - Major compliance -	Use of fire for waste disposal and for preparing land for oil palm cultivation or replanting was not practiced by Chin Teck Plantations Berhad Estates.	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 procedure was available in Chin Teck Plantations referred Standard Procedure GAP-1 under title Felling-Guidelines (Zero Burning Practice) already mention Previous crops should be felled or mowed down, chipped and shredded, windrowed or pulverized or ploughed and mulched.	Compliance
4.6 Principle 6: Best Practices			
Criterion 4.6.1: Site Management			
4.6.1.1	Standard operating procedures shall be appropriately documented and consistently implemented and monitored. - Major compliance -	SOP for best practice is available for Chin teck Plantations Berhad referred to Doc MSPO-P1-C4 and also referred to GAP-1, both dated was 1 Jan 2019	Compliance
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 -	SOP for sloping land available in manual GAP-1 under title oil palm terrace and platform construction-guidelines. Soil conservation measures like construction of terraces on terrain of above 9°, and planting of cover crop, frond stacking formation and maintenance of soft grasses in interlines to prevent soil erosion was observed during the visit.	Compliance

<p>4.6.1.3</p>	<p>A visual identification or reference system shall be established for each field.</p> <p>- Major compliance -</p>	<p>All fields are marked and identified. Information like year planting (field no) and the total hectare is shown in all markers. There are both stencilled at the palm trees and also displayed in signages at the boundary/corners of every fields. This is observed during the field visit in both estates.</p>	<p>Compliance</p>																								
<p>Criterion 4.6.2: Economic and financial viability plan</p>																											
<p>4.6.2.1</p>	<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>Chin Teck Plantations Berhad 10 years business plan (FY 2020 – FY 2029) was made available for review. Production, expenditure & profit/loss projection has been detailed out which include:</p> <ol style="list-style-type: none"> 1) Hectarage Statement 2) Yield per hectare (M/Tons per hectare) by planting profile 3) Production (FFB, CPO, PK, OER and KER) 	<p>Compliance</p>																								
<p>4.6.2.2</p>	<p>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.</p> <p>- Major compliance –</p>	<p>Chin Teck Plantations Berhad have established a replanting program spanned over a 10-years period from 2021 till 2029. The first 5 years programme summarize as per below table:</p> <table border="1" data-bbox="1088 1018 1921 1193"> <thead> <tr> <th>Estate</th> <th>2021</th> <th>2022</th> <th>2023</th> <th>2024</th> <th>2025</th> </tr> </thead> <tbody> <tr> <td>GME</td> <td>135 ha</td> <td>171 ha</td> <td>149 ha</td> <td>172 ha</td> <td>159 ha</td> </tr> <tr> <td>KE</td> <td>423.74 ha</td> <td>404.67 ha</td> <td>411.04 ha</td> <td>539.35 ha</td> <td>397.07 ha</td> </tr> <tr> <td>JE</td> <td colspan="5">Oldest palm was re-planted in 2003. There is no replanting in the next 10 years.</td> </tr> </tbody> </table>	Estate	2021	2022	2023	2024	2025	GME	135 ha	171 ha	149 ha	172 ha	159 ha	KE	423.74 ha	404.67 ha	411.04 ha	539.35 ha	397.07 ha	JE	Oldest palm was re-planted in 2003. There is no replanting in the next 10 years.					<p>Compliance</p>
Estate	2021	2022	2023	2024	2025																						
GME	135 ha	171 ha	149 ha	172 ha	159 ha																						
KE	423.74 ha	404.67 ha	411.04 ha	539.35 ha	397.07 ha																						
JE	Oldest palm was re-planted in 2003. There is no replanting in the next 10 years.																										

<p>4.6.2.3</p>	<p>The business or management plan may contain:</p> <ul style="list-style-type: none"> a) Attention to quality of planting materials and FFB b) Crop projection: site yield potential, age profile, FFB yield trends c) Cost of production : cost per tonne of FFB d) Price forecast e) e) Financial indicators : cost benefit, discounted cash flow, return on investment <p>- Major compliance –</p>	<p>This requirement i.e. crop material, crop projection, yield, production cost is available. It is provided in the business management plan shown in item 4.6.2.1 above.</p>	<p>Compliance</p>
<p>4.6.2.4</p>	<p>The management plan shall be effectively implemented and the achievement of the goals and objectives shall be regularly monitored, periodically reviewed and documented.</p> <p>- Major compliance -</p>	<p>The estates performance is recorded in the monthly progress report.</p> <ul style="list-style-type: none"> a) Details on the actual vs budget i.e. crop production, fixed and direct cost are shown therein. b) The management also provides variance report on the performance and reviewed on a monthly basis. <p>The supervisory personnel maintained a daily cost for the field operations.</p>	<p>Compliance</p>
<p>Criterion 4.6.3: Transparent and fair price dealing</p>			
<p>4.6.3.1</p>	<p>Pricing mechanisms for the products and other services shall be documented and effectively implemented.</p> <p>- Major compliance –</p>	<p>The documentation of price mechanism for services received from contractors are contained in the respective contracts. Sighted during the audit was contract no. GME/FC/02/20 dated 1st January 2020 between Chin Teck Plantations Berhad and Ong Utama Contractor for harvesting FFB, loading and transporting to mill. Details rates are clearly indicated in the contract under schedule I of the contract.</p> <p>For KE, agreement sighted between Chin Teck Plantations Berhad and Wong Yeong Kheong for harvesting FFB, loading and transporting to</p>	<p>Compliance</p>

MSPO Public Summary Report
Revision 1 (Feb 2020)

		<p>mill, upkeep (circle/path/lalang/selective spraying), pruning and incentive for loose fruit sieving. Agreement ref: KE/FC/11/20 dated 1st January 2020 is referred to. Details rates are clearly indicated in the contract under schedule I of the contract.</p> <p>At JE, agreement sighted between Chin Teck Plantations Berhad and Kim Chuan Oil Palm Trading for harvesting FFB, loading and transport FFB to own FFB hopper, pruning and palm base sanitation(circle raking). Agreement ref: JE/FC/06-1/20 dated 1st January 2020 is referred to.</p>	
<p>4.6.3.2</p>	<p>All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner.</p> <p>- Major compliance -</p>	<p>Reviewed during the audit were contracts entered between the Estates and third parties. The contracts and PO are fair as they contain provisions relating to the Estates' and contractors' obligations, payment calculation, mutual termination clause, and mutually agreed between Chin Teck Plantations Berhad and contractors. It was also stipulated that payment is to made within 30 days of issuance of invoice. Sighted during the audit was invoice from Behn Mayer AgriCare (M) Sdn Bhd (Inv No 93010268) dated 21st April 2020 and was paid on 19th May 2020. There is evidence that payments are made in a timely manner.</p> <p><u>KE</u></p> <p>Sighted during the audit was payment request for Chong Tow and Wong Yeong Keong (from KE Division B) dated 1st June 2020 and was paid on 5th June 2020 (paying voucher no. 883-2020 and 881-2020). It was evident that payments are made in a timely manner.</p> <p><u>JE</u></p> <p>Sighted during the audit was payment request for Kim Chuan Oil Palm Trading dated 30th April 2020 and was paid on 4th May 2020 (payment voucher no. PV9/2 and PV9/1). It was evident that payments are made in a timely manner.</p>	<p>Compliance</p>

Criterion 4.6.4: Contractor			
4.6.4.1	Where contractors are engaged, they shall understand the MSP0 requirements and shall provide the required documentation and information. - Major compliance -	Sighted during the audit was the inclusion of MSP0 requirements into contracts. This insertion of this Policy is to ensure contractors are aware and comply with local, national laws such as payment of minimum wage, ratified international laws, and also with MSP0 standards. This was also acknowledged by the contractors, and reiterated during the stakeholder meeting.	Compliance
4.6.4.2	The management shall provide evidence of agreed contracts with the contractor. - Major compliance -	<p>Evidence of contracts with contractors were provided by the Estate management. At GME, reviewed during the audit was Contract No: . GME/FC/02/20 dated 1st January 2020 between Chin Teck Plantations Berhad and Ong Utama Contractor for harvesting FFB, loading and transporting to mill. The contracts contain provisions related to statutory obligations, EPF, SOCSO, min wages, insurance, safety tools, etc. Schedule 1 of contract states the payment calculation.</p> <p>At KE, agreement sighted between Chin Teck Plantations Berhad and Wong Yeong Kheong for harvesting FFB, loading and transporting to mill, upkeep (circle/path/lalang/selective spraying), pruning and incentive for loose fruit sieving. Agreement ref: KE/FC/11/20 dated 1st January 2020 is referred to.</p> <p>At JE, agreement sighted between Chin Teck Plantations Berhad and Kim Chuan Oil Palm Trading for harvesting FFB, loading and transport FFB to own FFB hopper, pruning and palm base sanitation(circle raking). Agreement ref: JE/FC/06-1/20 dated 1st January 2020 is referred to.</p>	Compliance
4.6.4.3	The management shall accept MSP0 approved auditors to verify assessments through a physical inspection if required. - Minor compliance -	<p><u>Gua Musang Estate</u></p> <p>Statement on compliance with MSP0 requirements is included in the agreement and signed and acknowledged by the contractors (Ong Utama Contractor and Ali Bin Che Mat) on 1st January 2020. The auditors</p>	Compliance

MSPO Public Summary Report
Revision 1 (Feb 2020)

		<p>have been able to have access to the contractors' workers, documentations such as contracts and workers' pay slips for verification during this audit.</p> <p><u>Keratong Estate</u></p> <p>Statement on compliance with MSPO requirements is included in the agreement and signed and acknowledged by the contractors (Chong Tow and Wong Yeong Keong) on 1st January 2020. The auditors have been able to have access to the contractors' workers, documentations such as contracts and workers' pay slips for verification during this audit.</p> <p><u>Jemima & Sg Sendayan Estate</u></p> <p>Statement on compliance with MSPO requirements is included in the agreement and signed and acknowledged by the contractor (Kim Chuan Oil Palm Trading) on 1st January 2020. The auditors have been able to have access to the contractors' workers, documentations such as contracts and workers' pay slips for verification during this audit.</p>	
<p>4.6.4.4</p>	<p>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.</p> <p>- Major compliance -</p>	<p>Each contractor will be observed and monitored for FFB transporter and the transporters are required to show the weighbridge ticket from the mill as proof that FFB was delivered to the Mill as agreed. For harvesting contractor, FFB tonnage will be extracted from weighbridge data (from POM or estate with weighbridge) and work/job completed check by assistant/manager using work completion certificate/checklist for approval.</p>	<p>Compliance</p>
<p>4.7 Principle 7: Development of new planting – Chin Teck Plantations Berhad group estates did not carry out any new plantings since January 2015. Therefore, Principle 7 is not applicable during this main assessment. The immature areas are replanted area.</p>			

