

# Tung Huat Pelita Bakong Plantation Sdn. Bhd. Audit Summary Report

Organization:	Tung Huat Pelita Bakong Pla	antation Sdn.	Bhd.		
Address:	<u>Headquarters</u>				
	Lot 330, 1st Floor, Jalan Duran	ot 330, 1st Floor, Jalan Duranta, Off Jalan Bendahara, 98			
	Contact person.: Dr. Felix Moh	(Group Direc	ctor)		
	Contact No.: 019 859 3668				
	Email: felixmoh@yahoo.com				
	Estate Lot 48, Bok Land District, Miri				
Standard(s):	MS2530-3 : Part 3 : General p for Oil Palm Plantations and Small Holders			on Body(s): DEPARTMENT S MALAYSIA	
Representative:	Dr Felix Moh Tel: 019 859 3668				
Site(s) audited:	Tung Huat Pelita Bakong Plantation Sdn. Bhd.	Date(s) o	f audit(s):	1 <sup>st</sup> August 2019	
Visit Type:	MSPO Stage 2 Audit	Types of assessm	certification ent:	Main Audit	
Lead auditor:	Abdul Khalik Bin Arbi	Additiona member(		Jeffrey Denis Ridu	
	Audit Member (AM)				
This report is confide	ential, and distribution is limited to the	e audit team. c	ient representat	tive 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

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

The audit covered the MS 2530:2013 requirements particularly MSPO Certification Standard **MS2530-3:2013 Part 3.** 

Validation of processes for production and service provision

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Has th	nis scope be	en amended	as a result of	this audit?			☐ Yes	V	<b>✓</b> No
			n Appendix listi I (attached) an	•		remote	☐ Yes	G	No
3. Cur	rent audit	findings a	nd conclusio	ns					
by the docu The s	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 and audit planning matrix included as annexes to this summary report.								
mana syste	gement sys m to systen	stem in line w	t the organizati ith the requirer eve agreed req ctives.	nents of the	standard and	demonstra	ted the abil	ity of the	)
Numb	per of nonco	onformities id	entified: 1	_ Major	0 Mino	or			
demo	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:   ☐ Continued / ☐ Withheld / ☐ Suspended until satisfactory corrective action is completed.					pleted.			
4. Pre	vious Aud	dit Results							
and c			this system han implemented		•				
		formity identi	fied during pre	vious audits	has been corr	ected and	the correcti	ve actior	า
	_	-	n has not adeq issue has bee	•		•	_		s audit
5. Aud	dit Finding	gs							
		•	rocess-based a s, observation o			•	•		audit
of the	audit stanc	-	umentation der ided sufficient ent system.					⊠ Yes	□No
The o	rganization	_	trated effective	implementa	tion and main	tenance /		⊠ Yes	□No
	The organization has demonstrated the establishment and tracking of appropriate key  Yes  No performance objectives and targets and monitored progress towards their achievement.					☐ No			
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The internal audit program has been fully implemented and demonstrates effective as a tool for maintaining and improving the management system.	eness	⊠ Yes	☐ No
The management review process demonstrated capability to ensure the continuir suitability, adequacy and effectiveness of the management system.	ng	⊠ Yes	□No
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:

Organization:	Tung Huat Pelita Bakong Plantation Sdn. Bhd.			
Address:	Contact person : Dr Felix Moh			
	Lot 330, 1 <sup>st</sup> Floor Jalan Duranta, off Jalan I	Bendahara, 98000 Mi	ri Sarawak.	
	Tel :086- 429587			
MPOB License No.:	522461002000	Expiry date:	31 <sup>st</sup> October 2019	
Scope of Activity:	Menjual dan Mengalih FFB			
Date of certificate is	ssued and validity	Nil (New Application	n)	
Other Sustainability	Other Sustainability Certification			
Proposed Date of Next Surveillance Audit		June 2019		
Visit Number:	02 (Stage 2)	Actual Visit Date:	1 <sup>st</sup> August 2019	
Visit Due by Date:	Nil	For auditor informa	ation only	
Lead Auditor:	Abdul Khalik Bin Arbi			
Team Member(s):	Jeffrey Denis Ridu			
Additional	NIL			
Attendees and Roles				
Standard(s):	MSPO MS2530-3:2013 Part 3: General principle smallholders	s for oil palm plantatio	ns and organized	
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 P exclusion of clause in compliance to the MSF	•	-	

