

MY05067 UW Plantation Sdn. Bhd. Audit Summary Report

Organization:	UW Plantation Sdn. Bhd.		
Address:	Lot 11, Block 0, Mukah Land District 96400 Mukah, Sarawak Contact: Ms Iris Ling (MSPO In Charge) Tel: 014-592 5322 Fax: 084-319 033		
Standard(s):	MS2530-3 : Part 3 : General principles for Oil Palm Plantations and Organized Small Holders	Accreditation Body(DSM): DEPARTMENT STANDARDS MALAYSIA	
Representative:	Ms Iris Ling (MSPO In Charge)		
Site(s) audited:	UW Plantation Sdn. Bhd. - Estate	Date(s) of audit(s):	6th December 2018
Visit Type:	MSPO Audit Stage 2	Type of Certification Assessment	Main Audit
Lead auditor:	Dickens Mambu (DM) (LA)	Additional team member(s): Audit Member (AM)	Abdul Khalik (AK) (AM)
This report is confidential and distribution is limited to the audit team, client representative and the SGS office.			

1. Audit objectives

The objectives of this audit were:

- to confirm that the management system conforms with all the requirements of the audit standard;
- to confirm that the organization has effectively implemented the planned management system;
- to confirm that the management system is capable of achieving the organization's policy objectives.

2. Scope of certification

The audit covered one site performing certification scope:

Production of Fresh Fruit Bunches (FFB) for Plantations in compliance to the MSPO Certification Standard MS2530-3:2013 Part 3 : General Principles For Oil Palm Plantations And Organized Smallholders

Validation of processes for production and service provision

Has this scope been amended as a result of this audit?

Yes No

This is a multi-site audit and an Appendix listing all relevant sites and/or remote locations has been established (attached) and agreed with the client

Yes No

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3. Current audit findings and conclusions

The audit team conducted a process-based audit focusing on significant aspects/risks/objectives required by the standard(s). The audit methods used were interviews, observation of activities and review of documentation and records.

The structure of the audit was in accordance with the audit plan as annexes to this summary report.

The audit team concludes that the organization has has not established and maintained its management system in line with the requirements of the standard and demonstrated the ability of the system to systematically achieve agreed requirements for products or services within the scope and the organization's policy and objectives.

Number of nonconformities identified: 1 Major 0 Minor

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 / Continued / Withheld / Suspended until satisfactory corrective action is completed.

4. Previous Audit Results

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

Any nonconformity identified during previous audits has been corrected and the corrective action continues to be effective.

The management system has not adequately addressed nonconformity identified during previous audit activities and the specific issue has been re-defined in the nonconformity section of this report.

5. Audit Findings

The audit team conducted a process-based audit focusing on significant aspects/risks/objectives. The audit methods used were interviews, observation of activities and review of documentation and records.

The management system documentation demonstrated conformity with the requirements of the audit standard and provided sufficient structure to support implementation and maintenance of the management system. Yes No

The organization has demonstrated effective implementation and maintenance / improvement of its management system. Yes No

The organization has demonstrated the establishment and tracking of appropriate key performance objectives and targets and monitored progress towards their achievement. Yes No

The internal audit program has been fully implemented and demonstrates effectiveness as a tool for maintaining and improving the management system. Yes No

The management review process demonstrated capability to ensure the continuing suitability, adequacy and effectiveness of the management system. Yes No

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Throughout the audit process, the management system demonstrated overall conformance with the requirements of the audit standard. Yes No

Certification claims are accurate and in accordance with SGS guidance N/A Yes No

6. Significant Audit Trails Followed

The specific processes, activities and functions reviewed are detailed in the Audit Plan. In performing the audit, various audit trails and linkages were developed, including the following primary audit trails, followed throughout:

