

TRANS CERTIFICATION & INSPECTION SDN. BHD.



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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: YAYASAN PEMBANGUNAN KAWASAN
SUGUT, BELURAN & SUMBER KAYA**

STANDARD: MS 2530-3:2013

ANNUAL SURVEILLANCE ASSESSMENT 3

DATE: 13 & 14 DECEMBER 2023

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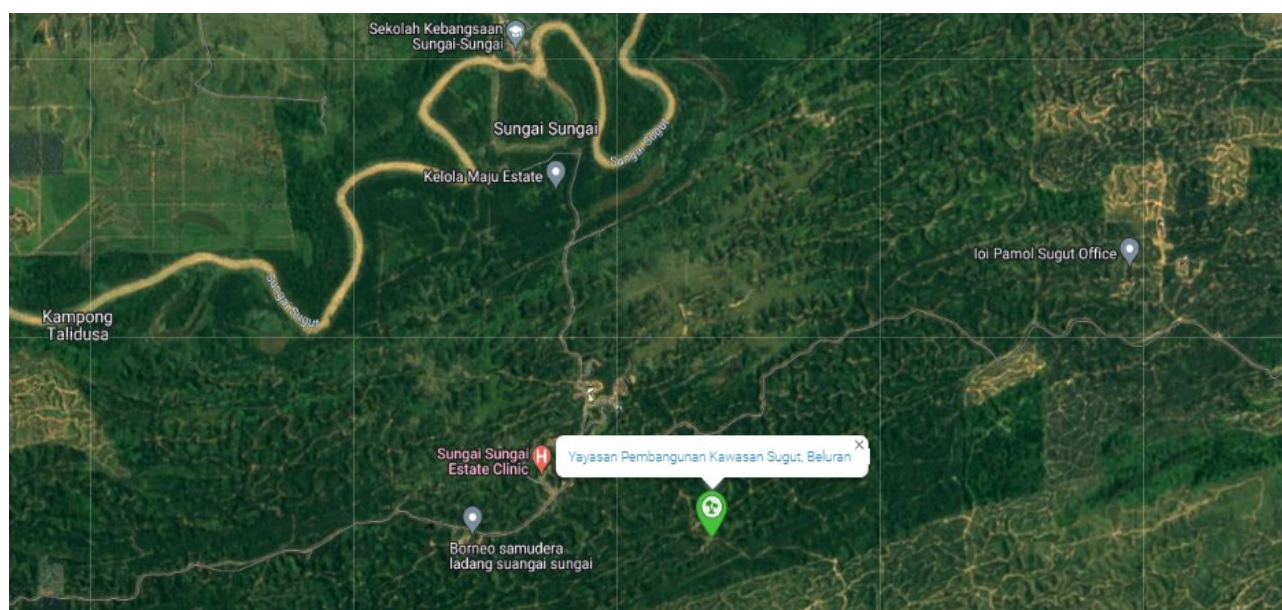
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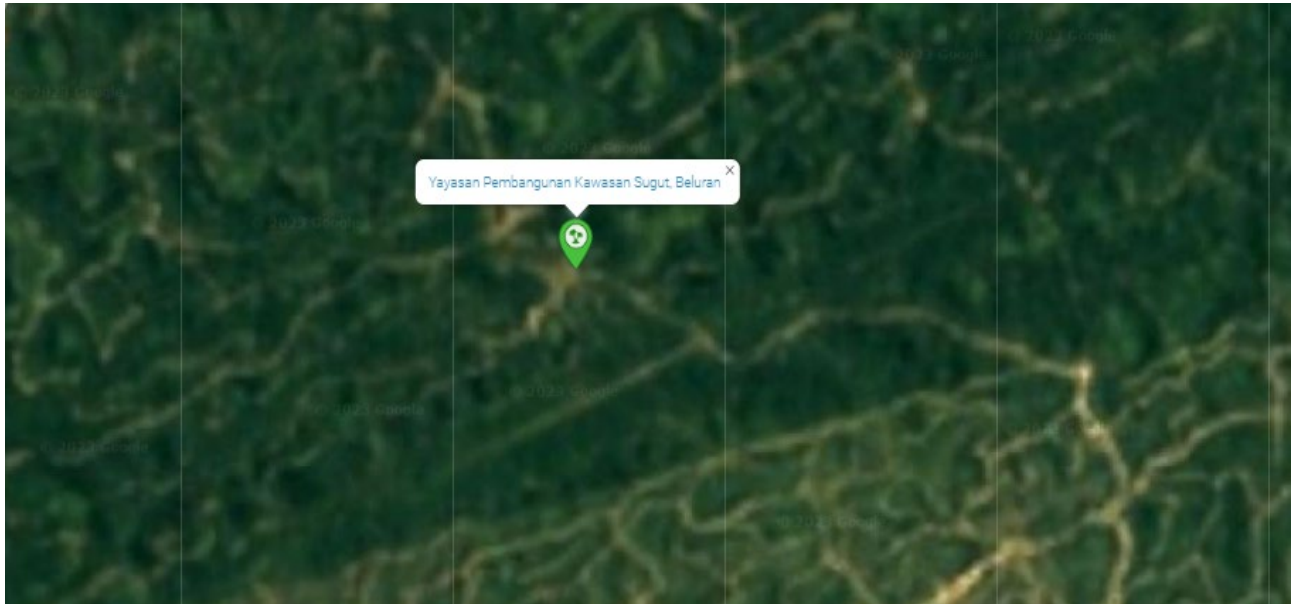
1. DETAIL OF CERTIFICATION ASSESSMENT