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Date	Time	Auditor	Organisational and Functional Units/ Processes and Activities	Key Contact
1 <sup>st</sup> August 2019	7.00am 8.00am	AKA & JDR	Flight Kuching to Miri Arrived at Miri Airport	AKA & JDR
1 <sup>st</sup> August 2019	8.00am	AKA & JDR	Depart to Tung Huat Pelita Bakong Plantations Sdn Bhd Arrive at Estate Opening Meeting Audit Process (Site visit)  Principle 1: Management commitment and responsibility Principle 2: Transparency Principle 3: Compliance to legal requirements Principle 4: Social responsibility, health, safety and employment condition Principle 5: Environment, natural resources, biodiversity and ecosystem services Principle 6: Best practices	Estate Personnel
	12.30pm 1.00 pm		Lunch Continue Audit Process (Document review, Policies, local law compliances, deduction and pay slip, Safety and health procedures, environment procedure, minimum wages monitoring, social benefits)	
	4.00pm 5.00pm 6.00 pm		Preparation for closing Closing Meeting Depart to Miri Airport	

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#### **Location and Maps**

Tung Huat Pelita Bakong Plantations Sdn Bhd project is located in the Bakong area immediately northwest of Miri Division. The main access to the project area are Miri- Bintulu Road and Miri- Bekenu coastal road. The GPS locations of the estate is shown in **Table 1**.

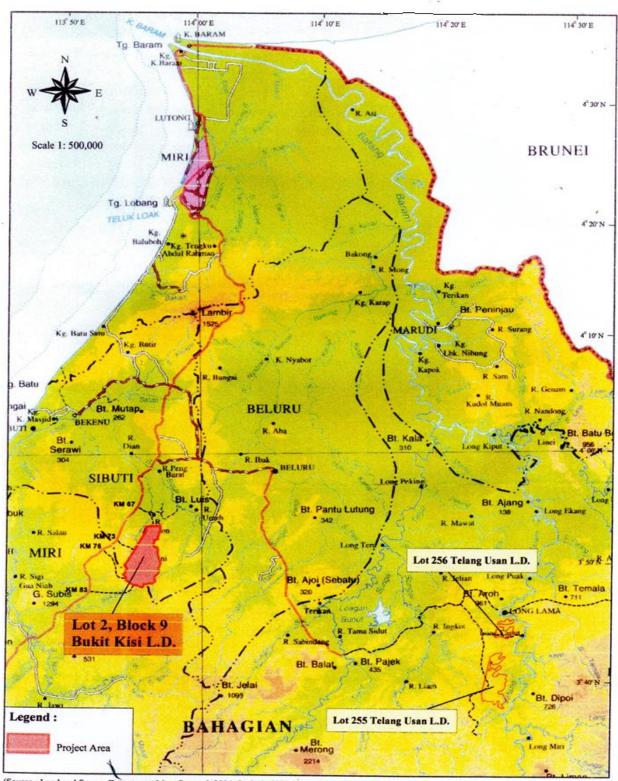
Table 1: Tung Huat Pelita Bakong Plantation Sdn. Bhd. GPS Location

Supply Base /	Location	GPS	Area
Estates:	Address:	Coordinate(s):	Certified(HA):
Tung Huat Pelita Bakong Plantation Sdn. Bhd.	Lot 48, Bok Land District, Miri	3º54'08.54"N 114º08'39.0"E	3510.16

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Tung Huat Pelita Bakong Plantation Sdn. Bhd. Locality Map



(Source : Land and Survey Department Map, Sarawak 2004, Scale 1: 500 000, Series 8. Edition 8)

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#### **Description of Estate Production Capacity**

The FFB are sourced from the estate which are directly managed by Tung Huat Pelita Bakong Plantation Sdn. Bhd. . The estate has two division with each division monitored by estate assistant manager. The crop yield from the estate as mention in **Table 2** below.

**Table 2: FFB Production (Mt)** 

Estate	FFB Produc	tion (MT)
Lotate	Jan2018-Dec2018 (Actual)	Jan2019-Dec2019 (Projection)
Tung Huat Pelita Bakong Plantation Sdn. Bhd.	15,550.93 mt	17,340 mt

#### **Area Statement**

The operating unit are listed in **Table 3**. Details of production area (mature/immature) are also listed.

**Table 3: Area Statement of the Supplying Estates** 

	Title area (ha)	Plantation area (ha)						
Name of estate		Immature	Mature	Planted area	Unplanted area	*Others	Undevelope d Area	
Tung Huat Pelita Bakong Plantation Sdn. Bhd.	PL: 7,911 Planted: 3,510.16	826.36	2,533.62	3,359.00	148.60	2.56	3,494.00	

<sup>\*</sup>Others: Transmission tower, Quarry, Roads, line site, rives, office building, etc

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#### 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/tung-huat-pelita-bakong-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.

