

NESUS CERTIFICATION SDN BHD



MSPO CERTIFICATION SUMMARY REPORT

FOR
WOODMAN KUALA BARAM ESTATE SDN BHD
(USAHA ESTATE) (616631-U)

Date: 12th September 2024

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MSPO Certification Summary Report



| | | |
|---|------------------|-------------------------------------|
|  | Company Name: | Woodman Kuala Baram Estate Sdn Bhd |
| | Certifying Unit: | Usaha Estate |
| | Client Number: | NSC-68-04-24/MSPO (2) |
| | Audit Type: | Individual / Recertification Year 6 |

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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 Organisation |
| 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

Woodman Kuala Baram Estate Sdn Bhd (Usaha Estate) has commissioned Nesus Certification Sdn Bhd to conduct **Recertification Audit** and **Witness Audit** for Transition from MS 2530:2013 to MS 2530:2022 Standard. There has been a change from Group Certification to Individual Certification.

1.1. Objective

The objective of this **Recertification** audit was to assess the oil palm plantation by an independent certification body with the aim for compliance of the standards, for another cycle of 5 years. This is also a witness audit by DSM on the transition from MS2530:2013 to MS2530:2022 Standard.

1.2. Scope

Any changes in scope Yes ☒ No ☐

The certification was based on the documentation established by **Woodman Kuala Baram Estate Sdn Bhd (Usaha Estate)**. The supporting documents provided to the audit team as well as information received by means of interviews and background investigation.

The documents and information were reviewed against the requirements and criteria based on MS 2530-3-2:2022 General principles for oil palm plantations (more than 500 ha). 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 were used as part of the assessment; the compliance of the requirements of the guidelines applied were checked.


1. Malaysian Sustainable Palm Oil Part 3-2: General principles for oil palm plantations (more than 500 ha);

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 | |
|-----------------------------------|---|---------------------|---|
| Recertification Year 6 | 09th- 10th July 2024 | Lead Auditor | Jeffrey Denis Ridu ; Certified MSPO Lead Auditor (OSHISIS Solution PLT) (2024), Exemplar Global Certified QMS ISO 9001:2015 Lead Auditor Course (The Best Solution) (2024), Certified Lead Auditor QEHS (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 5 of MS 2530-3-2:2022. |
| | | Auditor 1 | Edward Agong Ajan ; Certified MSPO Lead Auditor Course (Nesus Certification Sdn Bhd) (2024), Exemplar Global Certified QMS ISO 9001:2015 (Sincera GSE) (2024), SA8000 (SAI) (2024), IMS (PSV) (2024), BSc (Hons) Bachelor of Science (Forestry) UPM; 19 years working experience related to palm oil; Site & documentation audit and |

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| | | | interview based on Principles 1 to 5 of MS 2530-3-2:2022. |
| | | Observer 1 | Yusof Khairan Nizar B. Ahmad Tarmiza (DSM Assessor) |
| | | Observer 2 | Dickens Mambu (Nesus Certification Sdn Bhd) |

| | | | |
|--------------------------------------|-----------------------|--------------|---------------------------------|
| Clients Review: | Kueh Chie Tiong | Date: | 15 th September 2024 |
| Peer Reviewer 1: | Mohd Yusof Bin Nekmat | Date: | |
| Peer Reviewer 2: | - | Date: | - |
| Certification Decision Panel: | Monica Mone Lubong | Date: | 27 th September 2024 |
| Approved by CM: | Dickens Mambu | Date: | 27 th September 2024 |

5 Years Audit Programme

| Planned month & year | RA Date: 03/06/24 | SA1 Date: - | SA2 Date: - | SA3 Date: - | S4 Date: - | RA Date: - |
|---|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Internal audit | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Stakeholder consultation / survey | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Use of logo | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Follow-up from previous audit finding | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.1 Management Commitment & Responsibility | | | | | | |
| 4.1.1 MSPO Policy | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.1.2 New establishment | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.1.3 Existing site management | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.1.4 Training and competency | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.1.5 Economic and financial viability plan | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.1.6 Commitment to contribute to local sustainable development | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.1.7 Complaints and grievances | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.1.8 Internal Audit | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.1.9 Management Review | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.2 Transparency | | | | | | |
| 4.2.1 Communication and consultation | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.2.2 Traceability | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.2.3 Transparent and fair price dealing | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.2.4 Ethical Conduct | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.3 Compliance with legal and other requirements | | | | | | |
| 4.3.1 Regulatory requirements | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.3.2 Rights to use land | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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|--|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 4.3.3 Native customary rights | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.4 Responsibility to social, health, safety and employment conditions | | | | | | |
| 4.4.1 Social Impact Assessment (SIA) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.4.2 Employee's safety and health | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.4.3 Employment conditions | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.4.4 Living conditions | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.5 Environment, natural resources, biodiversity and ecosystem services | | | | | | |
| 4.5.1 Environmental management | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.5.2 Efficiency of energy use and use of renewable energy | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.5.3 Waste management and disposal | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.5.4 GHG emissions | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.5.5 Water resources | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.5.6 Environmental conservation and protection | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.5.7 Zero burning practices | <input checked="" 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 | RA | SA1 | SA2 | SA3 | SA4 | RA |
|-------------|-----------------------|-----|-----|-----|-----|----|
| Year | 6 | 7 | 8 | 9 | 10 | 11 |
| Plan | 03/06/2024 | | | | | |
| Actual | 09-10/07/2024 | | | | | |
| Team Leader | Jeffrey Denis Ridu | | | | | |
| PR 1 | Mohd Yusof Bin Nekmat | | | | | |
| 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.