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MPOB License No.:	601805002000	Expiry date:	31/08/2019
Scope of Activity:	1. Menjual dan mengalih (FFB)		
Date of certificate issued and validity	Nil (New application)		
Other Sustainability Certification	Nil		
Proposed date of next surveillance audit	October 2019		
Visit Number:	02 (Stage 2)	Actual Visit Date:	5th December 2018
Visit Due by Date:	Nil	For auditor information only	
Lead Auditor:	Dickens Mambu (DM)		
Team Member(s):	Abdul Khalik Arbi (AKA)		
Additional Attendees and Roles	Nil		
Standard(s):	MSPO MS2530-3:2013 Part 3: General principles for oil palm plantations and organized smallholders		
Audit Language:	English & Malay		
Audit Scope:	1.The audit covered One (1) site performing the following scope: Operations, comprising of plantation management systems, production of Fresh Fruit bunches (FFB), documentation and field assessment. 2.The audit covered all the MS2530-3:2013 Part 3 requirements with no permissible exclusion of clause in compliance to the MSPO Certification Standard		

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Date	Time	Auditor	Organizational and Functional Units/ Processes and activities	Key Contact
6 th December 2018	7.30 a.m	DM,AKA	Breakfast at guesthouse	Estate Personnel
	8.00 a.m	DM, AKA	<u>UW Plantation</u> Depart to UW Plantation Opening Meeting Audit Process (Site Visit) <ul style="list-style-type: none"> • Principal 1: Management commitment and responsibility • Principle 2: Transparency • Principle 3: Compliance to legal requirements • Principal 4: Social responsibility, health, safety and employment condition • Principal 5: Environment, natural resources, biodiversity and ecosystem services • Principal 6: Best Practice 	Estate Personnel
	12.30pm		Lunch	
	1.00 pm		Continue Audit Process (Document review, Policies, local law compliances, deduction and pay slip, Safety and health procedures, environment procedure, minimum wages monitoring, social benefits)	
	4.00 pm		Auditor Meeting	
	5.00 pm		Closing Discussion	
	6.00 pm		End of Audit	

