

GLOBAL GATEWAY CERTIFICATIONS

MALAYSIAN SUSTAINABLE PALM OIL (MSPO)

CERTIFICATION AUDIT REPORT






Part 3: General Principles for Oil Palm Plantations and Organized Smallholders

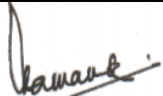
Cahaya Ikhtiar Sdn. Bhd.

-Individual Certification-

MAIN ASSESSMENT

01st December 2019

Revision History					
Rev	Date	Description	Performed by	Role	Signature
A	19/12/2019	Issued as Draft Report	Mohamad Razin Bakal	Lead Auditor	
A	27/12/2019	Peer Review 1 Comments	Remi bin Rasidi	Peer Reviewer 1	
A	27/12/2019	Peer Review 2 Comments	Mohd Zuhaili bin Mukri	Peer Reviewer 2	
B	28/12/2019	Issued as Final Report	Mohamad Razin Bakal	Lead Auditor	
B	31/12/2019	Final Report Approved	Muhd Jamalul Arif bin Hamid	Certifier	

Acknowledgment by Cahaya Ikhtiar Sdn. Bhd.					
Rev	Date	Description	Management Representative	Role	Signature
B	31/12/2019	Acceptance of the contents	Mr. Kamarudin bin Mohd Zin	General Manager	

Declaration

The auditor(s) has (had) no personal, business or other ties to the client and the assessment is carried out objectively and independently.

WITH INTEGRITY WE SERVE



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Table of Contents

SECTION I : PUBLIC SUMMARY REPORT	3
1.1 Certification Scope	3
1.2 Company details and Contact information.....	3
1.3 Certification Unit.....	3
1.4 Map Showing Geographical Location	4
1.5 Production Area, Actual and Projected FFB Production (MT)	5
1.6 Certificate Details.....	6
1.7 Qualification of the Lead Assessor and Assessment Team.....	7
1.8 Audit Methodology	8
1.9 Audit Plan Information	8
1.10 Audit Result Summary Findings	8
1.11 Stakeholder Consultation.....	9
1.12 Recommendation	11
1.13 Date of Next Surveillance Audit.....	11
1.14 Confidentiality	11
1.15 Abbreviations Used	11
2.1 Principle 1 : Management commitment and responsibility.....	13
2.2 Principle 2 : Transparency	17
2.3 Principle 3 : Compliance to legal requirements.....	20
2.4 Principle 4 : Social responsibility, health, safety and employment condition	23
2.5 Principle 5 : Environment, natural resources, biodiversity, and ecosystem services	36
2.6 Principle 6 : Best practices.....	46
2.7 Principle 7 : Development of new planting.....	49
2.8 Details of Audit Findings.....	54

Note: Section II of this report contain confidential information and been protected from public disclosure.



SECTION I : PUBLIC SUMMARY REPORT**1.1 Certification Scope**

Global Gateway Certifications Sdn. Bhd. (GGC) has conducted the Certification Assessment for Cahaya Ikhtiar Sdn. Bhd.. During this Stage 2 Audit, the audit team were briefed by Senior Manager about the supply base disposition. The FFB production from Cahaya Ikhtiar Estate were despatched to Kilang TDM Sungai Tong, Setiu, Terengganu, Malaysia.

This assessment was conducted onsite on 1st December 2019 to assess the compliance of the certification unit against the "MS 2530-3:2013 Malaysian Sustainable Palm Oil (MSPO) Part 3: General Principles for Oil Palm Plantations and Organized Smallholder". The scope of certification is "Management of Sustainable Oil Palm Plantations from Cultivation, Planting and Production of Fresh Fruit Bunches".

1.2 Company details and Contact information

Company Name	Cahaya Ikhtiar Sdn. Bhd. (Plantation)
Business Address	Lot PT 3560, 100A, 2nd Floor, Jalan Sultan Zainal Abidin, 20000 Kuala Terengganu, Terengganu.
Contact Person	Mr. Faizal bin Zulkifli
Office Telephone	09 – 6090097
E-Mail	mspo.cisbplantation@gmail.com

1.3 Certification Unit**Name of the Certification Unit**

No	Name of the Certification Unit	Site Address	GPS Reference of the site office	
			Longitude	Latitude
1.	Cahaya Ikhtiar Estate	No. 3, Atas Perkedaaian MDS-PDS, Kampung Putera Jaya, Bandar Permaisuri, 22100 Setiu, Terengganu, Malaysia.	E 102°43'45.45"	N 5°26'57.65



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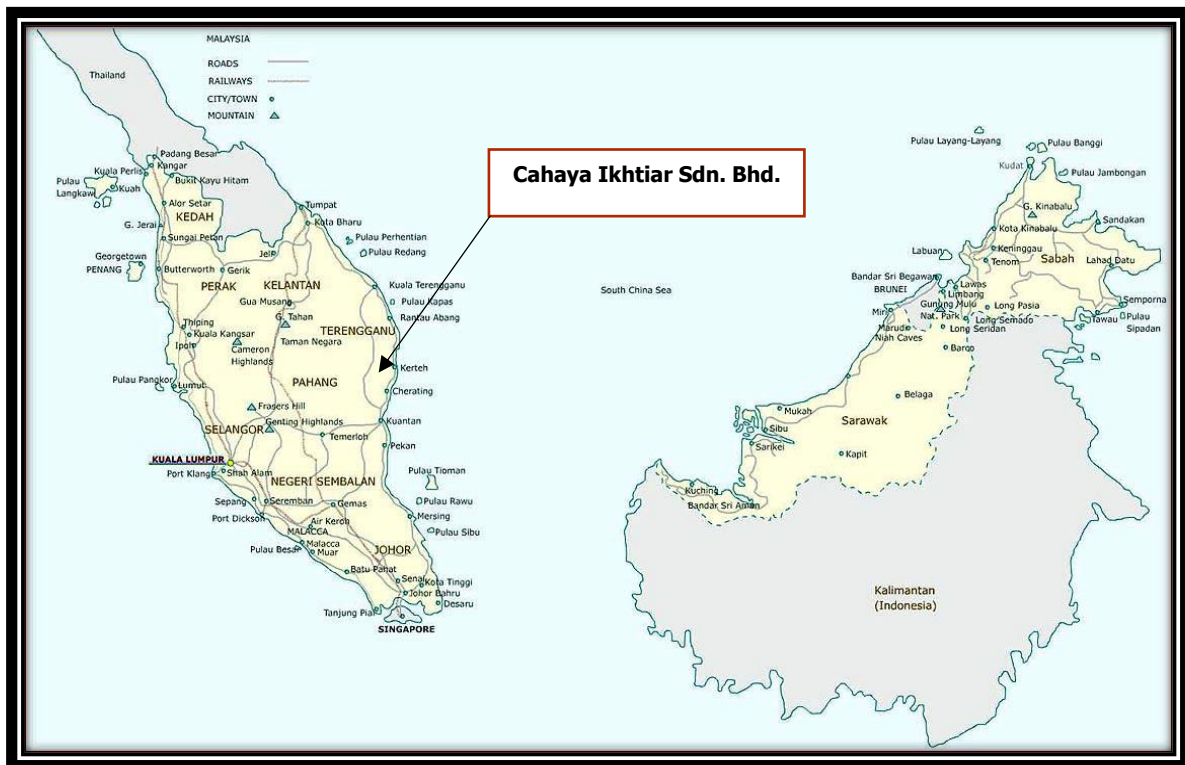
No	Name Of The Site	Licence Number	Expiry Date	Scope Activity
1.	Cahaya Ikhtiar Estate	617723002000	31.10.2020	"Menjual dan Mengalih FFB"

Others Sustainability Certification

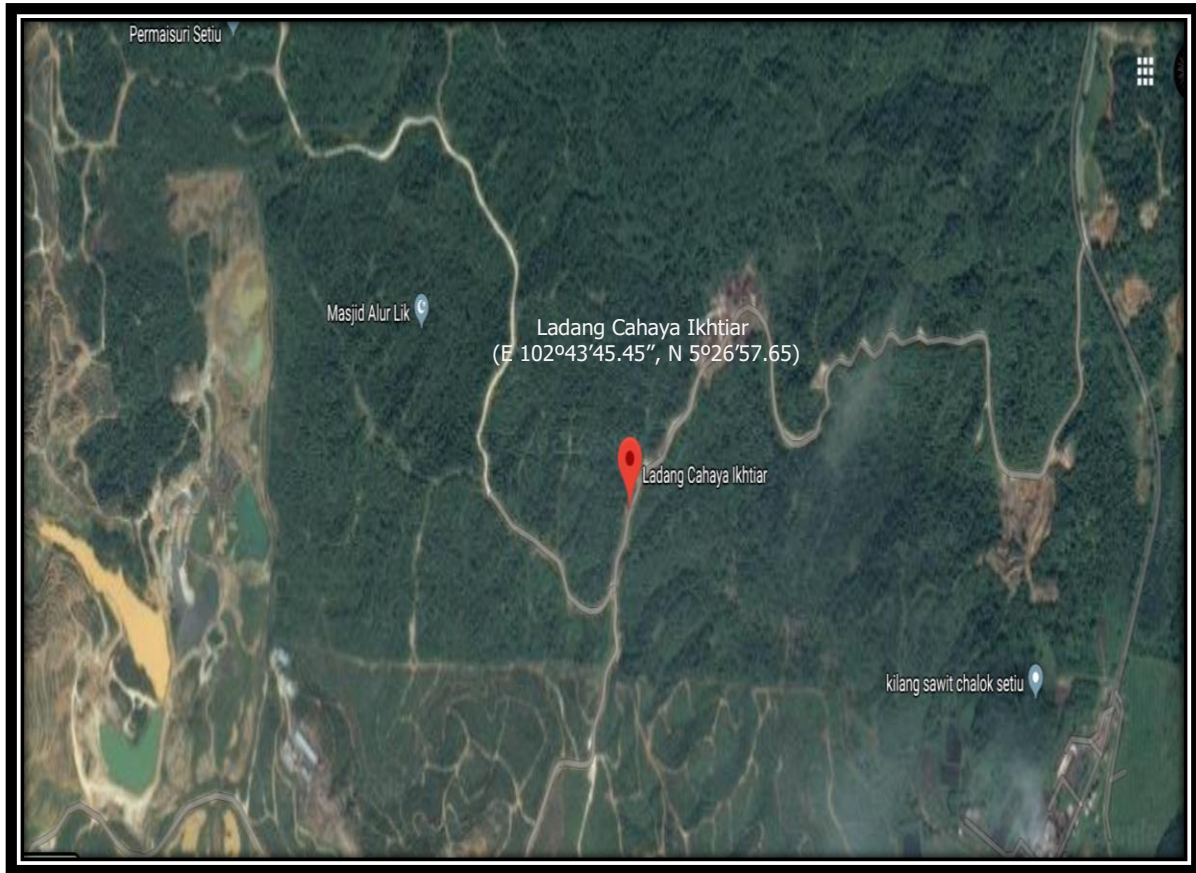
No	Name of the Site	Others Sustainability Certification
1.	Cahaya Ikhtiar Estate	-