#### Comment on MS2530-3 Compliance Status:

Comment on MS2530-3 Compliance Status:					
Comment on Principle 1	It was observed the implementation of MSPO policy was made available in the estate management. It was sign by Dato Sri Lau Hieng Su (Executive Director), 1st September 2018. The policy in the estate list as below:				
	<ul> <li>i. Sustainability Policy</li> <li>ii. Occupational Safety and Health Policy</li> <li>iii. Environmental &amp; Biodiversity Policy</li> <li>iv. Human Rights Policy</li> <li>v. No Child Labour Policy</li> <li>vi. Zero Burning Policy</li> <li>vii. Sexual Harassment Policy</li> </ul>				
	Based on the Policy it was emphasize commitment to continual improvement. It can be verified in Sustainability Policy. It was observed the internal audit report was made available in the estate management. The internal audit was conduct on 8th November 2018. Based on the audit report there was 11 findings was found.				
Comment on Principle 2	The management communicate with relevant stakeholders by conduct stakeholders meeting on 30 <sup>th</sup> November 2018 at Bilik Mesyuarat Kilang (Alam Bumi POM), time: 9.00 am.				
	The management was communicating with relevant stakeholders via letter. Sampled letter taken as below:  i. Rh. Ranjit Anak Ambas (Tr. Rajit Anak imbas)  ii. Pengurus Ladang, Subis 3				
	iii. Pengurus, Tangbiz Venture.  All letter dated on 24 <sup>th</sup> Oct 2018 and invited was done by Mr Thomas Wong (Estate General Manager).  List of stakeholders was made available during the audit conduct. The management communicate with relevant stakeholders by conduct stakeholders meeting on 30 <sup>th</sup> November 2018 at Bilik Mesyuarat Kilang (Alam Bumi POM), time: 9.00 am.  Standard Operating Procedures on Traceability was available in MSPO File Principle 1 - Principle 5.				
	Based on cross check with document FFB harvested all documents was record in Traceability system inspection sheet. Sample verified on FFB				

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	Evacuation Note Serial No.:283607,283345, 283344, 283342 and 283341 dated.: 6 <sup>th</sup> May 2019 with total 1160 FFB bunches.
	Appointment letter for traceability officer was available in File MSPO Committee, Sign by Dato' Sri Lau Hieng Su, nominate person is Mr Ling Tieng Leh dated 28th October 2018.
Comment on Principle 3	It was observed the comply with applicable local, state, national and ratified international laws and regulations, an example:
	Malaysian Palm Oil Board
	Registration of THPB with AKTA LEMBAGA MINYAK SAWIT MALAYSIA 1998 (MPOB), with license Registration No.: 503191802000, with activities " <i>MENJUAL dan MENGALIH FFB</i> ". In period one year start from 1.07.2018 till 30.06.2019.
	With address: Lot 1, Mukim Ulu Sg Klad/ sg. Sibuti Niah, Sawai Land District 98000, Miri, Sarawak
	EIA Approval from Natural Resources Environmental Board (NREB)
	Name of Project: Oil Palm Plantation at Lot 1, Sawai Land District, Miri Division, Sarawak. Main activity Oil Palm Estate Development, Date of Approval: 13 <sup>th</sup> June 1996 with reference No.: NREB/6-4/60, Signed by James Dawos Mamit, Controller of Environmental Quality.
	Permit Barang Kawalan Berjadual
	Reference No.: MIR/SK 10/11-P(V000017-MIR) for Minyak Diesel with quantity 35,000 Liter.
	Ordinan Perniagaan, Profesion dan Perlesenan Perdagangan, No.A 708228, Valid from 28.01.2019 till 02.02.2020.
Comment on Principle 4	It was observed the Social Impact Assessement (SIA) report was available during the document assessment. Dated March 2019.
	Contents in the SIA report as follows:  1) Introduction 2) Objective 3) Organizational Chart for MSPO 4) Demographics Pattern 5) Estate Address and Contact Numbers 6) Adherence to National Laws and Regulations 7) Facalities/ Amenities 8) Sexual Harrassment Grievence Procedure 9) Social Liaison Officer (Mr. Sim Chai Hin)
	Stakeholders meeting on 22.11. 2019. It was sttended by relevent stakeholders such as Lucky Megamax (FFB Transporter). Agenda of the meeting discuss on:

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The Grievance and Complaint form was made available at the front of estate office, with control no.: C&G01, Rev.C&G01. SOP for complaints and grievances procedure was made available in the estate office. Based on interviewed with:

- 1) Workers name Basir and Baharudin (Harvester). Both aware regarding the grievance and complaints procedure.
- 2) Fertilizer Chemical Supplier: Terre Enterprise Sdn Bhd, Mr Jong See Ming, He aware regarding the grievance and complaints procedure.
- 3) Tr. Drahman ak Sidu, Sg Lutong Atas, Bakong. He aware regarding the grievance and complaints procedure.