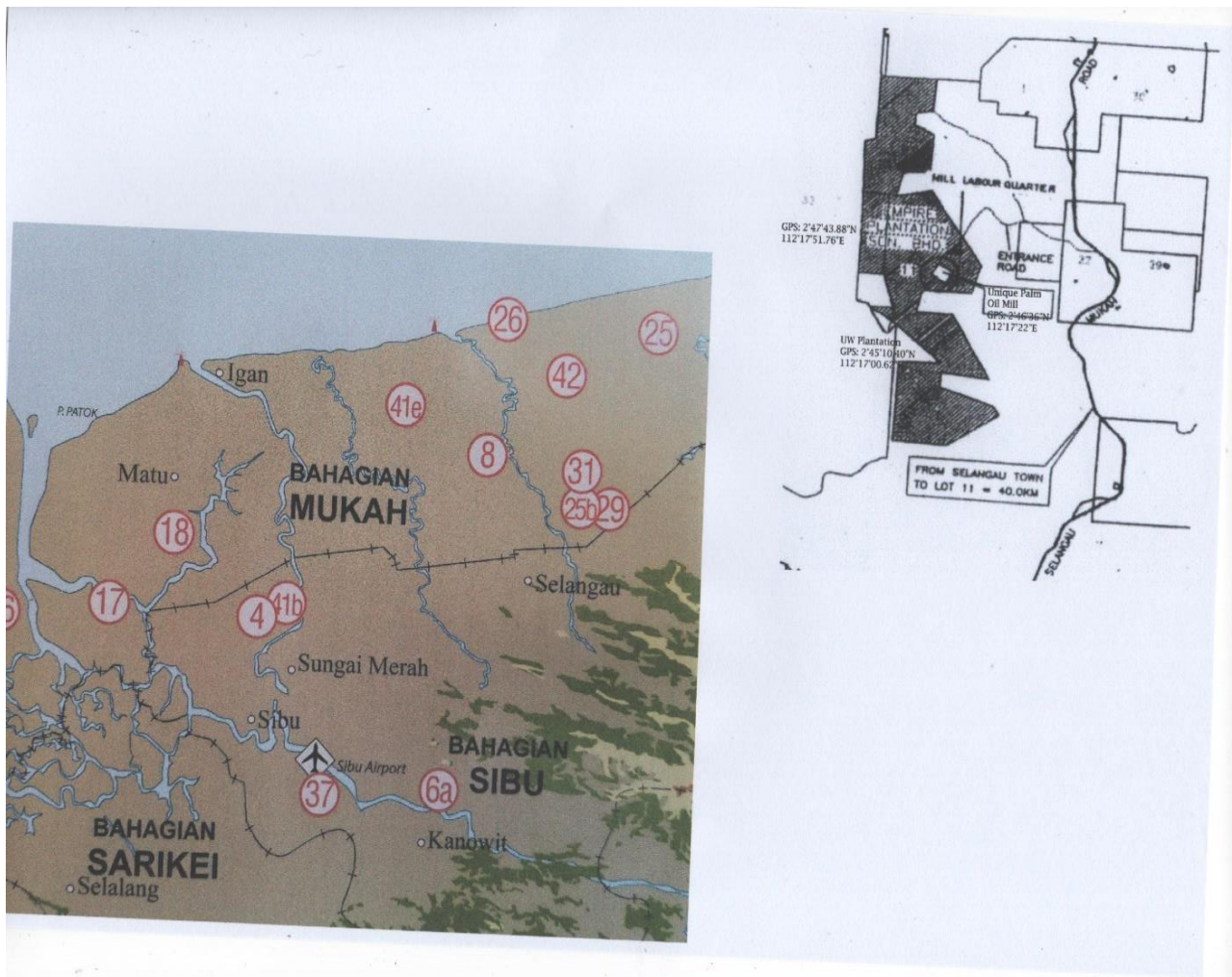
Location and Maps

UW Plantation Sdn Bhd(UPSB) is under the management of Empire Plantation Sdn Bhd (EPSB) as UPSB is small and do not have any infrastructure. EPSB is considered as contractor to UPSB. Below is information for the UPSB.

Table 1:

Supply Base / Estates:	Location Address:	GPS Coordinate(s):	Area Certified(HA):
UW Plantation Sdn. Bhd. - Estate	Lot 11, Block 0, Mukah Land District, Mukah, Sarawak	2°45'10.40"N 112°17'00.62"E	217.08

UW Plantation Locality Map



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Description of FFB Production

The FFB are sourced from the estate which are directly managed by Empire Plantation Sdn Bhd. The crop yield from the estate as mention in **Table 2** below.

Table 2: FFB Production

Estate	FFB Production (MT)	
	Jan – Dec 2018 (Actual)	Jan - Dec 2019(Projection)
UW Plantation Sdn. Bhd. - Estate	1959.62	3240

Area of Statement

The supplying estate detail of production area (mature/immature) are listed in **Table 3**.

Table 3: Area Statement of the Supplying Estates

Name of estate	Title Area (Certified Area)	Plantation area (ha)				
		Immature	Mature	Conservation	*Land Issue	**Others
UW Plantation Sdn. Bhd. - Estate	217.08	-	217.08 (5 years)	Nil	Nil	Nil
*Land issue is included in total production **Others : Transmission tower, Quarry, Roads, line site, rives, water catchment area, office building ,etc						

Stakeholder Consultation and List of Stakeholders Contacted

A public announcement was made 30 days prior to the audit,

<https://www.sgs.com/en/certified-clients-and-products/fcm/malaysia/uw-plantation-sdn-bhd>

Stakeholder consultation took place in the form of meetings and interviews. Due to this is the main assessment, meetings with stakeholders were held in the estate office. Detail can be referred to **Appendix 1**:

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Comment on MS2530-3 Compliance Status:

<p>Comment on Principle 1</p>	<p><u>Policy on Implementation of MSPO –</u> It was observed the policy of MSPO was implemented, which sign by Mr Lu Muong Huat, Managing Director, dated 1st March 2018. The applicable policy was listed as below:</p> <ul style="list-style-type: none"> a) Policy Statement for Zero Burning b) Respecting Human Rights Policy c) Policy Statement for No Child Labour d) Environmental & Biodiversity Policy e) Malaysian Sustainable Palm Oil MS2530:2013 (MSPO Policy). <p>Sign dated 1st January 2018</p> <ul style="list-style-type: none"> f) Occupational Safety and Health Policy <p><u>Internal audit</u> The internal audit was conducted on 29th June 2018. It was observed the MSPO internal audit procedures was available during audit conduct. As results there was 7 findings was indicated and close accordingly. The internal audit procedures and audit results was documented in Internal Audit Report.</p> <p><u>Management Review –</u> The management was conduct management review and discuss on findings of Internal Audit. It was conduct on 27th July 2018, time: 1.30 pm till 3.30pm at Empire conference room. It was attended by 13 persons. The agenda of the meetings list below:</p> <ul style="list-style-type: none"> a) Welcome speech by Top Management b) Review and discuss the findings of internal audit (29th June 2018) c) Review summary findings report. d) Any other issues related to MSPO. <p><u>Continual Improvement</u> Training plan and record for year 2018 was available in file training record. The latest training was conducted on month August 2018 list as below:</p> <ul style="list-style-type: none"> a) Firefighting training. Dated 9th August 2018 attended by 31 persons. The record of attendance can be verified in Book MSPO Programme. b) Kursus Pertolongan Cemas Asas & CPR. Attend by 10 persons, dated 11th July 2018 at Empire conference room. <p>It was observed the record of continual improvement plan was recorded in file. Based on document check and recorded, issue arise:</p>
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	<p>a) Request for new toilet at workers camp (2 units for men & 2 units for women). The request done by Gang Ambo, dated on 21st July 2018. The construction was in progress.</p> <p>b) Do not have mixed chemical area & triple rinsed. The request was conduct on 25th May 2018. The corrective action was taken 27th July 2018.</p>
<p>Comment on Principle 2</p>	<p><u>Transparency of documents relevant to MSPO requirements –</u> The grievance and complaints form was applicable at the storage area. Currently no complaint issue. If issue arise, social liaison officer (Mr. Geragi Anak Sipok) will conduct investigation.</p> <p>There was mutual estate management agreement made on 1st day of month January, year 2018 between UW Plantation Sdn Bhd (representative name: Mr Lu Muong Huat as General Manager) and Empire Plantation Sdn Bhd Dato' James Tai Cheong as Managing Director).</p> <p><u>Transparent method of communication and consultation</u> It was observed the SOP was applicable in UW Plantation Sdn Bhd Principle 1. The communication between stakeholders and the management can done by</p> <p>a) Stakeholders meeting (will conduct after Stage 1 audit) b) Complaint and grievance form c) Via handphone. Ms. Ling/ Iris Ling (Tel: 084-312813) Mdm Sofya (Tel: 084-875991) d) via email address.</p> <p>Example of evidence communication with relevant stakeholders can be verified in MSPO Minutes Meeting file. The invitation to attend first MSPO Stakeholders meeting was sign by Mr. Lu Muong Huat (General Manager).</p> <p><u>Traceability</u> It was observed the Traceability Standard Operation Procedure (SOP) was available in file “Standard Operation Procedure (SOP)”.</p> <p>The management was able to explain the traceability of the FFB. Cross check with weight bridge tally with harvesting.</p> <p>It was observed the management appointed three persons appointed as traceability Mr Syed Mohammad Rizal Bin Wan Habib as Traceability Officer of MSPO Committee, dated 8th June 2018.</p>
<p>Comment on Principle 3</p>	<p><u>Regulatory requirements –</u> The estate operation follows the applicable of local state, national and ratified international laws and regulations. The plantation sustainability</p>

