



Assessment Report

Date: 01 Sept to 03 Sept

2018

[Disclaimer: The audit report has been generated to reflect the compliance of the company toward the MSPO standard 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 2530:2013 Part 2

Company name	SMALLHOLDER PALM OIL CLUSTER (N2 JIMAH), N.Sembilan
Address	MPOB Cawangan Seremban, No. 7, Aras G, Jalan S2 B1, Lake View Square, 70300 Seremban , Negeri Sembilan Darul Khusus.
Report no	MS18MM006
Status of audit	Main Assessment If surveillance NA

Thank you for your trustful cooperation during our audit of your organization. This report has been prepared of every effort to ensure the accuracy of the information recorded. The assessment is based on sampling on the records, practice, documents and personnel, therefore the final results of the assessment is of representative towards the system implementation of the organization. This report may generated to record as much of the system implementation information but may still limited due to the sampling .This report details the assessment results including strengths, opportunities, and weaknesses. These results were presented to your management at the closing meeting of the audit. You can use these results to improve the effectiveness of your management system. We look forward to continuing our partnership towards sustainable business success. This report has been prepared in compliance to the ISO 17021:2011 requirements.

To ensure the next assessment will be carry out in compliance to the ISO 17021:2011, please remember to immediately notify CARE Certification International about any significant change to your company at any point of time. Together we will then coordinate appropriate measures to maintain your current certification. Such circumstances include, for example, changes relating to the legal, commercial, organizational status or ownership, organization and management (e.g. key managerial, decision making or technical staff), contact address and sites, scope of operations under the certified management system, and major changes to the management system and processes. Together we CARE and will then ensure the smoothness of the upcoming assessment. Thank you for your persistence of support.

	Signed for on behalf of CCI	Signed for on behalf of client
Sign		
Name	Mohamad Zulkefli bin Md. Isa	Company stamp
Date	01 - 03/10/2018	
Email	zulkefli.isa@cciglobe.com	
Fax no	038073 2688	

Section A General Information

General	
Audit objectives	<input checked="" type="checkbox"/> To verify that the system initial implementation is in accordance to requirements of the standard adopted. <input type="checkbox"/> To verify that the system implementation is continuously in accordance to the requirements of the standards adopted. <input type="checkbox"/> To verify that the system implementation is continuously after and in third years of implementation is in accordance to the standards adopted. <input type="checkbox"/> Other, (please specify)
Integrate Assessment	No
Issue of certificate	Yes

Scope of Certification	
Scope of certification in English	The provision of planting and harvesting of fresh fruits bunch (FFB) by small land owner
Requirement not being applicable	Principle 7: New Planting
Justification	No new planting
Other language than above	NA
Changes from Previous registration	No
Extension/changes of scope date	NA

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
Fixed Line Number	06 601 1127
NO OF SPOC MEMBERS	50

Section B Previous Audit Result

The result of the last audit system have been reviewed, in particular to ensure appropriate correction and corrective action has been implemented to address any nonconformities identified. This review has concluded that:

<input checked="" type="checkbox"/>	No nonconformities have been raised during last assessment.
<input type="checkbox"/>	Any nonconformities identified during last previous audit have been corrected and the corrective action continuous to be effective.
<input type="checkbox"/>	The management system has not adequately addressed non conformity identified during previous audit activities and the specific issue has been re-defined in the nonconformity section of this report.

Section C Conclusion

The audit team conducted a process based audit focusing on significant aspects/risk objectives required by the standard(s). The audit methodology used is based on 3P which were People, Paper and Practice.

The audit team concludes and express

- CONGRATULATION and has
- CONGRATULATION however some processes need to address non-compliance(s) but others has
- SORRY and the organization has not established and maintained its management system in line with the requirements of the standard and

- demonstrated
- not demonstrated

the ability of the system to systematically achieved agreed requirements within the scope of the organizations.

Base on the record, there is/are NIL unresolved issue.

Therefore the audit team recommends that based on the results of this audit and the system's demonstrated state of development and maturity, management system certification be:

- Granted (initial certification or recertification)
- Granted upon the acceptance of the noncompliance(s)
- Continued (surveillance)
- Continued (surveillance) upon the acceptance of the noncompliance(s)
- Withheld
- suspend until satisfactory corrective action(s) is completed
- Others (please specify)

Note :

The assessment and recommendation for the initial or continue 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.

Section D (For Recertification only)

1	The company has demonstrated effective implementation and maintenance/improvement on its management system	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	The internal audit program has been fully implemented and demonstrates its effectiveness as a tool for maintaining and improving the management system.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	The management review process demonstrates its capability to ensure the continuing suitability, adequacy and effectiveness of the management system	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	The management review process demonstrates its capability to ensure the continuing suitability, adequacy and effectiveness of the management system	<input type="checkbox"/> Yes <input type="checkbox"/> No
4	Throughout the audit process, the management system demonstrates overall conformance with the requirements of the audit standard	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section E Auditor and Auditees Names

CCI Assessors	Attendance during opening and closing meeting	
Team leader	Name	Designation
Mohamad Zulkefli Bin Md. Isa (ZU)	Mohamad Zamir Aiman Binti Mahamad Din	Group Managers
Team member	Amiratul Azzuwana Aniqah	MPOB HQ
Badrul Hisham Bin Hj Baharin (BH)	Muhamad Asyraf	MPOB HQ
Mohamad Hafizuddin (HF)		
Trainee auditor		
Observer		

Section F Audit Process Matrix

Next Audit Matrix (legend "☒" plan to cover & covered, "☐" for uncover)