Recertification Audit :

Recertification audit was conducted on **09th - 10th July 2024**, which covers the following activities but not limited to below:

- Onsite inspection, observations and inspections of plantation facilities such as process, workshops, stores, wastewater treatment system, waste handling and disposal sites, workers and staff living quarters, receiving and delivery of products 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 close out of Minor non-conformance during **Surveillance 4** audit;
- Assessment reporting;

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On-site Assessment

The audit of the plantation was conducted according to the MS 2530-3-2:2022 General principles for oil palm plantations (more than 500 ha).

The methodology for objective evidence collection was only through documentation review and monitoring data. 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 Opportunities For Improvement (OFI) 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. ORGANISATION INFORMATION

This report presents the results of the certification assessment at **Woodman Kuala Baram Estate Sdn Bhd (Usaha Estate)** on **09th - 10th July 2024** by Nesus Certification Sdn Bhd. The purpose was to assess the operations of **Woodman Kuala Baram Estate Sdn Bhd (Usaha Estate)** against the requirements of the Malaysian Sustainable Palm Oil (MSPO) certifications.

Woodman Kuala Baram Estate Sdn Bhd (Usaha Estate) is an oil palm plantation with a planted area of **4,171.10 hectares** and first planting in year **2001**. **Woodman Kuala Baram Estate Sdn Bhd (Usaha Estate)** will apply the certification of MS2530-3-2:2022 as the organization is committed to become a Sustainable Palm Oil producer.

Table 1: Information of Estate Being Audited

| Name of Organisation | Location | Coordinates | |
|---|---|-------------|------------|
| | | Lat.: | Log.: |
| Woodman Kuala Baram Estate Sdn Bhd (Usaha Estate) | Office (HQ): Lot 306, Jalan Krokop, 98000 Miri, Sarawak | - | - |
| | Site: Lot 4, 7, 15 & 17, Block 15, Kemena Land District, Bintulu | 3.350232 | 113.190308 |


