



Assessment Report	14 May - 14 May
	2018

[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 (N1 Rompin)
Address	MPOB Cawangan Seremban, No. 7, Aras G, Jalan S2 B1, Lake View Square, 70300 Seremban , Negeri Sembilan Darul Khusus.
Report No.	MS18MM005
Status of Audit	First Assessment Audit (Document Review)

## Section A General Information

General	
Standard Assessed	MSPO 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	Muhamad Fauzi Bin Said
Alternate contacts	Pn Amiratul Abdul Rahman
Management Representative contact no.	017 8048703
E-mail address	fauzisaied@mpob.gov.my
Fax Number	06 601 1289
Phone Number	06 601 1127

Scope of Certification	
Scope of certification in English	Production of MSPO 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 (MSPO) Bagi Pekebun Kecil Persendirian
Last Management System revision date	30/3/2018
Previous Management System date	-
Management Review Date	NA
Internal audit Date	3 - 4 May 2018

## 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> <p>a) informing the client that the audit evidence collected was based on a sample of the 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 - Document No. MSPO/SSCC/Polisi-01. Dated 26/04/2018 Approved by Pegawai Tunas Kawasan.
4.1.2 Continual Improvement	Y	As per Garis Masa Pelaksanaan MSPO bagi SPOC N1 Rompin Tahun 2018.  As per Program Lawatan LKN Dan GAP bagi Tahun 2018 (PTK SPOC N1 Rompin)  Internal Audit was conducted in 03 - 04/05/2018. Verified the Audit Report - Sighted 10 NCs was raised during the internal audit. All the findings will be closed within 3 month as per procedure.  As per Senarai Impak Sosial, Persekitaran & Pelan Tindakan Document No. MSPO/SSCC/L-04/ISP Dated 30/03/2018.  N1 Rompin has plan to conduct the GAP visit to all group member for this year 2018. - Verified the document in the file 'Pengurusan Kebun Dan Perniagaan.
<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. Sighted from 10 samples given. b) As per Senarai Pihak Berkepentingan SPOC N1 Rompin. b) Weighbridge ticket issued by ramp operator - Kept by smallholder. - To be verified during 2 <sup>nd</sup> Stage Audit. c) Buku Rekod Ladang maintain and kept by smallholders - To be verified during 2 <sup>nd</sup> Stage Audit.
<b>4.3 Compliance to legal requirements</b>		
4.3.1 Regulatory requirements	Y	a) As per Master List of Legal Requirement Register (Senarai Keperluan Undang-undang). Effective date 30/03/2018. b) Briefing to all smallholder on 27/03/2018 (Balairaya Kg Dato' Johan) and 26/04/2018 (Dewan Orang Ramai Kg Ladang Geddes) by the local authority such as DOSH, DOE, PERHILITAN, MPOB etc. - Sighted the attendance list.  Verified the Name List of SPOC N1 Rompin. - 50 names.

System requirements	Y / N	Document reference if select "Y" or comments if select "N"
4.3.2 Land use rights	Y	a) Copy of land title keep in the smallholder personel file b) Boundry stone - To be verified during 2 <sup>nd</sup> Stage Audit.
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 Coordinate as per Senarai Nama Peserta SPOC N1 Rompin. - Verified and sighted in 10 samples.
<b>4.4 Social responsibility, health, safety and employment condition</b>		
4.4.1 Complaints and grievances	Y	a) Refer to document - MSPO/SSCC/SOP-01/AR - Aduan Dan Rungutan effective date 30/03/2018. b) Establish the "Carta Aliran Aduan & Rungutan. c) Borang Aduan & Rungutan Document No. MSPO/SSCC/F-01/AR. - Until this date, there is no complaint was made.
4.4.2 Employees safety and health	Y	a) Refer to document - MSPO/SSCC/SOP-04/KK - Prosedur Kemalangan, Kejadian Berbahaya Dan Keracunan Pekerjaan. Effective date 30/03/2018. i) Verified Document No. MSPO/SSCC/SOP-04/KK - Prosedur Kemalangan, Kejadian Berbahaya & Keracunan Perkerjaan. ii) MSPO/SSCC/SOP-02/BK - Pengendalian Dan Pelupusan Bahan Kimia effective date 30/03/2018. iii) MSPO/SSCC/SOP-03/BT - Pengurusan Bahan Buangan Terjadual. Dated 30/03/2018. iii) MSPO/SSCC/GP-02/KKP - Garis Panduan Keselamatan Dan Kesihatan Pekerjaan. Dated 30/03/2018. - No report of excident until this date.
4.4.3 Employment conditions	Y	Sighted the document no. MSPO/SSCC/SMP-01 Syarat Mengupah Pekerja Di Kebun Sawit.  Sighted the document no. MSPO/SSCC/TPP-01 Terma Penggajian Pekerja.
4.4.4 Training and competency	Y	Group Manager established the Garn Chart Pensijilan MSPO bagi SPOC N1 Rompin Tahun 2018 (1) and planned appropriate training for small holders.  Sighted the document 'Garis Masa Pelaksanaan MSPO Bagi SPOC N1 Rompin Tahun 2018 (1).
<b>4.5 Environment, natural resources, biodiversity and ecosystem services</b>		
4.5.1 Environmental management plan	Y	Awarenes training done by DOE on 27/03/2018 and 26/04/2018. Established "Senarai Sisa Racun Dan Domestik" year 2018. Established the "Senarai Sisa Racun Dan Domestik" - SPOC N1 Rompin.
4.5.2 Efficiency of energy use and use of renewable energy	Y	Established "Rekod Penggunaan Tenaga (Diesel)". Doc No. R-01/PT/2016 effective date on 1/4/16.