1.4 Map Showing Geographical Location

a) Cahaya Ikhtiar Sdn. Bhd



b) Cahaya Ikhtiar Estate



1.5 Production Area, Actual and Projected FFB Production (MT)

Name of the Certification Unit	Area Summary (HA)		
	Land Title	Planted	Mature
Cahaya Ikhtiar Estate	7,335.70	4,506.70	2,997.53
Total	7,335.70	4,506.70	2,997.53

Name Of The Supply Base	Area Summary (HA)		
	Conservation Area	HCV	Conservation Area
Cahaya Ikhtiar Estate	-	-	-
Total	-	-	-



Name of the Certification Unit	FFB Summary (MT)		
	Projected from last audit [Nov 2018-Dec 2019]	Actual Production for 12 Months [Nov 2018-Dec 2019]	Projected Production for next 12 Months [Nov 2019-Dec 2020]
Cahaya Ikhtiar Estate	13,082.00	9,547.89	13,082.00
Total	13,082.00	9,547.89	13,082.00

1.6 Certificate Details

Certification body	Global Gateway Certifications Sdn. Bhd., No. 10 Jalan Rasmi 7, Taman Rasmi Jaya, 68000 Ampang, Selangor Darul Ehsan, Malaysia. Tel.: +603 4256 2689; Fax: +603 4256 2687 Website: www.ggc.my
Assessment standard	(MSPO) Part 3: General Principles for Oil Palm Plantations and Organized Smallholders
Certificate number	GGC-CISB001-MSPO-00-2019
Initial certificate issued date	31 st December 2019
Certificate expiry date	30 th December 2024
Stage 1 assessment date	28 th October 2019
Stage 2 / Main Assessment	1 st December 2019
Annual Surveillance 1 [ASA 1]	October 2020
Annual Surveillance 2 [ASA 2]	October 2021
Annual Surveillance 3 [ASA 3]	October 2022

Annual Surveillance 4 [ASA 4] October 2023

1.7 Qualification of the Lead Assessor and Assessment Team

Lead Auditor

Name: **Mohamad Razin bin Bakal [MRB]**

Graduate in Degree of Accountancy with University Putra Malaysia. Having 17 years of working experience in various field in Malaysia, Africa and Indonesia. Have enough knowledge and experiences in oil palm estate operation inclusive of estate administrative, budget preparation, jungle clearing, new planting, nursery establishment and management, harvesting, field upkeep and maintenance, safety and health, vehicle running and skills in Good Agricultural Practices (GAP) including Integrated Pest Management (IPM). Involved in MSPO auditing since 2018. Qualified as Lead Auditor/Auditor for MSPO 2530:2013, ISO 14001:2015 and ISO 9001:2015 from Sirim Berhad. Member of GGC MSPO audit team.

During this assessment, he assessed on the aspect of Management commitment and responsibility, Social responsibility, health, safety and employment condition and Development of new planting. He is able to speak and understand Bahasa Malaysia and English.

Auditor

Name: **Mohd Razib bin Mohd Noor [RMN]**

Competent Marine Engineer with more than 30 years of working experiences in a various plantation company in Malaysia, Papua New Guinea and Indonesia. Having a skill in Good Milling Practices (GMP) including the crop quality control. Qualified as Auditor for MSPO certification by SIRIM since 2018. Completed the ISO 9001:2015 Quality Management System Lead Auditor course by TOMC in May 2018 and MSPO SCCS Auditor by SIRIM in July 2019 respectively. Experienced in both palm oil mill and kernel crusher plant management, specifically boiler and process control. Member of GGC MSPO audit team.

During this assessment, he assessed on the aspect of Compliance to legal requirements and Best practices. He is able to speak and understand Bahasa Malaysia and English.

Auditor

Name: **Sesumaran K. Subramaniam [SS]**

Sesumaran's Academic Experience are BSc (Hons) Computer Studies, University of Sunderland (UK) Year 2006) and obtain Bachelors in Total Quality Management Year-2011. He has gained his vast experience in quality management and auditing while working in various certification bodies as a Quality Manager and auditor since 2013. Fully trained in similar agriculture certification programs such as RSPO, SCCS, MSPO and etc. Qualified as Auditor in several certification programme. Member of GGC MSPO audit team.

During this assessment, he assessed on the aspect of Transparency and Environment, natural resources, biodiversity and ecosystem services. He is able to speak and understand Bahasa Malaysia and English.

1.8 Audit Methodology

The audit was conducted based on sampling following the method as specified in the MSPO requirements (MSPO-Questionnaire Self-Assessment – RA). The sampling was calculated and determined prior to the audit assessment. In the case of this certification unit, sampling calculation was not applied as there is only one estate, namely "Cahaya Ikhtiar Estate".

The assessment activities include of documents review and site inspection. The documents that had been reviewed among others were company policy, internal procedures, management system procedures, waste management procedures, legal documents etc. Significant issues that would impact to the environmental and social were also been verified.

The methodology for collection of objective evidence was established during physical site inspections, observation of tasks and processes, interviews of stakeholders, interview of officers, review of documents and data. Checklists and questionnaires were used to guide the collection of information and the comments made by external stakeholders were also been taken into consideration in this assessment.

Appendix A (Audit Plan) details the actual assessment plan. Stakeholders were consulted randomly during the assessment to obtain feedback on the management compliance and performance (Appendix C) of MSPO.

1.9 Audit Plan Information

Audit Date	1 st December 2019
Name of site(s) visited	Ladang Cahaya Ikhtiar
Total number of man-days spent	3 man-days

1.10 Audit Result Summary Findings

Category	Numbers	Status (Closed/Open/Not Applicable/No Action Requires)
Major Nonconformities	2	Closed
Minor Nonconformities	2	Open (Next Surveillance Audit)
Area of Concern	2	Open
Noteworthy /Positive Comments	4	No Action Requires

1.11 Stakeholder Consultation

As per ACB-Malaysian Sustainable Palm Oil (MSPO); ACB-OPMC4; Issue 1, 01st August 2017; Stakeholder Consultation Requirements For Certification Bodies Operating Oil Palm Management Certification, the stakeholder consultation shall be carried out in stage 2 and recertification audit cycle of the management unit. The CB shall carry out stakeholder consultation to ensure continued compliance with the requirements of the certification standards. However, stakeholders' consultation during surveillance audit may be limited to those stakeholders who have raised concerns, complaints or disputes prior to the audit.

GGC has published the public notification on 25th October 2019 and as to accommodate a stakeholders' consultation meeting for mill and estate. Therefore, it was conducted on 1st December 2019 in Cahaya Ikhtiar Estate to gather information from the local communities in accordance to Certification Scheme and Stakeholder Consultation requirements.

During this Main Assessment (Stage 2) audit, the audit team has conducted stakeholder consultations involving both internal and external stakeholders as to understand the practices in relation to environmental, social performance and their performance with respect to the MSPO requirements. The meeting was conducted without the present of estate management.

At the start of meeting, the auditor explained the purpose of the audit followed by an evaluation of the relationship between the stakeholders before discussions continued. The auditor recorded comments made by stakeholders and verified with the estate management before incorporating into the assessment findings. There was no negative complaint or feedback received during the audit or during the field assessment when interviewing with the external and internal stakeholders. The details is as per table below:

No	Stakeholders Name	Subject raised / Identified Risk	Company response and proposed action to be taken. [What we did]	Assessment team findings [Outcome]
1.	All Stakeholders	<ul style="list-style-type: none"> • Good understanding about MSPO. Good understanding about complaint and grievance mechanism. • The Estate has a good rapport with the Mill. • Estate has provided fair contract agreement with third party for any transaction made 	No action requires	Positive findings
2.	Stakeholder A (Neighbouring Estate)	<ul style="list-style-type: none"> • They have good understanding about MSPO. • They have good understanding about complaint and grievance mechanism. 	No action required	Positive findings

		<ul style="list-style-type: none"> • They have good relationship with the management. • There is no conflict ever happened with mill & estate. 		
3.	Stakeholders B (Government Agencies)	<ul style="list-style-type: none"> • They have good relationship with the management. • The management will provide assistance whenever they requested • No big case or issues reported to them. • Department satisfied with the Management. There was No Illegal Logging and encroachment to the Jungle Reserve 	No action required	Positive findings
4.	Stakeholders C (Sprayers Gang)	<ul style="list-style-type: none"> • MSPO awareness, company policy and SOP are briefed among workers during muster call. • Personal Protective Equipment are distributed free of charged by management. • They have good understanding about complaint and grievance mechanism. 	No action required	Positive findings
5.	Stakeholders D (Harvesting Gang)	<ul style="list-style-type: none"> • Complaints and grievances from workers were solved completely internally. • Briefing of PPE awareness will be done very morning during muster ground. 	No action required	Positive findings

1.12 Recommendation

The company has established sustainability policy, objectives and procedures that define an effective system for the administration and control of sustainability management system throughout all operation activities of Ladang Cahaya Ikhtiar.

The management is committed to comply with MSPO system by giving awareness training to all personnel involved in this standard to make them understand the procedures and implementation of the standard. The employees are aware of the requirements of MSPO. There was no complaint or feedback received during this Stage 2 Audit Assessment.

Since this is a Stage 2 audit assesment, therefore this report will be reviewed by independent reviewers (Qualified by MPOCC). During this audit assesment [based on MS 2530-3:2013 Malaysian Sustainable Palm Oil (MSPO)] Part 3: General Principles for Oil Palm Plantations and Organized Smallholders), 2 NCR major, 2 NCR minor and 2 AOC have been raised to the facilities that being audited.

Since the audit objectives as mentioned in the audit plan have been achieved and all the major non-conformity findings have been closed. Therefore, the lead auditor recommends to award the certificate of compliance MS 2530-3:2013 Malaysian Sustainable Palm Oil (MSPO) Part 3: General Principles for Oil Palm Plantations and Organized Smallholders to Cahaya Ikhtiar Sdn Bhd.

1.13 Date of Next Surveillance Audit

The second annual surveillance assessment visit will be scheduled after 12 months of the MSPO Certificate being issued.

1.14 Confidentiality

GGC auditors will not discuss or reveal any of the confidential information seen during the audit to any third party. Any public summary of the main assessment will be approved by the client prior to publication.