Type of Certification Assessment	Annual Surveillance 3 (ASA 3)
Audit Objectives	<ol style="list-style-type: none"> 1. Determination of the non-conformity of the client's management system, or parts of it, with audit criteria 2. Determination of the ability of the management system to ensure client meets applicable statutory, regulatory and contractual agreement 3. Determination of the effectiveness of the management system to ensure client can reasonably expect to achieve it specific objective 4. Identification of area for improvement of the management system, as if applicable
Scope of MSPO Certification	Oil Palm Plantations and Organised Smallholders
MSPO Criteria and Standards used for the Assessment	MS 2530-3:2013 – General Principles for Oil Palm Plantations and Organised Smallholders

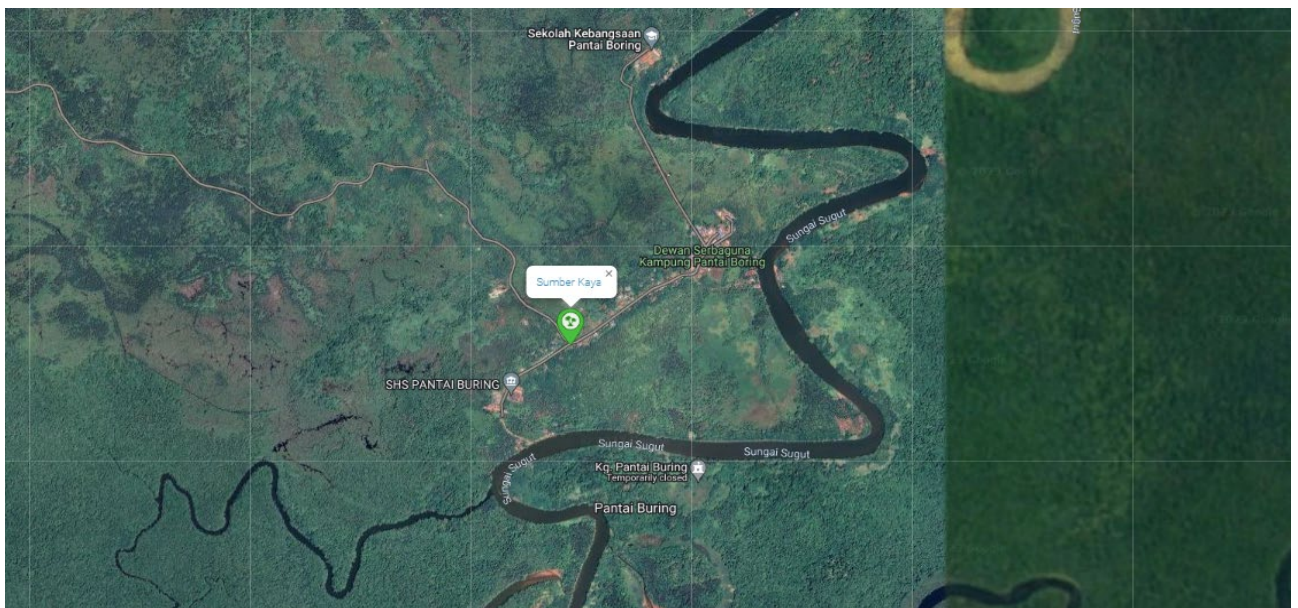
Map with geographical coordinate

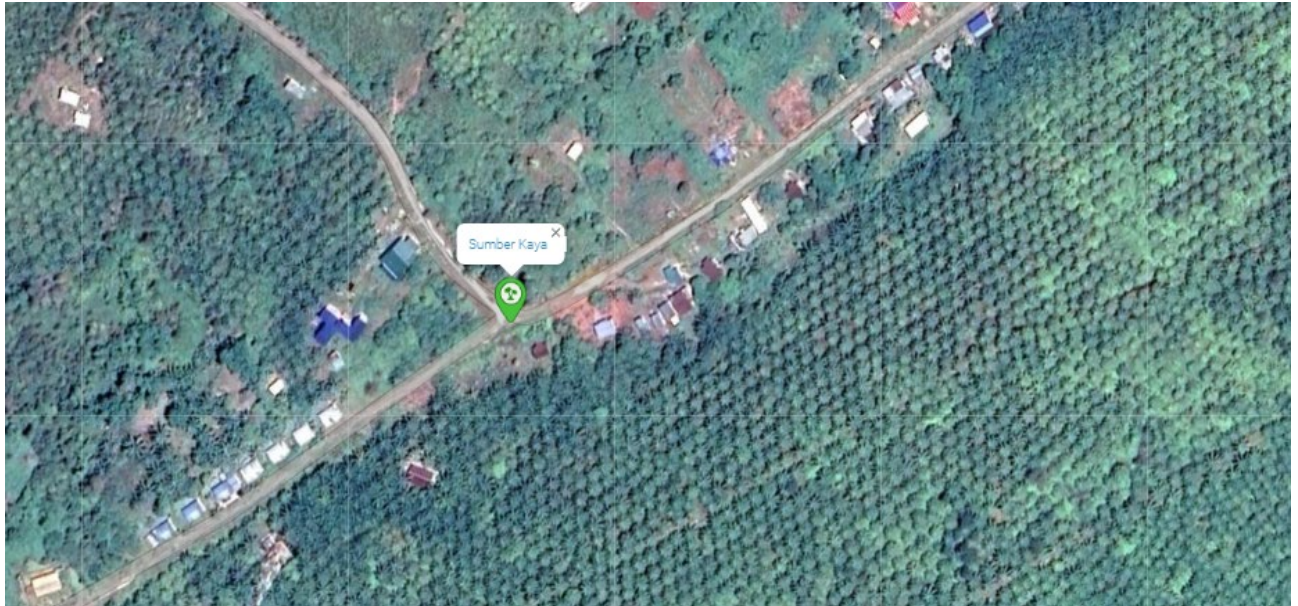
Yayasan Sugut, Beluran





Sumber Kaya





2. DETAILS OF THE CERTIFIED ENTITY

Name of Certified Entity		YAYASAN PEMBANGUNAN KAWASAN SUGUT, BELURAN & SUMBER KAYA		
Main Address		D/A Lot 2 Block A 1st Floor Bandar Maju, Mile 1 1/2 North Road, 90000 Sandakan, Sabah		
Management and contact person's details	Name:	Ms. Ainah binti Awal		
	Phone Number:	-		
	Fax Number:	-		
	Email Address:	-		
MPOB License	MPOB License's No.: Expiry date:	Yayasan Pembangunan Kawasan Sugut, Beluran	588911002000	30.09.2024
	MPOB License's No.: Expiry date:	Sumber Kaya	526839002000	31.01.2024
Estimated Tonnages of Annual FFB Production		-		
Scope of Activity		Production of Sustainable Fresh Fruit Bunch (FFB)		
Date of certificate issued and validity		25 th February 2021 until 24 th February 2026		
Other sustainability certifications		N/A		

Certified Area		
Estates	Total Planted Area (Ha)	Total Area (Ha)
Yayasan Sugut, Beluran	194.20	227.50
Sumber Kaya	52.00	52.00