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	<p>team are responsible to monitored on the compliances.</p> <p>The management have provided list of law consists of International Conventions; Malaysia law register and Sarawak State law is made available at the estate office. The list of law was sighted at the estate office.</p> <p><u>Legal land use rights –</u> Management have provided Development Agreement document which shows that the establishment of oil palm plantation is sited on land owner name Penghulu Uking Anak Kudang (WN.KP.No.490517-13-5157) and Penghulu Iju Anak Tutong (WN.KP.No.540715-13-5089).</p> <p><u>Customary rights –</u> There was Mutual Development Agreement was sighted between UW Plantation Sdn Bhd and land owners.</p>
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<p>Comment on Principle 4</p>	<p><u>Social Impact Assessment –</u> Stakeholders Meeting was conducted: 29th June 2018</p> <p>In the record sighted, the first stakeholder meeting were focus on :</p> <ol style="list-style-type: none"> 1) Social Impact assessment 2) List of Stakeholders 3) Internal stakeholder consultation and Communication Meeting 4) External stakeholder consultation and complaints and Grievances 5) Workers Committee 6) Gender Representatives 7) Facilities – line-site, workplace 8) Explain on Sexual Harassment policy <p>In the Social Impact Assessment sighted, record on stakeholders meeting, Employee Consultative Meeting, Estate Organization, Policy on social components and Demographic of estate workforce was sighted.</p> <p><u>Complaints and grievances –</u> Mechanism for complaints and Grievance resolution procedure is established as the system for dealing with complaints and grievances.</p> <p>Any complaint and grievances will be attend by social liaison officer Mr Geraji Sipok.</p> <p>From the grievances, procedure, normal procedure will be within 14 days to resolve any issue risen.</p> <p>During audit, there is no record of grievances show by the operating units (The procedure just establish July 2018)</p>
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	<p><u>Commitment to contribute to local sustainable developments –</u> Local development:</p> <ol style="list-style-type: none"> 1. Work Opportunities : 52 (Origin from area surrounding : Mukah, Igan, Balingian, Sibü & Selangau Area) 2. Workers Day 3. Yearly Bonus to staff (based on performance) 4. Water and Electricity Provided to staff and workers 5. Transportation to school for estate staff (Ladang 3 School) 6. Clinic Provided 7. Transport (Van) provided to Hospital <p><u>Employees health and safety –</u> An occupational safety and health policy and plan has been documented, effectively communicated and implemented.</p> <p>Signed by the General Manager Mr Lu Muong Huat Date: 1st January 2018</p> <p>Major 1 (4.4.4.1) Safety and Health Policy was made available however the implementation as found still, lacking. It was sighted during site visit</p> <ol style="list-style-type: none"> 1. PPE that has been use at field kept in the workers house 2. Cigarette butt was found near diesel tank <p><u>Employment conditions –</u> The management has establish the policy on Human Right signed by Mr Lu Mong Huat signed 1st March 2018 on good social practices regarding human rights in respect of industrial harmony.</p> <p>The communication record for this policy was sighted in the Employee Consultative Committee meeting dated on 11th August 2018.</p> <p><u>Training and competency –</u> Empire Plantation has established a training matrix that included the following training categories:</p> <ol style="list-style-type: none"> 1) Policy 2) Management system 3) Productivity 4) Safe work Procedure 5) Safety & Health 6) Environment 7) Social , HCV etc
<p>Comment on Principle 5</p>	<p><u>Environmental management plan –</u> Environment policy is available and sign by the General Manager : Mr Lu Muong Huat Dated: 1st march 2018</p>

