



Assessment Report	01 August - 01 August
	<b>2016</b>

[Disclaimer: The audit report has been generated to reflect the compliance of the company toward the Malaysian Sustainable Palm Oil (MSPO) MS 2530-2:2013 General Principles For Independent Smallholder and every criterion's have been in every effort taken to ensure the accuracy of the assessment and reporting produced. As the assessment is been carried out based on sampling, certain areas or processes may not be able to verified on its compliances. ]

## MSPO

Company Name	Smallholder Palm Oil Cluster (Daerah Keluang)
Address	Stesen Penyelidikan MPOB Kluang, P.O.Box 532, KM 11, Jalan Johor Tenggara, 86009 Kluang, Johor.
Report No.	MS16FMM001
Status of Audit	First Assessment Audit (Document Review)

## Section A    General Information

General	
Standard Assessed	MSP0 MS 2530-2:2013
Audit objectives	To verify the document established to met the requirement of the standard and ready for the stage 2 assessment
Integrate Assessment	No

Contact Details	
Management Representative	Nor Azila binti Mat Ripin
Alternate contacts	-
Management Representative contact no.	019 788 0477
E-mail address	azila@mpob.gov.my
Fax Number	07-789 2282
Phone Number	07-789 2282

Scope of Certification	
Scope of certification in English	Production of MSP0 certified FFB
Applicable clause of the MS 2530-2:2013	Clause 4.1, 4.2, 4.3, 4.4, 4.5, 4.6 and 4.7
Changes from Previous registration	No
Extension/changes of scope date	NA

System Documentation Information	
Quality Manual Document Identification	NA
Last Management System revision date	NA
Previous Management System date	NA
Management Review Date	NA
Internal audit Date	NA

## Section B    Audit Note

### Summary of Area Audited

BUSINESS AREAS	DETAILS OF AUDITED SUMMARY
Opening Meeting and Closing Meeting	<p>Opening Meeting</p> <ul style="list-style-type: none"> <li>a) introduction of the participants, including an outline of their roles;</li> <li>b) confirmation of the scope of certification;</li> <li>c) confirmation of the audit plan (including type and scope of audit, objectives and criteria), any changes, and other relevant arrangements with the client, such as the date and time for the closing meeting, interim meetings between the audit team and the client's management;</li> <li>d) confirmation of formal communication channels between the audit team and the client;</li> <li>e) confirmation that the resources and facilities needed by the audit team are available;</li> <li>f) confirmation of matters relating to confidentiality;</li> <li>g) confirmation of relevant work safety, emergency and security procedures for the audit team;</li> <li>h) confirmation of the availability, roles and identities of any guides and observers;</li> <li>i) the method of reporting, including any grading of audit findings;</li> <li>j) information about the conditions under which the audit may be premature terminated;</li> <li>k) confirmation that the audit team leader and audit team representing the certification body is responsible for the audit and shall be in control of executing the audit plan including audit activities and audit trails;</li> <li>l) confirmation of the status of findings of the previous review or audit, if applicable;</li> <li>m) methods and procedures to be used to conduct the audit based on sampling;</li> <li>n) confirmation of the language to be used during the audit;</li> <li>o) confirmation that, during the audit, the client will be kept informed of audit progress and any concerns;</li> <li>p) opportunity for the client to ask questions.</li> </ul> <p>Closing Meeting</p> <ul style="list-style-type: none"> <li>a) informing the client that the audit evidence collected was based on a sample of the</li> </ul>

	<p>information; thereby introducing an element of uncertainty</p> <p>b) the method and timeframe of reporting, including any grading of audit findings;</p> <p>c) the certification body's process for handling nonconformities including any consequences relating to the status of the client's certification;</p> <p>d) the timeframe for the client to present a plan for correction and corrective action for any nonconformities identified during the audit;</p> <p>e) the certification body's post audit activities;</p> <p>f) information about the complaint handling and appeal processes.</p> <p>g) Any diverging opinion that are not resolved.</p> <p>h) opportunity for the client to ask questions.</p>
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System requirements	Y / N	Document reference if select "Y" or comments if select "N"
<b>4.1 Management Commitment &amp; Responsibility</b>		
4.1.1 MSPO Policy	Y	As per MSPO Policy dated Jun 2016- Document P-01/MSPO-SPC/2016
4.1.2 Continual Improvement	Y	a) Record of attendance- Senarai Kehadiran Peserta Kursus MSPO dated 26/04/2016 b) List of Training Provided- Kalender Aktiviti 2016- Tunas Zon: Selatan 1 c) Pensijilan Kod Amalan Pertanian Baik (GAP) Pekebun Kecil d) Printed material- Pengurusan Rumpai Di Ladang Sawit, Oktober 2013. e) New technology- i) training record ii) Refer to Project Code: 03/A/ESU/P2 (2014)
<b>4.2 Transparency</b>		
4.2.1 Traceability	Y	a) Refer to small holder personel file include smallholder land title and licenses by MPOB b) Weghbridge ticket- keep by KPSM Daerah Kluang Bhd
<b>4.3 Compliance to legal requirements</b>		
4.3.1 Regulatory requirements	Y	a) Licenses keep in the smallholder personel file. b) Sales record keep by KPSM Daerah Kluang Bhd c) Refer to document# L-02/SKU/2016 Senarai Keperluan Undang-Undang
4.3.2 Land use rights	Y	a) Copy of land title keep in the smallholder personel file.
4.3.3 Customary rights	Y	a) Refer to Borang B2 (Jadual Keempat Belas) Pelan Tanah
<b>4.4 Social responsibility, health, safety and employment condition</b>		
4.4.1 Complaints and grievances	Y	a) Refer to document# SOP-01/AR/2016- Aduan Dan Rungutan
4.4.2 Employees safety and health	Y	a) Refer to document# i) SOP-03/AK/2016- Prosedur Notifikasi Aduan, Kemalangan Nyaris, Kejadian Berbahaya, Keracunan Pekerjaan. ii) SOP-02/BK/2016- Pengendalian Dan Pelupusan Bahan Kimia iii) Training as per Kalender Aktiviti 2016- Tunas Zon: Selatan 1
4.4.3 Employment conditions	Y	a) Workers agreement and pay slip and keep in the smallholder personel file.
4.4.4 Training and competency	Y	a) As per Kalender Aktiviti 2016- Tunas Zon: Selatan 1.
<b>4.5 Environment, natural resources, biodiversity and ecosystem services</b>		

