

NESUS CERTIFICATION SDN BHD



MSPO CERTIFICATION SUMMARY REPORT

FOR

SATAP PLANTATION SDN BHD (677829-W)

Date: 03rd June 2024

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MSPO Certification Summary Report



	Company Name:	Satap Plantation Sdn Bhd (677829-W)
	Certifying Unit:	Satap Plantation Sdn Bhd
	Client Number:	NSC-79-04-22/MSPO
	Audit Type:	Individual / Surveillance 3 Year 4 Audit

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Abbreviations

CHRA	Chemical Health Risk Assessment
CPO	Crude Palm Oil
CSR	Corporate Social Responsibility
DOE	Department of Environment
EFB	Empty Fruit Bunch
EIA	Environment Impact Assessment
FFB	Fresh Fruit Bunch
GMP	Good Milling Practices
GPS	Global Positioning System
GAP	Good Agriculture Practices
ISO	International Standard Organization
MPOB	Malaysian Palm Oil Board
MPOCC	Malaysia Palm Oil Certification Council
MSPO	Malaysia Sustainable Palm Oil
NC	Non Conformity
OFI	Opportunities For Improvement
OSH	Occupational Safety and Health
P&C	Principle and Criteria
PK	Palm Kernel
POME	Palm Oil Mill Effluent
PPE	Personal Protective Equipment
RTE	Rare, Threatened and Endangered Species
SDS	Safety Data Sheet
SIA	Social Impact Assessment
SOP	Standard Operating Procedure

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1. INTRODUCTION

Satap Plantation Sdn Bhd has commissioned Nesus Certification Sdn Bhd to conduct annual **Surveillance 3** audit for its oil palm plantations according to MS 2530-3:2013 Part 3 General Principles for Oil Palm Plantations and Organized Smallholders.

1.1. Objective

The objective of this **Surveillance3** audit is to assess the oil palm plantations by an independent certification body with the aim for compliance of the standards.

1.2. Scope

Any changes in scope Yes ☐ No ☒

The certification is based on the documentation established by **Satap Plantation Sdn Bhd**. The supporting documents provided to the audit team as well as information received by means of interviews, background investigation and site assessment.

The documents and information are reviewed against the requirements and criteria based on MS 2530-3: 2013 Part 3 General Principles For Oil Palm Plantations And Organized Smallholders. Nesus Certification Sdn Bhd has employed a risk-based approach in the audit, focusing on the identification of significant risks and reliability of the assessment and reporting.

The following references are used as part of the assessment; the compliance of the requirements of the guidelines applied are checked.


1. Malaysian Sustainable Palm Oil Part 3: General Principles For Oil Palm Plantations And Organized Smallholders audit guidance;

1.3. Appointment and Qualification of team members

The audit team appointed consists of the team leader and team members. The team contributes to the review of documents, assessment of the project activity and preparation of this report.

Audit:	Date:	Audit Team	
Surveillance 3 Year 4	17th - 18th May 2024	Lead Auditor	Jeffrey Denis Ridu; Certified MSPO SCCS Auditor (SGS Malaysia), Certified Lead Auditor QEHS (SGS Malaysia), Certified MSPO Auditor (SGS Malaysia), MSc Plantation Management (UPM), BS Agbusiness (Iowa State University, USA), DPIM (ITM Perlis); 25 years working experience related to palm oil; Site & documentation audit and interview based on Principles 1 to 7 of MS 2530-3:2013.
		Auditor 1	Jiram Sidu; Certified Lead Auditor QEHS (SGS Malaysia), Certified MSPO Auditor (SGS Malaysia), MSc Science and Rural Resources and Environmental Policy (UK), BSc (Hons) Social Science (USM); More than 40 years experience in agriculture and environment management field; Site & documentation audit and interview based on Principles 1 to 7 of MS 2530-3:2013.

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Clients Review:	Mr. Lee Choon Hong	Date:	06 th June 2024
Peer Reviewer 1:	-	Date:	-
Peer Reviewer 2:	-	Date:	-
Certification Decision Panel:	Mdm Monica Mone Lubong	Date:	10 th June 2024
Approved by CM:	Mr. Dickens Anak Mambu	Date:	10 th June 2024