Table 2: Supply Base Area Statement

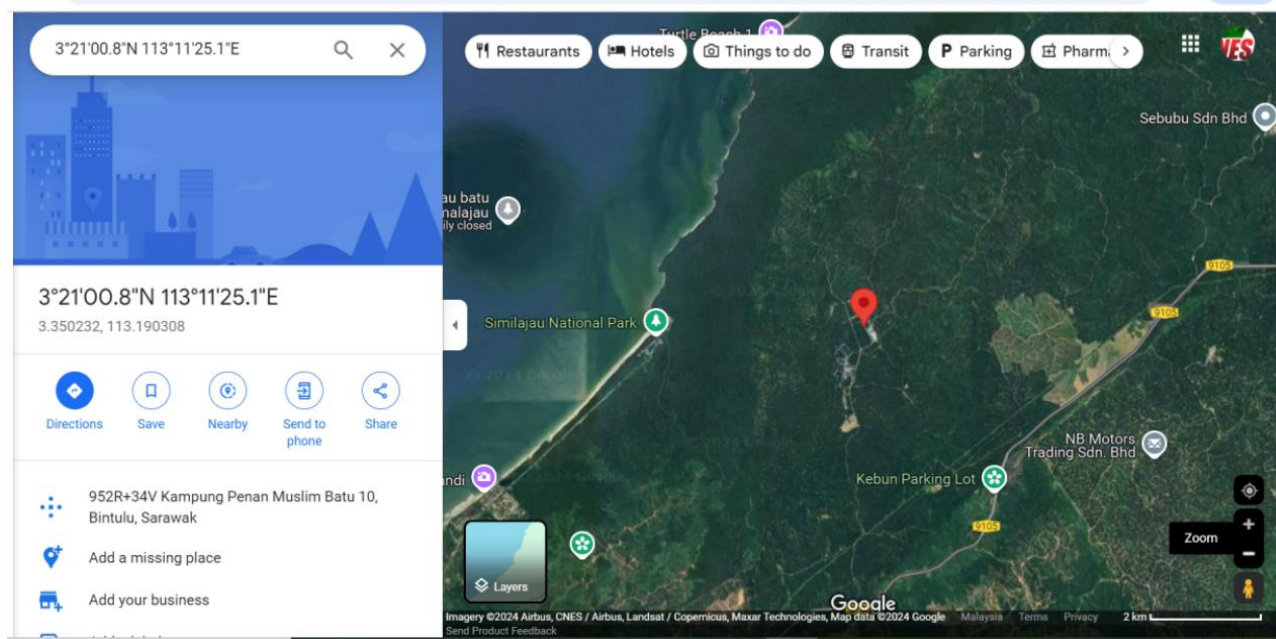
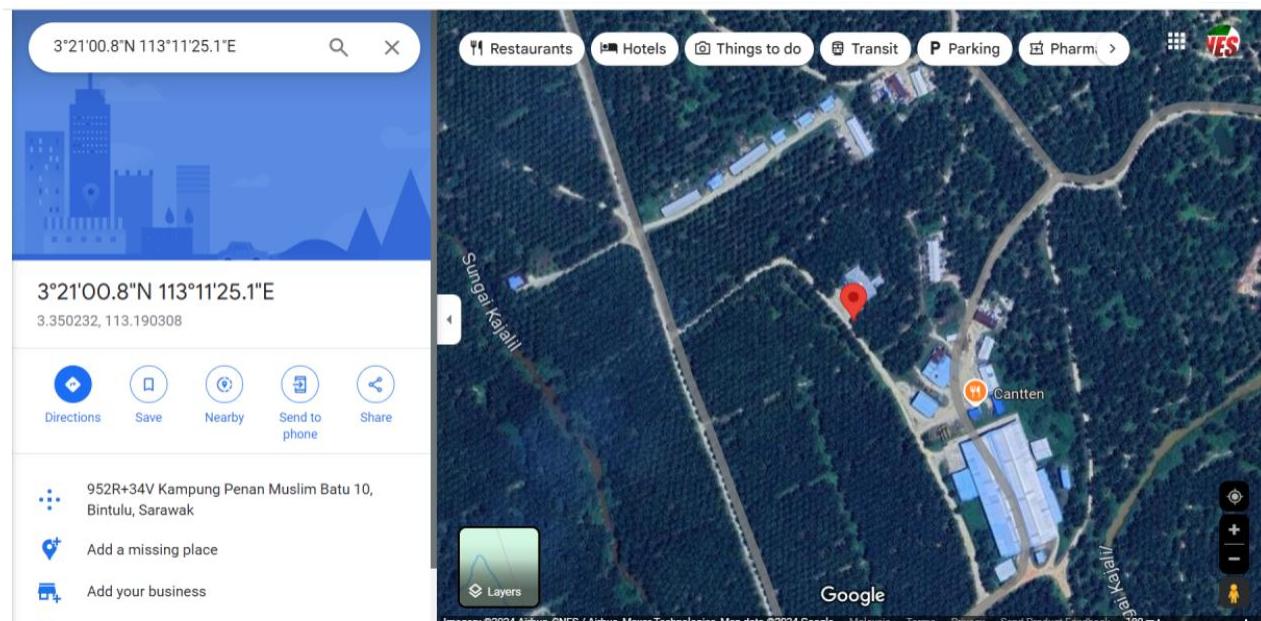
| Area Statement (Ha) | | | | |
|---|------------------|--------------|-------------------------|-------------|
| Estate | Titled Area (Ha) | Planted (Ha) | Conservation / HCV (Ha) | Others (Ha) |
| Woodman Kuala Baram Estate Sdn Bhd (Usaha Estate) | 4,365.82 | 4,171.10 | - | 194.72 |

Table 3: FFB Production

| Estate | FFB Production (Mt) | |
|---|---------------------|---------------------------|
| | Year 2023 (Actual) | Year 2024 (Projection***) |
| Woodman Kuala Baram Estate Sdn Bhd (Usaha Estate) | 59,731.18 | 70,000.00 |