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

Criterion / Indicator		Assessment Findings	Compliance								
4.1 Principle 1: Management commitment & responsibility											
Criterion 4.1.1 – Malaysian Sustainable Palm Oil (MSPO) Policy											
4.1.1.1	Policy for the implementation of MSPO shall be established. - Major compliance -	Chin Teck Plantations Berhad has established a sustainability policy dated 2 nd January 2019 signed by Executive Chairman Mr Goh Wei Lei. The policy is made available at estate office and posted on notice boards.	Compliance								
4.1.1.2	The policy shall also emphasize on the commitment to continual improvement with the objective of improving the milling operation. - Major compliance -	The MSPO policy was communicated to the executive, staff, and workers accordingly. The company also displays the policy at strategic areas within the mill compound.	Compliance								
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 areas for further improvement. - Major compliance -	Internal audit was carried out by the HQ Safety Department for all participating sites for Chin Teck Plantations Berhad. Audit covered both documentation and field operations. Summary of audit findings at all audited estates as per the following:	Compliance								
		<table border="1"> <thead> <tr> <th>Date of audit</th> <th>Finding</th> <th>Verification</th> <th>Estate</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Date of audit	Finding	Verification	Estate					
Date of audit	Finding	Verification	Estate								

MSPO Public Summary Report
Revision 1 (Feb 2020)

Criterion / Indicator		Assessment Findings				Compliance
		17-19/2/20	1 major NC and 5 OFI	Report appendix 5, closed on 4/5/20	Gua Musang Estate POM	
4.1.2.2	The internal audit procedures and audit results shall be documented and evaluated, followed by the identification of strengths and root causes of nonconformities, in order to implement the necessary corrective action. - Major compliance -	Internal audit process is defined under Internal audit procedure, MSPO-P1-C2, rev:1.01 dated 30/8/18. Audit was carried out personnel assigned by HQ. Details of finding reported under 4.1.2.1.				Compliance
4.1.2.3	Reports shall be made available to the management for their review. - Major compliance -	Internal audit report prepared by internal audit team dated 19/2/20 is made available to the management for review.				Compliance
Criterion 4.1.3 – Management Review						
4.1.3.1	The management shall periodically review the continuous suitability, adequacy and effectiveness of the requirements for effective implementation of MSPO and decide on any changes, improvement and modification. - Major compliance -	The latest management review was carried out on 8-11 June 2020 for Gua Musang Estate and POM. The meeting was chaired by COO and attended by management team from HQ. All pertinent elements in the standard has been discussed for effective implementation of MSPO towards continual improvement.				Compliance

Criterion / Indicator	Assessment Findings	Compliance	
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>Based on the Continual Improvement plan, the Mill has come up with the following action plans: -</p> <p>GME POM</p> <ol style="list-style-type: none"> 1. Continuous Emission Monitoring System (CEMS) for Particular Matter 2. New Aerobic Pond. 3. Air Pollution Control System <p>KPOM</p> <ol style="list-style-type: none"> 4. New Decanter 5. Decanter Structure 6. Continuous Emission Monitoring System (CEMS) for Particular Matter 7. De-oiling Tank 8. ID Fan Inverter 9. New Generator Set 375 KVA 10. A Rest Place for the workers and a new surau estimated at RM 38,000.00 11. New Schedule Waste Store 12. Water Catchment Pond 	<p>Compliance</p>
4.1.4.2	<p>The company should establish a system to improve practices in line with new information and techniques; and for disseminating this information throughout the workforce.</p> <p>- Major compliance -</p>	<p>The Continual Improvement Plan for 2020 at all POM visited sighted as follow:</p> <p>GME POM & KE POM</p> <ol style="list-style-type: none"> 1. Introduce e-Banking system 	<p>Compliance</p>

Criterion / Indicator		Assessment Findings	Compliance
		<ol style="list-style-type: none"> 2. Improved Payslip (Clarity of compliance requirements) 3. Structure and contents of Legal Register improved. 4. To ensure stock and non-stock items in stores are accounted for. 5. FFB Quality Assurance. To introduce uniform process and documentation issued as SOP. 6. Products (CPO & PK) Dispatch and Weighbridge Variances – Procedures and Checklist – Improve monitoring of weight loss and reduce likelihood of loss to Mill. 7. Product quality and extraction loss management and reporting – Improve accountability at Mill level and ensure HQ is kept up to date on status of losses. 	
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>GME and POM has organized an external stakeholder meeting on 9 March 2020. This meeting was attended by external stakeholders comprising of authority (DOE and DOA). Another session is plan in May 2020 with reference to the invitation letter dated 29/4/20. Due to MCO, this meeting has yet to be conducted. During this meeting, it was communicated to the external stakeholders the following information which included:</p> <ul style="list-style-type: none"> - Relevant information on environmental, social and legal issues. - Company’s policy on MSPO implementation. - MSPO certification requirements 	Compliance

MSPO Public Summary Report
Revision 1 (Feb 2020)

Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> - Legal compliance <p>For KE and POM, the latest stakeholder meeting was carried out on 15/6/20. The meeting involved internal stakeholders including gender committee members.</p>	
4.2.1.2	<p>The management documents shall be publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.</p> <p>- Major compliance -</p>	<p>The management documents that are publicly available include company's policies, SIA report, HCV report, public summary of certification documents, relevant laws and legal register and land titles.</p>	Compliance
Criterion 4.2.2 – Transparent method of communication and consultation			
4.2.2.1	<p>Procedures shall be established for consultation and communication with the relevant stakeholders.</p> <p>- Major compliance -</p>	<p>Chin Teck Plantations Berhad group of estates subscribe to Stakeholder Communication & Consultation Procedure (MSPO-P2-C2) dated 1/1/2019 (Rev:1.01). The communication was achieved through notice board, meeting minutes, trainings and newspapers. Complaint/ Suggestion Form and the Suggestion Box was implemented in the company.</p> <p>Interviews conducted with workers confirmed their awareness of the above. The workers also confirmed its implementation because they have used this method of consultation and communication and have seen positive actions being taken by management following this.</p>	Compliance
4.2.2.2	<p>The management shall nominate management officials at the operating unit responsible for issues related to <i>indicator 1</i>.</p>	<p>The management officials nominated are as follows:</p>	Compliance

Criterion / Indicator		Assessment Findings			Compliance									
	- Minor compliance -	<table border="1"> <thead> <tr> <th>Estate/Mill</th> <th>Person appointed</th> <th>Letter of appointment</th> </tr> </thead> <tbody> <tr> <td>GME/POM</td> <td>Supervisor</td> <td>1st March 2020</td> </tr> <tr> <td>KE/POM</td> <td>Assistant Manager</td> <td>1st January 2020</td> </tr> </tbody> </table> <p>Their duties and responsibilities include assisting the Manager in implementing the requirements of MSPO certification standards, stakeholder engagement and consultations, conduct management review based on internal audit report, monitor compliance and track update on changes in regulatory requirements. Interviews conducted with the nominated management officials indicate that they understand their roles and responsibilities.</p>	Estate/Mill	Person appointed	Letter of appointment	GME/POM	Supervisor	1 st March 2020	KE/POM	Assistant Manager	1 st January 2020			
Estate/Mill	Person appointed	Letter of appointment												
GME/POM	Supervisor	1 st March 2020												
KE/POM	Assistant Manager	1 st January 2020												
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>Each of the audited estates has its own stakeholder list. These lists comprise their external stakeholders such as:</p> <ul style="list-style-type: none"> - Relevant government agencies (e.g. DOE, DOA, Immigration Department, Department of Safety and Health, Labour Department) - Contractors - Suppliers - Consultants - Neighbouring estates - Clinics, hospitals, fire brigade, police, etc. 			Compliance									

Criterion / Indicator		Assessment Findings	Compliance
		<p>The stakeholder lists have been updated as follows:</p> <ul style="list-style-type: none"> - GME and POM – 25th January 2020 - KE and POM – 9th May 2020 <p>Correspondence with stakeholders are properly maintained and records of all consultation and communication during the past one year and records of action taken are also properly maintained.</p>	
Criterion 4.2.3 – Traceability			
4.2.3.1	<p>The management shall commit itself to implement and maintain the requirements for the traceability and shall establish a standard operation procedure for traceability.</p> <p>- Major compliance -</p>	<p>The management already establish traceability manual referred SOP for Traceability version Control :1 MSPO-P2-C3 Workflow for traceability dated 30th August 2018. This workflow cover from estate until oil deliver outside mill such as outlines the preparations, dispatch and receive of FFB, CPO, Kernel and other by products at Chin Teck Plantations estate and mill, job assignments and recordings of transport productivity for payment purpose and statistics</p>	Compliance
4.2.3.2	<p>The management shall conduct regular inspections on compliance with the established traceability system.</p> <p>- Major compliance -</p>	<p>Incoming FFB from the estate will be accompanied by FFB Weighbridge Ticket. The FFB will be weighed and Weighbridge Ticket will be issued. All incoming and processing of MSPO certified material will be updated into FFB Receive Detail Report that is recorded on the daily basis.</p>	Compliance
4.2.3.3	<p>The management shall identified and assign suitable employees to implement and maintain traceability system.</p> <p>- Minor compliance -</p>	<p>Keratong oil Mill the person appointed for Traceability was Ms Farahwahida Artika as MPSO Committee Traceability Officer (ref no:- MSPO-HR-LOA) letter dated 1 January 2019. For Gua</p>	Compliance

Criterion / Indicator		Assessment Findings	Compliance
		Musang Oil mill already appointed Ms Nor Wahida Binti Deraman dated 1 Jan 2019.	
4.2.3.4	Records of storage, sales, delivery or transportation of crude palm oil and palm kernel shall be maintained. - Major compliance -	As to date no certified CPO and PK sold to customer/buyer. For MSPO certificate detail, stamp will be used on each delivery ticket which carry the certified product. Delivery of MSPO certified CPO will be accompanied by CPO Delivery Notes and Weighbridge Ticket. Monthly summary of storage, sales, delivery or transportation of crude palm oil and palm kernel reported to MPOB via http://www.e-kilangmpob.com.my/ekilang_main/	Compliance
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 -	Gua Musang POM and Keratong POM continued to comply with legal requirements. Compliance to each applicable law and regulation is monitored. Gua Musang Estate Mill a) MPOB License 500017 – 604000 valid from 1st April 2020 to 31st March 2021 b) Mill Effluent License (DOE) – License number – 004601- valid from 01st July 2019 to 30th June 2020. c) Lesen Pelanggaran Udara (DOE) – License Number – 005684 – Valid from 05th June 2019 to 04 June 2020. d) Petrol Permit (PK D002015) – Validity period 13th May 2020 to 12 November 2020. e) Diesoline Permit – (D 002030) – Validity Period 17 May 2019 – 16 May 2021 (20,000 Litres)	Compliance