5 Years Audit Programme

Planned month & year	S1 Date:	S2 Date:	SA1 Date: 23/06/22	SA2 Date: 23/06/23	SA3 Date: 23/06/24	S4 Date: 23/06/25	RA Date: 23/02/26
Internal audit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Stakeholder consultation / survey	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Use of logo	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Follow-up from previous audit finding	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.1 Management Commitment & Responsibility							
4.1.1 MSPO Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.1.2 Internal audit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.1.3 Management review	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.1.4 Continual improvement	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.2 Transparency							
4.2.1 Transparency of information and documents relevant to MSPO requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.2.2 Transparent method of communication and consultation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.2.3 Traceability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.3 Compliance to legal requirements							
4.3.1 Regulatory requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.3.2 Land use rights	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.3.3 Customary rights	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.4 Social responsibility, health, safety and employment condition							
4.4.1 Social impact assessment (SIA)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.4.2 Complaints and grievances	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.4.3 Commitment to contribute to local sustainable development	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.4.4 Employees safety and health	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.4.5 Employment conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.4.6 Training and competency	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.5 Environment, natural resources, biodiversity							
4.5.1 Environmental management plan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.2 Efficiency of energy use and use of renewable energy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.3 Waste management and disposal	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.4 Reduction of pollution and emission	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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4.5.5 Natural water resources	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.6 Status of rare, threatened, or endangered species and high biodiversity value area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.7 Zero burning practices	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.6 Best practices							
4.6.1 Site management	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.6.2 Economic and financial viability plan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.7 Development of new planting (not applicable)							
4.7.1 High biodiversity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7.2 Peat land	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7.3 Social and Environmental Impact Assessment (SEIA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7.4 Soil and topographic information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7.5 Planting on steep terrain, marginal and fragile soils	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7.6 Customary land	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note:

Legend:

☒ - plan to cover & covered

S1 - Stage 1

SA - Surveillance assessment (not more than 12 months from certification decision date)

☐ - for uncover

S2 - Stage 2

RA - Reassessment (4 months before certificate expiry)

Audit Stage	S1	S2	SA1	SA2	SA3	SA4	RA
Year	1	1	2	3	4	5	6
Plan	-	-	23/06/22	23/06/23	23/06/24	23/06/25	23/02/26
Actual	-	-	13-14/05/22	12-13/05/23	17-18/05/24		
Team Leader	-	-	Dickens Mambu	Jeffrey Denis Ridu	Jeffrey Denis Ridu		
PR 1	-	-	-	-	-		
PR 2	-	-	-	-	-		

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2. METHODOLOGY

The audit approach consists of the following steps:

- Contract review;
- Appointment of team members and technical reviewer;
- Contact client for relevant documentation according to the applicable MSPO standards;
- Audit planning;
- Background investigation, desk review of submitted documents;
- On-Site assessment, interviews with operational personnel, stakeholders and its contractors through phone call; review of documentation;
- On-site reporting
- Resolution of non-conformance (NC) (if any)
- Draft audit reporting
- Technical review
- Final audit reporting
- Peer review (if any)
- Address Peer Review Comments (if any)
- Certification Decision Panel (CDP)
- Final approval and issuance of certificate.

Surveillance Audit:

Surveillance 3 audit was conducted on **17th - 18th May 2024** which covers the following activities but not limited to below:

- On-site inspection, observations and review plantation documents for compliance to relevant Principles & Criteria of the applied standard;
- Interview operation personnel for understanding for the work assigned;
- Reviewed revised and updated documentation established and implemented;
- Operating records;
- Training records;
- Reports established;
- Work plans established;
- Review and closed out of non-conformance raised during **Surveillance 2** audit;
- Assessment reporting;

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On-site Assessment

The audit of the plantation was conducted according to the MS 2530-3:2013 Part 3 General Principles For Oil Palm Plantations And Organized Smallholders.

The methodology for objective evidence collection was through documentation review, monitoring data and site assessment. The audit evidence obtained was based on a sample of the information; thereby introducing an element of uncertainty. Checklists and questionnaires were used to guide the collection of information. The comments made by external stakeholders were taken into account in the assessment.

Non-conformance:

On the basis of the desk review, evidences presented during the audits, non-conformance (NC) Major, Minor and Observation may be raised during the audit.

Major non-conformance shall be addressed and responded within 90 days from closing date of audit. For minor non-conformance, an action plan need to be submitted within 30 days from closing date of audit for review and acceptance. Implementation of Minor NC will be reviewed and verified during the next audit.

Site Sampling**Sampling Methodology and Risk Determination**

Not applicable.

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3. ORGANIZATION INFORMATION

This report presents the results of the certification assessment at **Satap Plantation Sdn Bhd** on **17th - 18th May 2024** by Nesus Certification Sdn Bhd. The purpose was to assess the operations of **Satap Plantation Sdn Bhd** against the requirements of the Malaysian Sustainable Palm Oil (MSPO) certifications.