Occupational Safety and Health Policy was made available in the estate dated 1st September 2018, policy which is sign by top management. It was signed by Dato Sri Lau Hieng Su (Group Executive Director). It was displayed at the site office, workshop, labour line and storage area. Based on interviewed with workers name Basir and Baharudin (Harvester). Both aware regarding the policy.

- a) Occupational Safety and Health Policy was made available in the estate dated 1<sup>st</sup> September 2018, policy which is sign by top management. It was signed by Dato Sri Lau Hieng Su (Group Executive Director). It was displayed at notice board at the site office, workshop, labour line and storage area. Based on interviewed with workers name Basir and Baharudin (Harvester). Both aware regarding the policy.
- b) Made available in estate management record. Example of risk assessment conduct list as below:
  - Kerja Kerja Harian Penjaga Stor
  - Kerja-Kerja Menebas
  - Penyemburan Racun
  - Others can verified in HIRARC File.
  - The latest review on 15<sup>th</sup> June 2019.
- c) It was observed yearly training plan programme for 2019 was made available in estate record. Example training plan for year as follows:
  - Fire Fighting
  - PPE usage & chemical handling
  - Pest & Disease
  - Harvesting
  - Workshop & Machineries operator
  - FFB Grading
  - First Aider

Example of training as follows:

Rawatan/ Bantuan Kecemasan, dated on 27<sup>th</sup> February 2019, attended by 19 attendees.

#### Finding Major 1

1.Leakage of premixed chemical was sighted at the transit store.

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	2. The different type of items were not arranged properly inside the transit store.
Comment on Principle 5	<ul> <li>Environmental policy was integrated in MSPO policy which commit by General Operations Manager Mr. Chuo Kuong Ping, sign 1<sup>st</sup> July 2018. In the environment part, several issue need to highlight: <ul> <li>a. Meeting applicable environmental rules and regulations in the palm oil industry through proper management practices.</li> <li>b. Preventing pollution by striving to minimize waste generations and resource consumptions.</li> <li>c. Monitoring and managing environmental components of our daily operations in accordance to environmental rules and regulations of relevant governing body.</li> <li>d. Maintain the culture of caring for environment within the workforce.</li> <li>e. Conduct biodiversity assessment with continuous monitoring at conservation area to protect wildlife, flora and fauna.</li> </ul> </li> </ul>
	It was observed Niamas Istimewa Sdn Bhd at Ulu Sungai Niah Oil Palm Plantation Block of NCR Development at Sawai Land District, Niah Miri Division Sarawak had obtain Environmental Impact Assessment (EIA) approval from Natural ResourcEnvironmental Board (NREB) dated 26 <sup>th</sup> October 2001 with ref.no.: (18)NREB/6-4/44 which sign by Deputy Chairman Natural Resources & Environment Board Sarawak YB Dr James Dawos Mamit.
	In line with that, the monitoring was conducted to monitor plantation activities on site by provide analyses on pesticides/ weedicides every 6 months in the Environmental Monitoring Report (EMR). The latest report was made available on July – September 2018 (3 <sup>rd</sup> quarter 2018). Based on the report the estate was comply with mitigating measures required by EIA Approval.
	It was observed the Training plan for year 2018 related with environment available. The training involved a Chemical Handling and Fertilizers application somewhere in December 2018.
	It was observed the awareness and training programmed was established and implemented. In line with that, meeting was conduct to communicate with the estate staffs to ensure they understand and follow the vision and mission toward environment commitment. The minutes meeting was conduct on 28th September 2018, 2.00 pm. Which attend by 10 persons.In the meeting issue discuss on air pollution, water pollution and noise pollution.
	The training was conduct by Mr Arun Abd Rahmat. The name list of attendee list as below:
	<ol> <li>Mr Arun Abdul Rahmat – EM (Chairman)</li> <li>Mr Ricky Kong – ADM (Secretary)</li> <li>Mdm Norsiah Bt Abdullah – ADM (Secretary)</li> <li>Mr. Kevin Laing Ngau – DM</li> </ol>
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	<ol> <li>Mr. Eric Ngu Chung Chai – TFC (AJK)</li> <li>Mr. Robinson Ambu – Storekeepers (AJK)</li> <li>Mr Alexson Sabai – TFC (AJK)</li> <li>Mr. Gabriel Anderton Richard – TFC (AJK)</li> <li>Mr Salim – Worker (AJK)</li> <li>Mr. Anwar – Security (AJK)</li> </ol>
Comment on Principle 6	The Standard Operating Procedure for Oil Palm Plantations edition January 2019 available for Tung Huat Pelita Niah Plantation Sdn Bhd. The SOP was prepared by Mr Thomas Ting, Acting Divisional Manager and approved by Mr Te Seng Whatt, Senior Estate Manager dated 29/01/2019. Contents of SOP include Harvestng, spraying, EFB application, genset, manuring, ramp, creche etc.  The estate sends crop to TA Palm Oil Mill and Alambumi Palm Oil Mill. They have contract agreements with the two mills kept at Hq. Invoice from Alambumi Palm Oil Mill Sdn Bhd Ref No:  AB/FFB/THN/1903C dated 31/03/2019.  FFB delivered for the month of March 2019  Total tonnage of FFB received: 752.420 MT  OER agreed: 20.00%  KER awarded: 4.00%  Av. Price/MT = RM340.68  Invoice from Tetangga Akrab Palm Oil Mill Sdn Bhd for the month of March 2019:  FFB delivered for the month of March 2019  Total tonnage of FFB received: 331.53 MT  OER agreed: 20.50%  KER awarded: 4.25%  Av. Price/MT = RM348.57
Comment on Principle 7	There is no new planting for the estate