1.15 Abbreviations Used

CHRA	Chemical Health & Risk Assessment
CoP	Code of Practise
CPO	Crude Palm Oil
DOE	Department of Environmental
DOSH	Department of Occupational Safety and Health Malaysia
EIA	Environmental Impact Assessment
EMP	Environmental Management Plan
FFB	Fresh Fruit Bunch
GAP	Good Agriculture Practise
GHG	Greenhouse Gas
GGC	Global Gateway Certifications Sdn Bhd

HIRARC	Hazard Identification, Risk Assessment and Risk Control
ISCC	International Sustainability & Carbon Certification
IPM	Integrated Pest Management
THP	Tabung Haji Plantation
MPOB	Malaysian Palm Oil Board
MPOCC	Malaysian Palm Oil Certification Council
MSPO	Malaysian Sustainable Palm Oil
NCR	Non-Conformance Report
NGO	Non-Government Organization
OHS	Occupational Health & Safety
OHSAS	Occupational Health and Safety Assessment Series
PK	Palm Kernel
POM	Palm Oil Mill
POME	Palm Oil Mill Effluent
PPE	Personal Protective Equipment
RSPO	Roundtable on Sustainable Palm Oil
SEIA	Social Environmental Impact Assessment
SOP	Standard Operating Procedure



2.1 Principle 1 : Management commitment and responsibility

Criterion 1 Malaysian Sustainable Palm Oil (MSPO) Policy

Indicator 1 A policy for the implementation of MSPO shall be established.

Summary The MSPO Policy has been established and signed by the Mr. Kamarudin bin Mohd Zin (General Manager) dated on 17th July 2019.

The policy clearly stated that the committed to adopt the requirement of MSPO standards to deliver sustainable Fresh Fruit Bunch according to principles and criteria as listed below;

1. Management commitment and Responsibility
2. Transparency
3. Compliance to Legal Requirements
4. Social Responsibility, Health, Safety and Employment conditions
5. Environment, Natural Resources, Biodiversity and Ecosystem Services
6. Best Practice
7. Development of New Planting

As per audit and interviewed with estate workers, all workers are aware and answered to auditors very well about the MSPO Policy. Also sighted the implementation on site which Cahaya Ikhtiar Estate. has displayed the policy on the notice board and in front of estate office.

Briefing on MSPO Policy to all workers have been conducted on 28th November 2019 by Mohd Affendi bin Zaini (Assistant Manager) at Roll Call Area, attended by 71 persons.

In Compliance **Yes** No Not Applicable

Indicator 2 The policy shall also emphasize commitment to continual improvement.

Summary The commitment statement stated that Cahaya Ikhtiar Estate. is committed for continual improvement practice via available best practices and technology in order to ensure the continuous production of fresh fruit bunches in a sustainable manner.

In Compliance **Yes** No Not Applicable

Criterion 2 Internal audit

Indicator 1 Internal audit shall be planned and conducted regularly to determine the strong and weak points and potential area for further improvement.

Summary Cahaya Ikhtiar Sdn. Bhd. has established the Standard Operating Procedure Internal Audit – Doc. No: CISB/MSPO/IAM-01 (Rev 0). Prepared by Ms. Naziyatul Fatimah binti Baharudin (Executive MSPO) and Approved by Mr. Kamarudin bin Mohd Zin (General Manager) effective date: 3rd August 2019.

The Internal Audit procedure has outlined the followings steps:

1. Procedure Audit
2. Objective
3. Roles & Responsibility
4. Procedure Explanation
5. Guidance Documents

Internal Audit for Cahaya Ikhtiar Estate. was conducted by Mr. Kamaruddin bin Abdul Rahim (Lead Auditor) and Wan Johar Saiddin bin Wan Johari (Auditor) dated on 6th and 7th October 2019.

The strong and week points have been identified then follow with non-conformities raised.

In Compliance **Yes** No Not Applicable

Indicator 2 The internal audit procedures and audit results shall be documented and evaluated, followed by the identification of strengths and root causes of nonconformities, in order to implement the necessary corrective action.

Summary Cahaya Ikhtiar Sdn. Bhd. has established the Standard Operating Procedure Internal Audit – Doc. No: CISB/MSPO/IAM-01 (Rev 0). Prepared by Ms. Naziyatul Fatimah binti Baharudin (Executive MSPO) and Approved by Mr. Kamarudin bin Mohd Zin (General Manager) effective date : 3rd August 2019

Seen the action taken by Cahaya Ikhtiar Estate for all the findings raised by the Internal Audit and subsequently all the findings have been closed accordingly. Total 13 Non-conformities were raised (2 Major and 11 Minor).

In Compliance **Yes** No Not Applicable

Indicator 3 Report shall be made available to the management for their review.

Summary All the internal audit (MSPO) findings for last audit report was available and discussed during Management Review Meeting dated on 16th October 2019 at Meeting Room, Headquarters attended by 14 persons.

In Compliance **Yes** No Not Applicable

Criterion 3 Management review

Indicator 1 The management shall periodically review the continuous suitability, adequacy and effectiveness of the requirements for effective implementation of MSPO and decide on any changes, improvement and modification.



Summary Cahaya Ikhtiar Sdn. Bhd. had established SOP Management Review, Doc No. CISB/MSPO/MRP-02 (Rev 0) prepared Ms. Naziyatul Faithah binti Baharudin (Executive MSPO) and Approved by Mr. Kamarudin bin Mohd Zin (General Manager).

Sighted the Management Review Meeting Minute Meeting dated on 16th October 2019 at Meeting Room, Head quarters. Total of 6 agendas have been discussed as follows ;

1. Point from previous meeting
2. Internal Audit
 - MSPO Policy
 - Permit Kebenaran Sumber Bekalan Air Persendirian
 - Social Impact Assessment
 - HIRARC
 - Training Program Based to the workers specific skill and competency
 - Chemical Regiser for Nursery
 - First Aid Training
 - Gender Committee
 - EAIA for Estate Clinic
 - Environmental Training
3. Other Matters

In Compliance **Yes** No Not Applicable

Criterion 4 Continual improvement
Indicator 1 The action plan for continual improvement shall be based on consideration of the main social and environmental impact and opportunities of the company.

Summary Sighted the Continual Improvement Plan for the year 2019 prepared Mr. Luqman Nul Hakim bin Abdullah, Assistant Manager and approved by Mr Faizal bin Zulkifli, Senior Manager on 1st January 2019.

Cahaya Ikhtiar Estate has developed Continuous Improvement Plan year 2019 as per listed below :

A. Sosial

No	Programme	Target
1	Pengenalan polisi, prosedur komunikasi dan aduan awam	Done
2	Menyediakan tong sampah	Done
3	Memasang papan tanda larangan di perumahan pekerja	Done
4	Kenduri doa selamat	Done

B. Keselamatan dan Kesihatan Pekerja

No	Programme	Target
1	Memasang papan tanda larangan di stor	Done
2	Menyediakan tempat simpanan lubricant	Done



3	Memasang alat pemadam api pada pejabat dan perumahan	Done
4	Membuat Almari penyimpanan alat PPE	Done
5	Menyediakan tempat letak kenderaan	Dec
6	Membuat bilik mandi dan persalinan pekerja	Done

C. Alam Sekitar

No	Programme	Target
1	Menyediakan tempat permbuangan Sampah	Done
2	Membuat tempat simpanan sisi berjadual	Nov
3	Memasang papan tanda pembakaran sifar	Done
4	Membina silt pits	Done
5	Membuat almari menyimpan alat PPE	Done
6	Menyediakan tempat letak kenderaan	Dec
7	Membuat rumah burung hantu untuk kawalan biologi	Done
8	Menanam tumbuhan berfaedah	Done
9	Membuat tempat simpanan tayar	Dec

In Compliance **Yes** No Not Applicable

Indicator 2 The company shall establish a system to improve practices in line with new information and techniques or new industry standards and technology, where applicable, that are available and feasible for adoption

Summary Sighted the establishment of few new practices in Cahaya Ikhtiar Estate. in order to improve the existing system includes;

1. Membuat rumah burung hantu untuk kawalan biologi
2. Menyediakan tempat simpanan lubricant
3. Membuat tempat simpanan sisi berjadual
4. Menanam tumbuhan berfaedah

In Compliance **Yes** No Not Applicable

Indicator 3 An action plan to provide the necessary resources including training, to implement the new techniques or new industry standard or technology (where applicable) shall be established.

Summary Sighted training conducted to implement all the new practices as listed bellows;

1. Membuat rumah burung hantu untuk kawalan biologi on October 2019
2. Menyediakan tempat simpanan lubricant on October 2019

In Compliance **Yes** No Not Applicable

2.2 Principle 2 : Transparency

Criterion 1 Transparency of information and documents relevant to MSPO requirements

Indicator 1 The management shall communicate the information requested by the relevant stakeholders in the appropriate languages and forms, except those limited by commercial confidentiality or disclosure that could result in negative environmental or social outcomes.

Summary Cahaya Ikhtiar Sdn. Bhd. has established the Communication Procedure; Title: "Perundingan dan komunikasi Stakeholder" SOP NO : CISB/MSPO/PKS-01(REV0).

Sighted, minute meeting with the internal stakeholders conducted on 20th August 2019 with total attendance of 56 stakeholders. The meeting was organized by Management of Cahaya Ikhtiar Estate.

In Compliance **Yes** No Not Applicable

Indicator 2 Management documents shall be publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.

Summary List of documents maintained under "System File" dated on 24th November 2019 - Ref no : CISB/MSPO/SSF-01(REV0).

Sighted the List of Documents and Classification as a guideline for estates to determine the confidentiality of the status or availability for public disclosure.

Evidence, 79 documents being classified under Non – confidential and 78 as confidential. All the documents are available in the Plantation Main Office. Requests for official documents through the estate office will have to go through the estate manager/assistant in charge, whom will make the decision as to whether the information can be shared to or viewed by the person requesting the information or document.

In Compliance **Yes** No Not Applicable

Criterion 2 Transparent method of communication and consultation

Indicator 1 Procedures shall be established for consultation and communication with the relevant stakeholders.

Summary Cahaya Ikhtiar Sdn. Bhd. has established the Communication Procedure; Title: "Perundingan dan komunikasi Stakeholder". Sighted Procedure number CISB/MSPO/PKS-01(REV0);

The purpose of this procedure is to outline the arrangements for consultation and communication with its relevant stakeholders and how their concerns and views are addressed.

Interview with the stakeholders confirmed they have been informed and updated during the stakeholder meeting and that they are aware of the above process.

Flow chart has been established on the consultation and communication process for reference.

In Compliance **Yes** No Not Applicable

Indicator 2 A management official should be nominated to be responsible for issues related to Indicator 1 at each operating unit.

Summary The person in charge for consultation and communication agenda with the relevant stakeholders is Mr. Megat Khairul Amiri Bin Megat Ismara.

The Appointment letter of the person in-charge was signed by Mr. Amirul Anwar bin Alias (Human Resource Manager).

In Compliance **Yes** No Not Applicable

Indicator 3 List of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders should be properly maintained.

Summary The list of stakeholders is adequately maintained and keep current. List of External Stakeholders covering Government Agencies, Neighboring Communities and Suppliers being recorded and maintained properly.