Satap Plantation Sdn Bhd started planting in year **2007**. **Satap Plantation Sdn Bhd** is an oil palm plantation with an area of **350.00 hectares**. **Satap Plantation Sdn Bhd** will apply the certification of MS2530-3:2013 as the organization is committed to become a Sustainable Palm Oil producer.

Table 1: Information of Estate Being Audited

Name of Organization	Location	Coordinates	
		Lat.:	Log.:
Satap Plantation Sdn Bhd	Kampung Nusah, Sibuti Land District, 98000 Miri, Sarawak.	4.070680	113.915432


Table 2: Supply Base Area Statement

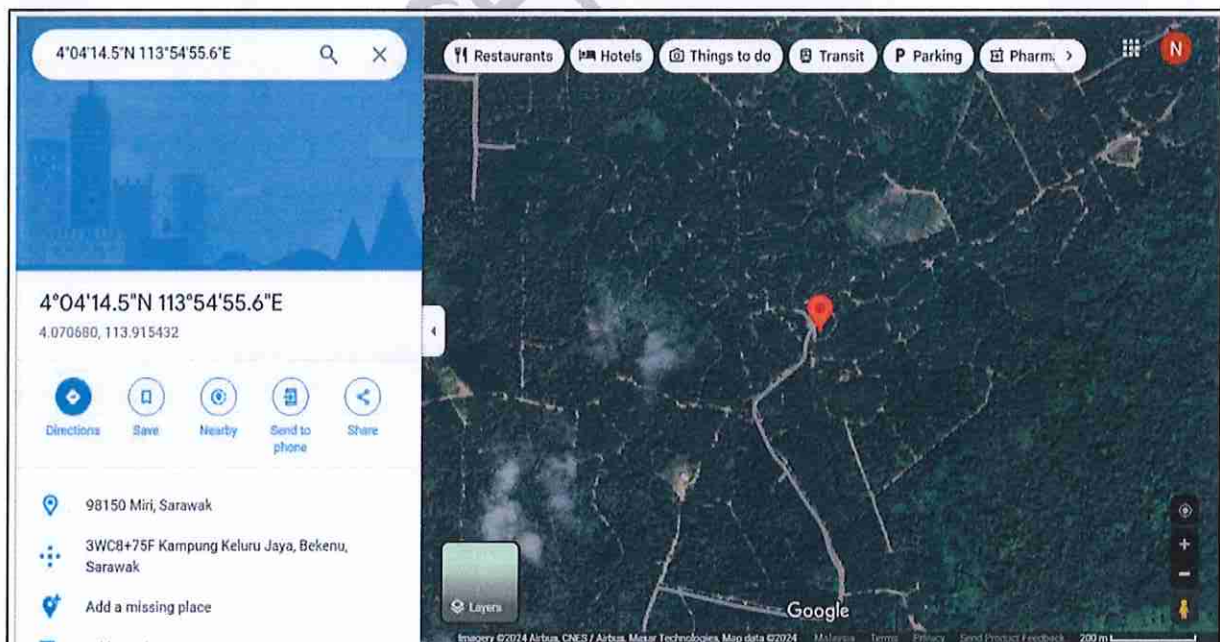
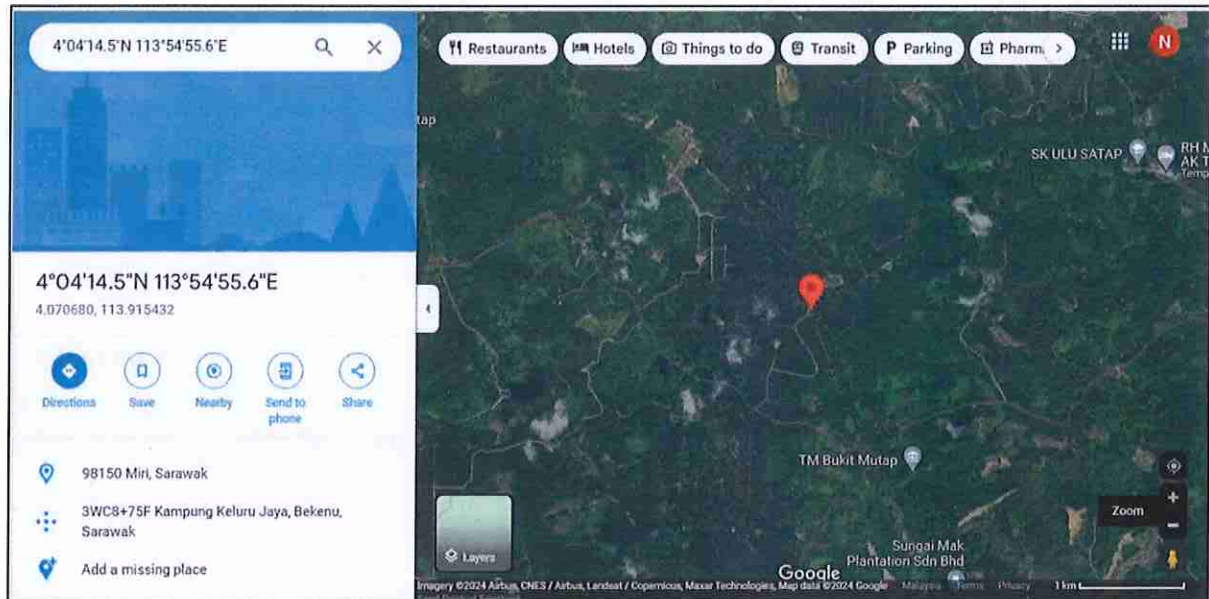
Area Statement (Ha)				
Estate	Titled & Certified Area (Ha)	Planted (Ha)	Conservation / HCV (Ha)	Others (Ha)
Satap Plantation Sdn Bhd	350.00	350.00	0	0

