

# PUBLIC SUMMARY REPORT



**MS 2530-3:2013**

**Malaysia Sustainable Palm Oil (MSPO)**

**Part 3: General Principal for Oil Palm Plantations and  
Organised Smallholders**

**NAME OF CLIENT: HUP GUAN ESTATE SDN BHD**

**STANDARD: MS 2530-3:2013**

**ANNUAL SURVEILLANCE ASSESSMENT 1**

**DATE: 11 SEPTEMBER 2020**

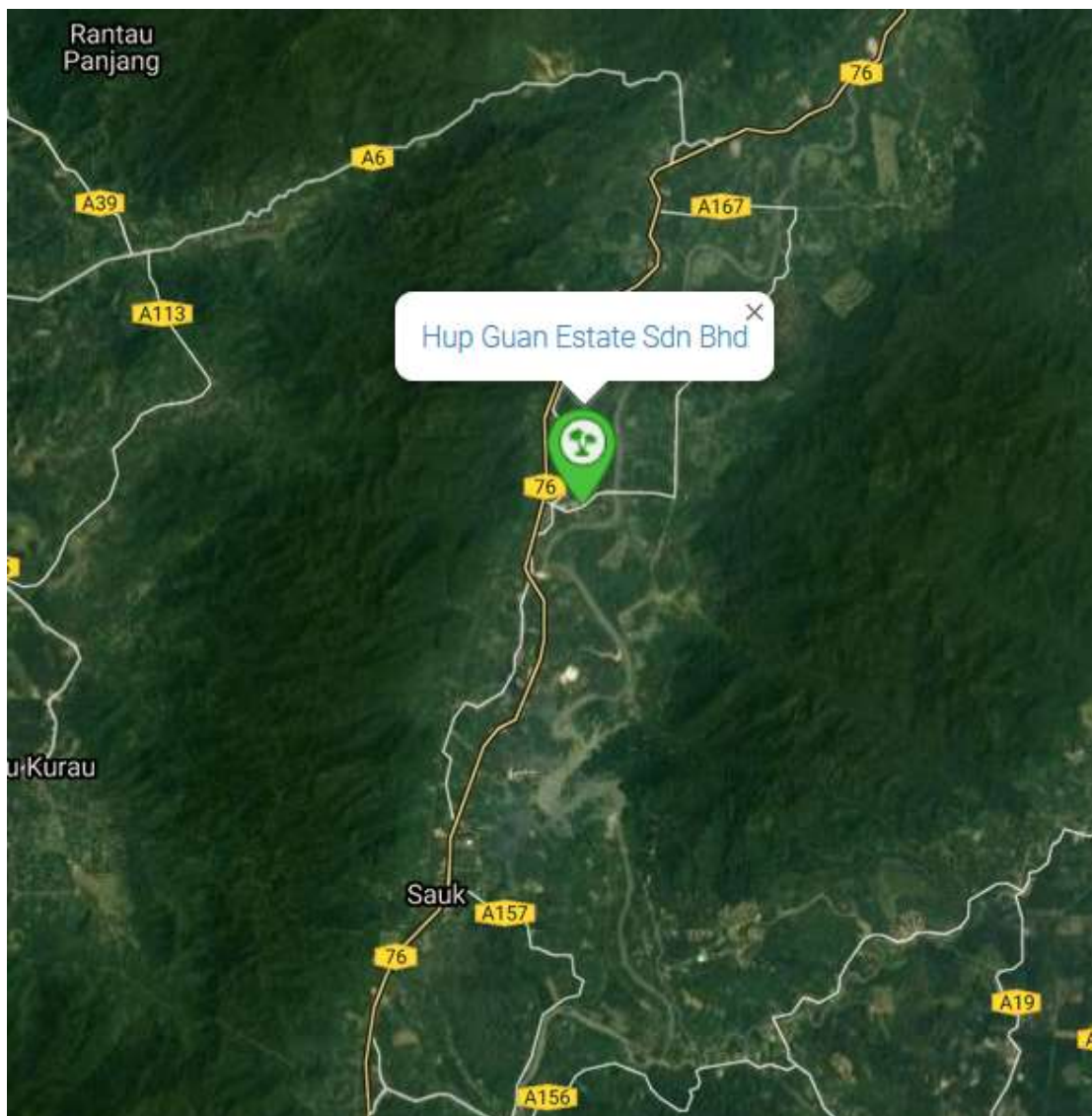
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## 1. DETAIL OF CERTIFICATION ASSESSMENT