Consultation and communication and records of action taken in response to input from stakeholders properly maintained in file. Sighted stakeholder meeting minutes.

In Compliance **Yes** No Not Applicable

Criterion 3 Traceability

Indicator 1 The management shall establish, implement and maintain a standard operating procedure to comply with the requirements for traceability of the relevant product(s).

Summary SOP on traceability is available as referred to: "FFB TRACEABILITY"; REF No:CISB/MSPO/MRP-02(REV 02).

The purpose of this procedure is to establish a suitable identification and traceability of oil palm Fresh Fruit Bunch (FFB) production Traceability form the plantation activities to the Crude Palm Oil milling operation.

In Compliance **Yes** No Not Applicable



Indicator 2 The management shall conduct regular inspections on compliance with the established traceability system.

Summary FFB Traceability Inspection book "Crop Book" was made available, and checked by Mr. Faizal Zulkifli (Estate Senior Manager) & Mr. Mohd Fauzi Yahya (Estate Manager) on daily basis, monthly progress report are established to check on the harvested area and examine target achieved.

In Compliance **Yes** No Not Applicable

Indicator 3 The management should identify and assign suitable employees to implement and maintain the traceability system.

Summary The person in charge for consultation and communication agenda with the relevant stakeholders is Ms. Naziyatul Fatimah Binit Baharudin (Executive MSPO).

The Appointment letter of the person in-charge was signed by Mr. Amirul Anwar bin Alias (Human Resource Manager).

In Compliance **Yes** No Not Applicable

Indicator 4 Records of sales, delivery or transportation of FFB shall be maintained.

Summary The records and documents related to FFB traceability such as bunch chit, weighbridge tickets and daily FFB delivery records were adequately maintained both site (estate and mill).

Sampled and verified Weighbridge docket number:

1. WB docket Number :P0282626 dated on 03rd October 2019
2. WB docket Number : P028252603 dated on 03rd October 2019
3. WB docket Number : (P028241103 dated on 5th August 2019

In Compliance **Yes** No Not Applicable

2.3 Principle 3 : Compliance to legal requirements

Criterion 1 Regulatory requirements

Indicator 1 All operations are in compliance with the applicable local, state, national and ratified international laws and regulations.

Summary The Chahaya Ikhtiar Sdn Bhd has established the Pematuhan terhadap undang undang as documented in the MSPO P3 file.

Below are the sample of the acts and guidelines: -

1. Environmental quality act 1974
2. Environmental Quality Scheduled waste regulation 2008
3. Wildlife conversation act 2010
4. River and buffer zone guideline
5. National land code act1965
6. Land acquisition act 1960
7. Akta industry perkhidmatan air2006
8. Act 149: Pesticides Act 1974
9. Act 514: Occupational safety and health act
10. Act:139: Factory and Machinery Act 1967
11. Road transport act 1987
12. Akta timbang dan sukat2017
13. Act 155 Immgration Act 1953/63
14. Act 265 Employment act 1955
15. Act 446: workers' minimum standards of housing act
16. Act4: Employees social security act 1969

Non-Conformity – Major

1. It was noted that, GML Fertilizer and Chemical Ranger 250 was not in the chemical register dated on 1st January 2019. According to Regulation 5 (1) of OSH Regulation (Chemical Register 2000), an employer is require to identify and register all chemical hazardous to health used at the workplace and record in a register known as REGISTER OF CHEMICAL HAZARDOUS TO HEALTH (Chemical Register)
2. Medical surveillance not carry out as per USECHH 2000 under Part IX – Health Surveillance, Section 27 (3). Health Surveillance Program

Thus, a major non-conformance was raised.

In Compliance Yes **No** Not Applicable

Indicator 2 The management shall list all laws applicable to their operations in a legal requirement register.

Summary Sighted lists of permits/licenses which have been monitored and updated periodically. The sample are as follows: -

1. The MPOB license to sell FFB. License NO 617723002000. Expiry date 31st October 2020
2. MPOB license to sell and transfer CPO. Liscence No: 618280017000. Expiry date: 31st May 2020
3. MPOB liscence to produce, sell, transfer, stored Seedling. Liscence No 61763 4000. Expiry date 30st September 2020
4. Permit barang kawalan. No rujukan TR/KT/04.19PMT (DS). Kuantiti; 40,000 liter. Expiry date 19th July 2020
5. Perakuan Penentuan timbang dan sukat. Date of stamping 25th September 2019
6. The quit rent (Cukai Tahunan Tanah). H.S.D 1813 no file PTG TR. 071520130061. Pajakan tanah ialah selama 60 tahun berakhir pada 1st March 2076

In Compliance **Yes** No Not Applicable

Indicator 3 The legal requirements register shall be updated as and when there are any new amendments or any new regulations coming into force.

Summary Any changes to legal requirements are tracked by means of periodic review and evaluation on the Laws & regulations list to ensure that any new/addition as well as changes and amendment are captured and updated, through the following manner:

1. Enquiring the laws books publisher
2. Communication with law/enforcement officers
3. Website

In Compliance **Yes** No Not Applicable

Indicator 4 The management should assign a person responsible to monitor compliance and to track and update the changes in regulatory requirements.

Summary The legal requirements register updated as and when there are any new amendments or any new regulations coming into force by Ms Siti Fatimah binti Abd Rahman who is the person in charge of legal compliance.

The Appointment letter of the person in-charge was signed by Mr. Amirul Anwar bin Alias (Human Resource Manager) dated on 24th July 2019.

In Compliance **Yes** No Not Applicable

Criterion 2 Land use rights

Indicator 1 The management shall ensure that their oil palm cultivation activities do not diminish the land use rights of other users.

Summary The land title is available and well maintained. The sample evidence of the include;

No	Lot/Pt	Hectare	Jenis No./Hm
1	PT970	145.00	HSD 1813
2	PT972	1156.00	HSD1814
3	PT973	554.00	HSD1815
4	PT 7485	647.70	PJK NEG 11009
5	PT80845	4,236.00	PJK NEG 11010
6	PT7582	253.00	HSD1471
7	PT7583	153.00	HSD 1470
8	PT 16875	149.00	HSD1473
9	PT16876	42.00	HSD 1472
	Total	7,335.70	

In Compliance **Yes** No Not Applicable

Indicator 2 The management shall provide documents showing legal ownership or lease, history of land tenure and the actual use of the land.

Summary

Estate have demonstrated legal ownership of their land by having legal land titles to the land. The land grant stated that the Leasing for 60 years period of the hak milik sementara with syarat - syarat nyata Cultivation of Oil Palm.

In Compliance **Yes** No Not Applicable

Indicator 3 Legal perimeter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable.

Summary

Estate has boundary map titled "Boundary Peg Map". The estate boundary is well demarcated with boundary stones surrounding the land. The boundary stone clearly states the GPS coordinate for every particular point.

In Compliance **Yes** No Not Applicable

Indicator 4 Where there are, or have been, disputes, documented proof of legal acquisition of land title and fair compensation that have been or are being made to previous owners and occupants; shall be made available and that these should have been accepted with free prior informed consent (FPIC).

Summary

No disputes have been recorded in the estate area. The land title has been legally acquired by the estate.

In Compliance **Yes** No Not Applicable



Criterion 3 Customary land rights

Indicator 1 Where lands are encumbered by customary rights, the company shall demonstrate that these rights are understood and are not being threatened or reduced.

Summary There is no customary land in or surrounding all the estates' land titles. There are also no land disputes or claims involving these estate. The estate has proper legal land titles for land ownership.

In Compliance **Yes** No Not Applicable

Indicator 2 Maps of an appropriate scale showing extent of recognized customary rights shall be made available.

Summary There is no customary land in or surrounding the estate. There are also no land disputes or claims involving these estate. The estate has proper legal land titles for the land ownership. Thus, no maps for recognized customary rights.

In Compliance **Yes** No Not Applicable

Indicator 3 Negotiation and FPIC shall be recorded and copies of negotiated agreements should be made available.

Summary There is no customary land in or surrounding the estate. There are also no land disputes or claims involving the estate. Cahaya Ikhtiar Estate has proper legal land titles for the land ownership.

In Compliance **Yes** No Not Applicable

2.4 Principle 4 : Social responsibility, health, safety and employment condition

Criterion 1 Social impact assessment (SIA)

Indicator 1 Social impacts should be identified and plans are implemented to mitigate the negative impacts and promote the positive ones.

Summary Sighted latest SIA done by Cahaya Ikhtiar Estate on 6th October 2019 for Internal Stakeholder and 20th October 2019 for External Stakeholder. Survey was conducted with 34 participants (internal/external) randomly selected respondents. The respondents randomly choose among workers and other stakeholders in Cahaya Ikhtiar Estate. The SIA is prepared by Mr. Megal Khairul Amiri bin Megat Ismara, MSPO Executive and Approved by Mr Faizal bin Zulkifli, Senior Manager.

SIA questionnaire for Internal and External covered the following areas :

No	Social Impact Survey Criteria
1	Soalan Umum
2	Hak Akses dan Penggunaan
3	Situasi Kerja
4	Nilai Budaya dan Agama



5	Kemudahan kesihatan dan Pendidikan
6	Nilai – nilai Masyara

Sample taken based on Borang Soal Selidik Penilaian Impact Social as follows;

Impact Negative

1. SIA Survey Criteria : 9.5% daripada responden tidak mengetahui pembekal, contractor serta lain – lain perlu mematuhi polisi kelestarian

Impact Positive

2. SIA Survey Criteria : Responded mengetahui bahawa pihak pengurusan ladang melarang pengambilan kanak – kanak dan orang muda di bawahumur 18 tahun dalam operasinya dan juga kerja contractor.

In Compliance **Yes** No Not Applicable

Criterion 2 Complaints and grievances

Indicator 1 A system for dealing with complaints and grievances shall be established and documented.

Summary Cahaya Ikhtiar Sdn. Bhd. has established the Standard Operating Procedure Complaint & Grievance – Doc. No: CISB/MSPO/PKS-01 (Rev 0). Prepared by Ms. Naziyatul Fatimah binti Baharudin (Executive MSPO) and approved by Mr. Faizal bin Zulkifli (Senior Manager) effective from 1st July 2019.

This procedure is a reference to management and staff in handling of any complaints and grievance from any stakeholder including individuals, government organization and non-govermenetn organization concering the implementation of MSPO.

Sighted Flow chart of complaints and grievances designed for External and Internal Stakeholder in the SOP.

In Compliance **Yes** No Not Applicable

Indicator 2 The system shall be able to resolve disputes in an effective, timely and appropriate manner that is accepted by all parties.

Summary Cahaya Ikhtiar Sdn. Bhd. has established the Standard Operating Procedure Complaint & Grievance – Doc. No: CISB/MSPO/PKS-01 (Rev 0). Prepared by Ms. Naziyatul Fatimah binti Baharudin (Eksekutif MSPO) and approved by Mr. Faizal bin Zulkifli (Senior Manager) effective from 1st July 2019.