Planned month & year	10/2017	09/2018	09/2019	09/2020	09/2021
Internal Audits	☒	☒	☒	☒	☒
Stakeholder consultation / survey	☒	☒	☒	☒	☒
Use of logo	☒	☒	☒	☒	☒
Follow-up from previous audit finding	☒	☒	☒	☒	☒
4.1 Management Commitment & Responsibility					
4.1.1 MSPO Policy	☒	☒	☒	☒	☒
4.1.2 Continual Improvement	☒	☒	☒	☒	☒
4.2 Transparency					
4.2.1 Traceability	☒	☒	☒	☒	☒
4.3 Compliance to legal requirements					
4.3.1 Regulatory requirements	☒	☒	☒	☒	☒
4.3.2 Land use rights	☒	☒	☒	☒	☒
4.3.3 Customary rights	☒	☒	☒	☒	☒
4.4 Social responsibility, health, safety and employment condition					
4.4.1 Complaints and grievances	☒	☒	☒	☒	☒
4.4.2 Employees safety and health	☒	☒	☒	☒	☒
4.4.3 Employment conditions	☒	☒	☒	☒	☒
4.4.4 Training and competency	☒	☒	☒	☒	☒
4.5 Environment, natural resources, biodiversity and ecosystem services					
4.5.1 Environmental management plan	☒	☒	☒	☒	☒
4.5.2 Efficiency of energy use and use of renewable energy	☒	☒	☒	☒	☒
4.5.3 Waste management and disposal	☒	☒	☒	☒	☒

4.5.4 Natural water resource	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.5 Status of rare, threatened, or endangered species and high biodiversity value	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.6 Zero burning practices	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.6 Best Practices					
4.6.1 Site management	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.6.2 Economic and financial viability plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.6.3 Transparent and fair price dealing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.7 Development of new planting					
4.7.1 Oil palm shall not mplantred on land with a high biodiversity value	<input type="checkbox"/> NA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7.2 Soil survey	<input type="checkbox"/> NA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7.3 Extensive planting on steep terrain, marginal and fragile soils	<input type="checkbox"/> NA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Assessment man days for the next assessment: 6 man-days. Recertification: 2022

Note: Recertification should be carry out minimum 2 months prior to the expiry of the certificate

Section G Audit Note

Summary of Area Audited

BUSINESS AREAS	DETAILS OF AUDITED SUMMARY	
Auditor	Date	Time
ZU	01/10/2018	9.30
<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> <ul style="list-style-type: none"> a) informing the client that the audit evidence collected was based on a sample of the information; thereby introducing an element of uncertainty b) the method and timeframe of reporting, including any grading of audit findings; c) the certification body's process for handling nonconformities including any consequences relating to the status of the client's certification; d) the timeframe for the client to present a plan for correction and corrective action for any nonconformities identified during the audit; e) the certification body's post audit activities; f) information about the complaint handling and appeal processes. g) Any diverging opinion that are not resolved. h) opportunity for the client to ask questions. 		
Executive Summary		

The audit was based on the MSPO 2530:2013 Part 2 Standard, procedure and applicable requirements. There is no issue during the First Assessment Visit (FAV) conducted on 15/05/2018 and found all the required document, procedure and form are available.

The audit is divided into two session which first session is a documentation review on the Day 1 and second session is the site visit on the Day 2 and Day 3. This audit conducted based on the sampling and 11 smallholders been chosen and involve in this assessment activity. Noted that all the SPOC member are still in the awareness stage and all the implementation are still monitored by Group Manager.

The audit was led by Mohamad Zulkefli bin Md Isa who are have almost 8 years in the sustainable certification and other management system certification such as RSPO, ISCC, ISO 14001, ISO 9001 etc and also attended the MSPO Lead Assessor Course conducted by DQS. Co auditor cum Trainee Lead Assessor is Mohamad Hafis bin Mustafa who are experienced in the RSPO and ISCC Certification for almost 5 years and attended the MSPO Lead Assessor Course conducted by SIRIM and another co-auditor, Badrul Hisham Hj Baharin who are well experiences with more than 10 years in oil palm management with previous position as Estate Manager and also have attended the MSPO Lead Assessor Course conducted by SIRIM and experiences in auditing since last 2017.

The list of selected SPOC members as a sampling are listed as below:

- 1) Nor Azlina Binti Muldiana
- 2) Lee Kim Fah
- 3) Kiee Kim Eng
- 4) Tiong Weng Peu
- 5) Tiong Choong Lok
- 6) Tiong Chong Han
- 7) Tan Kek Wah
- 8) Pang Heng Luy
- 9) Yoong Sin Siong
- 10) Yeong Sin Hua
- 11) Baharum bin Kusman

Audit Summary

The audit was cover all the principle in MSPO 2530:2013 Part 2 Principle & Criterion and the summary of the finding are as below:

Principle 4.1. Management Commitment & Responsibility

SPOC has implementing the system according to Malaysian Sustainable Palm Oil (MSPO) demonstrated by the established SOP. It addressed the procedures and instructions to comply with the requirements of MSPO. Group manager MSPO has established training and briefing as per Laporan Taklimat MSPO to all smallholders. Sighted all SPOC members was signed the Perakuan Menyertai Pensijilan MSPO and attached together with the MSPO Policy. During site visit and interview session with the smallholders, sighted there aware with the standard requirement and implement to their palm oil activities.

Principle 4.2 Transparency

All the smallholders in SPOC Jimah (N2) has record FFB received from smallholder and summaries on monthly basis. Record of sales and delivery of FFB has recorded weighbridge ticket.

Principle 4.3 Compliance to legal requirement

Noted that Senarai Keperluan Undang-Undang has been established effective date 1st April 2016, No Dokumen: L-02/SKU/2016. All smallholders have a valid license as per MPOB requirements Akta Lembaga Minyak Sawit Malaysia 1998. During interview all smallholders show their awareness on the legal & regulation such as OSHA 1994, EQA 1974, etc.

Principle 4.4 Social responsibility, health, safety and employment condition

No complaint by stakeholder was recorded since the implementation of MSPO Scheme in all SPOC Jimah (N2) smallholder. Stakeholder consultation was conducted on 01/10/2018 and participate by, Penghulu, Jabatan Pertanian daerah, and crop dealers. No issue was raised during the stakeholder consultation. No occupational accident and health issue were reported since and there have no complaint raised regarding wage, payment, contract and act. resulted all mutual verbal agreement has been agreed by both parties before work start. Group Manager organized the required training to give an awareness to all SPOC member in occupational safety and health issue.