System requirements	Y / N	Document reference if select "Y" or comments if select "N"
4.5.3 Waste management and disposal	Y	Established the document "Senarai Bahan Buangan Terjadual" year 2018. - To be verified during 2 <sup>nd</sup> Stage Audit. Established "Senarai Sisa Racun Dan Domestik" year 2018 As per Carta Alir Prosedur Pelupusan Bahan Buangan Terjadual.
4.5.4 Natural water resource	Y	To be verified during 2 <sup>nd</sup> Stage Audit.  Implementation of natural water resources as per GAP certification requirement.  Sighted the document no. MSPO/SSCC/GP-03/ZPS - Garis Panduan Zon Penampungan Sungai.
4.5.5 Status of rare, threatened, or endangered species and high biodiversity value	Y	Evidence on Training on "Keperluan Akta Hidupan Liar" on 27/03/2018 and 26/04/2018 conducted by PERHILITAN Negeri Sembilan
4.5.6 Zero burning practices	Y	Evidence on Training on "Keperluan Akta Alam Sekitar" on 27/03/2018 and 26/04/2018 conducted by DOE Negeri Sembilan.
<b>4.6 Best Practices</b>		
4.6.1 Site management	Y	SPOC N1 Rompin was plan the "Pensijilan Kod Amalan Pertanian Baik (GAP) Pekebun Kecil". - Verified the Program LKN & GAP, planning with 4 phase in year 2018.  Established the "Pelan Daya Ekonomi Dan Kewangan" Document No. MSPO/SSCC/GP-01/PEK dated 30/03/2018.  Distributed the brochure as below: 1. Pensijilan Minyak Sawit Mapan Malaysia (MSPO) Pekebun Kecil.
4.6.2 Economic and financial viability plan	Y	Verified the 'Program Pembajaan & Kawalan Rumpai 2018'.
4.6.3 Transparent and fair price dealing	Y	To be verified during 2 <sup>nd</sup> Stage Audit. - Evidence based on "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	New planting - from rubber to oil palm; 1. Chan tong 2. Cheong Chiew Yong  Verified; 1 - Document No. MSPO/SPOC-KLP/ARTIKEL/1-A Senarai Semak Syarat Permohonan & Dokumen Tanam Semula & Tanam Baru Sawit Pekebun Kecil (TSSPK & TBSPK) 2 - As per form 'Skim Tanam Baru Sawit Pekebun Kecil'. 3 - Borang Pemeriksaan Tapak Ke-1 - Siasatan Pengesahan Skim Tanam Baru Sawit Pekebun Kecil (TBSPK). 4. Borang Pemeriksaan Tapak - Pengesahan Penyediaan Kawasan & Siap Tanam.

System requirements	Y / N	Document reference if select "Y" or comments if select "N"
		To be verified during 2 <sup>nd</sup> Stage Audit. (Site visit)
4.7.3 Extensive planting on steep terrain, marginal and fragile soils	Y	SPOC N1 Rompin refer to GAP from MPOB to construct a new planting.  To be verified during 2 <sup>nd</sup> Stage Audit. (Site visit)

### Observation for Improvement

Auditor	Observation
	NIL

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	Muhamad Fauzi Bin Said	Group Manager (MSPO)
Team member	Mohd Fauzi Mohd Yusoff	Internal Controller System
Badrul Hisham	Amiratul Azzuana Aniqah Abdul Rahman	Pegawai Penyelidik
Trainee auditor	Muhammad Asyraf Che Yusof	Pembantu Pegawai Penyelidik
Mohamad Hafis		
Observer		
NIL		

Company Information if different from above

Invoicing address if different from above	Same as above
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Alternate contact (if applicable)	Same as above
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**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	Muhamad Fauzi Bin Said
Date	14/05/2018	14/05/2018
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	