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	<p>The policy mentioned</p> <ol style="list-style-type: none"> 1. Comply with existing and current legislation on environment 2. Continual Improvement for sustainable plantation management <p>Meeting on environment was recorded on 26th March 2018 Attended by estate management, employers and employees representatives. Agenda: Continual Improvement on environment (Scheduled waste, Oil trap etc)</p> <p>Minute meeting was sighted at Site Office</p> <p><u>Efficiency of energy use and use of renewal energy –</u> The management has provided record of fossil fuel consumption which comprises of transportation record.</p> <p>Fuel Consumption data to date November 2018.</p> <p>The management has provided continuous improvement plan which comprise of certain aspects of environment, best practices and continuous improvement for non-renewal energy towards efficiency usage</p> <p><u>Waste management and disposal –</u> From the estate management, waste product identification and record are made available</p> <ol style="list-style-type: none"> 1. Domestic waste 2. Schedule waste <p><u>Reduction of pollution and emission –</u> The management have provided pollution prevention and reduction plan which is verified by sustainability team</p> <p>Components of pollutant mention are oil, burning erosion, noise pollutants and water pollutants.</p> <p><u>Natural water resources –</u> From the plantation management, the document mention below are provided</p> <ol style="list-style-type: none"> 1. The plantation has provided SOP on establishment of riparian buffer 2. Water Management Plan 3. Environmental Quarterly Report (EMR) with water analysis from the laboratory <p>Field visit to the site, it was observed riparian buffer is well managed, no spraying activities and signage for these awareness was sighted.</p>
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	<p>The water sampling record in the quarterly Environment Monitoring Report (EMR) was sighted in the estate office.</p> <p>There were four (4) location of water sampling taken and for the 2018 (third quarter), there is no issue on water quality raised</p> <p><u>Status of rare, threatened or endangered species and high biodiversity value area –</u> The estate management has provided:</p> <p>a) List of endangered species IUCN b) Wildlife Protection Ordinance (Sarawak) The biodiversity assessment was sighted at the estate office.</p> <p>1. Sarawak list of protection animals and plants 2. Guidance on field observation for biodiversity monitoring 3. Information on availability of animals / plants in the plantation (updated) as the reference document is referred to 2000 EIA report</p> <p><u>Zero burning practices -</u> The estate management provides sustainability policy which was signed by the executive director on 1st March 2018 by the GM, Mr Lu Mong Huat.</p>
<p>Comment on Principle 6</p>	<p><u>Site management</u> It was observed the Standard Operation Procedures was documented properly and consistently implemented and monitored. It can be verified in File P6-7 SOP for Best Practice. Based on visual inspection, it was observed the terracing on slopes was covered with cover plants.</p> <p><u>Economic and financial viability plan</u> It was observed the business management plan was establish and recorded in File P6 -1 Work Programme for 2018 (January to November). The record was made monthly. The activities were focus on:</p> <ul style="list-style-type: none"> i. FFB Harvesting ii. Weeding iii. Manuring iv. Pest and Disease (P&D) v. Maintenance vi. Others <p>Besides that, the estate management have FFB Projection was made 5 years operational.</p> <p><u>Transparent and fair pricing dealing</u> Since the FFB sent to parent company Unique Palm Oil Mill. All of the record sales and purchase agreement made available at the HQ office.</p>

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	<p>Since the FFB sent to parent company Unique Palm Oil Mill. All of the record sales and purchase agreement made available at the HQ office.</p> <p><u>Contractor</u> It was sighted there was Road Topping Agreement between Empire Plantation Sdn Bhd (Company No.309526-V) and G.Green Trading (SA 2017/0966) dated 29th November 2017.</p> <p>It was observed the agreed contracts with the contractor was sighted. Between Empire Plantation Sdn Bhd and G.Green Trading. Dated 29th November 2017.</p>
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8. Nonconformities

MS2530-3:2013 Part 3

Non Conformity	N° 1 of 1		Major 1			
	Date Recorded>	6 th Dec 2018	Due Date>	6 th Feb 2019	Date Closed>	15 th January 2019
Department / Function:	Administrative		Standard Ref.: Indicator		MSPO 2350-Part 4 4.4.4.1	
Document Ref.:	MSPO Part 3		Issue / Rev. Status:		Open	
Details of Nonconformity:	Safety and Health Implementation was found still lacking					
Objective Evidence:	<p>During site visit Workers Camp It was sighted</p> <p>1. PPE that has been use at field kept in the workers house</p> <p>2.A spot check at diesel tank area identified smoking was occurred and cigarette butt can be seen surrounding the area.</p>					
Close-out evidence:	The estate management had taken necessary action to close the non-conformity. (Please refer Appendix A)					

Nonconformities detailed here shall be addressed through the organization's corrective action process, in accordance with the relevant corrective action requirements of the audit standard, including actions to analyse the cause of the nonconformity and prevent recurrence, and complete records maintained.