Table 3: FFB Production

Estate	FFB Production (Mt)	
	Year 2023 (Actual)	Year 2024 (Projection***)
Satap Plantation Sdn Bhd	7,618.85	7,200.00

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Location Map of the Production Unit**Satap Plantation Sdn Bhd**

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4. AUDIT ASSESSMENT

4.1 Surveillance Audit

The objective of the audit is to assess the activities of the plantation are in compliance with MS 2530-3:2013 Part 3 General Principles For Oil Palm Plantations And Organized Smallholders.

4.1.1 Surveillance 3

The **Surveillance 3** audit was conducted on **17th - 18th May 2024**.

During the **Surveillance 3** audit, there were **0 Major, 2 Minor and 1 OFI findings** being raised. The non-conformances raised during the audit were closed out by means of documents review that were established, revised and implemented appropriately and preventive actions taken by the estate.

During this audit, the minor non-compliance raised in the previous annual surveillance audit has been reviewed by the audit team by means of inspection of estate activities, conducted interviews, reviewed and verified documents that were established, corrected and implemented appropriately by the estate team. The corrective measures implemented were verified as appropriate.

For details of the assessment, refer to the summary of assessment for each indicator in section 4.4 of this report.


4.2 Stakeholders' Consultation

Nesus Certification Sdn Bhd, has notified the stakeholder as to accommodate stakeholder's consultation and communication for **Satap Plantation Sdn Bhd** to provide comments. As at audit date on **17th - 18th May 2024**, there were no adverse comments received.

Table 5: Stakeholder Consultation for Satap Plantation Sdn Bhd

Stakeholders Categories	Stakeholder's Input / Comments	Clients Feedback / Response
Supplier/Buyer: MJM Palm Oil Mill	Have a good business relationship and committed with MSPO implementation. No issues arise.	Maintain the good business relationship.
Government Agency: MPOB Miri	Estate has been committed in complying with the national guidelines of respective matters. No issues.	Communication for all parties are clear and followed as stated in procedure.
Worker Representative: Employee	Happy with workplace and remuneration.	Estate always focuses on employee welfare and well being management.

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4.3 SUMMARY OF FINDINGS**Principle and Criteria Assessment Summary**

The assessment team conducted a thorough assessment of each principle and criteria. Over the 5 years' period of the certificate cycle, there will be 4 annual surveillance audits where all criterion will be assessed. Evidences are sought for conformity with the MSPO 2530-3:2013. The summary of the assessment can be seen below, where the "Findings/Comments" column reflects the findings in accordance with each criteria and indicator or evidences and when non conformity is found. Summary of the non-conformity can be found below.