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#### 7. Nonconformity

MSPO MS2530-3: 2013 Part 3: General Principles for Plantations & Organized Smallholders

#### MS2530-3:2013 Part 3

Non Conformity	N° 1	of 1	Major 1			
	Date	1st August	Due Date>	1st October	Date	16 <sup>th</sup>
	Recorded>	2019		2019	Closed>	September 2019
Department / Function:	Administrativ	/e	Standard Ref Indicator	.:	MS2530-Pa 4.4.4.2	rt 3
Document Ref.:	Criteria 4: En Safety & Hea		Issue / Rev. S	Status:	Closed	
Details of Nonconformity:	Implementation of occupational safety & health aspects was found lacking.					
Objective Evidence:	1. Leakage					
Close-out evidence:	Training r     management	The estate management has submitted  1. Training record on safe operating procedure with additional of proper management of premix area and equipment.  2. Estate new arrangement of storage material in their chemical store (pictures)				
	These records were sighted and reviewed by the auditor. The closing evidence was accepted.					

Nonconforming 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 nonconforming 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.  $\boxtimes$ Corrective actions to address identified major nonconforming 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 nonconformity shall be documented on a action plan and sent by the client to the auditor within 90 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-nonconformity 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.  $\boxtimes$ Appropriate immediate action taken in response to each non-conformance as required

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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.

#### 8. General Observations & Opportunities for Improvement

#### **Positive Observations:**

- The support from Tung Huat Pelita Bakong 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
- Organized documentation & highly commitment towards certification

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## Appendix 1: List of Stakeholders Contacted

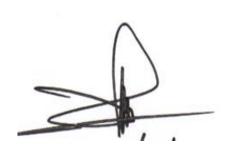
Stakeholder	Type of Stakeholder	Issues raised	Comments/Action Taken
Welington Serit	External	Need more	NIL
No : 010 9787147	Stakeholders	information on MSPO	
Rh Jeli Sg Merah, Sibuti	(Community & Smallholder)	& explanation on grievance procedure	
Luonid Emmer	External	Need more	NII
	Stakeholder	information on MSPO	1
No : 013 3001534	(Community &	& explanation on	
Rh Lingu ak Jilan, Sg Pakut Sibuti	Smallholder)	grievance procedure	
Andrea Chin	External	NIL	NIL
WWF Malaysia	Stakeholder		
WWW Malayola	(NGO)		
Monica Mone	External	NIL	NIL
Malaysia Palm Oil	Stakeholder		
Certification	(Government)		
Council (MPOCC)			
Jumirah		MSPO been informed	
Manuring	Internal	to Mandor but	
Workers	intomai	mandor did not	
		explain to the workers	
Sirajudin Saking		MSPO been informed	
Kamiseng	Internal	to Mandor but	
Kaseng		mandor did not	
Harvester (Cutter-		explain to workers	
carrier)			

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# Signed on behalf of Tung Huat Pelita Bakong Plantation Sdn. Bhd.

Signed on behalf of SGS Malaysia Sdn Bhd



Mr. Kuleh Ak Ajot Estate Manager



Mr. Abdul Khalik Bin Arbi Lead Auditor

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