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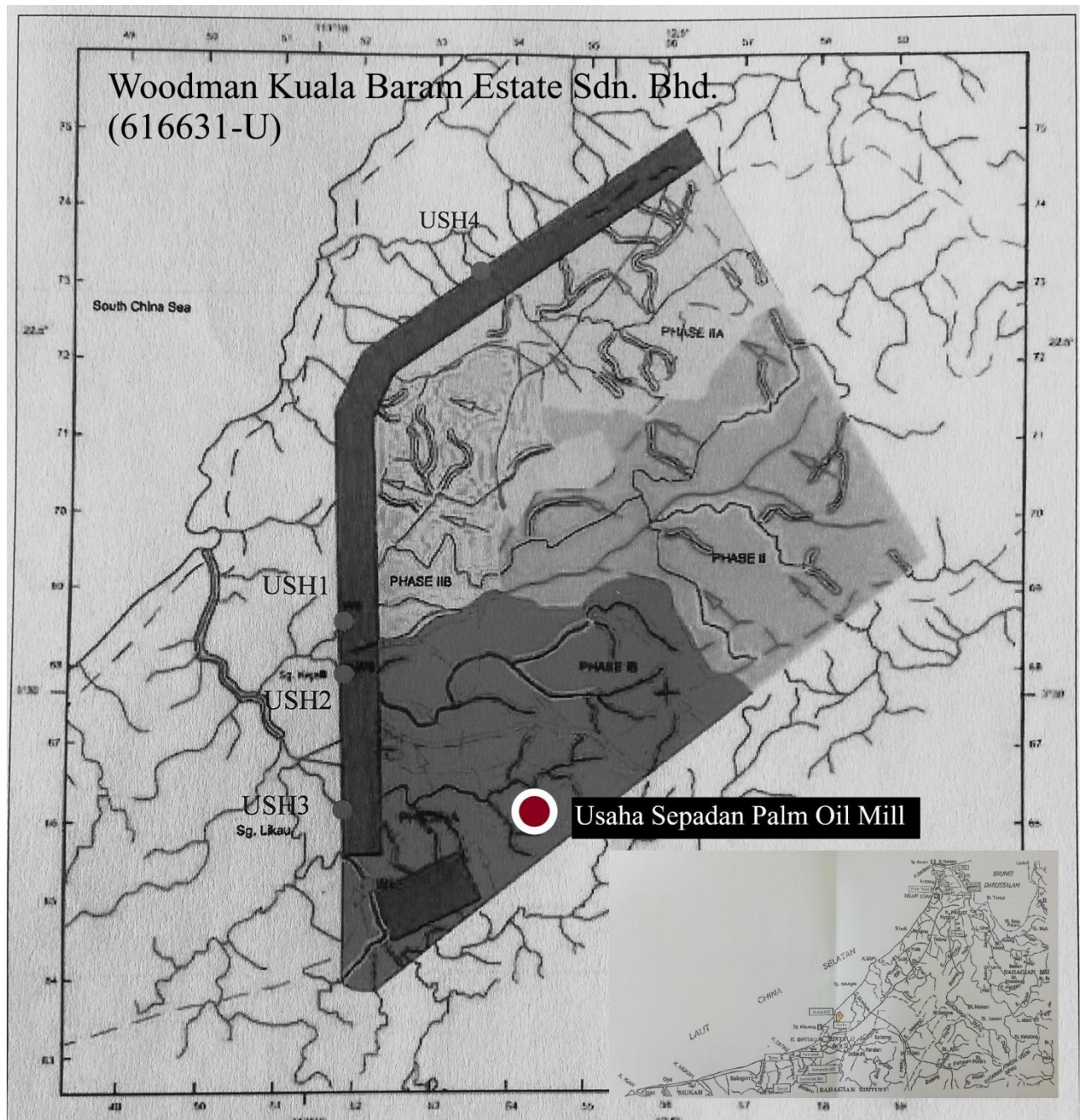
Location Map of the Production Unit**Woodman Kuala Baram Estate Sdn Bhd (Usaha Estate)**

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4. AUDIT ASSESSMENT**4.1. Recertification Audit**

The objective of the audit is to assess whether the activities of the plantation are in compliance with MS 2530-3-2:2022 General principles for oil palm plantations (more than 500 ha).

4.1.1. Recertification

The **Recertification** audit was conducted on **09th - 10th July 2024**.

During the **Recertification** audit, there were **1 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 by photos provided, 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 **Woodman Kuala Baram Estate Sdn Bhd (Usaha Estate)** to provide comments. As at audit date on **09th - 10th July 2024**, there were no adverse comments received.

Table 5: Stakeholder Consultation for Woodman Kuala Baram Estate Sdn Bhd (Usaha Estate)

| Stakeholders Categories | Stakeholder's Input / Comments | Clients Feedback / Response |
|---|---|--|
| Government Agency: NREB | 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. |
| Supplier/Contractor: JQ Biotech Sdn Bhd | Have a good business relationship and committed with MSPO implementation. No issues arise. | Maintain the good business relationship. |
| Workers Representative | Happy with the working environment and remuneration. | Always looking after the welfare and well-being of all employees. |

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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 2530-3-2:2022. 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 | Comment | Conformity |
|--------------------|--|---|---------------------------------------|
| Principle 1 | Management Commitment & Responsibility | <p><u>Malaysian Sustainable Palm Oil (MSPO) Policy</u> The Estate has established its MSPO policy dated 16th January 2023 Rev 2. The policy was signed by its Director. Then revised version is in line with the changes to the MSPO standard of having 5 principles instead of 7 principles as in MS2530-3:2013.</p> <p>The policy is communicated in various ways, including training (as verified from training records – dated 26th February 2024 for awareness MSPO. It is also communicated to the employees during muster call.</p> <p>The implementation of MSPO is structured with a MSPO committee established, with roles identified for Management Representative, Social Liaison, document control, traceability, health and safety, and environmental control. Their appointments are provided with lists of responsibilities.</p> <p>Continual improvement plans are shown documented in a Management Review minutes of meeting dated 12th June 2024, covering Social, Environment, Safety and Health.</p> <p><u>New Planting</u> This criterion is not applicable due to no new planting carried out.</p> <p><u>Existing Site Management</u> Some SOP on best practices were not documented.</p> <p><u>N/C No. 1; MINOR (Principle 4.1.3.1)</u> Standard Operating Procedures was found established. However, it was</p> | Minor non-conformity has been raised. |