4.4 COMMENT ON COMPLIANCE STATUS, POSITIVE OBSERVATION & OPPORTUNITIES FOR IMPROVEMENT


Principle	Description	Conformity
Principle 1	<p>Management Commitment & Responsibility</p> <p>Policy on Implementation of MSPO The MSPO Policy for Satap Plantation Sdn Bhd was signed by the Managing Director, on 1st January 2020. The company has established a policy on sustainable palm oil production. As per the company policy on MSPO policy, it includes the commitment towards continuous improvement such as social needs, safety and environment.</p> <p>The policy are in dual languages of English and Bahasa Malaysia. The policy is communicated in various ways, including posting it on the main signboard at their worker's quarters. It is also communicated to the employees during muster call. The notice board would be appropriately placed at the new office, stores, workshop and manager's quarters building.</p> <p>Internal Audit Internal audit is to be conducted at least once a year which was conducted for Satap Plantation Sdn Bhd on 26th February 2024. This requirement was clearly stated in the established Management Policy and Procedure Ref: ESOP-M14 - Management Procedures Rev 1 issued 05/01/2020. The full report including identification of strength and nonconformity, proposed corrective action plan, person incharge of implementing corrective action plan, and estimate date of completion.</p> <p>Management Review Following the Internal Audit, the Management Review for Satap Plantation Sdn Bhd was conducted on 06th March 2024. It is scheduled to be conducted once a year after Internal Audit has been conducted, discussing impacts mitigation and continuous improvement plan for operations with company's decision makers.</p>	Complied.

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		<p><u>Continual Improvement</u> The estate has established action plan for continual improvement on social, safety and health and environmental impact of the company.</p> <p>Should a new technology be implemented at the estate level, the estate will invite the technology developer to provide training for the workers.</p> <p>All training programs for 2024 has been developed and the implementation of the programs will be observed. The management has committed to provide necessary resources to implement new technology or new industry standard.</p>	
Principle 2	Transparency	<p><u>Transparency of documents relevant to MSPO requirements</u> The estate management will communicate all information requested by relevant stakeholders thru estate appropriate channel and according to company's procedure of communication and consultation.</p> <p>The Standard Operating Procedures for "Complaints and Grievances Procedures" Ref. No: ESOP-M14-Management procedures/4 Rev. 1 issued 05/01/2020 was available. The management will communicate with interested stakeholders on information requested and reply accordingly.</p> <p><u>Transparent method of communication and consultation</u> It was observed the company has established a procedure for consultation and communication with the relevant stakeholders communication and consultation procedures. The main mode of communication to the stakeholders will be through stakeholders meeting, complaints and grievance form, handphone, email, letters and social media.</p> <p>Social Liaison Officer has been appointed on 20th February 2020 by Managing Director. Social Liaison Officer was appointed to handle any stakeholders consultation and communication. List of stakeholders, records of all consultation, communication, and records of action in response to input from stakeholders have been properly maintained.</p> <p>List of stakeholders was sighted available. A stakeholder meeting was carried out on 07th March 2024, which was attended by 16</p>	<p>Opportunity For Improvement has been raised.</p>

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		<p>attendees, including external & internal stakeholders. Minutes of meeting available for review.</p> <p><u>N/C NO.1; OFI (Principle 4.2.2.3)</u> Attendance list for any meeting, including Stakeholders and Environmental meeting should be signed by the individual attendees.</p> <p><u>Traceability</u> The company has established, implemented and maintained their procedure for supply chain traceability for their FFB. Traceability procedure Ref: SOP-MP 10 - Traceability issued 05th January 2020 as a guide for the operating unit in order to ensure effectiveness of traceability system in the company. Inspections will be carried out regularly to ensure compliance with the system</p> <p>Satap Plantation Sdn Bhd had appointed Traceability Officer on 20th February 2020. Traceability officer has been tasked to undertake regular inspection and monitoring of the FFBs harvested and delivered to the mill.</p> <p>Regular inspections are being carried out with reference to the flowchart as per in the SOP on traceability.</p>	
Principle 3	Compliance to legal requirements	<p><u>Regulatory requirements</u> The estate is run in accordance with local, state, national, and ratified international laws and regulations. The estate's appointed Legal Officer, in charge of monitoring compliance. If there are any changes, estates management will be notified so that appropriate adjustments can be made.</p> <p>MPOB License Reg. No.: 509208902000 Validity: 1st October 2023 - 30th September 2024 Hectarage: 350.00 Ha</p> <p><u>Trading License</u> : Satap Plantation Sdn Bhd (677829-W); A1117491; Validity : 12/04/2024 - 07/04/2025; Oil palm plantation (Agriculture).</p> <p><u>SSM Form 9</u>: 677829-W. Company, established on 07/01/2005.</p> <p>Satap Plantation Sdn Bhd has listed all laws applicable to their operations in a legal requirements register. The legal requirements register will be updated and when there are any new amendments or any new regulations coming into force.</p>	Complied.