Principle 4.5 Environment, natural resources, biodiversity and ecosystem services

Awareness training was conducted in order to give an understanding of sensitive area (river, steep, slope, forest, swamp area) and there is a format to monitor the usage of diesel. Noted all smallholders are practice the Triple Rinsing Method to all their used pesticide container before sold to the solid waste collector.

Principle 4.6 Best Practice

The group manager is responsible to visit the smallholders field and do the auditing to ensure they comply with all the

requirement from the Code of Practice- Good Agriculture Practice (CoPGAP). From the sampling sighted all the smallholders was done the audit and found all smallholders was complying with the CoPGAP requirement. During site visit, sighted that one of the smallholders practiced the blanket spraying to his field (CAR1).

Principle 4.7 Development of New Planting

Not Applicable since all the SPOC member already planted their palm oil tree since 1996

Stakeholder Consultation

Date: 01/10/2018

Area : - Kg. Sg. Nipah Mukim Jimah , Negeri Sembilan.

The stakeholder consultation were done on selected stakeholder as per below:

1. Visit ramp – Jia Mei Trading Sdn Bhd – MPOB License :50818115000 valid from 1/1/2018-31/12/2018.

- As interview with the auditee who work as clerk name Ms. Pang, others than buy the crop from the smallholder , the ramp also provide services of loading and transport FFB from smallholder field to the ramp.

The rate of loading and transport were flat rate RM15/tonne. This price were agreed by both parties , ramp and the seller(smallholder) via verbal mutual agreement. Verified the monthly FFB statement shown the deduction of loading and transport charges. According to the auditee normally the statement will issued out by the ramp and give to the seller every 8 -9 days of the calendar month. Verified the weighbridge permit is still valid as per according Akta Timbang and Sukat 1972 , valid from 2/8/2018 – 1/8/2019, No Penetuan:NSB-ATK104616. There is no issues of stealing crop were sell to their ramp according to the auditee. Verified every crop that were transport from smallholder field will not be mix with other smallholder crop.

OFl- Advice the ramp dealer to put at the notice board the loading and transport rate charge as to notify the seller.

2. Visit ramp – Unik Aty Enterprise – MPOB License :588682015000 valid from 1/9/2018-31/8/2019.

- As interview with the auditee who work as clerk name Ms. Tang Siew Eng, others than buy the crop from the smallholder , the ramp also provide services of loading and transport FFB from smallholder field to the ramp.

The rate of loading and transport were flat rate RM15 – RM25/tonne (the rate were vary depending on the range of location). This price were agreed by both parties , ramp and the seller(smallholder) via verbal mutual agreement.

Verified the monthly FFB statement shown the deduction of loading and transport charges. Verified the weighbridge permit is still valid as per according Akta Timbang and Sukat 1972 , valid from 2/4/2018 – 1/4/2019, No Penetuan:NSB-ATK19952. There is no issues of stealing crop were sell to their ramp according to the auditee. Verified every crop that were transport from smallholder field will not be mix with other smallholder crop.

OFl- Advice the ramp dealer to put at the notice board the loading and transport rate charge as to notify the seller.

3. Visit ramp – YL Paltrade – MPOB License :505893015000 valid from 1/4/2018-31/3/2019.

- As interview with the auditee who work as account admin name Mr. Teo, others than buy the crop from the smallholder , the ramp also provide services of loading and transport FFB from smallholder field to the ramp.

The rate of loading and transport were flat rate RM15/tonne. This price were agreed by both parties , ramp and the seller(smallholder) via verbal mutual agreement. Verified the monthly FFB statement shown the deduction of loading and transport charges. According to the auditee normally the statement will issued out by the ramp and give to the seller every 1st week of the calendar month. Verified the weighbridge permit is still valid as per according Akta Timbang and Sukat 1972 , valid from 12/2/2018 – 11/2/2019, No Penetuan:NSB-ATK008002. There is no issues of stealing crop were sell to their ramp according to the auditee. Verified every crop that were transport from smallholder field will not be mix with other smallholder crop. Verified the workers use were all local and no uderage of employee were employ.

OFl- Advice the ramp dealer to put at the notice board the loading and transport rate charge as to notify the seller.

4. Head Villagers – En Nor Samsul Azmi (Kg. Sungai Nipah)

As interview with the auditee , previously there is issues of stealing crop in the smallholder area. Patrol were made by the authority (Police) and according to the auditee the number of cases had reduces since the patrol activitied been done by police officer. Notify by the auditee also no issues of land dispute , waste pollution activities were channel to the nearby river. Normally activities of harvesting and spraying were done by foreigner who been employed by contractors with legal permit of works.

Introduction

SPOC N2 Jimah, Negeri Sembilan, was established and manage by TUNAS, MPOB Cawangan Seremban with 50 smallholder participate to apply the MSPO Certification Scheme with total planted hectare is around 175.54 Ha hectares. The list of the smallholder and the detail of each smallholder as per Appendix 1. Noted there is 50 smallholders are participating in this (N2) Jimah, Negeri Sembilan Sustainable Palm Oil Cluster (SPOC). SPOC Jimah was manage and monitored by TUNAS, MPOB Cawangan Seremban. All member of SPOC Jimah been certified and audited the Code of Good Agriculture Practice by MPOB Cawangan Taiping. The SPOC Jimah was located at district of Port Dickson, Negeri Sembilan