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found not appropriately documented. During document review on Standard Operating Procedures, it was observed that some estate practices were not well documented. For example, while there are 13 existing documented operating procedures on operations, establishment of beneficial plant as an example of Integrated Pest Management was not available.

The project area is undulating and rolling, with no clear areas exceeding 25 degrees. Sloppy areas are terraced, and the estate is constructed with network of roads. Ground covers are maintained with no sign of excessive spraying. No sign of soil erosion was noted during the audit.

SOP on Peat Management and water management plan is not applicable due to the estate is not at peat area.

Field blocks are marked with 2 different signages ; one placed on the trunk of palms and another on the ground. Information stated on the signages include Block Number, Hectarage and Planted Month.

The establishment of beneficial plants along roadsides entering the estate was sighted during the audit.

Replanting

Replanting program was approved by NREB dated 22nd March 2024 reference (17)NREB/600-1/2G/85 (vol1). The schedule of replanting is shown in the Environmental Management Plan dated December 2023, with an eventual replanted area of about 3874.01ha. Site record gave a total area of 193.38ha replanted as at June 2024.


EMP for the replanting was conducted by Ecosol Consultancy Sdn Bhd and the report was approved by NREB.

Training and Competency

Training program are planned for OSH and operation for the year 2024. Training records includes attendance sheet with photographs showing the training in session. Evaluations records of the effectiveness of training is shown in the attendance list, marked by the trainer. Training matrix are shown for all employees.


The contractor has signed an agreement to comply to MSPO standards, shown through an

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| | | <p>agreement dated 09th April 2019.</p> <p><u>Economic and Financial Viability Plan</u> Three year business plan summary (budget 2024-2026) was shown, containing the followings: -FFB Production (mt) -Sales of FFB -Agrochemical -FOL, Spare and general part -Harvesting -Salaries & Wages -Administration Fee -Gain/Loss</p> <p>Replanting programme is prepared, shown through an Environmental Management Plan dated December 2023, approved by NREB.</p> <p><u>Commitment to Contribute to Local Sustainable Development</u> A village situated out toward the southwestern of the estate may need to be registered in the list of stakeholders as identified in as a settlement within 3-km radius of the project area as reported in the EMP dated December 2023.</p> <p><u>Complaints and Grievances Handling</u> A procedure dealing with complaints and grievances is shown as a process flow chart ref. SOC01 rev 2 dated 02nd January 2023.</p> <p>Stakeholders meeting was conducted on 15th May 2024 with 24 attendees.</p> <p>Complaints forms are available in the office, and records of complaints are compiled. Complaints were addressed by the management and acknowledged accordingly by complainants.</p> <p>Records of complaints are filed, since 14th December 2022.</p> <p><u>Internal Audit</u> Internal audit was conducted last on 25th May 2024 by 3 personnel and the audit report is available for management review.</p> <p>The documented audit procedure states the frequency of the audit as minimum once a year. Follow-ups on the corrective actions are specified in the procedure</p> <p><u>Management Review</u> Management review was conducted</p> | |
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| | | <p>annually, held last on 12th June 2024 as a joint meeting with the Woodman Group of Companies, that includes other estates.</p> | |
| Principle 2 | Transparency | <p>Communication and Consultation It was observed the SOP for Complaints & Grievance, Consultation and Communication with relevant stakeholders are available Ref No.: SOC01 Rev.2 dated 02nd January 2023.</p> <p>A stakeholder meeting was held on 15th May 2024. Minutes of meeting was prepared and available for review. Meeting done together with the mill.</p> <p>List of stakeholders are available.</p> <p>N/C No. 2; MINOR (Principle 4.2.1.2) The stakeholders were not fully identified causing the stakeholders list and its communications found lacking. During document review, it was sighted that a village situated outside the southwestern part of the estate, within the 3-km radius as reported in the 2023 approved EMP was not registered in the stakeholders list. This would enable the organization to consult them towards local sustainable development programme.</p> <p>Social Liaison Officer has been appointed for Usaha Estate, as per appointment letter dated 02nd January 2024 signed by Advisor.</p> <p>The Standard Operating procedure for Traceability for Usaha Estate, Ref: SOPWM-MP9 Traceability Rev. 03; dated issued: 01st September 2023.</p> <p>Traceability Officer has been appointed for Usaha Estate, as per appointment letter dated 02nd January 2024 signed by Advisor.</p> <p>Regular inspections on compliance with its traceability system will be conducted by management, particularly, by its appointed Traceability officer.</p> <p>Records of sales, delivery or transportation of FFB are maintained and monitored for traceability and quality control.</p> <p>Transparent and Fair Price Dealing An agreement between the estate and the mill is in the form of an agreement – OER & KER Rate; Ref:</p> | Minor Non-Comformity has been raised. |