Type of Certification Assessment	Annual Surveillance 1 (ASA 1)
Scope of MSPO Certification	Oil Palm Plantations and Organised Smallholders
MSPO Standards used for the Assessment	<b>MS 2530-3:2013</b> – General principles for oil palm plantations and organised smallholders

### Map with geographical coordinate.



## 2. DETAILS OF THE CERTIFIED ENTITY

<b>Name of Certified Entity</b>		<b>Hup Guan Estate Sdn Bhd</b>
<b>Main Address</b>		Lot 3548, Mukim Temelong, Hulu Perak
<b>Management and contact person's details</b>	Name:	Mr. Hu
	Phone Number :	-
	Fax Number:	-
	Email Address:	-
<b>MPOB License</b>	MPOB License's No.:	503467402000
	Expiry date:	29/02/2021
<b>Estimated Tonnages of Annual FFB Production</b>		-
<b>Scope of Activity</b>		Production of Sustainable Fresh Fruit Bunch (FFB)
<b>Date of certificate issued and validity</b>		27 December 2019 until 26 December 2024
<b>Other sustainability certifications</b>		N/A

<b>Certified Area</b>		
<b>Estates</b>	<b>Total Planted Area</b>	<b>Total Area (Ha)</b>
Hup Guan Estate Sdn Bhd	69.57	69.57

### 3. ASSESSMENT PROCESS

#### 3.1 Certification Bodies

No	Audit Team Members	Role	Qualifications
1	MOHAMAD IRWAN BIN SENIN [MIS]	Lead Auditor	Graduate in Diploma Executive in Planting Management and Technology at Universiti Malaysia Pahang. Has 13 years of working experiences in Plantation Management. Completed in MSPO 2530:2013 Auditors Training Course, Integrated Management System (IMS) ISO 9001:2015 & ISO 14001:2015 Lead Auditor Training & etc. Able to speak and understand in Bahasa Malaysia and English.
2	NUR ZAFIRAH BINTI ZULKIFILI [NZZ]	Auditor	Post graduate qualification in Master of Science (Environmental Technology) at Universiti Sains Malaysia. Has 3 years of working experiences in Science Sector. Involve in MSPO 2530:2013, Auditors Training, etc. Able to speak and understand Bahasa Malaysia and English.
3	FARRAH SAHANIM BINTI PADUKA [FSP]	Trainee Auditor	Post graduate qualification in Bachelor of Science Forestry (Nature Park and Recreation) at University Malaysia Sabah. Able to speak in Bahasa Malaysia and English.

### 3.2 Audit Plan

DATE	TIME	SUBJECT	AUDITOR
11 September 2020 (Tuesday)	09:00 – 10:00	<b>Centralize Opening Meeting at Hup Guan Estate Sdn Bhd.</b> <ul style="list-style-type: none"> <li>• Presentation by the manager/coordinator</li> <li>• Presentation by Lead Auditor.</li> </ul> <ul style="list-style-type: none"> <li>➤ Confirmation of assessment scope and finalize Audit Plan (including stakeholder consultations where applicable)</li> </ul>	MIS/NZZ/FSP
	10:00 – 12:00	<b>Hup Guan Estate Sdn Bhd.</b> <ul style="list-style-type: none"> <li>➤ <b>Document Audit:</b> <ul style="list-style-type: none"> <li>• Documents review P1 – P3 (part 3), P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement</li> <li>• The stakeholder consultation will be held along the audit process</li> </ul> </li> <li>➤ <b>Document Audit:</b> <ul style="list-style-type: none"> <li>• Document review P4-P6 (part 3), P4: Social Responsibility, health, safety and Employment Conditions</li> <li>P5: Environment, natural resources, biodiversity and ecosystem service.</li> <li>P6: Best Practices</li> </ul> </li> </ul>	MIS/NZZ/FSP
	12:00-13:00	<b>Lunch</b>	