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		<p>Legal land use rights Activities are carried out according to Joint Venture Agreements with local residents and legal requirements. There is no issue on reducing land use rights as the operation is well known by all concerned parties. There is no evidence of the oil palm cultivation activities diminishing the land use rights of other users. If there any issue on land use and dispute by any party, the estate will respond according to the Complaints/Grievance Mechanism should any cases arise in future.</p> <p>Customary rights There is no issue or encumbered by customary rights in the estate. The estate will respond according to the Complaints & Grievance Mechanism should any cases arise in future.</p>	
Principle 4	Social responsibility, health, safety and employment condition	<p>Social Impact Assessment SIA report was prepared on 23rd February 2020 was made available and the purpose of conducting SIA is to identify the implications for the community, both positive and negative.</p> <p>N/C NO.2; MINOR (Principle 4.4.1.1) Social impacts should be identified and management plans to mitigate the negative impacts while promoting the positive ones should be incorporated, but was not revised and updated as per requirements of the new standard. There is a lack of in-depth assessment of the social impacts especially on the surrounding local communities and nearby estates.</p> <p>Complaints and grievances Complaints & Grievance Procedure is available in the Complaint and Grievances procedure file Ref: ESOP-M14-Management Procedures/4 issued 05/01/2020 Rev. 1. In addition, the procedure on work flow detailing the Grievance Procedure is available in the document.</p> <p>Complaint box and forms was made available at the outside of the chemical store in the estate and at the office.</p> <p>The complaints and grievances mechanism were made known to all relevant stakeholders. Social Liaison Officer were appointed on 20th February 2020 to address any complaints that are raised.</p> <p>It was verified during the audit that a system to deal with complaints and grievances for all affected parties have been established and</p>	Minor Non-Conformity have been raised.

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well implemented at the estates audited

It was observed that no complaints and grievance made by the employees and surrounding community.

Commitment to contribute to local sustainable developments

It was observed that CSR done by the estate was mainly on the road repair for Kpg Nusah which were completed on year 2021 and 2022.

Employees safety and health

Satap Plantation Sdn Bhd has established an Occupational Safety and Health Policy signed by the managing director on 5th January 2020. The policy is posted in the Estate Office and filed. MSPO Awareness Training was used to communicate the policy to all employees.

All operation risk were assessed and documented in the HIRARC Form. The risk assessment covers Harvesting, Transporting of Workers, Manuring, etc dated 15th January 2020.

Training has been carried out as per training Programme which include among others, the correct use of PPE, chemical handling and safe work procedure training.


Appropriate PPE were distributed for the specific risk assessed operations as per HIRARC. Records of PPE issuance are kept in the Personnel Protective Equipment (PPE) Issuance Sheets for every worker. All records was signed by employee. PPE was distributed based on types of work and found to be adequate.

Satap Plantation Sdn Bhd has established a Chemical Handling Procedure Ref: ESPO-OP6-Chemical Handling ver.1 issued 05/01/2020, to ensure proper and safe handling and storage in accordance to OSH (Classification Packaging and Labeling) Regulation 1997 and OSH (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000.

The appointment letter for SHO, person to be incharge of safety & health matters was signed by Managing Director on 20th February 2020.


It was observed that Satap Plantation's workers less than 40 and under Occupational Safety and Health (Safety and Health Committee) Reg. 1996, less than 40 workers

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		<p>is not compulsory to form the Safety and Health Committee. Nevertheless, there was a safety & health meeting to discuss safety and health matters.</p> <p>Emergency preparedness and response procedure available ref no:SOP-MP11-Emergency dated 05/01/2020. The content of the procedure include Emergency response plan for injuries, fire and explosion, spillage control, natural occurrence emergency response committee, investigation and reporting, and emergency drill procedure. Emergency layout are made available for office, quarters and store.</p> <p>JKKP8 submission for 2023 Ref: JKKP8/148000/2023 dated 06th May 2024 recorded no accidents happened at the estate.</p> <p><u>Employment conditions</u></p> <p>The Employment Policy for Satap Plantation Sdn Bhd was signed by the Managing Director on 01st January 2020. It focuses on good social practices regarding human rights and industrial harmony.</p> <p>The top management of Satap Plantation Sdn Bhd is committed to implement the equal opportunity within their organization. Their commitment is clearly described with the statement indicated in the "Human Rights Policy" established by the management. The statement on the policy stated : Prohibition of discrimination in respect of employment and occupation.</p> <p>Based on observation and interview session, it was noted that there are no discriminatory practices in the estate.</p> <p>The payroll and pay slip records of employees showed that all employees are paid with the basic salary are compliance with the local minimum wage's requirements. There are contractors in Satap Plantation Sdn Bhd. All their workers are paid based on legal or industry standards and monitored by the estate management.</p> <p>Among other social benefits that are provided by the employer to employees are incentives for good work performance, medical care, health provisions, and transport to clinic for employees who are sick and needed medical treatment. Besides, on-site living quarters are provided to workers. Observed that the living quarters are habitable and have amenities such as water, electricity etc.</p>	
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		<p>There is no indication of sexual harassment happening in the estate. Satap Plantation Sdn Bhd has implemented a Sexual Harassment Policy and is committed to creating a work environment that is conducive, safe, and free of sexual harassment.</p> <p>In the social policy committed by estate management, there is no restriction for workers to have their union if they want to develop it. However, based on their feedback during interview, at the moment the present platform is sufficient.</p> <p>As stated in the estate's Policy on No Child Labour, there are no underage workers employed by the estate.</p> <p><u>Training and competency</u> Training Plan FY2024 for Satap Plantation Sdn Bhd was established on 30th December 2023.</p> <p><u>N/C NO.3; MINOR (Principle 4.4.6.1)</u> The estate has established its annual training plan on various aspects such as environment, safety & health, operations and other requirements, but was not fully implemented. Based on document review, records of the training were not properly done, while certain training was not carried out according to the training schedule.</p> <p>Training needs for individual workers and staff was developed based on their appraisal and workers job description / job scope. Training Matrix developed by Satap Plantation Sdn Bhd for the workers training record year dated 30th December 2023.</p> <p>An annual training programme 2023/2024 was made available for Satap Plantation Sdn Bhd.</p>	
Principle 5	Environment, natural resources, biodiversity and ecosystem services	<p><u>Environmental management programme</u> The Environment Policy for Satap Plantation Sdn Bhd was established in dual languages (English & BM) and signed by Managing Director on 01st January 2020.</p> <p>The environmental management plan for Satap Plantation Sdn Bhd dated 12th March 2020 was revised 12th March 2022 and included the management plan for different aspects, such as water, soil, air, waste, biodiversity, energy management plan and environmental monitoring plan.</p>	Complied.