Criterion / Indicator		Assessment Findings	Compliance
		<p>f) Permohonan Had Kerja Lebih Masa Di Bawah Seksyen(4)(a) Akta Kerja 1955 valid till 30th June 2020.</p> <p>g) Lesen Abstraksi Air Perigi (enakmen Bekalan Air 1955) – Abstraksi Air sebanyak 93,600 m³ air dengan kadar 15 m³/jam valid from 1st October 2019 to 30th September 2020.</p> <p>h) Perakuan Kelayakan – Pengandang Tekanan Tak Berapi – Valid till 06 January 2019.</p> <p>Keratong Estate POM</p> <p>a) Permit Barang Kawalan Berjadual (No. Siri P. C000580 – Diesel (Tanpa Subsidi – 34,200 Litre) – Validity Period 29th August 2019 – 28th August 2020.</p> <p>b) Jadual Pematuhan Jabatan Alam Sekitar – No. Lesen – 004153 – Validity Period – 01st July 2019 – 30 Jun 2020</p> <p>c) MPOB License – License No : 501575102000 – Keratong Estate (7958.25 Ha) - Validity Period 01.10.2019 – 30.09.2020.</p> <p>d) MPOB License – License Number : 500067204000 Keratong Estate POM – Validity Period 01.12.2019 – 30.11.2020</p> <p>e) Permit to purchase, store and use of sodium hydroxide, License Number :00375 – Validity Period – 01 January – 31st December 2020</p> <p>Pengandang Tekanan Tak Berapi – PMT-PH/19 26908 (Valid till 05/11/2020)</p>	
4.3.1.2	The management shall list all relevant laws related to their operations in a legal requirements register.	<p>Gua Musang Estate POM</p> <p>The list of Legal Register was available latest reviewed on 13th May 2020.</p>	Compliance

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	Keratong Estate POM The list of Legal Register was available latest reviewed on 12th May 2020.	
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 -	Gua Musang Estate POM The list of Legal Register was available latest with the latest updated laws included and reviewed on 13th May 2020. Sighted the latest addition of laws such as Workers Minimum Standards of Housing and Amenities (Amendment) Act 2019 and Occupational Safety and Health (Noise Exposure) Regulations 2019. Gua Musang Estate POM The list of Legal Register was available latest with the latest updated laws included and reviewed on 12th May 2020. Sighted the latest addition of laws such as Workers Minimum Standards of Housing and Amenities (Amendment) Act 2019 and Occupational Safety and Health (Noise Exposure) Regulations 2019.	Compliance
4.3.1.4	The management should assign a person responsible to monitor compliance and to track update the changes in regulatory requirements. - Minor compliance -	Gua Musang Estate POM Gua Musang Estate POM has appointed Nor Mazila Binti Sulaiman as the person responsible to monitor compliance and to track and update the changes in regulatory requirements as stated in the roles and responsibilities of the Appointment Letter as MSP0 Committee Gua Musang Legal Officer dated 1st January 2020 undersigned by the Estate Manager	Compliance

MSP0 Public Summary Report
Revision 1 (Feb 2020)

Criterion / Indicator		Assessment Findings	Compliance
		Keratong Estate POM The Chief Clerk, Noraseken Binti Ibrahim was appointed as the MSP0 Committee Compliance Officer by the Estate Manager. Sighted the appointment letter dated 1st January 2020.	
Criterion 4.3.2 – Lands use rights			
4.3.2.1	The management shall ensure that their oil palm milling activities do not diminish the land use rights of other users. - Major compliance -	Keratong POM were sited within Keratong Estate land. Total area for POM is 41.66 ha Keratong POM and 4.78 ha for Gua Musang mill verified through area statement under Digital Mapping report from Felda Agricultural Service Sdn Bhd.	Compliance
4.3.2.2	The management shall provide documents showing legal ownership or lease, history of land tenure and the actual legal use of the land. - Major compliance -	The land title was available under MSP0-P3-C2. Land title no 7218 with total hectare 4044.7407 lease hold 99 years. Dated register is on 1 July 2005. The term of use stated only for palm oil	Compliance
4.3.2.3	Legal parameter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable. - Major compliance -	The perimeter boundary of GME and KE POM are demarcated by perimeter fencing and visibly maintained.	Compliance
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 is no evidence of any disputes between the GME and KE Palm Oil Mill and any third party. Therefore, this Indicator is not applicable.	Compliance

Criterion / Indicator	Assessment Findings	Compliance	
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 evidence that the land on which the Mill is situated is encumbered by customary rights. Therefore, this Indicator is not applicable.	Compliance
4.3.3.2	Maps of an appropriate scale showing extent of recognized customary rights shall be made available. - Minor compliance -	There is no evidence that the land on which the Mill is situated is encumbered by customary rights. Therefore, this Indicator is not applicable.	Compliance
4.3.3.3	Negotiation and FPIC shall be recorded and copies of the relevant agreements should be made available. - Major compliance -	There is no evidence that the land on which the Mill is situated is encumbered by customary rights. Therefore, this Indicator is not applicable.	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 -	Social impact assessment for Chin Teck Plantations Berhad group estates were carried out internally by the site operation team and are being revised annually. These assessment reports are reviewed annually and prepared by the Social Liaison Officers of each Estate and approved by the respective Estate Managers. The reviews took into account inputs received from internal stakeholders and external stakeholders (suppliers, contractors,	Compliance

Criterion / Indicator		Assessment Findings	Compliance
		government agencies). The inputs are compiled in the SIA with recommended mitigation plan for improvement.	
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 -	Chin Teck Plantations Berhad’s group estates subscribe to the consultation and communication procedure documented under Grievance & Complaints Handling Procedure (MSPO-P4-C2) dated 8/5/2019 (Revision: 1.01). Complaint/ Grievances Form was established and implemented in the estates to record any complaints from the stakeholders. Interviews conducted with workers confirmed their awareness of the above, and they also confirmed its implementation.	Compliance
4.4.2.2	The system shall be able to resolve dispute in an effective, timely and appropriate manner, which is accepted by all parties. - Major compliance -	There is evidence that the system has been able to resolve disputes in an effective and appropriate manner accepted by all parties. Complaints received and reply statement is > 1 days which yet to be clearly defined. Execution date and solution for each complaint are differ based on 4 categories: A1: < 24 hours A2: < 3 days A3: < 5 days A4: < 14 days Resolution stage on review of complaint form and record keeping has yet to be defined as well.	Compliance

Criterion / Indicator		Assessment Findings	Compliance
4.4.2.3	A complaint form should be made available at the premises, where employees and affected stakeholders can make complaints. - Minor compliance -	All the Estates makes the complaint form available at the guard house and office premises where workers and stakeholders can have access to the same. Interviews conducted with the estate workers confirmed their awareness of the form used for complaints and some have submitted their grievances in the same. Interviews held with contractors and workers also confirmed their awareness of the complaint procedure	Compliance
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 -	There is evidence that employees are made aware that complaints or suggestions can be made anytime during muster briefings. Formal complaints need to be recorded in the form created for tracking and updates. For external stakeholders, this was made aware during the stakeholder meeting held on 9 March 2020. Interviews conducted with workers and contractors confirmed their awareness that complaints /suggestions can be made anytime.	Compliance
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 -	All complaints and resolutions for the past 24 months (since implementation date August 2018) were available upon request.	Compliance
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	At Gua Musang Estate and POM, the management has made contribution to the local communities and workers such as donation to the school and activities upon request by the	Compliance

Criterion / Indicator		Assessment Findings	Compliance
	plantation, such contribution to local community development may be regarded as a joint effort by the mill and the plantation. - Minor compliance -	stakeholders. Besides, the company contributed 1 bag of rice per month for workers.	
Criterion 4.4.4: Employees safety and health			
4.4.4.1	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. - Major compliance -	An Occupational Safety & Health Policy had been established and implemented. The policy was signed by Mr Goh Wei Lei (Executive Chairman) on 13 th May 2019 and is displayed prominently on notice boards in Bahasa Malaysia.	Compliance
4.4.4.2	The occupational safety and health plan should cover the following: a) A safety and health policy, which is communicated and implemented. b) The risk of all operations shall be assessed and documented. c) An awareness and training programme which includes the following requirements for employees exposed to chemicals used at the palm oil mill: i. All employees involved are adequately trained on safe working practices; ii. All precautions attached to products should be properly observed and applied; d) The management shall provide the appropriate PPE at the place of work to cover all potentially hazardous operations as	a) GMEPOM An Occupational Safety & Health Policy had been established and implemented. The policy was signed by Mr. Goh Wei Lei (Executive Chairman) on 13 th May 2019 and is displayed prominently on notice boards in Bahasa Malaysia. The policy has been communicated to all workers and staffs on 14th January 2020. KEPOM An Occupational Safety & Health Policy had been established and implemented. The policy was signed by Mr. Goh Wei Lei (Executive Chairman) on 13 th May 2019 and is displayed prominently on notice boards in Bahasa Malaysia. The policy has been communicated to all workers and staffs on 1st February 2020.	Minor Non-Compliance

Criterion / Indicator	Assessment Findings	Compliance
<p>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 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>	<p>b) GMEPOM The HIRARC was available identifying all possible risks in the mill operations. The HIRARC was last reviewed on 12th March 2020 for work Station: Press, due to an accident involving the Press Operator. All workers were retrained based on the reviewed HIRARC on 12th March 2020. Among the HIRARC that was sighted was the latest addition for Covid-19 Prevention dated 07th April 2020.</p> <p>KEPOM The HIRARC was available identifying all possible risks in the mill operations. The HIRARC was last reviewed on 21 January 2020 for all work Station. Sighted the HIRARC review for EFB Ramp where an accident occurred on 10th July 2020 and reviewed on 30th July and Workers were retrained on 23rd August. Among the other HIRARC that was sighted was the latest addition for Covid-19 Prevention dated 07th April 2020.</p> <p>c) Keratong POM Awareness & Training programme were available for respective Mills for 2020. Workers involved with Chemical handling were appropriately trained. Chemicals were arranged and segregated accordingly in the chemical store. The SDS for chemicals available at point of use. In addition to specific training courses, safety briefings are given during muster to reinforce awareness, such as correct wearing of PPE. Sighted the latest Chemical Handling Awareness & Spill Control Training dated 6th June 2020.</p>	