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| | | <p>USPOM/TRA/REV00/01; File MSPO: 4.2.3/4.6.3/24.1.2. Date with effect from 01st January 2022. The agreement will be waived upon mutual agreement between both parties in writing.</p> <p><u>Ethical Conduct</u> Ethical Conduct and Anti-Bribery Policy, Doc No: MSPO/ECAB01/23 dated 16th January 2023.</p> <p>MSPO Awareness Training was held on 26th February 2024 at Usaha Estate office. The topics covered:</p> <ul style="list-style-type: none"> i. MSPO Policy; ii. Ethical Conduct and Anti-Bribery Policy; iii. Social Policy; iv. Occupational Safety & Health Policy; v. Environmental Policy. | |
| Principle 3 | Compliance to legal requirements | <p><u>Regulatory requirements</u> The estate is operating in compliance with local, state, national, and ratified international laws and regulations. The estate's appointed legal officer is in charge of monitoring compliance. If there are any changes, estates management will be notified so that appropriate adjustments can be made.</p> <p><u>MPOB License</u> License No: 536866002000 Validity: 01st March 2024 - 28th February 2025 Hectarage: 4,365.82 ha</p> <p><u>Nursery MPOB</u> License No: 621079011000 Validity: 01st July 2024 - 30th June 2025.</p> <p><u>Trade Licence</u> Licence No. A1164026; 616631-U; Woodman Kuala Baram Estate Sdn Bhd – Oil palm plantation; Tree planting. Validity: 10th October 2023 - 10th November 2024</p> <p><u>Permit Barang Kawalan Berjadual (For Diesel)</u> No. Rujukan: BTU.P.38/2019 (D) For Minyak Diesel – 32,000 liters Validity: 06th May 2024-05th May 2025</p> <p>All the laws and regulations relevant to oil palm plantation are listed and filed Legal Requirement Register, Doc No. LEG01(E1). Register was updated by the Sustainability Team HQ and was last updated on 15th June 2023.</p> <p><u>Legal land use rights</u></p> | Complied. |

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| | | <p>Land Titles were made available where the land use terms and conditions are for the agricultural purposes and purposes incidental to the production and processing of crops grown thereon.</p> <p>There were no recorded or known disputes over the ownership of the land. No changes to the land ownership or new land acquisition since the last audit.</p> <p><u>Native customary rights</u> No customary rights claim on the said company's land.</p> | |
| Principle 4 | Responsibility to social, health, safety and employment conditions | <p><u>Social Impact Assessment</u> The management shows an internally produced report of Social Impact Assessment dated 20th November 2018 and 30th November 2018.</p> <p>The management has obtained a financial proposal from a prospect consultant to produce a Social Impact Assessment for 2024, dated 12th April 2024, to produce an SIA using the guidelines provided by MSPO.</p> <p>Improvement plan on social component are reviewed annually during the management review, as shown in the minutes of meeting dated 12th June 2024.</p> <p><u>Employee's safety and health</u> Occupational Safety and Health Policy for Usaha Estate was seen dated 16th January 2023; Doc No: MSPO/OSHPO1/22 Rev.2 signed by Director.</p> <p>The safety & health committee for Usaha Estate has been formed. There are 5 representatives of employer and 5 representatives of employees; updated 01st September 2023.</p> <p>Appointment letter for OSH coordinator cum secretary of OSH committee, signed Chairman. Validity period 01st September 2023 – 01st January 2025.</p> <p>The Hazard Identification and Risk Assessment (HIRARC) has been established and last updated on 23rd June 2022 and applicable for all estates in Woodman Group of Companies. The HIRARC covers all activities and processes.</p> <p>SOP for HIRARC; Ref: SOPWM-MP10</p> | Major non conformity has been raised. |