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		<p>The estate has taken necessary action to improve the environmental management plan such as training and briefing of its employees/workers on environmental policy and other environmental matters. The estate has just upgraded its workshop, fertilizer & chemical stores.</p> <p>Estate continual improvement plan will promote programs on positive impacts while the negative impacts are identified, rectified and mitigation action plans taken.</p> <p>The estate has carried out awareness and training program for environment together with work related, safety & health as well as social aspects. Meeting on environment has been carried out together with safety & health as well as estate practices.</p> <p>Meeting on environment has been carried out for 1st Quarter 2024 on 22th January 2024. Minutes of meeting and attendance verified.</p> <p><u>Efficiency of energy use and use of renewal energy</u></p> <p>The estate management has closely monitored its consumption of diesel for its vehicles and machinery as per Summary detail of yearly fuel consumption – Year 2024.</p> <p>The estate management has budgeted for the direct usage of diesel, mainly, for its vehicles and machinery, while its main site office cum workshop and stores have been connected to SESCO main grid for electricity supply.</p> <p>Solar energy has been installed in the estate for its labour quarters.</p> <p><u>Waste management and disposal</u></p> <p>Waste Management Plan has been prepared as per document dated 12th March 2023. All waste and source of pollution has been identified, and include mainly, domestic and scheduled wastes from harvesting, manuring, weeding/unkeep and workers' quarters.</p> <p>The estate has established its SOP for handling chemicals and Scheduled wastes as per documents:-</p> <ol style="list-style-type: none"> 1) Policy No. ESOP-OP6 - Chemical handling, 05th January 2020: To provide SOP for handling storage and issuing of any chemicals, including Triple rinse. 2) Policy No. ESOP-OP3 – Scheduled 	
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wastes, 05th January 2020.

Currently, any servicing and repairs of its vehicles and machinery are outsourced and done outside.

The estate has established its SOP for handling of chemicals and scheduled waste, but not adhered to.

Domestic wastes are collected and disposed at its designated rubbish pit. The rubbish pit is located away from habitation and watercourse.

Reduction of pollution and emission

It was observed the domestic waste at workers camp, and all plantation facilities area was adequately addressed, and clean.

Based on Environmental Management Plan, action plans to reduce identified significant pollutants has been established and being implemented in their operational activities.

Scheduled waste SOP as per Policy No. ESOP-OP3-Scheduled waste, dated 05th January 2020.

The estate has established its action plan to reduce identified pollutants as per its Environmental Aspects & Impacts Assessment and incorporated into its Environmental Management Plan.

Natural water resources

The estate site office cum its chemical-fertilizer store and workshop has been connected to Rural Water Supply grid for treated water supply, while rain water harvesting is practised to supply water for its labour quarters in the estate. With the exception of internal drains, there is no river traversing the estate.

In the estate's Water management plan stated that the site drain are directed to conservation terraces and for protection of water courses.