Criterion / Indicator	Assessment Findings	Compliance																								
	<p>d) During the audit it was noted that all employees were provided with and were wearing appropriate personal protective equipment (PPE). Records were available of PPE issued to individual workers, including signatures to confirm receipt. PPE issued was based on CHRA assessor’s recommendation, HIRARC and SOPs. Record available under document 018-A (PPE Issuance Records). Among the sampled PPEs are as below:-</p> <p>GMPOM</p> <table border="1" data-bbox="1126 834 1756 1150"> <thead> <tr> <th>Name</th> <th>PPE</th> <th>Issue Date</th> </tr> </thead> <tbody> <tr> <td>Zaidi Bin Abd Kadir</td> <td>Safety Vest</td> <td>12.01.2019</td> </tr> <tr> <td>Sabaruddin</td> <td>Safety Helmet</td> <td>30.03.2019</td> </tr> <tr> <td>Mohd Azri</td> <td>Mask N95</td> <td>04.08.2019</td> </tr> <tr> <td>Siti Aisyah Bt Ab Rahman</td> <td>Mask N95</td> <td>12.02.2019</td> </tr> </tbody> </table> <p>KEPOM</p> <table border="1" data-bbox="1173 1246 1756 1380"> <thead> <tr> <th>Name</th> <th>PPE</th> <th>Issue Date</th> </tr> </thead> <tbody> <tr> <td>Pintu Kumar Kusha</td> <td>Ear Plugs</td> <td>15.06.2020</td> </tr> <tr> <td>Hisbullah</td> <td>Safety Shoes</td> <td>30.05.2020</td> </tr> </tbody> </table>	Name	PPE	Issue Date	Zaidi Bin Abd Kadir	Safety Vest	12.01.2019	Sabaruddin	Safety Helmet	30.03.2019	Mohd Azri	Mask N95	04.08.2019	Siti Aisyah Bt Ab Rahman	Mask N95	12.02.2019	Name	PPE	Issue Date	Pintu Kumar Kusha	Ear Plugs	15.06.2020	Hisbullah	Safety Shoes	30.05.2020	
Name	PPE	Issue Date																								
Zaidi Bin Abd Kadir	Safety Vest	12.01.2019																								
Sabaruddin	Safety Helmet	30.03.2019																								
Mohd Azri	Mask N95	04.08.2019																								
Siti Aisyah Bt Ab Rahman	Mask N95	12.02.2019																								
Name	PPE	Issue Date																								
Pintu Kumar Kusha	Ear Plugs	15.06.2020																								
Hisbullah	Safety Shoes	30.05.2020																								

Criterion / Indicator		Assessment Findings	Compliance			
		<table border="1"> <tr> <td>Sanjit Kumar</td> <td>Gloves</td> <td>9.06.2020</td> </tr> </table> <p>PPE Training were done on a regular basis to ensure correct use and to create awareness on the importance of PPE usage within the mill. The last PPE Training was documented and sited dated 01.04.2020.</p> <p>e) Standard Operating Procedure for handling of chemicals was establish by management, referred to title Prosedur Kerja Selamat Penggunaan Bahan Kimia/Racun page 34 until page 43 of the SOP. Another manual is Prosedur Kerja Yang Selamat (Tumpahan Bahan Kimia) and Garis Panduan Label Bahan Kimia.</p> <p>f) In Gua Musang Est POM, the management has identified Mr. Lee Khen Siang (Senior Assistant Manager) as the person responsible for workers' safety and health (MSPO Committee Safety & Health Compliance Officer). The Appointment letter for the PIC was sighted dated 4th May 2020 signed by the Chief Operating Officer.</p> <p>In Keratong Est POM, the management has identified Mr. Low Lam Sing (Mill Engineer) as the person responsible for workers' safety and health (MSPO Committee Safety & Health Compliance Officer). The Appointment letter for the PIC was sighted dated 2nd January 2020 signed by the Chief Operating Officer.</p>	Sanjit Kumar	Gloves	9.06.2020	
Sanjit Kumar	Gloves	9.06.2020				

**MSP0 Public Summary Report
Revision 1 (Feb 2020)**

Criterion / Indicator	Assessment Findings	Compliance
	<p>g) GM POM The management conducted OSH committee meeting on quarterly basis. In the meeting discussed issue on employees' safety, health and welfare such as mill safety and health achievement report, mill security, safety compliance by contractors, workplace audit report, legal compliance, safety and health training, etc. Sighted the minutes meeting for OSH committee dated 15 March 2020 (1/2020), 30 December 2019 (4/2019), 22 September 2019 (3/2019), 23 June 2019 (2/2019).</p> <p>KE POM The management conducted OSH committee meeting on quarterly basis. In the meeting discussed issue on employees' safety, health and welfare such as mill safety and health achievement report, mill security, safety compliance by contractors, workplace audit report, legal compliance, safety and health training, etc. Sighted the minutes meeting for OSH committee dated 17th March 2020 (1/2020), 12th December 2019 (4/2019), 17th October 2019 (3/2019), 12th June 2019 (2/2019), 4th April 2019 (1/2019)</p> <p>h) Accident emergency procedure have been established by management on page 89 of the SOP.</p> <p>GME POM Sighted during site visit, the emergency handling flowchart was available for Flood, Fire, Chemical Spillage, Accident & Wild Animal Attack at the office, workshop and stores. The</p>	

MSP0 Public Summary Report
Revision 1 (Feb 2020)

Criterion / Indicator	Assessment Findings	Compliance
	<p>workstations were also equipped with adequate fire extinguisher and first aid kits. Noted during interview with employee shows the understanding regarding emergency procedures.</p> <p>The mill has established Emergency Response Team. Sighted during site visit, the ERT chart and Fire Hydrant and Fire Extinguisher Map was displayed at several notice board in the mill. Latest ERP training was conducted on 07 March 2020 for Fire Drill and Emergency Evacuation on 9th of July 2019.</p> <p>KEPOM Sighted during site visit, the emergency handling flowchart was available for Flood, Fire, Chemical Spillage, Accident & Wild Animal Attack at the office, workshop and supervisor room. The workstations were also equipped with adequate fire extinguisher and first aid kits. Noted during interview with employee shows the understanding regarding emergency procedures.</p> <p>The mill has established an Emergency Response Team. Sighted during site visit, the ERT chart and Fire Hydrant and Fire Extinguisher Map was displayed at several notice board in the mill. Latest ERP training was conducted on 16th May 2019 and 10th of July 2019 for Fire Fighting Training.</p> <p>i) GM POM</p>	

MSP0 Public Summary Report
Revision 1 (Feb 2020)

Criterion / Indicator	Assessment Findings	Compliance	
		<p>First Aiders were present at various work station at the mill including workshop, office and Boiler Control Room. First Aid Boxes were available at the respective station at the mill premise. During the interview with the Store Clerk, Supervisor and Foreman, shows the awareness regarding the emergency procedure if accident occurs, person responsible of every first aid box and the location of the nearest first aid box. Sighted the latest training records for first aider dated 22 October 2019.</p> <p>Under the Guidelines on First Aid in the Workplace (DOSH) 2004; 5.3 Contents; First-aid boxes should contain a sufficient quantity of suitable first-aid materials. They should not contain oral medication of any kind other than those required for first-aid treatment. It is essential that first-aid boxes be checked frequently so as to make sure they are fully equipped, and all items are usable. Materials used should be replaced as soon as possible.</p> <p>The first aid boxes at the Office & Workshop were found to be with insufficient supplies. There were no monitoring done to replenish the first aid boxes on a regular basis. Therefore, a minor non-conformance were raised.</p> <p>KEPOM First Aiders were present at various work station at the mill including workshop, Supervisor Room and Office. First Aid Boxes were available at the respective station at the mill premise. During the interview with the Supervisor and</p>	

Criterion / Indicator		Assessment Findings	Compliance
		<p>Foreman, shows the awareness regarding the emergency procedure if accident occurs, person responsible of every first aid box and the location of the nearest first aid box. Sighted the latest training records for first aider dated 14th June 2020.</p> <p>j) GMEPOM No Accident cases were reported for the year 2019. A total of 3 workers that had undergone the audiometric test have been tested with abnormal results. The JKPP 7 was submitted to JKPP accordingly. JKPP 8 for the year 2019 was submitted on 12th January 2020 accordingly. No loss of mandays were recorded for the year 2019. For the year 2020, as of to date there was 1 case reported involving a Press Operator dated 11th March 2020.</p> <p>KEPOM JKPP 8 was submitted to JKPP accordingly for year 2019 on 21.02.2020. The mill has reported zero severe cases for the year 2019. An accident investigation report was done for a minor accident that occurred at the EFB Ramp to a worker that suffered minor injuries. No loss of mandays were reported for the incident. For the year 2020 there were no accidents reported to date.</p>	
Criterion 4.4.5: Employment conditions			
4.4.5.1	The management shall establish a policy on good social practice regarding human rights in respect of industrial harmony. The policy	KE POM subscribe to Social and Human Right Policy signed by the Executive Chairman on 2/1/19. This was communicated to	Compliance

MSPO Public Summary Report
Revision 1 (Feb 2020)

Criterion / Indicator		Assessment Findings	Compliance
	shall be signed by the top management and communicated to the employees. - Major compliance -	all employees during muster briefings and Company Policy training held on 11 th May 2020 (GME POM). The Policy is also displayed on main notice boards within the premises.	
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 -	KE POM subscribe to the policy signed by Executive Chairman on 2/1/2019 where the management is committed not engage in or support discriminatory practices and shall provide equal opportunity and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristic The implementation of this Policy was confirmed by workers interviewed, where they confirmed that no form of discrimination exists.	Compliance
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 -	<u>GME and POM</u> Workers' pay slips were sighted for the sampled month. Pay slips belong to the following workers were verified and it showed that all sampled workers receive minimum wages of RM1,100 and above, which is in compliance with the Minimum Wages (Amendment) Order 2018. The Malaysian workers' wages are deducted for statutory payments such as the EPF, SOCSO and EIS. <ul style="list-style-type: none"> - GME POM (Employee ID 05003, 05219) low crop – December 2019, peak crop – May 2020 	Compliance

MSP0 Public Summary Report
Revision 1 (Feb 2020)

Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> - KE POM (Employee ID 02157, 02165, 02218, 02253, 02107) low crop – January 2020, peak crop – April 2020 <p>For GME POM, Salary deductions were made for electricity usage in the linesite. Sighted during the audit was a written approval from the Labour Office (Serial No. (3) dlm JTK/D/02/90/600-9/6 JLD 5 effective from 11 June 2019. Approval from workers were also sighted for workers ID 05003,05219 05024 and 05258)</p>	
4.4.5.4	<p>Management should ensure employees of contractors are paid based on legal or industry minimum standards according to the employment contract agreed between the contractor and his employee.</p> <p>- Minor compliance -</p>	No contractor work permanently at POM except for ad-hoc work for equipment repair and engineering project.	Compliance
4.4.5.5	<p>The management shall establish records that provide an accurate overview of all employees (including seasonal workers and subcontracted workers on the premises). The records should contain full names, gender, date of birth, date of entry, a job description, wage and the period of employment.</p> <p>- Major compliance -</p>	GME and KE POM have established records of all employees including contractors' employees. The record contain details such as full name, gender, nationality, date of birth, date of employment, job description, wage and period of employment.	Compliance
4.4.5.6	<p>All employees shall be provided with fair contracts that have been signed by both employee and employer. A copy of employment contract shall be made available for each and every employee indicated in the employment records.</p> <p>- Major compliance -</p>	<p>All employees (local and foreign) sign employment contracts which contents comply with Employment Act 1955. All contracts are signed by both the employer and the employee and are made available for all workers.</p> <p>The employment contracts of local workers state that the duration as until retirement age, in accordance with the Minimum</p>	Major Non-Compliance