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| | | <p>HIRARC was issued on 01st January 2024.</p> <p>There are two areas categorized for Safety and health in Annual Training Programme 2024; Safe work procedures and Safety and Health.</p> <p>There had been two OSH meetings carried out on 20th March 2024 and 20th June 2024. Minutes of meeting on 20th June 2024 was prepared by secretary of OSH committee.</p> <p>The Emergency Preparedness and Response team has been established as per Form No: WM-JKKP09 Rev. 1 dated 02nd January 2022. The committee has been updated 01st April 2024. Letter of appointment for ERT seen all in order.</p> <p>The First Aid Kit Monthly Inspection Form, Form No: WM-JKKP17(A) Rev.02 rev date 02nd January 2023. Latest inspection was on 30th June 2024. SOP for First Aid was made available.</p> <p><u>N/C No. 3; MAJOR (Principle 4.4.2.2)</u> Hazard Identification and Risk Assessment was found not being properly implemented. During site visit to the skid tank area, it was sighted that the diesel nozzle was found not functioning well, causing diesel oil dripping directly to the ground, which can cause risk of fire hazard in that place or surrounding areas. From work place inspection record, there was no mention on the equipment failure at the designated area.</p> <p>JKKP 8; Ref No: JKKP 8/169532/2023; Submission date: 22nd January 2024.</p> <p><u>Employment conditions</u> The Social Policy Doc No: MSPO/SP01/22 Rev. No. 02 date 16th January 2023 signed by Director. The social policy covers human rights, respect rights of employees and the right to participate in trade union. Provide fair and equal employment opportunities and treatment regardless of gender, race, religion and culture. No child labour or forced labour or human trafficking. The management do not tolerate sexual harassment and ensure good housing and food security. Ethical Conduct and Anti-Bribery Policy, Doc No: MSPO/ECAB01/23 dated 16th January 2023, signed by Director. The management has provided</p> | |
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| | | <p>guidelines to prevent all forms of sexual harassment and violence at the workplace based on "Code of Practice on the Prevention and Eradication of Sexual Harassment in the workplace".</p> <p>Usaha Estate has established Women Committee. Latest meeting attended by all committee. Based on the interview with the chairman and committee member, no harassment has been reported to date.</p> <p>Woodman Group of Companies has established a time recording system for all employees that makes working hours transparent for both employees and employer.</p> <p>Time recording system has been carried out manually and punch card on daily basis for field and office staff. Display of working hours at general notice board.</p> <p>Observed that the working hours and breaks for each employee is indicated in the employment contract that comply with the legal requirements.</p> <p>Among other social benefit offered by the estate management are free outpatient medical treatment, free accommodation, free water and electricity supplies, incentives and bonuses for workers and staffs. During interview session with workers, interviewee informed that accommodation provided by the employer, noted it was in good condition, no broken or damage parts, clean surrounding, rubbish bin for each house, smooth drainage system.</p> <p>Woodman Group of Companies has established a Social Policy in which its statement include: "Do not exploit all form of forced labour or bonded labour. Do not employ individual below 18 years old."</p> <p>The policy has been signed by Director. Employee registration list was reviewed and no employees found to be below 18 years old.</p> <p>The top management of Woodman Group of Companies 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. Their commitment is clearly described with</p> | |
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| | | <p>the statement indicated in the Social Policy established by the management.</p> <p>There has been no evidence of mistreatment of workers in the case of triangular employment.</p> <p><u>Living conditions</u></p> <p>Housing at Div. 2 are well maintained and clean. Electricity and water are from the mill, Usaha Sepadan Palm Oil Mill.</p> <p>Water provided by the mill are tested for their quality at the mill, Usaha-Sepadan Palm Oil Mill. A certificate of Analysis from ESI Laboratory Sdn Bhd done at the mill dated 10th January 2024, Ref: ESIL/WKBE/10-01/029 for Drinking Water.</p> | |
| Principle 5 | Environment, natural resources, biodiversity and ecosystem services | <p><u>Environmental management</u></p> <p>Environmental Policy is established and signed by the Director. The policy is communicated to stakeholders through stakeholder meeting (dated 15th May 2024), and to workers as part of training activities.</p> <p>The environmental policy is implemented through the function of a joint OSH and Environmental committee. The committee met last on 20th June 2024 to also discuss issues in environmental concern.</p> <p>An Environmental Monitoring Report is produced quarterly to assess the status of water quality and other environmental parameters such as:</p> <ul style="list-style-type: none"> -Water management -Biodiversity conservation -Waste management -Agrochemicals and pests management <p>Training program 2024 shows training that schedule on environmental subjects the management has identified.</p> <p><u>Efficiency of energy use and use of renewable energy</u></p> <p>Usage of Non-renewable Energy (Diesel Consumption) against FFB productions are monitored monthly/yearly as can be seen from the following table. Energy Consumption Spreadsheet maintained monthly and relate to FFB Delivery to monitor its Energy Efficiency.</p> <p>Renewable energy - solar powered lightings are installed in the Nursery,</p> | Opportunity For Improvement has been raised. |

