



Assessment Report	06 Sept - 07 Sept
	2017

[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 (A10 KUALA KANGSAR)
Address	NO31A, 31B SUSUR SIMPANG 34700 SIMPANG, TAIPING, PERAK
Report No.	MS17FMM003
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	En Md Hasmartuah b. Mohd Hanapiah
Alternate contacts	Pn Siti Lapisah Muhamad
Management Representative contact no.	017 517 1631
E-mail address	hasmartuah@mpob.gov.my
Fax Number	05 8470 752
Phone Number	05 8470 716

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	Manual Prosedur Kerja- Pensijilan Minyak Sawit Mampan (MSP0) Bagi Pekebun Kecil Persendirian
Last Management System revision date	02/06/2017
Previous Management System date	-
Management Review Date	NA
Internal audit Date	19/07/2017

## 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 (P-01/MSPO-SPOC/2016) dated 11/07/2017- Document P-01/MSPO-SPC/2016 approved by Pegawai Tunas Kawasan.
4.1.2 Continual Improvement	Y	As per Garis Masa Pelaksanaan MSPO bagi SPOC A10 Kuala Kangsar Tahun 2017. As per Perancangan Program Lawatan LKN Tahun 2016 (PTK SPOC A10 Kuala Kangsar) Internal Audit- Non Conformance Form dated 19/07/2017 As per Senarai Impak Sosial, Persekitaran & Pelan Tindakan dated 01/04/2016. Conducted the GAP visit to all group member.
<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) As per Senarai Pihak Berkepentingan SPOC A10 Kuala Kangsar b) Weighbridge ticket issued by ramp operator- keep by smallholder c) Established the Buku Rekod Ladang
<b>4.3 Compliance to legal requirements</b>		
4.3.1 Regulatory requirements	Y	a) As per Master List of Legal Requirement Register effective date 06/09/2017 b) Briefing to all smallholder on 12-13/07/2017 by the local authority such as DOSH, DOE, PERHILITAN, MPOB etc.
4.3.2 Land use rights	Y	a) Copy of land title keep in the smallholder personel file b) Site Visit- sighted boundary stone.
4.3.3 Customary rights	Y	a) Refer to Borang B1 (Jadual Keempat Belas) Pelan Tanah b) As per individual land maps coordinated by Google Maps and individual GPS Cordinat as per Senarai Nama Peserta SPOC A10 Kuala Kangsar.
<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 effective date 01/04/2017. b) Establish the "Carta Aliran Komunikasi Diantara Pekebun Kecil Dan Pihak Lain Sekiranya Terdapat Masalah Atau Cadangan".
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 effective date 01/04/2016. ii) SOP-02/BK/2016- Pengendalian Dan Pelupusan Bahan Kimia effective date 01/04/2016

System requirements	Y / N	Document reference if select "Y" or comments if select "N"
		iii) Prosedur Kerja Selamat di Kebun was documented keep filing in the smallholder personel file.
4.4.3 Employment conditions	Y	a) Established the "Terma Perjanjian Penggajian Pekerja- SPOC A1 (Kuala Kangsar) b) Established the guideline of Syarat-Syarat Mengupah Pekerja "Buruh Di kebun Kelapa Sawit-SPOC A10 Kuala Kangsar"
4.4.4 Training and competency	Y	a) Group Manager establish the Garn Chart Pensijilan MSPO bagi SPOC Kuala Kangsar Tahun 2017 (2) and planned appropriate training for small holder.
<b>4.5 Environment, natural resources, biodiversity and ecosystem services</b>		
4.5.1 Environmental management plan	Y	Awarenes training done by DOE on 13/07/2017 Established "Senarai Sisa Racun Dan Domestik" year 2016. Establish the "Senarai Bahan Buangan Terjadual Yang Terdapat Di SPOC A10 Kuala Kangsar"
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. Established "Senarai Sisa Racun Dan Domestik" year 2016 As per Carta Alir Prosedur Pelupusan Bahan Buangan Berjadual
4.5.4 Natural water resource	Y	1. Establish rain water harvesting at Individual smallholder area evidence by photos- site visit 2. Implemetation of natural water resources as per GAP certification requirement. 3. As per "Penetapan Rizab Sungai" Jabatan Pengairan Dan Saliran
4.5.5 Status of rare, threatened, or endangered species and high biodiversity value	Y	Evidence on Training on "Keperluan Akta Hidupan Liar" on 13/07/2017 conducted by PERHILITAN Negeri Perak.
4.5.6 Zero burning pracrices	Y	Evidence on Training on "Keperluan Akta Alam Sekitar" on 13/07/17 conducted by DOE Negeri Perak.
<b>4.6 Best Practices</b>		
4.6.1 Site management	Y	Established "Pensijilan Kod Amalan Pertanian Baik(GAP) Pekebun Kecil". Established the "Pelan Daya Ekonomi Dan Kewangan" Doc# P-01/PDEK/2016 Distributed the brochure as below: a) Penyediaan Kawasan Bagi Tanaman Sawit b) Panduan Pembajaan Sawit Pekebun Kecil
4.6.2 Economic and financial viability plan	Y	Evidence based on "Program Pembajaan Dan Kawalan Rumpai" Tahun 2017.
4.6.3 Transparent and fair price dealing	Y	Evidence based "Resit Timbang" issued by the Dealer Fruit.
<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

System requirements	Y / N	Document reference if select "Y" or comments if select "N"
4.7.3 Extensive planting on steep terrain, marginal and fragile soils	Y	NA

### Observation for Improvement

Auditor	Observation
ZU	1. Establish the agreement between ramp and smallholder member on the harvesting, manuring or weeding task

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) **50**

CCI Assessors	Attendance during opening and closing meeting	
Team leader	Name	Designation
Mohamad Zulkefli bin Md. Isa	1) En Md Hasmartuah b. Mohd Hanapiah 2) Pn Siti Lapisah Muhamad	Group Manager  Penolong Pegawai Tunas
Team member		
NIL		
Trainee auditor		
NIL		
Observer		
NIL		

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 Zulkefli bin Md. Isa	
Date	07/09/2017	07/09/2017
E-mail	zulkefli.isa@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	