The procedure and flowchart are to specify steps for identification and verification of complaints and grievance in order to ensure management is committed to an open and transparent approach to resolve grievances with the involvement of affected stakeholders.

During the visit and documents verification there is no complaint at the moment in the record.

In Compliance **Yes** No Not Applicable

Indicator 3 A complaint form should be made available at the premises, where employees and affected stakeholders can make a complaint.

Summary In order to ease the employees and relevant stakeholders to lodge the complaint, the complaints and grievances form and box are available at the Cahaya Ikhtiar Estate.

In Compliance **Yes** No Not Applicable

Indicator 4 Employees and the surrounding communities should be made aware that complaints or suggestions can be made any time.

Summary Sighted the External Stakeholder Meeting conducted on 20th August 2019 to surrounding communities at Dewan Rukun Tertangga, Kg. Putera Jaya, Setiu, Terengganu attended by 60 person. The agenda discussed are;

- i. Explanation of MSPO Objective,
- ii. Explanation of Prinsiple of MSPO, Policies and all procedures.

In Compliance **Yes** No Not Applicable

Indicator 5 Complaints and resolutions for the last 24 months shall be documented and made available to affected stakeholders upon request.

Summary Sighted all internal complaints filled, responded and the records being maintained for the last 12 months.

In Compliance **Yes** No Not Applicable

Criterion 3 Commitment to contribute to local sustainable development

Indicator 1 Growers should contribute to local development in consultation with the local communities.

Summary The contribution made to the internal and external stakeholders as below;

- i. Sumbangan Pentadbiran bagi Kesatuan Penolong Pegawai Tanah Daerah Setiu dated on 18th August 2019
- ii. Lantikan Penaja Sukan Terengganu (SUTERA) bagi daerah SETIU 2019 dated on 16th July 2019

In Compliance **Yes** No Not Applicable

Criterion 4 Employees safety and health

Indicator 1 An occupational safety and health policy and plan shall be documented, effectively communicated and implemented.

Summary Sighted the "Occupational Safety and Health Policy". Established on 1st July 2019 which was approved by Mr. Kamarudin bin Mohd Zin (General Manager). Local OSH Policy has been prepared in both languages (English and Bahasa Malaysia) for easily understood by all levels of its employees.

The policy outline the commitment to following :

1. Compliance with Occupational Health and Safety Act 1994 and regulation make hereunder
2. Provide training to all concern on health and safety measure to promote safe and health work culture.
3. Providing information and relevant PPE as and when deem necessary
4. Assessment will be carried out as far as practical on risk of hazards in all activities carried out in the workplace and reduce the risk and hazard accordingly

In Compliance **Yes** No Not Applicable

Indicator 2 The occupational safety and health plan shall cover the following:

- a) A safety and health policy, which is communicated and implemented.
- b) The risks of all operations shall be assessed and documented.
- c) An awareness and training programme which includes the following requirements for employees exposed to pesticides:
 - i) all employees involved shall be adequately trained on safe working practices; and
 - ii) all precautions attached to products shall be properly observed and applied.
- d) The management shall provide the appropriate personal protective equipment (PPE) at the place of work to cover all potentially hazardous operations as identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC).
- e) The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labeling) Regulation 1997 and Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000.
- f) The management shall appoint responsible person(s) for workers' safety and health. The appointed person(s) of trust must have knowledge and access to latest national regulations and collective agreements.
- g) The management shall conduct regular two-way communication with their employees where issues affecting their business such as employee's health, safety and welfare are discussed openly. Records from such meetings are kept and the concerns of the



employees and any remedial actions taken are recorded.
h) Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees.
i) Employees trained in First Aid should be present at all field operations. A First Aid Kit equipped with approved contents should be available at each worksite.
j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.

Summary

Sighted the "Occupational Safety and Health Policy". Established on 1st July 2019 which was approved by Mr. Kamarudin bin Mohd Zin (General Manager). Local OSH Policy has been prepared in both languages (English and Bahasa Malaysia) for easily understood by all levels of its employees.

The policy has been communicated to worker during the Morning muster at Estate.

Sighted the "Taklimat MSPO, Environment, OSH & Social Policies, SDS Training" to estate workers on 17th September 2019 & 28th November 2019. Attended by 187 worker at Muster Ground Ladang Cahaya Ikhtiar

HIRARC is consist of hazard identification (type of work activity, hazard & effect), Risk analysis (Existing risk control, likelihood, severity & risk) & Risk Control (Recommended control measures & PIC appointed are Staff or Executive). HIRARC sighted for the followings work operation :-

1. Tabur Baja
2. Menyabit
3. Memotong rumput
4. Meracun
5. Etc

Non-Conformity – Minor

Inadequate HIRARC being assessed and documented as per Clause 4.3.1 OHSAS 18001:2007 for Schedule Waste Store Handling, New planting works activities, Mandore (Membaja / Meracun / Menuai).

Thus, a minor non-conformance was raised.

Cahaya Ikhtiar Estate has a comprehensive annual training plan for the Staffs and Workers and this was sighted in the training records file for each staffs and workers. Training Plan includes:-

1. Osh & Environmental Committee and responsibilities
2. Policies and objectives
3. HIRARC & Aspect Impact Assessment
4. Emergency Responsibility Plan, Accident, Chemical Spillage, Fire, Flood, Drowning and Animal Attack
5. Schedule Waste Handling
6. Tripe Raising

7. First aids
8. CPR
9. Fire Safety & Fire Drill
10. PPE handling and replacement procedure
11. SOP Training for harvester
12. SOP Training for chemical handler
13. USECHH 2000, CHRA
14. Recycle Waste Awareness
15. Frond Pruning
16. Planting replanting
17. Manuring
18. Harvesting, Grading & Quality Control, Bunch classification and harvesting criteria
19. Weeding & Spraying
20. Oil Palm Nursery

The estate has provided appropriate PPE for all workers in their operations. PPE Issuance and replacement record. Sighted for:-

- a. Field staff
- b. Harvesters
- c. Field Workers
- d. General Workers

During field visit, sighted the workers have been trained with safety and the workers wear the PPE.

Cahaya Ikhtiar Sdn. Bhd. has established the Standard Operating Procedure Pengendalian Bahan Kimia – Doc. No: CISB/MSPO/SOP-2 (Rev 0). Prepared by Mr. Luqman Nul Hakim bin Abdullah (Assistant Manager) and Approved by Mr. Faizal bin Zulkifli (Senior Manager) effective date on 1st September 2019.

Cahaya Ikhtiar Estate has appointed Medi-Ihsan Occupational Safety and Health to carry out CHRA Assessment for Ladang Cahaya Ikhtiar. Site visit was carried out from 3th July 2019 – 20th August 2019 by Dr. Lowauddin Mohamad (HQ/12/ass/00/306).

The Estate Manager was appointed as the Chairman of the Operating Unit ESH Committee. Sighted letters of appointment for all the committees “ Jawatan Kuasa Keselamatan dan Kesihatan Pekerja Ladang (JKKP) bagi sesi 2019 ” signed by The ESH Chairman.

The OSH Committee meeting has been conducted as follows;

- a. 17th April 2019
- b. 25th July 2019
- c. 30th September 2019

Agenda:

1. Pelantikan Baru
2. Tindakan yang telah dibuat pembedulan / Penambahbaik / dijalankan dari Mesyuarat 02/2019
3. Pembentangan dan perbincangan mengenai pemeriksaan tempat kerja yang dilakukan
4. Statistik kemalangan
5. Program / latihan / aktiviti / taklimat yang telah di laksanakan dan akan diadakan
6. Lain – Lain Perkara

Sighted the emergency procedure for the Cahaya Ikhtiar Estate. Emergency response plan is available in local language (Malay and English). The ERP has been explained to all workers and staffs during training. Emergency response plan include the emergency contact number, and also have Guidelines on Accident, Emergency Procedures and Exit routes as well as assembly point in file and pasted on notice board.

Non-Conformity – Minor

1. No ERP (Emergency Rescue Plan) Organization was established for Ladang Cahaya Ikhtiar
2. No ERP and procedure was established for flood emergency

Thus, a minor non-conformance was raised.

First Aid Training was conducted on 9th October 2019 by Mr. Megat Khairul Amiri (Medical Assistance) . Sighted picture, training material and attendance list attended by 30 participants.

During field visit, sighted first aid box and records maintained by first Aiders at the work places area.

Cahaya Ikhtiar Estate has registered with MyKKP on 18th March 2019. Based on their record, no accident and injuries recorded thus far. Accident report will be reporting according to rules and regulation stated by JKKP.

In Compliance Yes **No** Not Applicable

Criterion 5 Employment conditions

Indicator 1 The management shall establish policy on good social practices regarding human rights in respect of industrial harmony. The policy shall be signed by the top management and effectively communicated to the employees.



Summary Sighted the "Social Policy". Established on 31st October 2019 which was approved by Mr. Kamarudin bin Mohd Zin (General Manager).

Cahaya Ikhtiar Estate has committed to carry out these policy in all operations through :

1. Creating equal opportunities and anti-discrimination
2. Freedom of association
3. Non-sexual harassment
4. Reproductive right
5. Free from child labour
6. The human rights & business ethics

The policy was displayed in the notice boards for Cahaya Ikhtiar Estate office for reference.

In Compliance **Yes** No Not Applicable

Indicator 2 The management shall not engage in or support discriminatory practices and shall provide equal opportunity and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics.

Summary All workers enjoy the same scale of pay and provided with equal housing and work facilities.

No evidence of discrimination based on race, skin color, religion, gender, national origin, ancestry, disability, marital status, and sexual orientation was found in the Cahaya Ikhtiar Estate

During interviews, it is clearly that no forced labour in Cahaya Ikhtiar Estate.

In Compliance **Yes** No Not Applicable

Indicator 3 Management shall ensure that employees' pay and conditions meet legal or industry minimum standards and as per agreed Collective Agreements. The living wage should be sufficient to meet basic needs and provide some discretionary income based on minimum wage.

Summary Pay and conditions are documented in the Workers' Contract Agreement and wage payment records / pay slip.

The salary is according to 'Guidelines on the Implementation on the Minimum Wages'. National Wages Consultative Council Act 2018 (Act 732) Malaysian minimum salary is RM1,100.00 as stated in the guidelines. Interview with Cahaya Ikhtiar Estate, staff and workers and with male and female confirmed that they understand the terms and conditions of their employment. Sighted sample of worker wages as below;

No	ID	Nationality	Wages
1	LC10068	Malaysia	1,851.75
2	LC10113	Malaysia	1,706.90



3	LC20010	Malaysia	1,108.15
4	LC20012	Malaysia	1,152.45
5	LC20011	Malaysia	1,195.75
6	LC10021	Malaysia	1,672.35
7	LC10068	Malaysia	1,851.75
8	LC10113	Malaysia	1,706.90

In Compliance **Yes** No Not Applicable

Indicator 4 Management should ensure employees of contractors are paid based on legal or industry minimum standards according to the employment contract agreed between the contractor and his employee.