Criterion / Indicator		Assessment Findings	Compliance
		<p>Retirement Age Act 2012. For foreign workers, the duration is for 2 years. Among the other terms and conditions in the employment contract include overtime pay, rest day, working hours, rate for working on rest day, termination notice period, public holidays, paid annual leave, paid medical leave, etc. Based on review, the contracts are deemed fair.</p> <p>Contract period issued not tally with permit/visa was sighted.</p> <p>Nepal - Passport no. 05964235 (02165), first term (3 years renew on yearly basis) - contract signed on 19/9/18 issued for 2 years (16/4/18 – 15/4/20), VISA renewal until 14/4/21</p> <p>Thus, a major NC was raised</p>	
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>GME and KE POM have established a time recording system which is transparent for both employees and employers. The daily punch card was sighted for May 2020. The time recording system contains worker’s ID, work group (which shift), attendance report dates, date, day, time in, time out, total hours of work, overtime, total attendance, total hours overall, total overtime, total attendance, total absence, total workday. Workers interviewed confirmed that this is a transparent way of recording their working hours and overtime.</p>	Compliance
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 is recorded in their respective employment contracts which clearly stipulate that working hours is 8 hours from 7.30 AM to 3.30 PM inclusive of 30 minutes of break time. Based on records available, and interviews conducted with the workers confirmed that they work 8 hours. Any overtime work is paid in accordance with the provisions of the Employment Act 1955.</p>	Compliance

MSPO Public Summary Report
Revision 1 (Feb 2020)

Criterion / Indicator		Assessment Findings	Compliance
4.4.5.9	<p>Wages and overtime payment documented on the pay slips shall be in line with legal regulations and collective agreements.</p> <p>- Major compliance -</p>	<p>Based on December 2019 (low crop) and May 2020 (peak crop) pay slips reviewed at GME and KE POM, all workers receive wages and overtime pay in accordance with the Minimum Wages Order, which is RM1,100 and above per month.</p>	Compliance
4.4.5.10	<p>Other forms of social benefits should be offered by the employer to employees, their families or community such as incentives for good work performance, bonus payment, support of professional development, medical care provisions and improvement of social surroundings.</p> <p>- Minor compliance -</p>	<p>Workers of GME and KE POM receive various social benefits and this include free housing with amenities such as football field, badminton/takraw fields, places of worship, free medical treatment for workers and their dependents as well as creche facilities.</p>	Compliance
4.4.5.11	<p>In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities.</p> <p>- Major compliance -</p>	<p>Workers of GME and KE POM are provided with on-site living quarters with basic amenities such as playground, badminton/takraw fields, sundry shop, community hall, places of worship. Each house has 3 rooms. Workers confirmed that any repair works that need to be done are being carried out promptly. Weekly line site inspection was carried out by EHA. Sighted inspection records for May 2020 and recorded in the checklist "Pemantauan Mingguan Kawasan Perumahan"</p>	Compliance
4.4.5.12	<p>The management shall establish a policy to prevent all forms of sexual harassment and violence at the workplace.</p> <p>- Major compliance -</p>	<p>GME and KE POM subscribe to the policy signed by Executive Chairman on 2/1/2019. Chin Teck Plantations Berhad is committed to ensure by providing safe workplace with no abuse and no sexual harassment to direct and indirectly to all workers and stakeholders. The latest gender committee meeting was last carried out on 15th January 2020.</p>	Compliance

Criterion / Indicator		Assessment Findings	Compliance				
4.4.5.13	<p>The management shall respect the right of all employees to form and join trade union and allow workers' own representative(s) to facilitate collective bargain in accordance with applicable laws and regulations. Employees shall be given freedom to join trade unions relevant to the industry or organize themselves for collective bargaining. Employees shall have the right to organize and negotiate their work conditions. Employees exercising this right should not be discriminated against or suffer repercussions.</p> <p>- Major compliance -</p>	<p>The company was committed and allowed their stakeholders such as employees, clients, business partner to form or join any association. The workers were allowed to join NUPW. However, at KE POM and GME POM, there was no worker join NUPW</p>	Compliance				
4.4.5.14	<p>Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation.</p> <p>- Major compliance -</p>	<p>No workers less than 16 years old will be recruited and less than 18 years old for hazardous work. Verified the document Employee Master List confirmed that all the workers employed were above 18 years old.</p>	Compliance				
Criterion 4.4.6: Training and competency							
4.4.6.1	<p>All employees and contractors shall be appropriately trained. A training programme shall include regular assessment of training needs and documentation, including records of training.</p> <p>- Major compliance -</p>	<p>The annual training program was sighted. Regular assessment of training was conducted to ensure understanding among the employees. The training program included all aspects of MSPO Principles and Criteria, MSPO Supply Chain and MSPO standards.</p> <p>The records included the title of training, name and signature of the attendees, name of the trainer, time and venue.</p> <p>Some of the trainings verified were:</p> <p>GME POM</p> <table border="1" data-bbox="1120 1340 1758 1380"> <thead> <tr> <th>Training</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Training	Date			Compliance
Training	Date						

MSPO Public Summary Report
Revision 1 (Feb 2020)

Criterion / Indicator		Assessment Findings		Compliance																						
		<table border="1"> <tr> <td>MSPO Training</td> <td>14 Jan 2020</td> </tr> <tr> <td>Covid-19 Awareness Training</td> <td>7 March 2020</td> </tr> <tr> <td>PPE Training</td> <td>05 Feb 2020</td> </tr> <tr> <td>Covid-19 SOP Training</td> <td>01 June 2020</td> </tr> </table> <p>KE POM</p> <table border="1"> <thead> <tr> <th>Training</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>First Aid Training</td> <td>14th June 2020</td> </tr> <tr> <td>Working At Height Awareness Training</td> <td>6th June 2020</td> </tr> <tr> <td>LOTO – Awareness & Procedure Training</td> <td>6th June 2020</td> </tr> <tr> <td>Chemical Handling Awareness & Spill Control Training</td> <td>6th June 2020</td> </tr> <tr> <td>Sanitize Tractor for prevention of COVID-19</td> <td>12th May 2020</td> </tr> <tr> <td>Lab SOP Briefing</td> <td>3rd May 2020</td> </tr> </tbody> </table>	MSPO Training	14 Jan 2020	Covid-19 Awareness Training	7 March 2020	PPE Training	05 Feb 2020	Covid-19 SOP Training	01 June 2020	Training	Date	First Aid Training	14th June 2020	Working At Height Awareness Training	6th June 2020	LOTO – Awareness & Procedure Training	6th June 2020	Chemical Handling Awareness & Spill Control Training	6th June 2020	Sanitize Tractor for prevention of COVID-19	12th May 2020	Lab SOP Briefing	3rd May 2020		
MSPO Training	14 Jan 2020																									
Covid-19 Awareness Training	7 March 2020																									
PPE Training	05 Feb 2020																									
Covid-19 SOP Training	01 June 2020																									
Training	Date																									
First Aid Training	14th June 2020																									
Working At Height Awareness Training	6th June 2020																									
LOTO – Awareness & Procedure Training	6th June 2020																									
Chemical Handling Awareness & Spill Control Training	6th June 2020																									
Sanitize Tractor for prevention of COVID-19	12th May 2020																									
Lab SOP Briefing	3rd May 2020																									
4.4.6.2	<p>Training needs of individual employees shall be identified prior to the planning and implementation of the training programmes in order to provide the specific skill and competency required to all employees based on their job description.</p> <p>- Major compliance -</p>	<p>Training needs of individual employees had been identified prior to the planning and implementation of the training programmes. This was to provide the specific skill and competency required to all employees based on their job description. The training matrix for Mill under title "Training Need Analysis, Plan & Implementation" was sighted.</p>		Compliance																						
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</p>	<p>It was evident that from the Safety & Health Program 2020 & MSPO Environment Training 2020 and training records that all trainings are being planned and implemented to ensure that all</p>		Compliance																						

Criterion / Indicator		Assessment Findings	Compliance
	and responsibility in accordance to the documented training procedure. - Minor compliance -	employees are well trained in their job function and responsibility. Among the Trainings planned were PPE Training,	
4.5 Principle 5: Environment, natural resources, biodiversity and ecosystem services			
Criterion 4.5.1: Environmental Management Plan			
4.5.1.1	An environmental policy and management plan shall be in line with the relevant country and state environmental laws shall be established, effectively communicated and implemented. - Major compliance -	The Environmental Policy had been established and implemented. The policy was signed by Mr. Goh Wei Lei (Executive Chairman) on 02 January 2019 and is displayed prominently on notice boards in Bahasa Malaysia.	Compliance
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 -	a) The mill has an Environmental Management Plan (EMP) Procedure (MSPO – 06 – Rev 00 Dated 01. July 2018) that covers all operations in the mill. The EIA were reviewed on an annual basis. The latest review was effective from 02.03.2020. b) The environmental management plan was established base on Environmental Aspect Impact Assessment. This plan incorporated Environmental Issue, Mitigation Measures, Person Responsible and Monitoring Period. The Environment Aspect Impact Assessment was available for both mills dated 02.02.2020.	Compliance

Criterion / Indicator		Assessment Findings	Compliance
4.5.1.3	<p>An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, implemented and monitored.</p> <p>- Major compliance -</p>	<p>The environmental management plan was established base on Environmental Aspect Impact Assessment. The plan was implemented to monitor the effectiveness of the mitigation measures. This plan incorporated Environmental Issue, Mitigation Measures, Person Responsible and Monitoring Period. Sighted the implementation of the management plan as follows:</p> <p>GME POM & KEPOM</p> <ul style="list-style-type: none"> a) River water analysis was conducted on quarterly basis. b) Effluent Pond final discharge analysis was conducted based on DOE Regulations c) Stack Emission Monitoring was done based on DOE Regulations 	Compliance
4.5.1.4	<p>A programme to promote the positive impacts should be included in the continual improvement plan.</p> <p>- Minor compliance -</p>	<p>Program to promote positive impact was documented in several management plan, Pollution Prevention Plan, Water Management Plan and Waste Management Plan, Efficiency Management & Improvement Plan. The management plan also includes a program to promote positive impact as follows:</p> <p>GME POM</p> <ul style="list-style-type: none"> a) EFB Management – Mulching at Gua Musang Estate. b) Monitor Water Quality and ensure compliance with the legal requirements for in-house treated water and used for drinking, either from river or bore well. c) Continuous training for sprayers to minimize accidental overspray near buffer zones and within water courses. d) Restoration of natural vegetation in riparian area that has 	Compliance