- Corrective actions to address identified major nonconformities shall be carried out immediately and SGS notified of the actions taken within 30 days. An SGS auditor will perform a **follow up visit** within 60 days to confirm the actions taken, evaluate their effectiveness, and determine whether certification can be granted or continued.

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- Corrective actions to address identified major nonconformities shall be carried out immediately and **records with supporting evidence sent to the SGS auditor** for close-out within 60 days.
- Corrective Actions to address identified minor non conformities shall be documented on an action plan and sent by the client to the auditor within 60 days for review. If the actions are deemed to be satisfactory they will be followed up at the next scheduled visit
- Corrective Actions to address identified minor non-conformities have been detailed on an action plan and the intended action reviewed by the Auditor, deemed to be satisfactory and will be followed up at the next scheduled visit.
- Appropriate immediate action taken in response to each non-conformance as required

Note:- Initial, Re-certification and Extension audits – recommendation for certification cannot be made unless check box 4 is completed. For re-certification audits the time scales indicated may need to be reduced in order to ensure re-certification prior to expiry of current certification.

Note: At the next scheduled audit visit, the SGS audit team will follow up on *all* identified nonconformities to confirm the effectiveness of the corrective actions taken.

9. General Observations & Opportunities for Improvement

Positive Observations:

- The support from UW Plantation Sdn Bhd personnel, especially the ground staff contribute to the smoothness and successful of the audit process.
- The spirit of unity and enthusiasm of the personnel towards achieving MSPO certification is impressive.
- The unit has dedicated staffs who are assets to the company. Their cooperative, knowledgeable and hospitality are commendable
- Organised documentation & highly commitment towards certification.



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Appendix 1: List of Stakeholders Contacted

Stakeholder	Type of Stakeholder	Issues raised	Comments/Action Taken
Malaysian Palm Oil Berhad, Cawangan Bintulu . Mr Steven Jeneng 086-310157 Head Officer	External (Government)	NIL	No issue for the Empire Plantation Sdn Bhd
Unique Palm Oil Mill Sdn Bhd 019 811 7831 Mr. Liew Chong Tin Senior Mill Manager	External (Mill)	NIL	No issue was raised
WWF WWF-Malaysia (Sarawak Office) Via Phone Call Tel: 082-247420/ 257420 Ms Anna	External (NGO)	NIL	No issue was raised
Plantation Staff Mr. Morty Bin Meraka (Melanau, Mukah) Senior Field Conductor	Internal (Staff)		No Issue was raised
Plantation Worker Mr. Kaherul Anas (Ahamad) (Bima, Indonesian) Lebih 2 tahun Sprayer (7am – 5pm)	Internal (Staff)	NIL	Based on interview, the stakeholder aware regarding the MSPO.
Plantation worker Mr. Fadhil Bin Pameng (Bugis, Indonesia) 013 8456589 (>1 Year) Harvester	Internal (Staff)	NIL	Awareness good
Canteen Operator Nurhayati Binti Derani <i>Tukang Masak</i> May 2018	External (Canteen Operator)	NIL	No Issue was raised

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Desacorp Plantation Mr Kong Wei Chiong Estate Manager 0178626286 Via Phone call	External (Neighbour)	NIL	No issue was raised
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Signed on behalf of UW Plantation Sdn Bhd	Signed on behalf of SGS Malaysia Sdn Bhd
 <p>Mr Ha Hau Ping Estate Manager</p> <p>Mr Ha Hau Ping (Estate Manager) 15th January 2019</p>	 <p>Mr. Dickens Mambu Certification and Business Enhancement (CBE) Regional Head Certification 15th January 2019</p>

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