Audit Checklist

P1: Management Commitment & Responsibility		
Criterion 1	Malaysian Sustainable Palm Oil (MSPO) Policy	
Indicator	Requirement	Findings
4.1.1.1	There shall be a policy binding smallholders to MSPO	
<p>Verified MSPO Policy for Kelompok Minyak Sawit Mampan (SPOC) N2 Jimah dated 24/04/2018 signed by Group Manager. Sighted and verified that the smallholders signed the Perakuan Menyertai Pensijilan MSPO attached together with the MSPO Policy and sample as below: 1) Nor Azlina Binti Muldiana - signed on 24/04/2018 2) Lee Kim Fah- signed on 27/06/2018 3) Lee Kim Eng- signed on 26/06/2018 4) Tiong Weng Peu- signed on 12/07/2018 5) Tiong Choong Lok- signed on 17/07/2018 6) Tiong Chong Han- signed on 03/09/2018 7) Tan Kek Wah- signed on 24/04/2018 8) Pang Heng Luy- 12/07/2018 9) Yoong Sin Siong- signed on 05/07/2018 10) Yeong Sin Hua- signed on 17/07/2018 11) Baharum bin Kusman- signed on 24/04/2018</p>		
Criterion 2	Continual Improvement	
Indicator	Requirement	Findings
4.1.2.1	The action plan for continual improvement shall be based on consideration of the main social and environmental impact and opportunities of the smallholders group. Independent smallholders shall be aware of the need to understand the importance of continual improvement.	
<p>Sighted Group Managers establish the continual improvement plan for stakeholder and verified the improvement plan as below: a) Program Lawatan LKN dan Gap Spoc N2. b) Program Pembajaan Dan Kawalan Rumpai Tahun 2018 c) Garis Masa Pelaksanaan MSPO bagi SPOC N2 (Jimah) Tahun 2018 and sighted planned training for Pengredan Buah Sawit, Kawalan Alam Sekitar, Keselamatan dan Kesihatan Pekerja etc.</p>		
4.1.2.2	The group manager shall establish a system to improve practices in line with new information and techniques and disseminating this information throughout the group members	
<p>Group Managers conducted the Good Agriculture Practices (GAP) visit and sample as below: Sighted on the Senarai Semak Pensijilan MPOB Amalan Pertanian Baik (GAP) Pekebun Kecil Sawit 1) Nor Azlina Binti Muldiana- conducted on 12/07/2018 2) Lee Kim Fah- conducted on 20/06/2018 3) Lee Kim Eng- conducted on 12/07/2018 4) Tiong Weng Peu- conducted on on 12/07/2018 5) Tiong Choong Lok- conducted on 19/09/2018 6) Tiong Chong Han- conducted on 16/08/2018 7) Tan Kek Wah- conducted on 16/08/2018 8) Pang Heng Luy- conducted on 12/07/2018 9) Yoong Sin Siong- conducted on 12/07/2018 10) Yeong Sin Hua- conducted on 17/07/2018 11) Baharum bin Kusman- conducted on 18/07/2018</p>		
P2: Transparency		
Criterion 1	Traceability	
Indicator	Requirement	Findings
4.2.1.1	The group management shall commit itself to implement and maintain the requirements for traceability	

<p>Smallholder maintain the record for traceability by maintaining the weighbridge ticket and sales record issue by the FFB dealer. Verify the weighbridge ticket sample as below: a) Tan Kek Wah- Ticket Serial# P0083214 dated 17/08/2018 with nett 1190kg b) Mulidiana- Slip Bayar Kelapa Sawit- Resit# A0062 dated 12/9/2018</p> <p>The other sample, no harvesting activity been done due just done the replanting on 2017.</p>		
4.2.2.1	To keep records of sales, delivery or transportation of FFB shall be maintained.	
<p>Verified the record of FFB Sales and the sample are as below: a) Tan Kek Wah- Payment Statement Ref# B0063287 for period of 01/08/2018 - 31/08/2018 b) Muldiana- Slip Bayar Kelapa Sawit- Resit#A006 dated 12/09/2018</p>		
P3: Compliance to legal requirements		
Criterion 1	Regulatory requirements	
Indicator	Requirement	Findings
4.3.1.1.	Independent smallholders shall show awareness of compliance with all applicable local, state, national and ratified international laws and regulations.	
<p>Awareness Training was recorded on 24/04/2018 under Program Taklimat MSPO Bagi SPOC N2 Jimah Verified the Training Attendance List and listed of 79 smallholders attend the training. Sample smallholders attend the training as per attendance list. Evidence - tentative program conducted on awareness of compliance - Ceramah 3 : MSPO MS2530-3:2013 Prinsip-prinsip Umum untuk Pekebun Kecil Persendirian</p> <p>Verified the compliance on the MPOB Act 1998 on "Menjual dan Mengalih" as below: 1) Baharum bin Kusman- valid until 30/09/2020 2) Yeong Sin Hua- valid until 31/12/2019 3) Yoong Sin Siong- valid until 31/12/2019 4) Pan Heng Luy- valid until 30/04/2021 5) Tan Kek Wah- valid until 31/03/2020 6) Tiong Choon Han- valid until 30/04/2022 7) Tiong Choong Lok- valid until 20/04/2022 8) Tiong Wong Peu- valid until 30/04/2018 9) Lee Kim Eng- valid until 31/08/2023 10) Lee Kim Fah- valid until 31/08/2023 11) Nor Azlina Binti Muldiana - valid until 31/10/2021</p>		
Criterion 2	Land used right	
Indicator	Requirement	Findings
4.3.2.1	Independent smallholders shall demonstrate rights to their land holdings and there is no evidence of major land disputes.	
<p>Verified the location, hectares, license and land title as below: License: 1) Baharum bin Kusman i) No hak milik: 1256 ii) No Lot: Lot 729 iii) Kategori Penggunaan Tanah: Pertanian</p> <p>2) Yeong Sin Hua i) No hak milik: 4182 ii) No Lot: Lot 4528 iii) Kategori Penggunaan Tanah: Pertanian</p> <p>3) Yoong Sin Siong i) No hak milik: 4167 ii) No Lot: Lot 4513 iii) Syarat Nyata: Pertanian</p> <p>4) Pang Heng Luy i) No hak milik: GM1735 ii) No Lot: Lot 4690 iii) Syarat Nyata: Kelapa Sawit</p> <p>5) Tan Kek Wah</p>		

i) No hak milik: 1917
 ii) No Lot: Lot 4669
 iii) Syarat Nyata: Kelapa Sawit

6) Tiong Choon Han
 i) No hak milik: 1733
 ii) No Lot: Lot 4688
 iii) Syarat Nyata: Pertanian