Estate practicing rain water harvesting for workers daily use at line site and in operational activities.

No construction of bunds, weirs and dams are seen during site visit to the estate.

Status of rare, threatened or endangered species and high biodiversity value area


High Biodiversity Value assessment

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		<p>document is available for Satap Plantation Sdn Bhd dated 23rd March 2020, whereas action plan and monitoring include installing conservation posters and signages in their estate.</p> <p>No RTE species was sighted and reported in the biodiversity assessment report, however, awareness program and posters of RTE species were suggested to be installed. 'No hunting' signages were also sighted at the estate.</p> <p><u>Zero burning practices</u> The estate has established its Zero Burning policy as incorporated in the Environment Policy, dated 01st January 2020.</p> <p>The estate management will not carry out any open burning in their operation unless with approval of regulatory body.</p>	
Principle 6	Best practices	<p><u>Implementation of standard best practices / Site management</u> Satap Plantation Sdn Bhd has SOP on best practices. Sighted Harvesting SOP ref: ESOP-OP8 - Harvesting rev. 1 dated 05th January 2020 and Manuring SOP ref: ESOP-OP9 - Manuring rev. 1 dated 05th January 2020. Others include good agriculture practices.</p> <p>Estate is of peat and mineral soils of undulating land. Management of peat to refer to water management plans.</p> <p>Block marking established for the estate and there are 20 blocks for Satap Plantation Sdn Bhd.</p> <p><u>Economic and financial viability plan</u> There is a 5 years FFB crop forecast for Satap Plantation Sdn Bhd. Monthly progress is monitored through update of work program. There is also the monthly return to MPOB, that is the MPOB(EL)ET4 and the annual e-cost.</p> <p>No replanting yet as earliest planting was in 2007 and still in immature stage.</p> <p><u>Transparent and fair pricing dealing</u> FFB sold to MJM Palm Oil Mill and contract agreement between mill and estate is available. Payment of FFB to MJM Palm Oil Mill is sighted fair as done based on terms and conditions in the contract agreement.</p> <p><u>Contractor</u> A contract agreement sighted for Lee Yok Jin Contractor Sdn Bhd which do has a clause on</p>	Complied.

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		compliance to MSPO requirements.	
Principle 7	Development of new plantings	Not Applicable. Note: the whole Principle 7 is not applicable for this audit as new planting in the plantation areas is yet to be carried out.	Not Applicable.

Based on the audit, it was apparent that:

The internal audit program has been fully implemented and demonstrates effectiveness as a tool for maintaining and improving the management system	√
The management review process is adequate and effective.	√
The organization has met its objectives and targets and monitored progress towards their achievement.	√
The management system documentation confirms with the requirements of the MSPO audit standard.	√

4.5 PREVIOUS AUDIT FINDINGS – IF APPLICABLE

Nonconformity identified during previous audits has been corrected and the corrective action continues to be effective	√
Not adequately addressed nonconformity identified during previous audit activities and the specific issue has been re-defined in the nonconformity section of this report.	Nil

4.6 EXISTING CERTIFICATION


Currently are being certified to other certification schemes as below

Current Certification (Please tick the certification you are currently certified)			
	ISO 9001		HACCP
	EMS 14001		RSPO
	OHSAS 18001/ISO 45001		ISCC
	ISO 22001	x	Others: MSPO2530-3
	None		

4.7 AUDIT SUMMARY AND RECOMMENDATION

The audit team concludes that the organization fulfill the requirements of the MS 2530-3:2013 standard and demonstrated the ability of the system to systematically achieve agreed requirements for products or services within the scope and the organization's policy and objectives.

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The audit team recommends that, MSPO certificate to be maintained by submission and accept the corrective action plan and evidence of NCRs within the stipulated time frame to **Satap Plantation Sdn Bhd**.

Signed for and on behalf of
Nesus Certification Sdn Bhd



.....
(Jeffrey Denis Ridu)
Lead Auditor
Date: 03/06/2024

ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY AND CONFIRMATION OF AUDIT FINDINGS


This is to acknowledge and confirm the audit described in this report and the acceptance of the contents and findings in this audit report.

Signed for and on behalf of
Satap Plantation Sdn Bhd



.....
Mr. Lee Choon Hong
Director
Date: 06/06/2024

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APPENDIX A: AUDIT FINDINGS

Refer to the Attachment (Appendix A)

APPENDIX B: CORRECTIVE ACTION PLAN & EVIDENCE

Refer to the Attachment (Appendix B)

APPENDIX C: AUDIT PLAN

Refer to the Attachment (Appendix C)

End of Report

NESUS CERTIFICATION