Summary The payment for employees of contractors was monitored by the management through obtaining the pay slips from the contractors for all their workers.

The salary is according to 'Guidelines on the Implementation on the Minimum Wages Order 2018'. National Wages Consultative Council Act 2018 (Act 732) Malaysian minimum salary is RM 1,100.00 as stated in the guidelines.

Sample of payslip for the contract workers as below;

Name : Mohd Azlan b Adenan,
Emp Code : 5269
Month of September 2019 – RM 1,374.82

In Compliance **Yes** No Not Applicable

Indicator 5 The management shall establish records that provide an accurate account of all employees (including seasonal workers and subcontracted workers on the premises). The records should contain full names, gender, date of birth, date of entry, a job description, wage and the period of employment.

Summary Cahaya Ikhtiar Estate has established a system to record their worker particular which consist of the following information ;

1. Name
2. Identity Number
3. Pay Rate
4. Designation
5. Sex
6. Date of Birth
7. Marital Status
8. Race
9. Date Joined and Resigned



10. Address

Workers employed consisted of local and Indonesian.

In Compliance **Yes** No Not Applicable

Indicator 6 All employees shall be provided with fair contracts that have been signed by both employee and employer. A copy of employment contract is available for each and every employee indicated in the employment records.

Summary Inspection of a sample of employee contracts confirmed that terms and conditions are clearly outlined. The contract agreement for worker covers local and foreign workers and the term and conditions are documented are above the industry minimum standard.

Employment contracts were available in language that understood by the workers. The contract provide a details about the payments and employment conditions such as period of working, working hour, medical assistance, housing, holiday, annual leave, period of notice to terminate the contract, etc.

The contract agreement is signed by employee and employer and accompanied with respective witnesses. Workers employed consisted of local, and Indonesian.

In Compliance **Yes** No Not Applicable

Indicator 7 The management shall establish a time recording system that makes working hours and overtime transparent for both employees and employer.

Summary Working hours is 8 hours. From Saturday to Thursday. The overtime maximum is 104 hours according to Malaysian Law.

Daily attendance recorded during muster call. Estate has used pocket check-roll as a working time recording system.

In Compliance **Yes** No Not Applicable

Indicator 8 The working hours and breaks of each individual employee as indicated in the time records shall comply with legal regulations and collective agreements. Overtime shall be mutually agreed and shall always be compensated at the rate applicable and shall meet the applicable legal requirement.

Summary The working hour and break time has been clearly stated in the Employment Contract.

Sighted in the Contract Agreement the rate of overtime which agreed by both parties.

In Compliance **Yes** No Not Applicable

Indicator 9 Wages and overtime payment documented on the pay slips shall be in line with legal regulations and collective agreements.



Summary Salary slips clearly shows the calculations of gross salary, all deductions and net salary of a worker. During interview with workers confirmed that they are being paid according the stipulated minimum wage.

No	ID	Nationality	Wages
1	LC10068	Malaysia	1,851.75
2	LC10113	Malaysia	1,706.90
3	LC20010	Malaysia	1,108.15
4	LC20012	Malaysia	1,152.45
5	LC20011	Malaysia	1,195.75
6	LC10021	Malaysia	1,672.35
7	LC10068	Malaysia	1,851.75
8	LC10113	Malaysia	1,706.90

In Compliance **Yes** No Not Applicable

Indicator 10 Other forms of social benefits should be offered by the employer to employees, their families or the community such as incentives for good work performance, bonus payment, professional development, medical care and health provisions.

Summary All workers have been provided with medical, accident insurance coverage, free legalization cost, Insurance, annual leave and sick leave. Since I Jan 2019 foreign worker are cover under SOCSO. With regards to local workers, staffs and executives, all of them are covered under EPF & SOCSO as required by the Malaysian Laws and Regulations.

In Compliance **Yes** No Not Applicable

Indicator 11 In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities in compliance with the Workers' Minimum Standards Housing and Amenities Act 1990 (Act 446) or any other applicable legislation.

Summary The workers quarters was found habitable and in compliance with the Workers' Minimum Standards Housing and Amenities Act 1990 (Act 446). Treated potable water and electricity were provided to the housing for free of charge.

Non-Conformity – Major

Weekly inspection of worker’s housing was not carry out as per requirement stated in Act 446 Worker Minimum Standard of Housing and Amenities 1990. Section 23 – Weekly inspection of worker’s housing.

Thus, a major non-conformance was raised.

In Compliance Yes **No** Not Applicable



Indicator 12 The management shall establish a policy and provide guidelines to prevent all forms of sexual harassment and violence at the workplace.

Summary Sighted the "Social Policy". Established on 3rd September 2019 which was approved by Mr. Kamarudin bin Mohd Zin (General Manager).

Policy has been prepared in both languages (English and Bahasa Malaysia) for easily understood by all levels of its employees.

The policy to prevent all forms of sexual harassment and violence at the workplace has been incorporated in the Social Policy.

In Compliance **Yes** No Not Applicable

Indicator 13 The management shall respect the right of all employees to form or join trade union and allow workers own representative(s) to facilitate collective bargaining in accordance with applicable laws and regulations. Employees shall be given the freedom to join a trade union relevant to the industry or to organize themselves for collective bargaining. Employees shall have the right to organize and negotiate their work conditions. Employees exercising this right should not be discriminated against or suffer repercussions.

Summary Sighted the "Social Policy". Established on 13th November 2019 which was approved by Mr. Amirul Anwar bin Alias (Manager - HR).

Policy has been prepared in both languages (English and Bahasa Malaysia) for easily understood by all levels of its employees.

The policy of Freedom of association and The human right & business ethics at the workplace has been incorporated in the Social Policy. Local or foreign workers are given the freedom which it is an optional for them to join worker union formed in estate. Thus, their freedom are not restrict by Cahaya Ikhtiar Estate Management.

In Compliance **Yes** No Not Applicable

Indicator 14 Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation. Work by children and young persons is acceptable on family farms, under adult supervision, and when not interfering with their education. They shall not be exposed to hazardous working conditions.

Summary Sighted the "Children and Young Person Policy". Established on 3rd September 2019 which was approved by Mr. Kamarudin bin Mohd Zin (General Manager).

Policy has been prepared in both languages (English and Bahasa Malaysia) for easily understood by all levels of its employees.

The policy of free from child labour at the workplace has been incorporated in the Social Policy. There are no children below ages of 18 working in the Cahaya Ikhtiar



Estate and this was proven through checking the list of employees as well as their biodata and through verification visits at estate. The workers were clear that no one below 18 years old should be employed.

In Compliance **Yes** No Not Applicable

Criterion 6 Training and competency

Indicator 1 All employees, contractors and relevant smallholders are appropriately trained. A training programme (appropriate to the scale of the organization) that includes regular assessment of training needs and documentation, including records of training shall be kept.

Summary Cahaya Ikhtiar Estate has established a comprehensive annual OSH training plan for its staffs and workers and this was sighted in the training records file for each staffs and workers.

A Training Needs Analysis which has been identified for Cahaya Ikhtiar Estate as listed below:-

1. MSPO Policy
2. Policies
3. Schedule Waste Management
4. Triple Rinse Training
5. Genset Room Cleaning
6. PPE Training
7. Safe Handling of Chemical
8. SDS Training
9. Frist Aid Training
10. ERT Training – Fire Drill
11. Weeding SOP
12. Manuring SOP
13. Pruning SOP
14. Harvesting SOP
15. Replanting SOP

In Compliance **Yes** No Not Applicable

Indicator 2 Training needs of individual employees shall be identified prior to the planning and implementation of the training programmes in order to provide the specific skill and competency required to all employees based on their job description.

Summary All workers involved in the operations have been adequately trained in safe working practice. As evidence, sighted the training needs analysis prepared by Cahaya Ikhtiar Estate management for all workers.

In Compliance **Yes** No Not Applicable

Indicator 3 A continuous training programme should be planned and implemented to ensure that all employees are well trained in their job function and responsibility, in accordance to the documented training procedure.



Summary All workers involved in the operations have been adequately trained in safe working practice. Cahaya Ikhtiar Estate has a comprehensive annual training plan for its staffs and workers and this was sighted in the training need analysis.

Trainings conducted were recorded in the various trainings record and completed with attendance records, training materials and photographs of the training.

In Compliance **Yes** No Not Applicable

2.5 Principle 5 : Environment, natural resources, biodiversity, and ecosystem services

Criterion 1 Environmental management plan

Indicator 1 An environmental policy and management plan which shall be in line with the relevant country and state environmental laws shall be established, effectively communicated and implemented.

Summary Cahaya Ikhtiar Sdn. Bhd. established its Environmental Policy signed by En Kamaruddin b Mohd Zin (General Manager) with the objective in maintaining sustainability between environmental conservation and plantation businesses.

As stated in it Environmental Policy, Cahaya Ikhtiar Sdn. Bhd are committed and responsible for continual improvement in safe guarding the environment to achieve the goal of sustainable development through;

- Cahaya Ikhtiar sdn (CISB) berusaha meminimumkan kesan terhadap alam sekitar dalam menjalankan operasi perladangan kelapa sawit.
- Seajar dengan matlamat tersebut, Cahaya ikhtiar Sdn Bhd komited melaksanakan amalan-amalan berikut:
- Menjalankan kegiatan pengurusan ladang menurut kerangka perundangan
- peraturan yang telah ditetapkan, khususnya yang berkaitan dengan alam sekitar,
- Mengamalkan dasar Pembakaran Sifar bagi pembukaan ladang baharu dan penanaman semula;
- Memastikan semua kegiatan di ladang mengikut panduan industri semasa, dan
- Memupuk dan memberi kesedaran pemeliharaan alam sekitar kepada semua pekerja dan pihak berkepentingan."

Environmental management plan developed together with EIA. Environmental policy and management plan communicated to all level of employees during meeting on 5th October 2019 .sighted attendance of 189 participants for the training.

In Compliance **Yes** No Not Applicable

Indicator 2 The environmental management plan shall cover the following:
a) An environmental policy and objectives;
b) The aspects and impacts analysis of all operations.

Summary Sighted "Environmental Aspect Impact Assessment" dated 1st September 2019. ASPECT and Impact analysis of all operations available together with Management plan.