7)Tiong Choong Lok
 i) No hak Milik: GM 1734
 ii) No Lot: Lot 4689
 iii) Syarat Nyata: Pertanian

8) Tiong Weng Peu
 i) No Hak Milik: 1611
 ii) No Lot: Lot 2003
 iii) Syarat Nyata: Pertanian

9) Lee Kim Eng
 i) No Hak Milik: GRN 71608
 ii) No Lot: Lot 2670
 iii) Syarat Nyata: Tiada

10) Lee Kim Fah
 i) No Hak Milik: 71612
 ii) No Lot: Lot 2673
 iii) Syarat Nyata: Tiada

11) Norazlina binti Muldiana
 i) No Hak Milik: 144
 ii) No Lot: Lot 2773
 iii) Syarat Nyata: Pertanian

Criterion 3	Customary rights	
Indicator	Requirement	Findings
4.3.3.1	Independent smallholders shall be demonstrate rights to their land holding.	
As per 4.3.2.1 Verified the boundary stone and land marking during site visit and found satisfactory as per land title.		
4.3.3.2	Maps of an appropriate scale showing extent of recognized customary rights shall be made available.	
As per 4.3.2.1		
P4: Social responsibility, health, safety and employment condition		
Criterion 1	Complaints and grievances	
Indicator	Requirement	Findings
4.4.1.1	Independent smallholders shall be able to respond to complaints that are raised by their neighbours or other stakeholders	
SPOC N2 has established the Aduan dan Rungutan procedures Doc# MSP0/SSCC/SOP-01/AR effective date 30/03/2018. Interview done during site visit and stakeholder consultation and as to date no complaint received from stakeholder.		
4.4.1.2	The local system should be able to resolves disputes.	

SPOC N2 has established the Borang Aduan Dan Rungutan Doc# MSP0/SSCC/F-01/AR effective date 30/03/2018 Noted the form already distributed to Ramp and all SPOC members.		
Criterion 2	Employees safety and health	
Indicator	Requirement	Findings
4.4.2.1	Independent smallholders need not have a formal health and safety plan but shall ensure that all work practices are safe.	
Sighted smallholders attend the Keselamatan dan Kesihatan Pekerjaan di Sektor Perladangan conducted by DOSH Negeri Sembilan dated 24/04/2018		
Site visit: No spraying and harvesting activity during site visit however during interview smallholder found they understand on the safety requirement for spraying and harvesting.		
Site visit and interview noted below mention smallholders was practice the manual weeding and no chemical application at their estate. The smallholders are Tiong Weng Peu, Pang Heng Luy, Tiong Chong Lok and Tiong Chong Han.		
During site visit sighted that the smallholder are aware on using the personel protective equipment as a safe work practice in all operation work such as weeding spray, manuring application and harvesting.		
Sighted the blanket spraying was practiced in the field and not follow the MPOB GAP procedure for SPOC Members Lee Kim Fah & Lee Kie Eng (NCR Minor)		
Criterion 3	Employment	
Indicator	Requirement	Findings
4.4.3.1	For independent smallholders with temporary workers, work conditions shall be in accordance with a mutual verbal agreement made transparently and freely.	
Contract agreement with for the harvesting, spraying, etc		
Noted agreement sighted between smallholders and temporary workers.		
4.4.3.2	Independent smallholders shall provide equal opportunity and treatment regardless of race, colour, sex, religion, political affiliation, nationality, social origin or other distinguishing characteristics and shall not engage in or support discriminatory practices in line with national aspiration.	
No discrimination sighted during the site visit.		
4.4.3.3	Independent smallholders shall ensure that workers' pay and conditions meet legal standards as per mutual agreements	
For N2 SPOC, smallholders have a deal with the ramp operator to pay the wages as per mutual agreement by deducted the FFB sales payment. Verified the record of payment as below: a) Tan Kek Wah- record in the Payment Statement as Advance- for month of August paid RM148.00 for the harvesting of the 3.71 ton FFB with rated RM40/ ton and paid by YL Paltrade Trading b) Nur Azlina- Payment to the harvester was manage by ramp operator Pertubuhan Peladang Negeri Sembilan, verified the Payment Voucher dated 10/09/2018 to Mr Rosman. c) Yoong Sin Slong- noted he appoint Mr Raju as the permanant workers with basic pay RM1,700 per month including the KWSP and SOCSO deduction.		
4.4.3.4	In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities, where available and practical	
Verified during site visit and interview with smallholder, confirm there are no workers quarters provided.		