System requirements	Y / N	Document reference if select "Y" or comments if select "N"
4.5.1 Environmental management plan	Y	Established "Senarai Bahan Buangan Berjadual" year 2016.
4.5.2 Efficiency of energy use and use of renewable energy	Y	Established "Rekod Penggunaan Tenaga (Diesel)". Doc No. R-01/PT/2016 date on 1/4/16.
4.5.3 Waste management and disposal	Y	Established "Senarai Bahan Buangan Berjadual" year 2016.
4.5.4 Natural water resource	Y	1. Established rain water harvesting at Individual smallholder area evidence by photos. 2. Evidence on Training on "Taklimat MSPO kepada Pekebun Kecil di SPOC Kluang, Johor" on 26/4/16 at Kluang, Johor
4.5.5 Status of rare, threatened, or endangered species and high biodiversity value	Y	Evidence on Training on "Taklimat MSPO kepada Pekebun Kecil di SPOC Kluang, Johor" on 26/4/16 at Kluang, Johor
4.5.6 Zero burning practices	Y	Evidence on Training on "Taklimat MSPO kepada Pekebun Kecil di SPOC Kluang, Johor" on 26/4/16 at Kluang, Johor
<b>4.6 Best Practices</b>		
4.6.1 Site management	Y	Established "Pensijilan Kod Amalan Pertanian Baik(GAP) Pekebun Kecil". Latest date done on 12/10/15 for each Individual Smallholder.
4.6.2 Economic and financial viability plan	Y	Evidence based on "Anggaran Kos untuk 1 hektar Tanaman Sawit bagi Pekebun Kecil" year 2015.
4.6.3 Transparent and fair price dealing	Y	1. Evidence based "Penghantaran BTS ke kilang" record for FFB Despatched at KLUang Oil Palm Processing month of July 16 under Koperasi (KPSM) daerah Kluang Berhad"
<b>4.7 Development of new planting</b>		
4.7.1 Oil palm shall not be planted on land with high biodiversity value	Y	NA
4.7.2 Soil survey	Y	NA
4.7.3 Extensive planting on steep terrain, marginal and fragile soils	Y	NA

### Observation for Improvement

Auditor	Observation
PA	1. Training on Schedule waste need to provide to smallholders due to list of schedule has been established. 2. Environment Management Plan need establish by Group Manager. 3. Records of fuel consumption need to establish by Individual smallholder and monitor by Group Manager.

During the assessment 0 nonconformities were identified. (refer to attachment)

## Section C Conclusion

### Document Review Conclusion

*The documentation is acceptable and complete, there is no finding/issue at this time and progress has been established towards next stage of audit/MAV.*

The documentation is generally acceptable, however there are a numbers of finding/issued which the company needs to address before proceeding to stage 2/MAV.  
(Please proceed to follow up section)

Note : The assessment was based on random samples and therefore nonconformities may exist which have not been identified. All the pages should be attached if the organization wishes to copy and delivered to the interested party

Number of Employees (covered by scope of registration)

CCI Assessors	Attendance during opening and closing meeting	
Team leader	Name	Designation
Mohamad Padil Bin Mat Saman	1) Nursuhana Dahari 2) Nor Azila Mat Ripin 3) Mohamad Abdul Jabbar b. Marjan 4) Afiq Mohamad bin Mohamad Nor Saemi	Pegawai Penyelidik
Team member		Penolong Pegawai Penyelidik
NIL		Penolong Pegawai Penyelidik
Trainee auditor		
NIL		Penolong Pegawai Penyelidik
Observer		
Mohamad Zulkefli bin Md. Isa		

Company Information if different from above

Invoicing address if different from above	Same as above
Alternate contact (if applicable)	Same as above

**Acknowledge receipt of this report:**

	Signed for on behalf of CCI	Signed for on behalf of the client
Signed		
Name	Mohamad Padil Bin Mat Saman	
Date	01/08/2016	
E-mail	admin@cciglobe.com	
Fax No	03-8073 2688	

**FOLLOW – UP:**

**Area of Concern status:**

No	Description

1				
	Auditor comment			
	Status	close		open
2				
	Auditor comment			
	Status	close		open
3				
	Auditor comment			
	Status	close		open

Stage 1 audit conclusion:

Corrective action completed, site is now ready for stage 2 audit.

Signatory of auditor	
Date	