	13:00-17:00	<p><b>Hup Guan Estate Sdn Bhd.</b></p> <ul style="list-style-type: none"> <li>➤ <b>Field inspection:</b></li> </ul> <p>Field inspection, boundary inspection, fertilizer application, field spraying, harvesting, workers interview, buffer zone, conservation area, office, workshop, agriculture best practices, chemical store, and pre-mixing, etc.</p> <ul style="list-style-type: none"> <li>➤ Verify any outstanding issues, auditor discussion.</li> </ul>	MIS/NZZ/FSP
	17:00-17:30	<p><b>Centralize Closing Meeting at Hup Guan Estate Sdn Bhd estate:</b></p> <ul style="list-style-type: none"> <li>➤ Chaired by the audit Lead Auditor <ul style="list-style-type: none"> <li>• Welcome and introduction by the Lead Auditor</li> <li>• Presentation of findings by the audit team</li> <li>• Questions &amp; answers and Final summary by Lead Auditor</li> </ul> </li> </ul> <p><b>End of Assessment</b></p>	MIS/NZZ/FSP

### 3.3 Proposed Date of Next Surveillance Audit

Date of next ASA	
The provisional date for the next ASA is:	September 2021

### 3.4 Audit 5 Year cycles for Hup Guan Estate Sdn Bhd.

Estates	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	4 <sup>th</sup> Year	5 <sup>th</sup> Year
Hup Guan Estate Sdn Bhd	✓	✓	✓	✓	✓

#### 4. SUMMARY OF AUDIT RESULTS

##### Lead Auditor's Summary and Recommendation for Certification

The audit team led a procedure that put together review focussing on viewpoints/dangers and targets required by the standard(s). The review techniques used were interviews, perceptions, inspecting of exercises and survey of documentation and records. The structure of the audit was in accordance with the audit plan included in to this summary report.

The audit team reviewed that the association has built up and kept up its administration framework in accordance with the prerequisites of the standard(s) and showed the capacity of the framework to accomplish necessities for items as well as administrations inside the extension and the association's strategy and targets. Subsequently, the audit team suggests that, in view of the consequences of this review and the framework's shown condition of improvement and development that this administration framework accreditation to be:

<input type="checkbox"/>	No NCR recorded. Recommended certification
<input checked="" type="checkbox"/>	Minor NCR(s) recorded. Corrective action plan has been accepted. Verification of the NCR(s) to be carried out in the next audit
<input type="checkbox"/>	Major NCR(s) recorded. Evidence of implementation of the corrective actions have been provided and accepted by the audit team. The NCR(s) have been satisfactorily closed out.
<input checked="" type="checkbox"/>	Recommended to continue certification
<input type="checkbox"/>	Major NCR(s) recorded. Evidence of implementation of the corrective actions have been provided but cannot fully accepted by the audit team. NCR(s) ..... have not been closed out within 90 days of the audit. Recommended for suspension of the certificate

Audit Outcome	
Major NC	0
Minor NC	7
Area of Concern (AOC)	0
Opportunity for Improvement (OFI)	0
Observation (OBS)	8



**Issues raised during Stakeholder Consultation:**

A stakeholders’ consultation meeting was conducted on Main Assessment to gather information from the local communities in accordance to Certification Scheme and Stakeholder Consultation requirements.

The subject of discussion are as below:

- a. Introduction
- b. Development of oil palm plantations
- c. Community service and support provided wildlife management and wildlife corridor
- d. Type of wildlife sighted.
- e. Local communities’ development.
- f. Safety and Health

The following relevant subject have been discussed during the stakeholders’ consultation

Subject Discussed	Response and Action taken by Company
No issues raised.	


*\* (Stakeholder Consultation applicable for Main Assessment only)*

**Responses by Certified Entities:**

I the undersigned, being the most senior relevant management representative of the operation seeking or holding certification, agree with the contents and audit findings as presented in this document .

I also confirm:

- Acceptance of liability in execution of the instructions given.
- That this company was made aware that the findings of the audit team are tentative; pending review and decision making by the duly designated representatives of Trans Certification International Certifications.
- That during the closing meeting all agenda items was covered by the Lead Auditor.

<b>Acknowledged by:</b>		
Name:	MR HU YEE KIEN	
Position:	MANAGER	
Date:	23.12.2020	
		<b>Signature</b>

**5. OFFICIALS SIGNED-OFF OF THE ASSESSMENT FINDINGS**

**Prepared by:**

Date

13.10.2020



MOHAMAD IRWAN BIN SENIN  
(Lead Auditor)

**Accepted by  
client:**

Date

23.12.2020



MR HU YEE KIEN  
(Client)

**-End of Report-**