Sighted sample Environmental Aspect Impact Assessment (EAIA) established by Cahaya Ikhtiar Sdn Bhd as follows;

Environmental Aspect	Environmental Impact	Mitigation Measure
Human sewage waste generated from workers line site and office site.	Pollution of soil and water course	Construct proper sanitation system
Domestic waste from workers line site and office site	Pollution of soil and water course	Designate domestic waste area or use present regulatory facilities.
Disposal of non - biodegradable wastes	Land contamination	Provide bins to line site and construct awareness training.
Disposal of clinical waste	Land Pollution	Ensure wastes are disposed in clinical bins and collected by authorized collector
Schedule waste generation and spillage	Land and water pollution	Designate collection place prior to disposal
Disposal of polybags and fertiliser bags	Land pollution	Fertilizer bags are reused for loose fruit collection
Generation of empty chemical containers	Land Pollution	Ensure collection of empty containers by contractors

Non Conformities – Minor

Sighted leakage of petrochemical (Diesel) from diesel tank owned by Rimba Aktif Plantation (Sabah) Sdn. Bhd.

Thus, a minor non-conformance was raised

In Compliance Yes **No** Not Applicable

Indicator 3 An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, implemented and monitored.

Summary Cahaya Ikhtiar Estate has established Environment Improvement Plan 2019 which was incorporated in the environmental aspect and impact assessment sheet which has included the mitigation measure to address all the Environment issue as per stated in "Environmental Aspect Impact Assessment" dated 1st September 2019

In Compliance **Yes** No Not Applicable

Indicator 4 A programme to promote the positive impacts should be included in the continual improvement plan.

Summary Sighted Improvement Plans to promote positive Impacts as below:-



<p>Improvement Area :</p> <p>Area: Land Cover Crop (LCC) Establishment</p> <p>a) Estate to continuously plant the LCC (mucuna bracteata) at the new planting area. b) Planting of LCC can reduce the usage of herbicide spraying since it can suppress the growth and population of noxious weed especially in immature area c) Reduce risk of soil erosion and improve soil and improve nutrient through Nitrogen Fixation</p>
<p>Area: Nephrolepis biserrata Establishment</p> <p>a) Maintaining of Nephrolepis biserrata can reduce the usage of herbicide spraying since it can suppress the growth and population of noxious weed such as Asystasia intrusa, Clidemia hirta and etc</p>
<p>Area: Replacing of Paraquat usage to glyphosate potassium</p> <p>a) Usage of glyphosate potassium can reduce the herbicide usage as their spraying interval within 3 months as compared to 1.5 month spraying interval by using paraquat</p>
<p>Area: Beneficial plant planting</p> <p>a) Consider as biological control (IPM) for controlling of bagworm and nettle caterpillar population in the estate. b) Can reduce the usage of pesticide by improving intensity of beneficial plant coverage.</p>
<p>Area: rat census</p> <p>a) Estate to carry out census before commencing annual rat baiting program (rat baiting calendar) as per recommended by Agronomy Department.</p>

In Compliance **Yes** No Not Applicable

Indicator 5 An awareness and training programme shall be established and implemented to ensure that all employees understand the policy, objectives of the environmental management and improvement management plans and are working towards achieving the objectives.

Summary Comprehensive Training Program for the environmental management and improvement are available for all levels of employees comprises as below: -

- OSH & Environment committee and responsibilities
- Policies and objectives
- Scheduled Waste Handling
- Triple rinsing
- Recycle Waste Awareness

In Compliance **Yes** No Not Applicable

Indicator 6 Management shall organize regular meetings with workers where concerns of workers about the environmental quality are discussed.



Summary Sighted "Environmental Meeting were conducted on 30th September 2019 attended by 22 person. Record of attendance, meeting materials and photographs of the meeting were available during audit.

In Compliance **Yes** No Not Applicable

Criterion 2 Efficiency of energy use and use of renewable energy

Indicator 1 Consumption of non-renewable energy shall be optimized and closely monitored by establishing baseline values and trends shall be observed within an appropriate timeframe. There should be a plan to assess the usage of non-renewable energy including fossil fuel, electricity and energy efficiency in the operations over the base period.

Summary Area of concern

Records on the consumption of non-renewable energy and the baseline values are not available during audit.

In Compliance **Yes** No Not Applicable

Indicator 2 The oil palm premises shall estimate the direct usage of nonrenewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations. This shall include fuel use by contractors, including all transport and machinery operations.

Summary Area of concern

Records on the consumption of non-renewable energy and the baseline values are not fully available during audit. Some of data is missing.

In Compliance **Yes** No Not Applicable

Indicator 3 The use of renewable energy should be applied where possible.

Summary Use of renewable energy implemented. Sighted one Solar Panel Installed to control Elephant Attack near Block 19A.

In Compliance **Yes** No Not Applicable

Criterion 3 Waste management and disposal

Indicator 1 All waste products and sources of pollution shall be identified and documented.



Summary Sighted "Waste Management Plan-2019". Waste Management Plan comprises as below;

Schedule waste: -

WASTE	SOURCE
SW 305	Tractor Engine Oil
SW 410 - F	Tractor Oil Filter
SW 410 - R	Fertilizer bags
SW 410 - R	Used Personal Protective Equipment
SW 409	Chemical container
SW 403	Pathogenic & Clinical Wastes & Quarantined Materials
SW 404	Discarded Drugs

In Compliance **Yes** No Not Applicable

Indicator 2 A waste management plan shall be developed and implemented, to avoid or reduce pollution. The waste management plan should include measures for:
 a) Identifying and monitoring sources of waste and pollution.
 b) Improving the efficiency and recycling potential of mill by-products by converting them into value-added products.

Summary a) A waste management plan to avoid or reduce pollution developed as below: -

List of Scheduled waste identified as below;

Waste	Source	Remarks
SW 305	Tractor Engine Oil	Disposed by Pentas Flora (Kelantan) Sdn. Bhd.
SW 410 - F	Tractor Oil Filter	
SW 410 - R	Fertilizer bags	
SW 410 - R	Used Personal Protective Equipment	
SW 409	Chemical container	
SW 403	Pathogenic & Clinical Wastes & Quarantined Materials	Disposed by Visiting Medical Officer(Klinik Al-Wadi).
SW 404	Discarded Drugs	

All schedule wastes are collected by DOE authorized waste collector" PENTAS FLORA (KELANTAN) Sdn Bhd"-Doe license number: 004878

b) Estate converting empty herbicide chemical containers in to into value-added products .After triple rinse the practice was to store water for the purpose of mixing chemical.

In Compliance **Yes** No Not Applicable

Indicator 3 The management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environment Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe handling, storage and disposal.



Summary Establish Standard Operating Procedure for handling of used chemicals sighted under "SAFE WORKING PROCEDURE" Document Reference Num: CISB/MSPO/SOP-2(REV 0).

In Compliance **Yes** No Not Applicable

Indicator 4 Empty pesticide containers shall be punctured and disposed in an environmentally and socially responsible way, such that there is no risk of contamination of water sources or to human health. The disposal instructions on manufacturer's labels should be adhered to. Reference should be made to the national programme on recycling of used HDPE pesticide containers..

Summary The empty pesticides containers will be appropriately treated as stated in the "SOP PROSEDUR KERJA SELAMAT".

Empty chemical container shall be returned back to warehouse. Chemical containers are prohibited for other usage purposes except dilution of same type of chemical.

In Compliance **Yes** No Not Applicable

Indicator 5 Domestic waste should be disposed as such to minimise the risk of contamination of the environment and watercourse.

Summary As per the waste management plan domestic wastes are disposed by local authorities (Majlis Daerah Setiu). Refer table below:-

WASTE	SOURCE	REMARKS
Food Waste	Linesite, Staff Quarters, Office	Disposed by local authorities (Majlis Daerah Setiu)
Estate Waste (empty bunch & rotten bunch)	Field	Landfill
Plastic (drink bottle, food container & etc)	Linesite, Staff Quarters, Office	Disposed by local authorities (Majlis Daerah Setiu)
Glass	Linesite, Staff Quarters, Office	Disposed by local authorities (Majlis Daerah Setiu)
Garden Waste (dry leaves, grass, branch tree & etc)	Linesite, Staff Quarters	Disposed by local authorities (Majlis Daerah Setiu)
Paper	Linesite, Staff Quarters, Office	Disposed by local authorities (Majlis Daerah Setiu)
Fabric material	Linesite, Staff Quarters, Office	Disposed by local authorities (Majlis Daerah Setiu)
Clinical Waste (Branula, Needle, Syringe, Lancet Needle, Suture, Medicine Ampoule etc.)	Estate Clinic	

In Compliance **Yes** No Not Applicable



Criterion 4 Reduction of pollution and emission including greenhouse gas

Indicator 1 An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, particulate and soot emissions, scheduled wastes, solid wastes and effluent.

Summary The assessment of polluting activities is identified and documented in the environmental impact assessment and management plan.

Data on the level of Greenhouse gases (GHG) emissions are monitored and compiled on yearly basis through the GHG calculation methodology accepted for ENZO2 GHG calculations and certifications which are analyzed. As evidence, sighted the GHG Calculation for Cahaya Ikhtiar Estate for year October 2019 using ENZO2 GHG Emissions Calculation Methods.

In Compliance **Yes** No Not Applicable

Indicator 2 An action plan to reduce identified significant pollutants and emissions shall be established and implemented.

Summary An action plan to reduce identified significant pollutants and emissions established in Improvement Plan 2019.

In Compliance **Yes** No Not Applicable

Criterion 5 Natural water resources

Indicator 1 The management shall establish a water management plan to maintain the quality and availability of natural water resources (surface and ground water).
The water management plan may include:
a) Assessment of water usage and sources of supply.
b) Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the estate’s current activities.
c) Ways to optimize water and nutrient usage to reduce wastage (e.g. having in place systems for re-use, night application, maintenance of equipment to reduce leakage, collection of rainwater, etc.).
d) Protection of water courses and wetlands, including maintaining and restoring appropriate riparian buffer zones at or before planting or replanting, along all natural waterways within the estate.
e) Where natural vegetation in riparian areas has been removed, a plan with a timetable for restoration shall be established and implemented.
f) Where bore well is being use for water supply, the level of the ground water table should be measured at least annually.

Summary Estate has established the Water Management Procedure –“Plan Pengurusan Air” as below:

Tempat	Sumber Air	Impak Kepada Kawasan Tadahan	Plan Tindakan



		Air dan Stakeholder	
Kawasan Ladang	Hujan	Banjir kilat di kawasan ladang	Mencuci parit Mencuci culvert
		Mengekalkan kelembapan tanah	Bina silt pits
Perumahan Pekerja	Mata Air Bukit Blok 2E	Bekalan air tidak dirawat menyebabkan masalah kesihatan	1. Pemasangan Penapis Air
			2. Melarang kerja-kerja meracun di sekitar punca air
			3. Mengambil sampel air bagi ujian di makmal
			4. Memohon permit bekalan air sendiri daripada JTK
			5. Memohon sumber bekalan air awam daripada SATU
Kawasan Ladang (Blok 9)	Sungai	Pencemaran air sungai	1. Riparian zone di sepanjang tepi sungai
			2. Mengambil sampel air bagi ujian di makmal
			3. Membina jambatan

Outgoing water may have negative impacts is monitored quarterly. Person incharge assign to monitor water is Mr.Ruhairie bin Raziki (Environment Officer).