3. ASSESSMENT PROCESS

3.1 Certification Bodies

No	Audit Team Members	Role & Principles Audited	Qualifications
1	MOHAMAD IRWAN BIN SENIN [MIS]	Lead Auditor Principle: 4	Graduate in Diploma Executive in Planting Management and Technology at University Malaysia Pahang. Has 13 years of working experience in Plantation Management. Completed in MSPO 2530:2013 Auditors Training Course, Integrated Management System (IMS) ISO 9001:2015 & ISO 14001:2015 Lead Auditor Training, MSPO SCCS Auditor Training & etc. Able to speak and understand in Bahasa Malaysia and English.
2	AZMI BIN ADNAN [AA]	Auditor Principle: 2 & 6	Holds degree in Economics from University of Malaya (UM) in 1998 with 20 years working experience of managing oil palm plantations with expertise in Good Agriculture Practices (GAP). Completed Malaysian Sustainable Palm Oil Lead Auditor course in 2019.
3	MOHD JOHARI BIN MD KASSIM [MJK]	Auditor Principle: 1, 3 & 5	Graduated qualification in Biology with 12 years working experience in palm oil and sales industry. Involved in MSPO auditing since Oct 2017. Fully trained in similar agriculture certification programmes such as RSPO SCCS, ISCC, INS. Member of TCI audit team since 2017. Involved in audits conducted in Malaysia, Completed ISO 9001:2015 lead auditor course in January 2016.

3.2 Audit Plan

AUDIT AGENDA

DATE	TIME	SUBJECT	AUDITOR
13 th December 2023 (Wednesday)	09:00 – 09:30	Centralize Opening Meeting at Project name: <ul style="list-style-type: none"> Presentation by the manager/coordinator Presentation by Lead Auditor. <p>➤ Confirmation of assessment scope and finalize Audit Plan (for <i>Main Assessment Audit</i>, the stakeholder consultations shall be held along the audit progress)</p>	MIS/AA/MJK
	09:30 – 12:00	Yayasan Sugut, Beluran <p>➤ Site inspection (3):</p> <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> <p>➤ Non-conformity Verification for Previous Year Audit</p> <p>➤ Verify any outstanding issues, auditor discussion.</p>	MIS/AA/MJK
	12:00 – 13:00	Yayasan Sugut, Beluran <p>➤ Document Audit:</p> <ul style="list-style-type: none"> Documents review P1 – P3 (part 3), <p>P1: Management commitment and responsibility,</p> <p>P2: Transparency,</p> <p>P3: Compliance to legal requirement,</p>	P1: MJK P2: AA P3: MJK
	13:00 – 14:00	Lunch	
	14:00 – 16:30	Yayasan Sugut, Beluran	

		<p>➤ Document Audit:</p> <ul style="list-style-type: none"> Document review P4-P6 (Part 3), <p>P4: Social Responsibility, Health, Safety and Employment Conditions</p> <p>P5: Environment, Natural Resources, Biodiversity and Ecosystem Service.</p> <p>P6: Best Practices</p>	<p>P4: MIS P5: MJK P6: AA</p>
	16:30 – 17:30	<p>Centralize / Interim Closing Meeting at Yayasan Sugut Sdn Bhd:</p> <p>➤ Chaired by the audit Lead Auditor</p> <p>➤ Welcome and introduction by the Lead Auditor</p> <p>➤ Presentation of findings by the audit team</p> <p>➤ Questions & answers and Final summary by Lead Auditor</p> <p>End of Day 1</p>	MIS/AA/MJK

DATE	TIME	SUBJECT	AUDITOR
14 th December 2023 (Thursday)	09:00 – 09:30	Centralize Opening Meeting at Project name: <ul style="list-style-type: none"> Presentation by the manager/coordinator Presentation by Lead Auditor. <p>➤ Confirmation of assessment scope and finalize Audit Plan (for <i>Main Assessment Audit</i>, the stakeholder consultations shall be held along the audit progress)</p>	MIS/AA/MJK
	09:30 – 12:00	Sumber Kaya <p>➤ Site inspection (3):</p> <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> <p>➤ Non-conformity Verification for Previous Year Audit</p> <p>➤ Verify any outstanding issues, auditor discussion.</p>	MIS/AA/MJK
	12:00 – 13:00	Sumber Kaya <p>➤ Document Audit:</p> <ul style="list-style-type: none"> Documents review P1 – P3 (part 3), <p>P1: Management commitment and responsibility,</p> <p>P2: Transparency,</p> <p>P3: Compliance to legal requirement,</p>	P1: MJK P2: AA P3: MJK
	13:00 – 14:00	Lunch	