Criterion / Indicator		Assessment Findings	Compliance
		<p>been removed.</p> <p>KE POM</p> <ul style="list-style-type: none"> a) EFB Management – Mulching at Keratong Estate b) Monitor Water Quality and ensure compliance with the legal requirements for in-house treated water and used for drinking, either from river or bore well. c) Continuous training for sprayers to minimize accidental overspray near buffer zones and within water courses. d) Restoration of natural vegetation in riparian area that has been removed 	
4.5.1.5	<p>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.</p> <p>- Major compliance -</p>	<p>GME POM</p> <p>A training program was available in MSPO – Environment Training Plan 2020. Among the trainings sighted was Environmental Impact & Aspect Training (26.02.2020), Environment Policy Refreshment Training (26.02.2020), Environment Management Plan Training (26.02.2020), Schedule Waste Handling Training (15.03.2020), Riparian Zone Awareness Training (15.06 2019)</p> <p>KE POM</p> <p>A training program was available in MSPO – Environment Training Plan 2020. Among the trainings sighted was Chemical Handling, Awareness & Spill Control Training dated 5th June 2020.</p>	Compliance
4.5.1.6	<p>The management shall organize regular meetings with workers where concerns of workers about the environmental quality are discussed.</p> <p>- Major compliance -</p>	<p>The Mill has established the Environmental Regulatory and Compliance Monitoring Committee (ERCMC) and the meeting was conducted on yearly basis. Sighted the minutes meeting as below; -</p> <ul style="list-style-type: none"> • GMEPOM dated 8th August 2019 • KEPOM dated 12th December 2019 	Compliance

Criterion / Indicator	Assessment Findings	Compliance																			
Criterion 4.5.2: Efficiency of energy use and use of renewable energy																					
<p>4.5.2.1</p>	<p>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</p> <p>- Major compliance -</p>	<p>The monitoring of non-renewable energy was recorded in environment performance indicator-electricity generated by steam turbine tabulated for the financial year 2020. It is calculated as electricity generated from turbine that produces power for the mill entire complex operation unit in kwh/mt FFB.</p> <p>A monthly record on energy consumption for both renewable and non-renewable sources were also maintained documented. It is monitored to optimize use of renewable energy. The data is compiled for comparison and control for future improvement with aim of gradual reduction particularly diesel consumption.</p> <p>Diesel Consumption</p> <table border="1" data-bbox="1126 938 1758 1042"> <thead> <tr> <th>Operating Unit</th> <th>2019</th> <th>2020 (Todate)</th> </tr> </thead> <tbody> <tr> <td>GME POM</td> <td>56,900 L</td> <td>13,000 L</td> </tr> <tr> <td>KE POM</td> <td>55, 993 L</td> <td>22, 699 L</td> </tr> </tbody> </table> <p>Electricity</p> <table border="1" data-bbox="1126 1110 1758 1209"> <thead> <tr> <th>Operating Unit</th> <th>2019</th> <th>2020 (Todate)</th> </tr> </thead> <tbody> <tr> <td>GME POM</td> <td>52,541 kWh</td> <td>88,935.76 kWh</td> </tr> <tr> <td>KE POM</td> <td>171.72MWh</td> <td>50.22MWh</td> </tr> </tbody> </table> <p>Under the Energy Management Plan 2020 the mill aimed for reduction plan among others;</p> <ul style="list-style-type: none"> • educate workers on fuel and electricity saving practice • avoid leakages during vehicles maintenance 	Operating Unit	2019	2020 (Todate)	GME POM	56,900 L	13,000 L	KE POM	55, 993 L	22, 699 L	Operating Unit	2019	2020 (Todate)	GME POM	52,541 kWh	88,935.76 kWh	KE POM	171.72MWh	50.22MWh	<p>Compliance</p>
Operating Unit	2019	2020 (Todate)																			
GME POM	56,900 L	13,000 L																			
KE POM	55, 993 L	22, 699 L																			
Operating Unit	2019	2020 (Todate)																			
GME POM	52,541 kWh	88,935.76 kWh																			
KE POM	171.72MWh	50.22MWh																			

Criterion / Indicator		Assessment Findings	Compliance												
4.5.2.2	The oil palm premises shall estimate the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations. This shall include fuel use by contractors, including all transport and machinery operations. - Major compliance -	The mill records the following data and tabulated the ratio against the FFB processed and CPO produced to determine the efficiency of their operations; All the diesel used (non-renewable) for the mill operation fiber/shell used (renewable)	Compliance												
4.5.2.3	The use of renewable energy should be applied where possible. - Minor compliance -	The fiber and shell are used in the boiler for fuel recycled in the process system. Surplus quantity of shell and fiber are delivered to estates for multi purposes or sold to outside buyers. EFB is used in the estates (GME & KE) for mulching.	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 -	All waste and pollution were identified and documented in the Waste & Pollution Management Plan 2020. Details of waste generated from the mill activities among others as shown below; <table border="1" data-bbox="1122 1034 1865 1342"> <thead> <tr> <th>No</th> <th>Type Of Waste</th> <th>Description</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Domestic Waste</td> <td>Rubbish</td> <td>Linesite, Office, Workshop & Store</td> </tr> <tr> <td>2</td> <td></td> <td>Fertilizer Bags</td> <td>Fertilizer Store</td> </tr> </tbody> </table>	No	Type Of Waste	Description	Location	1	Domestic Waste	Rubbish	Linesite, Office, Workshop & Store	2		Fertilizer Bags	Fertilizer Store	Compliance
No	Type Of Waste	Description	Location												
1	Domestic Waste	Rubbish	Linesite, Office, Workshop & Store												
2		Fertilizer Bags	Fertilizer Store												

MSP0 Public Summary Report
Revision 1 (Feb 2020)

Criterion / Indicator		Assessment Findings				Compliance
			Industrial Waste	Scrap Metal	Workshop	
		3	Sewage Waste	Sewage	Housing & Office Toilets	
		4	Scheduled Waste	Clinical Waste	Clinic	
				Rags, Plastics, Filters	Workshop	
				Spent Lubricant & Hydraulic Oil	Workshop	
				Disposed Containers, Bags, Contaminated Equipment's	SW Store	
		<p>The source of mill pollution generated from the mill is the smoke from the boiler. It is monitored from the stack emission during the entire operations. These reports are reviewed by the mill and submitted to DOE twice yearly.</p>				

Criterion / Indicator		Assessment Findings			Compliance															
4.5.3.2	<p>A waste management plan shall be developed and implemented, to avoid or reduce pollution. The waste management plan should include measure for:</p> <p>a) Identifying and monitoring sources of waste and pollution.</p> <p>b) Improving the efficiency and recycling potential of mill by-products by converting them into value-added products.</p> <p>- Major compliance -</p>	<p>A waste Management Plan was available for the year 2020 where the types of Mill Waste was identified, the mitigation methods, PIC and status of compliance.</p> <table border="1"> <thead> <tr> <th>Waste</th> <th>Sources</th> <th>Mitigation</th> </tr> </thead> <tbody> <tr> <td>EFB</td> <td>FFB Processing</td> <td>Mulching at Estate</td> </tr> <tr> <td>Decanter Cake</td> <td>FFB Processing</td> <td>Mulching at Estate</td> </tr> <tr> <td>Effluent</td> <td>Processing of FFB to CPO</td> <td>Effluent Test (BOD, SS, etc) Mitigation via investing in aeration, physical barrier, collection of solid waste</td> </tr> <tr> <td>Dust</td> <td>Combustion of FFB to CPO</td> <td>Installation of Air Pollution Control System by 2021</td> </tr> </tbody> </table>			Waste	Sources	Mitigation	EFB	FFB Processing	Mulching at Estate	Decanter Cake	FFB Processing	Mulching at Estate	Effluent	Processing of FFB to CPO	Effluent Test (BOD, SS, etc) Mitigation via investing in aeration, physical barrier, collection of solid waste	Dust	Combustion of FFB to CPO	Installation of Air Pollution Control System by 2021	Compliance
Waste	Sources	Mitigation																		
EFB	FFB Processing	Mulching at Estate																		
Decanter Cake	FFB Processing	Mulching at Estate																		
Effluent	Processing of FFB to CPO	Effluent Test (BOD, SS, etc) Mitigation via investing in aeration, physical barrier, collection of solid waste																		
Dust	Combustion of FFB to CPO	Installation of Air Pollution Control System by 2021																		
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>SOP for Scheduled Waste:- Sin Thye Management Sdn Bhd Standard Operations Procedures version 3 part D chapter 1.</p> <p>GME POM Latest scheduled waste disposal record for Gua Musang POM was on 30.05.2020 for SW 305 (55 Gal Drum) referred consignment note No. 202005301243T7HR sold to facility: Primochem Sdn. Bhd and SW410 (55 Gal Drum) referred to consignment note no. 2020053012KFG01R) sold to facility Edsha Solutions Sdn. Bhd.</p>			Compliance															

Criterion / Indicator		Assessment Findings	Compliance
		<p>There are 6 type of SW been generated in Gua Musang POM, SW 102,305,306,322,402, 409 and 410.</p> <p>e-Swiss is recorded monthly and submitted to DOE accordingly. Records of submission was verified.</p> <p>KEPOM Latest scheduled waste disposal record for Keratong POM was on 12.06.2020 for SW 305 (2.055 mt) and SW 410 (0.153mt) referred OPC No: 20062 sold to facility Olst Petro – Chemical Sdn. Bhd. There are 3 type of SW been generated in Keratong POM, SW305, SW410 and SW422.</p> <p>e-Swiss is recorded monthly and submitted to DOE accordingly. Records of submission was verified latest dated 17.05.2020 indicating the balance of SW 305 – 1.9790 mt, SW 410 – 01480mt and SW 422 – 0.11mt.</p>	
4.5.3.4	<p>Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourse.</p> <p>- Minor compliance -</p>	<p>GMEPOM Domestic waste disposal for the Gua Musang Mill and estate has been made simpler through the collection and disposal to the Government landfill under Majlis Perbandaran Gua Musang.</p> <p>KEPOM Domestic waste disposal for Keratong Mill and estate is done by weekly collection by the estate and dumped at the landfill located at Field 06C. Sighted the landfill to be free of Schedule Waste items.</p>	Compliance

Criterion / Indicator	Assessment Findings	Compliance	
Criterion 4.5.4: Reduction of pollution and emission			
<p>4.5.4.1</p>	<p>An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, particulate and soot emissions, scheduled wastes, solid wastes and effluent.</p> <p>- Major compliance -</p>	<p>The identified source for air emission was from boiler. Current monitoring was through online boiler smoke density and alarm and six-monthly boiler and stack monitoring of dust particulate. On top of the air emission monitoring, ambient air monitoring is required to be carried out on quarterly basis. Sample of reports verified:</p> <p>GME POM Isokinetic Stack Emission Monitoring Results Boiler Chimney No.1 was found to be well below the limits of Environmental Quality (Clean Air) Regulations 2014 Regulation 13, Third Schedule, Table A. Assessment done by Technical Consultant (registered DOE Consultant)</p> <p>Based on the above results, concentrations of particulate matter with the size of less than 10 micron (PM10) were complied with the limit of the New Malaysia Ambient Air Quality Standard, Interim Target 2(IT-2)</p> <p>KE POM Isokinetic Stack Emission Monitoring Results 31st December 2019 - Boiler Chimney No.2 was found to be well below the limits of Environmental Quality (Clean Air) Regulations 2014 Regulation 13, Third Schedule, Table A. Assessment done by Technical Consultant (registered DOE Consultant)</p>	<p>Compliance</p>

MSPO Public Summary Report
Revision 1 (Feb 2020)