4.4.3.5	Children and young persons are not to be employed or exploited. The minimum age and conditions of employment shall comply with local, state or national laws. Work by children and young persons is acceptable on family farms, under adult supervision, and when it does not interfere with their education. They are not to be exposed to hazardous working conditions.	
Sighted that the smallholder did not have underage and interview with smallholder, they are aware on prohibition of exploited/employed of children and young person.		
Criterion 4	Training and competency	
Indicator	Requirement	Findings
4.4.4.1	Independent smallholders are encouraged to seek knowledge to increase their competency in oil palm management	
Sighted Group Managers establish the training plan for stakeholder plan as below: a) Garis Masa Pelaksanaan MSPO bagi SPOC N2 (Jimah) Tahun 2018 and sighted planned training for Pengredan Buah Sawit, Kawalan Alam Sekitar, Keselamatan dan Kesihatan Pekerja etc.		
P5: Environment, natural resources, biodiversity and ecosystem services		
Criterion 1	Environmental management plan	
Indicator	Requirement	Findings
4.5.1.1	Independent smallholders are expected to be aware of the environmental impact but are not expected to undertake any formal impact assessment unless there is a legal requirement	
Verified the Senarai Impak Sosial, Persekitaran & Pelan Tindakan effective date 30/03/2018. Conduct Taklimat Kesedaran Alam Sekitar by DOE Negeri Sembilan dated 24/04/2018 and verified the attendance list with photo evidence.		
Criterion 2	Efficiency of energy use and use of renewable energy	
Indicator	Requirement	Findings
4.5.2.1	The use of renewable energy should be applied where possible.	
No renewable energy being used since there is no necessity of using energy. MPOB has Established a format form of "Rekod Penggunaan Tenaga (Diesel)". Doc No. MSPO/SSCC/F-03/PTD. Effective date 30/03/2018. Group Managers establish the Rekod Penggunaan Tenaga (Diesel). As to date, no diesel usage by smallholders.		
Criterion 3	Waste management and disposal	
Indicator	Requirement	Findings
4.5.3.1	All waste products and sources of pollution shall be identified	
Established "Senarai Sisa Racun Dan Domestik" year 2018 #MSPO/SSCC/L-03/SRD dated 30/03/2018. listed waste from agriculture such i) Racun perosk, ii) Baja, iii) Racun Rumput. For non-agriculture waste such i) Pam racun, ii) Jentera pertanian, iii) Peralatan Perlindungan keselamatan diri, iv) sisa/bahan buangan dari kawasan perumahan. Refer to letter from DOE dated 24/05/2018 all the pesticide container after done triple rinsing will bot categorised at the schedule waste. Sighted the plastic bag for ganoderma was cluttered at the Yoon Sin Siong field area, advises GM to manage the used plastic bag and dispose appropriately (OBS).		

4.5.3.2	Independent smallholders shall ensure that waste from their smallholdings is disposed of appropriately. Smallholders shall adopt local and national legislation to dispose of hazardous chemicals and their containers	
<p>Noted smallholders attend the Taklimat Kesedaran Alam Sekitar by DOE Negeri Sembilan dated 24/04/2018.</p> <p>Most of the smallholders was not apply the spraying activity and practice the manual weeding and for pest control they practice the pheromone trap. Interview to the smallholders and sighted they aware on the disposal of the pesticied container by done the triple rinsing.</p>		
Criterion 4	Natural water resources	
Indicator	Requirement	Findings
4.5.4.1	Independent smallholders can demonstrate that they understand the need to maintain the quality and availability of surface and ground water and steps are being taken for its implementation.	
<p>During site visit and interviewed all smallholder, they aware with the maintaining the quality of the natural water by ensure not apply the chemical activity nearby the water resources. Noted no any natural water resources was sighted available at the smallholder's field area.</p> <p>Sighted no spraying activity been done at the drain area. However, two smalholders was practiced blanket spraying at their field which ar Lee Hin Fah and Lee Kie Eng. (NCR Minor)</p>		
4.5.4.2	Water harvesting practices should be implemented.	
<p>Site visit Sighted the water harvesting practices was practiced by all smallholder by using the culvert and drum. The rain water was used for spraying activities by all the smallholders.</p>		
Criterion 6	Status of rare, threatened, or endangered species and high biodiversity value area.	
Indicator	Requirement	Findings
4.5..6.1	Independent smallholders should show a basic understanding of any species or habitats of concern, together with their conservation needs. Information on protected species and their habitat with high biodiversity value may be obtained from relevant government agencies, such as the Forestry Department, Forest Research Institute of Malaysia and the Wildlife Department.	
<p>All smallholders attend the briefing on the "Perlindungan Hidupan Liar" conducted by PERHILITAN Negeri Sembilan dated on 24/04/2018.</p> <p>Interview with smallholder, they have shown the understanding of species, habitats of concern.</p>		
Criterion 7	Zero burning practices	
Indicator	Requirement	Findings
4.5.7.1	Independent smallholders shall not practice open burning during land preparation for oil palm cultivation or replanting, unless with the permission of relevant state authorities.	
<p>Site visit. No open burning activity sighted at the smallholders farm during the site visit. However there is burning sign spotted at frond pile at smallholders field which is Baharum Kusmani (OBS). Palm fronds should be left to rot itself.</p>		
P6: Best Practices		
Criterion 1	Site management	
Indicator	Requirement	Findings