	14:00 – 16:30	Sumber Kaya <ul style="list-style-type: none"> ➤ Document Audit: <ul style="list-style-type: none"> • Document review P4-P6 (Part 3), P4: Social Responsibility, Health, Safety and Employment Conditions P5: Environment, Natural Resources, Biodiversity and Ecosystem Service. P6: Best Practices 	P4: MIS P5: MJK P6: AA
	16:30 – 17:30	Centralize / Interim Closing Meeting at Sumber Kaya Sdn Bhd: <ul style="list-style-type: none"> ➤ Chaired by the audit Lead Auditor ➤ Welcome and introduction by the Lead Auditor ➤ Presentation of findings by the audit team ➤ Questions & answers and Final summary by Lead Auditor End of Assessment	MIS/AA/MJK

3.3 Proposed Date of Next Surveillance Audit

Date of next ASA	
The provisional date for the next ASA is:	November 2024

3.4 Audit 5 Year Audit Programme for Yayasan Pembangunan Kawasan Sugut, Beluran & Sumber Kaya

Estates	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
Yayasan Sugut, Beluran	✓	✓	✓	✓	✓
Sumber Kaya	✓	✓	✓	✓	✓

4. SUMMARY OF AUDIT RESULTS

4.1 Lead Auditor's Summary and Recommendation for Certification

This on-site assessment was conducted from the **13th and 14th of December 2023**. The audit program is included on the Audit Agenda. The approach to the audit was to treat the YAYASAN SUGUT & SUMBER KAYA SDN BHD as an MSPO Certification Unit. A range of environmental and social factors was covered. This includes consideration of photography, palm age, proximity to areas with HBV, declared conservation areas, and local communities.

During the audit process, the auditor conducted extensive interviews with the management, members of the employees' union, and committees taking place in a formal and informal environment and interviews employees were conducted. During the site inspection, it is seen on the sample of all sites in excellent condition. In terms of best practices estate management is in accordance with the SOPs set by the company and complies with the requirements of the MSPO. The audit team has confirmed that the permit documents are still valid. However, the audit team were noticed that the company has leased their both estates to the contactor Sunrich Synergy Sdn Bhd and it was found that the passports of the 15 employees are not valid. The management was also found to constantly monitor established KPIs/objectives that significantly command the achievements of the company's corporate policy. Audit team members are satisfied with the documentation prepared by the estate management it was easy to look at and verify during the audit time,

During the audit, there were 1 Major Non-Conformity, 3 Minor Non-conformities and 1 opportunity for improvement were raised. Since there are 1 Major Non-Conformity, 3 Minor Non-conformities and 1 opportunity for improvement, YAYASAN SUGUT & SUMBER KAYA SDN BHD representatives have addressed a proper action plan to close the 1 Major Non-Conformity, 3 Minor Non-conformities and 1 opportunity for improvement to ensure their certification can be continued.

The audit team conducts the audit based on the sampling process of the available information process of the available information.

4.2 Claim - Verification and Use of Marks/Logo (MSPO, TCI or MPOCC Logo)

Based on the on-site audit process of ASA 3 (YAYASAN SUGUT & SUMBER KAYA SDN BHD), through visibility and interviews with management representative. It has been confirmed that the management does not use Marks/logos. The management has also been informed that it is not allowed to use the MSPO logo if it is not approved by the MPOCC.

4.3 Summary of Non-Conformance and Current Status

<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 checked="" 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	1
Minor NC	3
Opportunity For Improvement (OFI)	1

4.4 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 subjects of discussions 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 raised issued.	Not applicable.

** (Stakeholder Consultation is compulsory during Main Assessment only but if there is issue raised during Annual Surveillance Audit, the stakeholder Consultation will be conducted)*

4.5 Previous Audit Verification

Effectiveness of corrective action implementation for non-conformities (both major and minor findings) raised during previous audit is being evaluated in this year audit, in ensuring appropriate action has been successfully executed/ carried out as per corrective action plan and evidences provided by the certified client in the previous year CAR Form.

Based on Lead Auditor's and audit team verification, it can be concluded that:

- ☒ all the corrective action plan of non-conformities (both major and minor findings) raised during previous audit has been effectively implemented by the certified entities.
- ☒ all Opportunity for Improvement (OFI's) raised has been implemented accordingly by the certified client.
- ☐ Inadequate implementation of corrective action plans for non-conformities raised during previous audit.

Details on the previous non-conformity evaluation and verification is available in the Full Audit Assessment Report.

4.6 Changes Since Previous Audit

a. Changes on Client's Management System.