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| | | <p>Canteen and Gate (Positive).</p> <p><u>Waste management and disposal</u> Waste Management Plan, Doc No. ENV04 E, dated 02nd January 2023, has been established to avoid or reduce pollution. For each identified waste source, the estate has determined the appropriate measure to ensure all waste generated in the estate is being handled responsibly.</p> <p>Recyclable items are identified in the plan as plastic, paper and glass. Recycle bins are provided as shown outside the office building to segregate paper, glass and plastic.</p> <p><u>N/C No. 4; Opportunity For Improvement (Principle 4.5.3.1)</u> While recyclable items are identified as plastic, glass and paper, it would be proper to also include aluminium cans as recyclable items in the waste management plan.</p> <p>Relevant Standard Operating Procedure of Handling of Used Chemical SOPWM-OP6 has been established which covers the aspects of handling labelling, storing and disposal to ensure they meet the local authority requirements.</p> <p>The organisation disposes domestic wastes into landfills situated in the field, with proper recording of date open and date closed.</p> <p><u>GHG emissions</u> A GHG calculation record was shown for Usaha Estate, showing: -the emission from fertiliser application for year 2023, as nutrient (kg/yr) for N, P2O5, K2O, MgO, CaO -emission from pesticide application for year 2023, as total active ingredient (kg/year or liter/year) for type of pesticides -emission from diesel and lubricant for year 2023 as liter/ha/year</p> <p>While GHG emission was shown for pesticides, fertiliser and fuel, shown in kg/year or liter /year, it would be appropriate to show the unit of GHG emissions relative to CO2eq.</p> <p>The GHG emission calculation is using an internal format and on their way to get familiar with using the GHG calculator endorsed by MSPO being the scheme owner.</p> | |
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| | | <p><u>Water Resources</u></p> <p>Water Management Plan is established:</p> <p>a)Water supply is from the mill as treated water</p> <p>b)Monitoring of outgoing water is recorded through water quality analysis of river water from 5 sampled points. Assessments are carried out quarterly.</p> <p>c)Housing inspection is carried out once a month, also to ensure there is no wastage / leakages of water flows. Rainwater are stored into water tanks and consumed after boiled.</p> <p>d)Riparian buffers are conserved with proper signages to ensure no erosion to the banks.</p> <p>e)No digging of well in the estate.</p> <p>The estate will communicate with the mill in case of water required through a form – Borang Permohonan Mengambil Bekalan Air Terawat. Form No USPOM-MSPO 4.5.5/21.1.1.3</p> <p>There are no diversion of river water flows in the estate.</p> <p><u>Environmental conservation and protection</u></p> <p>A report on Biodiversity Assessment 2024 was shown, produced internally.</p> <p>It was carried out with the consultation involving the estate management, internal survey questionnaire and site visit.</p> <p>A biodiversity management plan is established Doc No ENV06) Rev 01 incorporated with results of the biodiversity assessment.</p> <p>The biodiversity plan include:</p> <p>a)Prohibition of chemical usage and human activities in riparian buffer;</p> <p>b)Issuance of memo to prohibit hunting, trapping or keeping of wildlife</p> <p>c)Setting up signages to prohibit hunting, trespassing, and the committee on environment to discuss issue related to wildlife protection.</p> <p>d)Riparian buffer are identified and marked on the ground, set up with signages.</p> <p>Committee on environment is established and met quarterly, also to discuss issues related to biodiversity.</p> <p><u>Zero burning practices</u></p> <p>Woodman Group of Companies has established a Environmental Policy (Doc. No.MSPO/EP01/22). The policy has been signed by Director 16th</p> | |
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| | | <p>January 2023, whereby showing the estates committed with zero burning practices in all their operational area as a plan to reduce air pollution.</p> <p>Replanting activities is ongoing as observed in Block 47, with no evidence of burning. Previous crops are felled and chipped, shredded according to established operating procedure – SOPWM-OP1 Replanting Rev 02 dated 1st June 2024.</p> <p>Emergency procedure in case of fire has been established – JKPP01 dated 2nd January 2022.</p> | |
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Based on the audit, it was apparent that:

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| 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

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| 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 <i>(Please tick the certification you are currently certified)</i> | | | |
|---|-----------------------|---|-----------------------|
| | ISO 9001 | | HACCP |
| | EMS 14001 | | RSPO |
| | OHSAS 18001/ISO 45001 | | ISCC |
| | ISO 22001 | X | Others: MS2530-3:2022 |
| | None | | |

4.7 AUDIT SUMMARY AND RECOMMENDATION

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The audit team concludes that the organization fulfill the requirements of the MS 2530-3-2:2022 General principles for oil palm plantations (more than 500 ha) 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.

The audit team recommends that, MSPO certificate to be continued by submission and accept the corrective action plan and evidence of NCRs within the stipulated time frame to **Woodman Kuala Baram Estate Sdn Bhd (Usaha Estate)**.

**Signed for and on behalf of
Nesus Certification Sdn Bhd**



.....
(Jeffrey Denis Ridu)
Lead Auditor
Date: 12/09/2024



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
**Woodman Kuala Baram Estate Sdn
Bhd (Usaha Estate)**



.....
(Kueh Chie Tiong)
Director
Date: 15/09/2024



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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