4.6.1.1	All independent smallholders oil palm farms shall implement best practices such as the MPOB Codes of Practice, Malaysian Standards or ISO Standards and the Kod Amalan Baik (GAP) Pekebun Kecil	
<p>Smallholders practices as per "Manual Penanaman Dan Penyelenggara Sawit Untuk Sektor Pekebun Kecil dated Julai 2004.</p> <p>Verified the audit for Amalan Pertanian Baik (GAP) done by MPOB as below:</p> <p>a) Tiang Siew Nyit dated 15/03/2018 b) Ishah binti Ariffin dated 17/04/2018 c) Siti Mariam binti Kasa dated 20/02/2018 d) Kamaruddin bin Mat AGit dated 09/02/2018 e) Mohd Ramlee bin AMran dated 22/03/2018 f) Mohd Fuad Abu Bakar dated 09/02/2018 g) Abu Bakar bin Uda Ghaffar dated 09/02/2018 h) Kamal Baharin bin Shahidan dated 05/06/2018 i) Zaharah @ Hasna binti Yahya dated 08/02/2018 j) Mohd Helmi bin Mohd Noor dated 08/02/2018 k) Siah Kai Hian dated 14/03/2018 l) Lai Koi Leng dated 22/02/2018</p>		
4.6.1.2	A visual identification or reference system shall be established for each field or block of oil palm planting	
<p>Site visit Sighted the signboard was establish at all smallholder field with appropriate information of Land Lot No., hectares, GPS Coordinate and painted years.</p> <p>Verified the land marking and sighted the marking is by the availability of the boundary stone and fencing.</p>		
Criterion 2	Economic and financial viability plan	
Indicator	Requirement	Findings
4.6.2.1	Group Manager shall establish a documented business or management plan to demonstrate attention to economic and financial viability.	
<p>Group Manager establish the procedure "Pelan Daya Ekonomi dan Kewangan" No Doc: P-01/PDEK/2016 with effective date 01/05/2017.</p> <p>Sighted there a Program Pembajaan Dan Kawalan Rumpai Tahun 2018 was establish for all smallholder.</p>		
Criterion 3	Transparent and fair price dealing	
Indicator	Requirement	Findings
6.6.3.1	Independent smallholders are encouraged to communicate with and have consultations with dealers, millers, local communities and other affected or interested parties.	
<p>Noted and sighted the price dealing was clearly showed at the official receipt from the buyers.</p> <p>a) Lai Koi Leng- Invoice dated from 01/06/2018 - 31/07/2018 from Boon Tak Trading with information of Unit Price stated in the invoice. b) Siah Kai Hian- Invoice dated 01/01/2018 - 31/05/2018 from Boon Tak Trading c) Abu Bakar Bin Uda Ghaffar- Invoice dated 26/07/2018 from Boon Tak Trading d) Mohd Puad bin Abu Bakar- Invoice dated 26/07/2018 from Boon Tak Trading e) Mohd Ramlee Amran- Invoice dated 16/08/2018 from Perniagaan Kien Hong f) Kamaruddin bin Mat Agit- Invoice dated 26/07/2018 from Boon Tak Trading g) Siti Mariam binti Kasa- cash Payment Voucher dated 21/02/2018.</p>		
P7: Development of new plantings		
Criterion 1	Oil palm shall not be planted on land with high biodiversity value	
Indicator	Requirement	Findings
4.7.1.1	Independent smallholders shall not plant oil palm on land with high biodiversity value as identified by local, state and national legislation	
Not Applicable		
Criterion 2	Soil survey	

Indicator	Requirement	Findings
4.7.2.1	Independent smallholders should obtain information on soil types, topography and their suitability for oil palm plantings from the relevant government agency. New planting plans should be prepared in consultation with extension service officers	
Not Applicable		
Criterion 3	Planting on steep terrain, marginal and fragile soils	
Indicator	Requirement	Findings
4.7.3.1	Extensive planting on steep terrain, marginal and fragile soils, shall be avoided unless permitted by local legislation. Independent smallholders who establish new plantings on steep terrain, marginal and fragile soils, should adopt the appropriate and viable conservation measures.	
Not Applicable		

Observation for Improvement

Details
<p>1) 4.5.3.1 Sighted the plastic bag for ganoderma was cluttered at the Yoon Sin Siong field area, advises GM to manage the used plastic bag and dispose appropriately.</p> <p>2) 4.6.1.1 Sighted the of burning sign at front pile at smallholder's field - Tall palm (Baharum Kusman)</p>

During the assessment_1_nonconformities were identified.

APPENDIX 1

LIST OF SPOC N2 Jimah, Negeri Sembilan.

