



Assessment Report	15 May - 15 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 (N2 Jimah)
Address	MPOB Cawangan Seremban, No. 7, Aras G, Jalan S2 B1, Lake View Square, 70300 Seremban , Negeri Sembilan Darul Khusus.
Report No.	MS18FM0016
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	Mohamad Zamir Aiman Bin Mahamad Din
Alternate contacts	Pn Amiratul Abdul Rahman
Management Representative contact no.	017 259 5768
E-mail address	zamir@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"> a) introduction of the participants, including an outline of their roles; b) confirmation of the scope of certification; 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; d) confirmation of formal communication channels between the audit team and the client; e) confirmation that the resources and facilities needed by the audit team are available; f) confirmation of matters relating to confidentiality; g) confirmation of relevant work safety, emergency and security procedures for the audit team; h) confirmation of the availability, roles and identities of any guides and observers; i) the method of reporting, including any grading of audit findings; j) information about the conditions under which the audit may be premature terminated; 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; l) confirmation of the status of findings of the previous review or audit, if applicable; m) methods and procedures to be used to conduct the audit based on sampling; n) confirmation of the language to be used during the audit; o) confirmation that, during the audit, the client will be kept informed of audit progress and any concerns; p) opportunity for the client to ask questions.

	<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"
4.1 Management Commitment & Responsibility		
4.1.1 MSPO Policy	Y	As per MSPO Policy - Documant No. MSPO/SSCC/Polisi-01. Dated 26/04/2018 Approved by Pegawai Tunas Kawasan.
4.1.2 Continual Improvement	Y	<p>As per Garis Masa Pelaksanaan MSPO bagi SPOC N2 Jimah Tahun 2018.</p> <p>As per Program Lawatan LKN Dan GAP bagi Tahun 2018 (PTK SPOC N2 Jimah)</p> <p>Internal Audit was conducted in 03 - 04/05/2018 at SPOC N1 (Rompin) & N2 (Jimah). 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.</p> <p>As per Senarai Impak Sosial, Persekitaran & Pelan Tindakan Documant No. MSPO/SSCC/L-04/ISP Dated 30/03/2018.</p> <p>N2 Jimah 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.</p>
4.2 Transparency		
4.2.1 Traceability	Y	<p>a) Refer to small holder personel file include smallholder land title and licenses by MPOB. Sighted from 10 samples given.</p> <p>b) As per Senarai Pihak Berkepentingan SPOC N2 Jimah.</p> <p>b) Weighbridge ticket issued by ramp operator - Kept by smallholder. - To be verified during 2nd Stage Audit.</p> <p>c) Buku Rekod Ladang maintain and kept by smallholders - To be verified during 2nd Stage Audit.</p>
4.3 Compliance to legal requirements		
4.3.1 Regulatory requirements	Y	<p>a) As per Master List of Legal Requirement Register (Senarai Keperluan Undang-undang). Effective date 30/03/2018.</p> <p>b) Briefing to all smallholder on 24/04/2018 (Balairaya Kg Sawah, Port Dickson) by local authorities such as DOSH, DOE, PERHILITAN, MPOB etc. - Sighted the attendance list.</p> <p>Verified the Name List of SPOC N2 Jimah. - 38 names.</p>

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) However, in 10 sample of land title of smallholder, founded 2 smallholder's land title are offended of "Syarat-syarat nyata" which stated for a rubber planting (NCR 1) c) Boundry stone - To be verified during 2 nd Stage Audit.
4.3.3 Customary rights	Y	a) Refer to Borang B1 (Jadual Keempat Belas) Pelan Tanah.
4.4 Social responsibility, health, safety and employment condition		
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 N2 (Jimah) Tahun 2018 and planned appropriate training for smallholders. Training record available for smallholder on 24/4/2018 as below: 1) Taklimat Program Pensijilan MPOB GAP untuk Pekebun Kecil Persendirian & Prinsip-prinsip Umum untuk Pekebun Kecil Persendirian MSPO (Part 2) by MPOB Officer 2) Keperluan Akta Alam Sekitar by DOE Officer 3) Kawalan dan Perlindungan Hidupan Liar by PERHILITAN Officer 4) Keperluan Aktak Keselamatan Dan Kesihatan Pekerjaan.
4.5 Environment, natural resources, biodiversity and ecosystem services		
4.5.1 Environmental management plan	Y	Awarenes training done by DOE on 24/04/2018. Established "Senarai Sisa Racun Dan Domestik" year 2018. Established the "Senarai Sisa Racun Dan Domestik" - SPOC N2 Jimah.