Criterion / Indicator		Assessment Findings	Compliance						
		The test results are as below:- <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Description</th> <th>Test Results</th> </tr> </thead> <tbody> <tr> <td>Dust Load Actual</td> <td>0.09982</td> </tr> <tr> <td>Dust Load Emission Load</td> <td>0.218</td> </tr> </tbody> </table>	Description	Test Results	Dust Load Actual	0.09982	Dust Load Emission Load	0.218	
Description	Test Results								
Dust Load Actual	0.09982								
Dust Load Emission Load	0.218								
4.5.4.2	An action plan to reduce identified significant pollutants and emissions shall be established and implemented. - Major compliance -	The management action plan is documented under Environmental Management Plan (Emission and Pollution) for 2020. Implementation of management plan will be reviewed every quarter during EPMC meeting.	Compliance						
4.5.4.3	Palm oil mill effluent (POME) shall be treated to ensure compliance with standards as stipulated in the relevant Environmental Quality (Prescribed Premises) (Crude Palm Oil) Regulations 1977. POME discharge limits and method should be in accordance with the respective state and national policies and regulations. - Major compliance -	The POME is treated with open anaerobic pond. Based on license, final discharge method is through river. The final discharge is monitored on a monthly basis as the sampled is sent for testing to monitor the discharge to be within the accepted parameters set by DOE.	Compliance						
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.	Water management plan is available under MSPO-P5-C5 appendix 2. The mill water management plan has been established with the recent review made on 01.01.2020. Among others the plan therein has emphasized; a) rain water harvesting for cleaning purposes, b) water from the reservoir for the mill operations c) water from pond and treated for human consumption d) continual training for workers on water efficiency consumption,	Compliance						

Criterion / Indicator	Assessment Findings	Compliance
<p>b) Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the mill's current activities.</p> <p>c) Ways to optimize water and nutrient usage and reduce wastage (<i>e.g.</i> having in place systems for re-use, night application, maintenance of equipment to reduce leakage, collection of rainwater, etc.).</p> <p>- Major compliance -</p>	<p>e) Desilting of water reservoir to retain the reservoir optimal capacity.</p> <p>f) The action plan in event of draught/water pollution.</p> <p>GME POM Water analysis been done on 30 April 2020 by Ecolab available in the Drinking Water Analysis Report. Refer report 2634661. The results indicated that the water sample was within the parameter recommended by WH 2017. The test is done every 6 months.</p> <p>KEPOM Sampled the water analysis done on 6th April 2020 by Nalco Water an Ecolab Company available in the Drinking Water Analysis Report, indicated that the test results showed the domestic water was suitable for drinking as it was categorised as Class 1.</p>	
<p>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.</p> <p>- Major compliance -</p>	<p>GME POM Based on the effluent final discharge analysis, all the parameters have been complied with. Analysis was done once and every month and submitted to the authority on quarterly basis. The following parameters (BOD, TSS, Ammonical Nitrogen, Total Nitrogen, Oil & Grease, pH, COD, Total Suspended Solids) are checked by Nalco Industril Services Malaysia Sdn Bhd. Latest test results dated 20 may 2020 (Sample Number : 8953/20) indicated the BOD level at 22 which is below the Limits of Discharge – 100.</p> <p>KEPOM Based on the effluent final discharge analysis, all the parameters have been complied with. Analysis was done once and every</p>	<p>Compliance</p>

Criterion / Indicator		Assessment Findings	Compliance
		month and submitted to the authority on quarterly basis. The following parameters (BOD, TSS, Ammonical Nitrogen, Total Nitrogen, Oil & Grease, pH, COD, Total Suspended Solids) are checked by Nalco Industril Services Malaysia Sdn Bhd. Sampled test results dated 26th December 2019 (Sample Number : 8579/19) indicated the BOD level at 15 which is below the Limits of Discharge – 100.	
4.6 Principle 6: Best Practices			
Criterion 4.6.1: Mill Management			
4.6.1.1	Standard operating procedures shall be appropriately documented and consistently implemented and monitored. - Major compliance -	The Sin Thye Management Sdn Bhd Standard Operating Procedures for best practice version 3.0 release on 2019. Mill Operation Manual includes mill SOP and work instruction as a guidance document for mill operation. Implementation of the SOP being monitored consistently through regular visit and audit by safety officer and Chief Operating Officer. Any gap identified will be reported and rectification will be done management team for improvement. Sighted the 'Garis Panduan Pengurusan Dan Pencegahan COVID -19 Untuk Ladang dan Kilang kelapa Sawit (Health and Safety Department Sin Thye Management)	Compliance
4.6.1.2	All palm oil mills shall implement best practices. - Major compliance -	Chief Operating Officer (COO) make regular visit to evaluate the performance of the mill. COO visits the Mill to review Mill performance against Chin Teck Sustainability standard. Latest Chief Operating Officer visit was on 27th October 2019.	Compliance

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 -	Gua Musang POM and Keratong POM has projected the 10 years crop projection inclusive of budget (OPEX and CAPEX) from FY2020 to FY2029 and verified at site. The projection covers crop intake from own estate, from outside purchase (smallholders), total intake, processing cost and extraction rate (OER & KER).	Compliance
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 documentation of price mechanism for services received from contractors are contained in the respective contracts. Sighted during the audit were: <ul style="list-style-type: none"> - Crude Palm Oil Transport Agreement dated 1st January 2020 between GME POM and Sing Chuan Aik (valid from 1st January 2020 until 31st December 2020) for transportation services. The pricing mechanism and the rates for transportation of crude palm oil are detailed out in the contract. - Palm Kernel Oil Transport Agreement dated 1st January 2020 between GME POM and Budi Jelas (valid from 1st January 2020 until 31st December 2020) for transportation services. The pricing mechanism and the rates for transportation of palm kernel are detailed out in the contract. 	Compliance

Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> - FFB supplier (G.M Timber Supply Sdn Bhd) agreement dated 1st January 2020 valid until 31st December 2020. The pricing mechanism is clearly written in the contract. - FFB supplier (Padang Mutiara Sdn Bhd) agreement dated 1st January 2020 valid until 31st December 2020. The pricing mechanism is clearly written in the contract. - FFB supplier (Amanah Saham Pahang Berhad) agreement dated 17th January 2020 valid until 31st December 2020. The pricing mechanism is clearly written in the contract. 	
4.6.3.2	<p>All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner.</p> <p>- Major compliance -</p>	<p>Contracts entered into between GME Palm Oil Mill and third parties are fair as it contains provisions relating to Mill's and contractors' obligations, payment calculation, mutual termination clause, and mutually agreed between Chin Teck Plantations Berhad and contractors. It was also stipulated that payment is to be made within 60 days of issuance of invoice as evidenced by invoice dated 6th April 2020 from Lika Auto Supplies Sdn Bhd (No IV-72801) which was paid on 19th May 2020. There is evidence that payments are made in a timely manner.</p> <p>Contracts entered into between KE Palm Oil Mill and third parties are fair as it contains provisions relating to Mill's and contractors' obligations, payment calculation, mutual termination clause, and mutually agreed between Chin Teck Plantations Berhad and contractors. It was also stipulated that payment is to be made within 30 days of issuance of invoice as evidenced by invoice dated 31st May 2020 from Amanah Saham Pahang Berhad (No. SI-</p>	Compliance

MSP0 Public Summary Report
Revision 1 (Feb 2020)

Criterion / Indicator		Assessment Findings	Compliance
		00002030) which was paid on 11 th June 2020. There is evidence that payments are made in a timely manner.	
Criterion 4.6.4: Contractor			
4.6.4.1	In case of the engagement of contractors, they shall be made to understand the MSP0 requirements and shall provide the required documentation and information. - Major compliance -	Sighted during the audit was the inclusion of MSP0 requirements into contracts. This insertion of this Policy is to ensure contractors are aware and comply with local, national laws such as payment of minimum wage, ratified international laws, and also with MSP0 standards. This was also acknowledged by the contractors, and reiterated during the stakeholder meeting	Compliance
4.6.4.2	The management shall provide evidence of agreed contracts with the contractor. - Major compliance -	<u>GME POM</u> Agreed contracts with the contractors sampled: <ul style="list-style-type: none"> - Crude Palm Oil Transport Agreement dated 1st January 2020 between GME POM and Sing Chuan Aik (valid from 1st January 2020 until 31st December 2020) for transportation services. The pricing mechanism and the rates for transportation of crude palm oil are detailed out in the contract. - Palm Kernel transport Agreement dated 1st January 2020 between GME POM and Budi Jelas (valid from 1st January 2020 until 31st December 2020) for transportation services. The pricing mechanism and the rates for transportation of palm kernel are detailed out in the contract. 	Compliance

Criterion / Indicator		Assessment Findings	Compliance
		<p><u>KE POM</u></p> <p>Agreed contracts with the contractors sampled:</p> <ul style="list-style-type: none"> - Crude Palm Oil (CPO) and Palm Kernel (PK) Transport Agreement dated 1st January 2020 between KE POM and Sing Chuan Aik (valid from 1st January 2020 until 31st December 2020) for transportation services. The pricing mechanism and the rates for transportation of CPO and PK are detailed out in the contract. - Crude Palm Oil Transport Agreement dated 1st January 2020 between KE POM and Kilang Minyak Sri Kenbangan Sendirian Berhad (valid from 1st January 2020 until 31st December 2020) for transportation services. The pricing mechanism and the rates for transportation of crude palm oil are detailed out in the contract. 	
4.6.4.3	<p>The management shall accept MSPO approved auditors to verify the assessments through a physical inspection, if required.</p> <p>- Minor compliance -</p>	<p>The auditors have been able to have access to the contractors' workers, documentations such as contracts and workers' pay slips for verification during this audit.</p>	Compliance