NO	NAMA	NO GERAN / LOT KEBUN	MUKIM	SYARAT NYATA	TAHUN TANAM	GPS KOORDINAT KEBUN	KELUASAN (HEKTAR)
1	AZZ BIN YAAKOB	265/6778	PENKALAN BHARU	KELAPA SAWIT	2014	100°39'22.95"E 04°24'32.50"N	1.79
2	ROKIAH BINTI MAHMUD	1983/385	PENKALAN BHARU	TIADA, TIADA	2009	100°37'58"E 04°23'21"N	0.55
3	SITI MARIAM BINTI KASA	229/ 6698	PENKALAN BHARU	KELAPA SAWIT	2013	100°37'50"E 04°26'48"N	1.76
4	NOR RASIDAH BINTI ABDUL RAHMAN	969/ 6615	PENKALAN BHARU	KELAPA SAWIT	2013	100°38'28"E 04°23'31"N	1.73
5	SEMARANI BIN BAHARUDIN	968/ 6608	PENKALAN BHARU	KELAPA SAWIT	2012	100°38'28"E 04°22'31"N	1.60
6	KAMARUDIN BIN MATAGIT	260/ 6743	PENKALAN BHARU	KELAPA SAWIT	2010	100°39'41"E 04°24'34"N	2.15
7	MUHD FUAD BIN ABU BAKAR	6784	PENKALAN BHARU	KELAPA SAWIT	2010	100°39'41"E 04°24'34.2"N	1.32
8	ABU BAKAR BIN UDA GAHFFAR	6788	PENKALAN BHARU	KELAPA SAWIT	2010	100°39'41"E 04°32'68.1"N	0.80
9	KAMAL BAHARIN BIN SHAHIDAN	8685	PENKALAN BHARU	KELAPA SAWIT	2016	100°35'26.8"E 04°21'57.1"N	0.77
10	AHMAD FADZIL BIN ISMAIL	8740	PENKALAN BHARU	KELAPA SAWIT	2016	100°37'20"E 04°22'15"N	2.26
11	ISHAH BINTI ARIFFIN	4057	PENKALAN BHARU	KELAPA SAWIT	2016	100°41'33"E 04°31'11"N	0.78
12	ZAHARAH@ HASNA BINTI YAHYA	9027	PENKALAN BHARU	KELAPA SAWIT	2016	100°39'40"E 04°24'17.7"N	1.40
13	MOHD RAMLEE BIN AMRAN	1780	PENKALAN BHARU	KELAPA SAWIT	1998	100°38'21.16"E 04°29'52.76"N	1.71
14	SOFEAH BINTI SAAD	10630	PENKALAN BHARU	KELAPA SAWIT	2015	100°39'21.67"E 04°28'40"N	0.82
15	PATIMAH BINTI HASIM	23286	PENKALAN BHARU	KELAPA SAWIT	2015	100°38'04"E 04°29'45"N	0.70
16	NOOR LELA BINTI AHMAD	7119	PENKALAN BHARU	KELAPA SAWIT	2015	100°38'03"E 04°29'43"N	0.98
17	MOHD FARISH BIN AHMAD	23284	PENKALAN BHARU	KELAPA SAWIT	2015	100°38'02"E 04°29'42"N	0.95
18	MOHD ZAIN BIN MOHD NOR	2250	PENKALAN BHARU	KELAPA SAWIT	2016	100°38'09"E 04°25'50"N	0.82
19	MOHD HELMI BIN MOHD NOOR	8780	PENKALAN BHARU	KELAPA SAWIT	2017	100°36'7.04"E 04°21'45"N	1.52
20	HAMIMAH BINTI SHARIF	10635	PENKALAN BHARU	KELAPA SAWIT	2016	100°39'21"E 04°28'46"N	0.70
21	HASHIM BIN MD NOOH	PT7396	PENKALAN BHARU	KELAPA SAWIT	2015	100°39'59"E 04°29'42"N	0.40
22	KONG CHAI NGOK	59333/ 2364	PENKALAN BHARU	KELAPA SAWIT	1988	100°42'45"E 04°23'52"N	5.00
23	TING KOOI ONG	2528	PENKALAN BHARU	KELAPA SAWIT	2017	100°42'61"E 04°22'47"N	1.61
24	SIA HING SWEE	1766/ 664	PENKALAN BHARU	KELAPA SAWIT	2017	100°38'31"E 04°20'12"N	0.80
25	YEK MEE KEW	2661/ 666	PENKALAN BHARU	KELAPA SAWIT	2017	100°41'12"E 04°22'45"N	0.80
26	WONG KONG KEONG	118	PENKALAN BHARU	PERTANIAN	2008	100°38'24"E 04°21'32.119"N	1.17
27	LAI KOI LENG	2660/ 1492	PENKALAN BHARU	KELAPA SAWIT	1998	100°41'11"E 04°22'40"N	0.77
28	CHIA HO HENG	1741/ 1140	PENKALAN BHARU	KELAPA SAWIT	2005	100°38'31"E 04°20'12"N	2.32
29	LAI TUAN TICK	3580	PENKALAN BHARU	KELAPA SAWIT	2015	100°39'13"E 04°23'53"N	1.11
30	SIAH KAI HIAN	3449	PENKALAN BHARU	KELAPA SAWIT	1998	100°37'51"E 04°25'45"N	2.78
31	POON WENG TAI	160/ PT949	PENKALAN BHARU	KELAPA SAWIT	2015	100°39'05.501"E 04°25'51.28"N	1.55
32	DIONG LING HOO	2212/ 1009	PENKALAN BHARU	KELAPA SAWIT	2013	100°40'14"E 04°23'11"N	1.21
33	TONG AH THOY@ TONG AH SOW	1426/ 3457	PENKALAN BHARU	KELAPA SAWIT	1993	100°37'54"E 04°24'1"N	2.57
34	LEE KAU HENG	1036/ 6942	PENKALAN BHARU	KELAPA SAWIT	1984	100°38'3"E 04°23'46"N	0.78
35	LEE FOO LAN	2229/ 1132	PENKALAN BHARU	KELAPA SAWIT	2014	100°41'21"E 04°22'42"N	1.74
36	CHAN ANG	828	PENKALAN BHARU	KELAPA SAWIT	2005	100°38'46"E 04°26'9.99"N	1.55
37	TOK CHOONG HWA	3644	PENKALAN BHARU	KELAPA SAWIT	2000	100°38'3"E 04°23'46"N	2.43
38	AIK LONG POI	3551	PENKALAN BHARU	KELAPA SAWIT	2013	100°38'13"E 04°23'37"N	1.24
39	YECK MEE HAW	3551	PENKALAN BHARU	KELAPA SAWIT	2013	100°38'13"E 04°23'37"N	1.24
40	TIANG SIEW NYIT	34900	PENKALAN BHARU	KELAPA SAWIT	2011	100°37'89"E 04°23'51"N	2.56
41	LIM SHYH SHYONG	3609	PENKALAN BHARU	KELAPA SAWIT	2014	100°38'3"E 04°23'40"N	2.53
42	TAN ONG TENG	1677/2373	PENKALAN BHARU	KELAPA SAWIT	2006	100°42'44"E 04°23'8.5"N	1.19
43	CHIN KEE CHOO @ CHEN ING SHU	983/ 1531	PENKALAN BHARU	KELAPA SAWIT	2014	100°40'44"E 04°22'42"N	2.42
44	KENG TIANG CHUAN	2636	PENKALAN BHARU	PERTANIAN	2014	100°40'7.8"E 04°22'47.8"N/ 100°40'7.75"E 04°22'47.48"N	3.37
45	LEE GEK SIM	711/5945	PENKALAN BHARU	KELAPA SAWIT	2012	100°39'56"E 04°26'9"N	1.59
46	CHIN SAW PAN@ CHIN SAW PHAN	2056/135 & 3087/136	PENKALAN BHARU	KELAPA SAWIT	1983	100°38'33"E 04°21'54.2"N	1.71
47	LING NGOK ENG	GM 2662/662	PENKALAN BHARU	KELAPA SAWIT	2018	100°41'50"E 04°21'44"N	1.97
48	LAI NGAN	HSM 363/PT 911	PENKALAN BHARU	KELAPA SAWIT	1993	100°40'40"E 04°26'9.6"N	1.55
49	LING TING CHEOU	2071/899	PENKALAN BHARU	KELAPA SAWIT	2018	100°39'58"E 04°22'48"N	1.12
50	SALMAH BINTI MAT	109566/8521	PENKALAN BHARU	PERTANIAN	2018	100°38'12.08"E 04°28'46.6"N	1.22
Jumlah Keluasan							77.39