System requirements	Y / N	Document reference if select "Y" or comments if select "N"
4.5.2 Efficiency of energy use and use of renewable energy	Y	MPOB has Established a format form of "Rekod Penggunaan Tenaga (Diesel)". Doc No. R-01/PT/2016, effective date on 1/4/16.
4.5.3 Waste management and disposal	Y	Established the document "Senarai Bahan Buangan Terjadual" year 2018. - To be verified during 2 nd 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 nd Stage Audit. Implementation of natural water resources as per GAP certification requirement. Sighted the document no. MSPO/SSCC/GP-03/ZPS - Garis Panduan Zon Penampaan 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 24/04/2018 conducted by PERHILITAN Negeri Sembilan
4.5.6 Zero burning practices	Y	Evidence on Training on "Keperluan Akta Alam Sekitar" on 24/04/2018 conducted by DOE Negeri Sembilan.
4.6 Best Practices		
4.6.1 Site management	Y	SPOC N2 Jimah was plan the "Pensijilan Kod Amalan Pertanian Baik (GAP) Pekebun Kecil". - Verified the Program LKN & GAP, planning with 3 phase in Month May - July 2018. Established the "Pelan Daya Ekonomi Dan Kewangan" Document No. MSPO/SSCC/GP-01/PEK dated 30/03/2018. Training and distributed the brochure on "Pensijilan Minyak Sawit Mapan Malaysia (MSPO) Pekebun Kecil" and "Taklimat Program Persijilan MPOB GAP untuk Pekebun Kecil Persendirian" conducted by MPOB Officer on 24/04/2018.
4.6.2 Economic and financial viability plan	Y	GM has establish the 'Program Pembajaan & Kawalan Rumpai 2018'. Actual application will be verified during LKN.
4.6.3 Transparent and fair price dealing	Y	To be verified during 2 nd Stage Audit. - Evidence based on "Resit Timbang" issued by the Dealer Fruit.
4.7 Development of new planting		
4.7.1 Oil palm shall not be planted on land with high biodiversity value	-	NA
4.7.2 Soil survey	-	NA
4.7.3 Extensive planting on steep terrain, marginal and fragile soils	-	NA

Observation for Improvement

Auditor	Observation
BH	4.3.2 Land Use Rights - Two (2) smallholder's land title are offended of "Syarat-syarat nyata" which stated for a rubber planting (NCR) 1- Mohd Tauhid B. Jasman 2. Rusnani Binti Mat Yassin

During the assessment 1 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) **38**

CCI Assessors	Attendance during opening and closing meeting	
Team leader	Name	Designation
Badrul Hisham Hj Baharin (BH)	Mohamad Zamir Aiman Bin	Group Manager (MSPO)
Team member	Mahamad Din	
Mohamad Hafis Mustafa (MH)	Mohd Fauzi Mohd Yusoff	Internal Controller System Pegawai Penyelidik
Trainee auditor	Amiratul Azzuana Aniqah Abdul Rahman	
NIL	Muhammad Asyraf Che Yusof	Pembantu Pegawai Penyelidik
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
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Signed		
Name	Badrul Hisham Hj Baharin	Mohamad Zamir Aiman Bin Mahamad Din
Date	15/05/2018	14/05/2018
E-mail	badrul.hisham@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:

Signatory of auditor	
Date	