Please tick (if any):

<input type="checkbox"/>	Legal, Commercial, organizational status or ownership
<input type="checkbox"/>	Key managerial person or the organization and management
<input type="checkbox"/>	New contact Personnel, client's address and site
<input type="checkbox"/>	Scope of operations under certified management system
<input type="checkbox"/>	Major changes to the management system and processes
<input checked="" type="checkbox"/>	Not applicable as there is no changes since previous audit

Justification for above changes:

b. Changes to the Certified Product

Please tick (if any):

<input type="checkbox"/>	Additional of new estate
<input type="checkbox"/>	Reduction of estate
<input type="checkbox"/>	Changes in estate hectarage area
<input type="checkbox"/>	Changes in MPOB License number
<input type="checkbox"/>	Changes in MPOB License expiry date
<input type="checkbox"/>	Changes in client's office coordinate
<input type="checkbox"/>	Changes in client's estate coordinate
<input checked="" type="checkbox"/>	Not applicable as there is no changes since previous audit

Justification for above changes:

5. OFFICIALS SIGNED-OFF OF THE ASSESSMENT FINDINGS

5.1 Signing by the Lead Auditor

I the undersigned, being the Lead Auditor, confirm that this report is an accurate record of the findings and of the closing meeting. I hereby further confirm that:

- ☒ the summary of the findings as presented in this report are a true representation of the actual findings of the audit team.
- ☒ Previous audit findings have been verified with satisfactory implementation.
- ☒ The correction, corrective action plan, and evidence for any major non-conformities has been reviewed, and accepted. The effectiveness of implementation shall be reviewed in the next year audit.
- ☒ The correction and corrective action plan, for any minor non-conformities has been reviewed and accepted.
- ☒ all Opportunity for Improvement (OFI's) raised has been implemented accordingly by the certified client.
- ☐ All of the changes occurred since previous audit has been verify to be true during the audit.

Based on all above evaluation, in conclusion, I recommend:

- ☒ for continuation of MSPO certification
- ☐ Not to continue with MSPO certification due to reason: _____

For **YAYASAN SUGUT & SUMBER KAYA SDN BHD** Certification Unit

Acknowledged by:

Name: MOHAMAD IRWAN BIN SENIN

Position: LEAD AUDITOR

Date: 07 MARCH 2024



Signature

5.2 Responses by Certified Entities:

I the undersigned, being the 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 & Inspection Sdn. Bhd.
- That during the closing meeting all agenda items was covered by the Lead Auditor.

Acknowledged by:	
Name:	AINAH BINTI AWAL
Position:	MSPO COORDINATOR
Date:	09 MARCH 2024



Signature

6. CERTIFIED BODY ACKNOWLEDGEMENT OF CERTIFICATION DECISION

6.1 Signing by Certifier

I, the undersigned Certifier, hereby confirm that I have conducted review as below:

- ☒ the information provided by the audit team is sufficient with respect to certification requirements and the scope for certification
- ☒ The correction, corrective action plan, and evidence for any major non-conformities has been reviewed, and accepted. The effectiveness of implementation shall be reviewed in the next year audit.
- ☒ The correction and corrective action plan, for any minor non-conformities has been reviewed and accepted.
- ☒ Audit Report has been sufficiently prepared by the audit team
- ☒ Audit team has commented on the non-conformities, where applicable, the correction and corrective actions taken by client.
- ☒ Audit team had performed evaluation for effectiveness of corrective action plan for pervious audit findings
- ☒ Has performed confirmation of the information provided to TRANS in the Application Form
- ☒ Has performed confirmation that the audit objectives have been achieved
- ☐ Acknowledged on the changes states in point 4.6
- ☐ Has reviewed the result of recertification audit, the result of the review of system over the period of certification and complaints received from users of certification (*applicable for granting recertification only*).

Based on all the above confirmation, I the undersign Certifier recommended:

- ☐ Granting Certificate
- ☒ Maintaining Certificate
- ☐ Re-certify
- ☐ Suspend Certificate

For **YAYASAN SUGUT & SUMBER KAYA SDN BHD** certification unit.

For Certification Suspension Action (*Only applicable for suspended client*)

Suspension date: _____

Reason for suspension: _____

Date of uplift suspension: _____

Reason for uplift suspension: _____

Recommendation after suspension:

- ☐ Maintaining Certificate
- ☐ Re-certify

For _____ (*Client's name*) _____ certification unit.

Acknowledged by:

Name: ATIKA BINTI BAKAR

Position: CERTIFIER

Date: 04 SEPTEMBER 2024



Signature

-End of Report-