Appendix B: List of Stakeholders Contacted

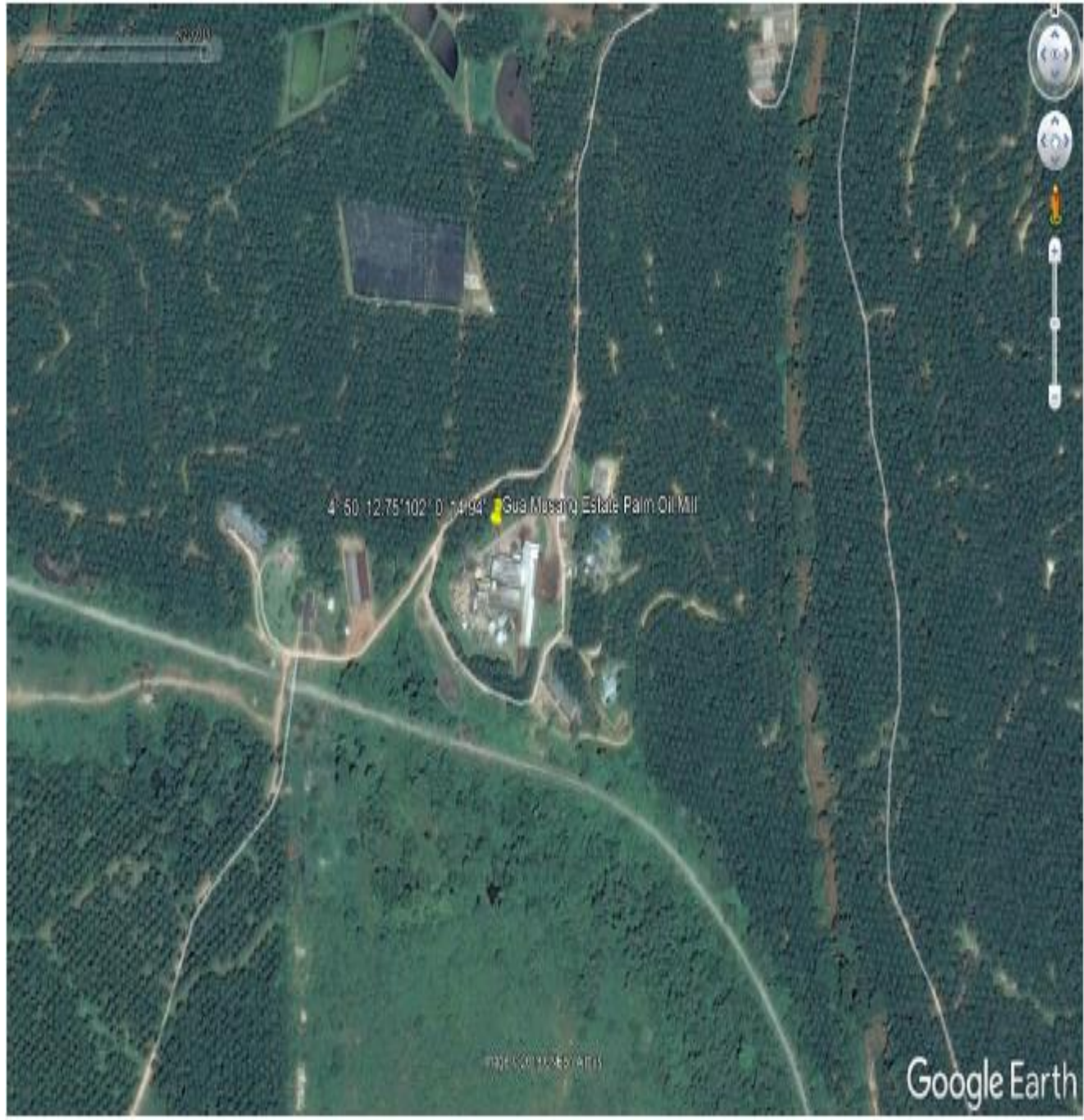
<p>Government Officer: Nil</p>	<p>Community/neighbouring village: ASPA Estate</p>
<p>Suppliers/Contractors/Vendors: FFB suppliers (Padang Mutiara Sdn Bhd, G.M Timber Supply Sdn Bhd) Harvesting contractor (Ali Bin Che Mat, Ong Utama Contractor) Kim Chuan Oil Palm Trading</p>	<p>Worker’s Representative/Gender Committee: GME/POM social representative GME/POM workers/stakeholder representative EHA Mill workers Estate/field workers Gender representative</p>

Appendix D: Location and Field Map

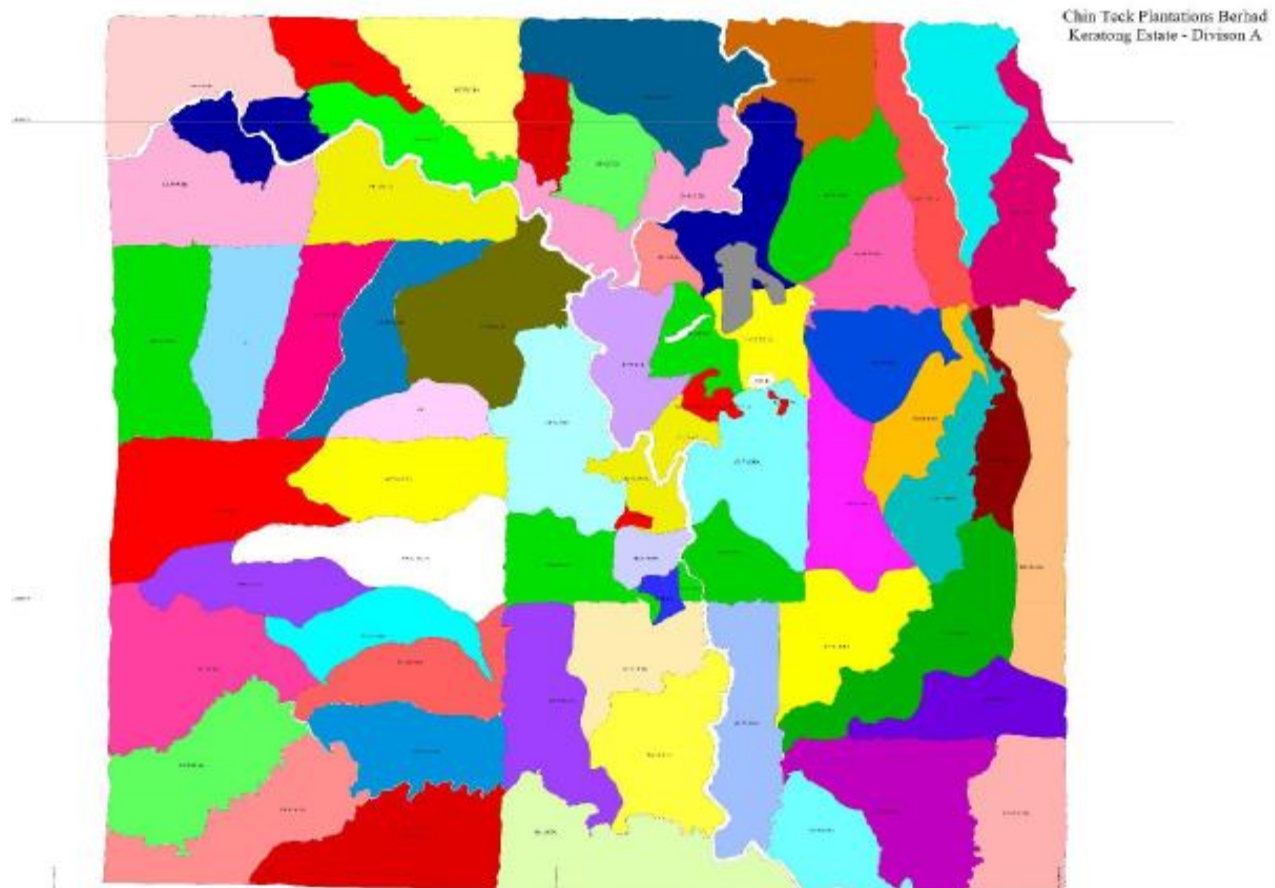
Keratong Estate POM location



Gua Musang Estate POM location



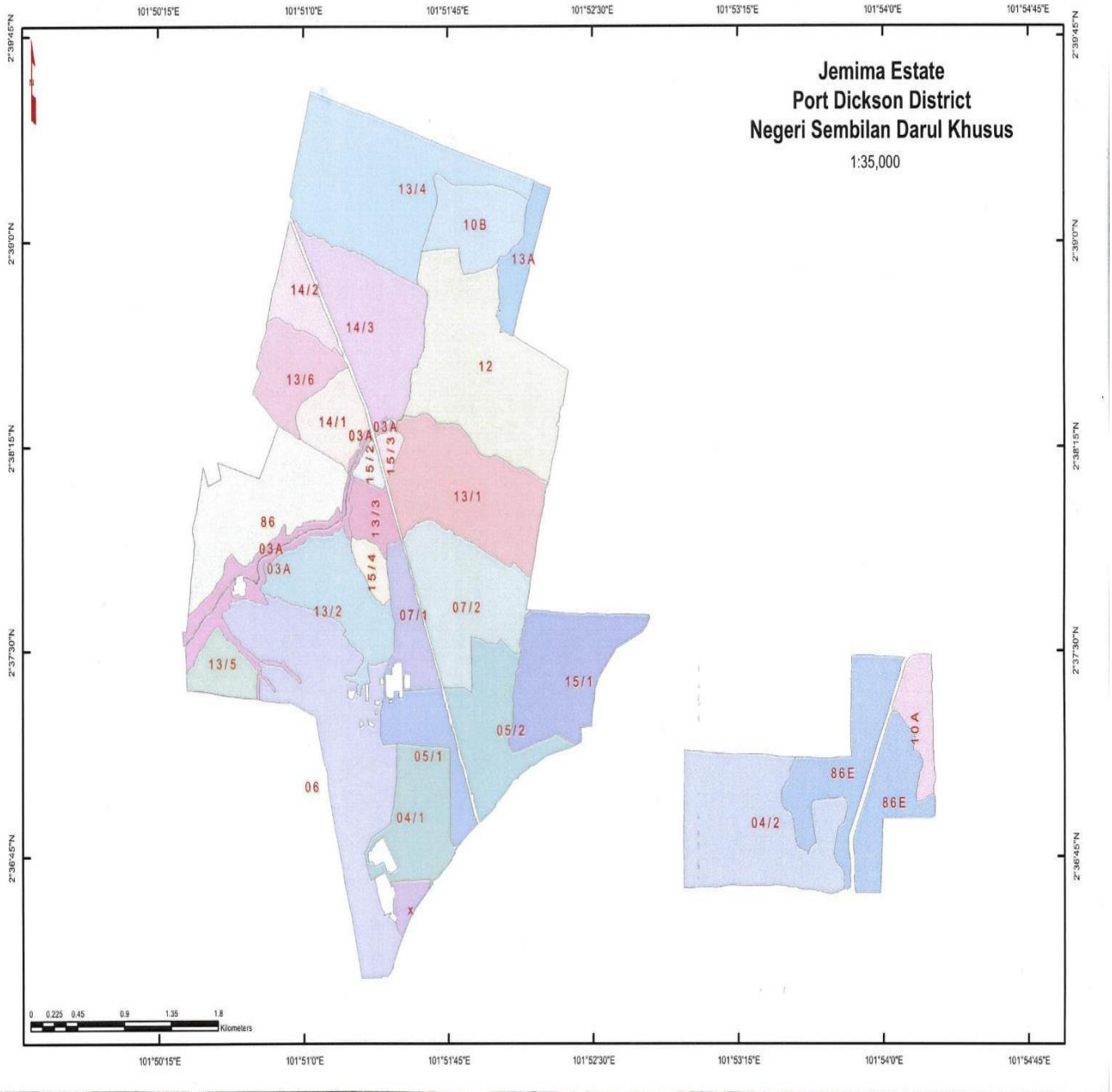
Keratong Estate



Gua Musang Estate



Jemima & Sg. Sendayan Estates Map



Appendix E: 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
GME	Gua Musang Estate
GMP	Good Manufacturing Practice
GPS	Global Positioning System
HCV	High Conservation Value
IPM	Integrated Pest Management
ISCC	International Sustainable Carbon Certification
JE	Jemima & Sg Sendayan Estate
KE	Keratong Estate
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