Sighted :

- Due to direct from reserved forest and no potential polluting activities identified the Inlet water not tested :-
- Certificate of analysis for water outlet from river :- Lab Report Number 19/10/w0875

Management plan to reduce water wastage was established for reference.

Protection of water courses done by providing training for sprayers to minimize accidental overspray near buffer zones and within water courses.

Natural vegetation in riparian areas not been removed.

Bore well is not available.

In Compliance **Yes** No Not Applicable

Indicator 2 No construction of bunds, weirs and dams across main rivers or waterways passing through an estate.

Summary There is no river or waterways across the estate area. Thus, not applicable.

In Compliance **Yes** No Not Applicable

Indicator 3 Water harvesting practices should be implemented (e.g. water from road-side drains can be directed and stored in conservation terraces and various natural receptacles).

Summary Water harvesting practice is done from water course direct to water catchment and treated for domestic use. Sighted water treatment analysis for water catchment area BLOCK 2 E :-
 1. Lab report number :19/05/w0404(C) dated 09/05/2019
 2. Lab report number :19/05/w0404(M) dated 09/05/2019

In Compliance **Yes** No Not Applicable

Criterion 6 Status of rare, threatened, or endangered species and high biodiversity value area

Indicator 1 Information shall be collated that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). This information should cover:
 a) Identification of high biodiversity value habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower(s) activities.
 b) Conservation status (e.g. The International Union on Conservation of Nature and Natural Resources (IUCN) status on legal protection, population status and habitat requirements of rare, threatened, or endangered species), that could be significantly affected by the grower(s) activities.

Summary Estate have established procedure for " Rare, Threatened and Endangered Species & Highbiodiversity Management". Document number: CISB/MSPO/HBV-06(Rev 06)

As per the procedure following forms to be used as guidance for the estates to manage high biodiversity value.

Sighted "Biodiversity Monitoring Sheet "Jadual senarai spesies hidupan liar" to Identify Rare, Threatened and Endangered Species & Highbiodiversity Value".

Sighted a survey conducted by estate to Identify Rare, Threatened and Endangered Species among it's employees.

In Compliance **Yes** No Not Applicable

Indicator 2 If rare, threatened or endangered species, or high biodiversity value, are present, appropriate measures for management planning and operations should include:
 a) Ensuring that any legal requirements relating to the protection of the species are met.
 b) Discouraging any illegal or inappropriate hunting, fishing or collecting activities and developing responsible measures to resolve human-wildlife conflicts.

Summary Estate have established procedure for "Rare, Threatened and Endangered Species & Highbiodiversity Management". Document number: CISB/MSPO/HBV-06(Rev 06)

The objectives of this procedure are to provide the necessary guidance:

- Steps for identification of high biodiversity value habitats and rare and threatened



ecosystem

- Conservation status on legal protection, population status and habitat requirements of rare threaten, or endangered species
- Mitigation for protection of rare, threatened, endangered species, or high biodiversity value and ecosystem

In Compliance **Yes** No Not Applicable

Indicator 3 A management plan to comply with Indicator 1 shall be established and effectively implemented, if required.

Summary Management established and effectively implemented Biodiversity Management Plan-2019 with regards to identification of high biodiversity value habitats such as rare and threatened ecosystems and conservation status on legal protection, population status and habitat requirements of RTEs.

In Compliance **Yes** No Not Applicable

Criterion 7 Zero burning practices

Indicator 1 Use of fire for waste disposal and for preparing land for oil palm cultivation or replanting shall be avoided except in specific situations, as identified in regional best practice.

Summary As stated in the Environmental Policy, Cahaya Ikhtiar Estate is committed towards implementing the Zero Burning practices in all plantation activities.

In Compliance **Yes** No Not Applicable

Indicator 2 A special approval from the relevant authorities shall be sought in areas where the previous crop is highly diseased and where there is a significant risk of disease spread or continuation into the next crop..

Summary No controlled burning is practiced as per Cahaya Ikhtiar Estate - Work specifications No1; Land clearing on the zero burning technique. Estate Practicing zero burning

In Compliance **Yes** No Not Applicable

Indicator 3 Where controlled burning is allowed, it shall be carried out as prescribed by the Environmental Quality (Declared Activities) (Open Burning) Order 2003 or other applicable laws.

Summary As per interview with person in charge, no special approval needed to do open burning. Estate has adopted Zero Burning Policy

In Compliance **Yes** No Not Applicable

Indicator 4 Previous crops should be felled or mowed down, chipped and shredded, windrowed or pulverized or ploughed and mulched.

Summary SOP is available as referred to: Cahaya Ikhtiar Estate - Work specifications No1; Land clearing on the zero burning technique. No open burning activity or traces during site visit.

In Compliance **Yes** **No** **Not Applicable**

2.6 Principle 6 : Best practices

Criterion 1 Site management

Indicator 1 Standard operating procedures shall be appropriately documented and consistently implemented and monitored.

Summary Cahaya Ikhtiar Sdn Bhd has developed Standard Operating Procedure for their best practices, prepared by Luqman Nul Hakim (Assistant Manager), approved by Mr. Faizal b Zulkifli (Senior Manager) dated 1st September 2019.

There are 28 SOP in the listed register. Sample of SOP as below;

- 1) SOP-OP-01 Weeding
- 2) SOP-OP-02 Manuring
- 3) SOP-OP-03 Pruning
- 4) SOP-OP-04 Harvesting
- 5) SOP handling of FFB
- 6) SOP safe working of used chemical container
- 7) SOP of fire extinguisher handling
- 8) SOP of worker housing
- 9) SOP of ramp/hopper handling
- 10) SOP of FFB evacuation to mill
- 11) SOP-OP-06 Planting at Slope

In Compliance **Yes** **No** **Not Applicable**

Indicator 2 Where oil palm is grown within permitted levels on sloping land, appropriate soil conservation measures shall be implemented to prevent both soil erosion as well as siltation of drains and waterways. Measures shall be put in place to prevent contamination of surface and groundwater through runoff of either soil, nutrients or chemicals.

Summary Cahaya Ikhtiar Sdn Bhd has developed a policy on the protection of slope and water course.

Where by it specifically mentioned area :

1. Between 2 degrees to 10 degrees area a platform of 3x3x1m used for the planting and cover crop blanket.

2. More than 25 degrees is exempted from planting of oil palm.
3. Between 10-25 degrees the terrace and cover crop to be initiated to prevent erosion and passageway construction.

Silt pit and stop bund are constructed to reduce the erosion and moisture conversation.

In Compliance **Yes** No Not Applicable

Indicator 3 A visual identification or reference system shall be established for each field.

Summary Cahaya Ikhtiar Sdn Bhd has a visual reference system to identify each field or block. Each field has the signboard with block system. Each field has the block number painted on the palm trunk.

Supplied material were from Felda and AAR. Sighted the sales /purchase document in procuring the seedling of the Progeny of Yangambi.

In Compliance **Yes** No Not Applicable

Criterion 2 Economic and financial viability plan

Indicator 1 A documented business or management plan shall be established to demonstrate attention to economic and financial viability through long-term management planning.

Summary Cahaya IKhtiar Sdn Bhd has an annual budget for the financial year 2019 -2021. The budget includes the projected FFB production, Upkeep maintenance – chemical and fertiliser, FFB Production and FFB transport.

In Compliance **Yes** No Not Applicable

Indicator 2 Where applicable, an annual replanting programme shall be established. Long term replanting programme should be established and review annually, where applicable every 3-5 years.

Summary Cahaya Ikhtiar Estate has no replanting program for next 5 years.

In Compliance **Yes** No Not Applicable

Indicator 3 The business or management plan may contain:
a) Attention to quality of planting materials and FFB.
b) Crop projection: site yield potential, age profile, FFB yield trends.
c) Cost of production: cost per tonne of FFB.
d) Price forecast.
e) Financial indicators: cost benefit, discounted cash flow, return on investment.

Summary Cahaya IKhtiar Sdn Bhd has an annual budget for the financial year 2019 -2021. The budget includes the projected FFB production, Upkeep maintenance – chemical and fertiliser, FFB Production and FFB transport. The business plan for 3 years as below;

FY	2019	2020	2021
Mature (Ha)	2,893.61	2,893.61	3,387.02
FFB Production (MT)	7,792.26	8,516.00	1,1665.00
Yield (MT/Ha)	2.69	2.94	3.44
Production Cost (RM)	14,894,249	16,715,529	20,336,529
RM/MT	1911.42	1962.84	1743.38

In Compliance **Yes** No Not Applicable

Indicator 4 The management plan shall be effectively implemented and the achievement of the goals and objectives shall be regularly monitored, periodically reviewed and documented.

Summary The estates performance is recorded in the Summary Expenses & Costing for the year 2019-2021. Details on the actual expenses i.e. Upkeep maintenance – chemical and fertilizer, FFB Production were captured in the progress report commented by the General Manager in the Memo as shown on 13th November 2019 report.

In Compliance **Yes** No Not Applicable

Criterion 3 Transparent and fair price dealing

Indicator 1 Pricing mechanisms for the products and other services shall be documented and effectively implemented.

Summary Pricing mechanism for product and services was normally done through opened tender for comparison of quotations for CAPEX and OPEX item. So far there has been no complaint lodge by suppliers or service providers with regards to the pricing mechanism. The pricing method has been clearly stated in the contract and contractors are explained on the term of contracts prior to the signing of contract.

In Compliance **Yes** No Not Applicable

Indicator 2 All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner.

Summary Payment will be paid no later than the tenth (10th) day each calendar month.
Sighted sample: Perjanjian Jual beli Buah Kelapa Sawit between TDM Plantation Sdn Bhd D/A Aras 5 Bangunan Umpo Kuala Terengganu and Chahaya Ikhtiar Sdn Bhd D/a Lot 3560 Jln Sultan Zainal Abidin 2000 Kuala Terengganu dated on 19th March 2019

In Compliance **Yes** No Not Applicable

Criterion 4 Contractor

Indicator 1 Where contractors are engaged, they shall understand the MSPO requirements and shall provide the required documentation and information.

Summary All the contractors aware that estate is certified under MSPO. Therefore, the contractor has been instructed by estate management to follow the MSPO standard requirement.

The policies were already communicated through the tender process and once contract sign by both parties. The contractor shall be subjected to the management system audits by auditors assigned by the management as and when deemed necessary.

In Compliance **Yes** No Not Applicable

Indicator 2 The management shall provide evidence of agreed contracts with the contractor.

Summary All the contracts in the sample estate are kept in Agreement file for further reference. The management provided a Contract Agreement as "Perjanjian Kontrak Kerja No CISB/02" Dated 10 April 2019 between Cahaya Ikhtiar Sdn Bhd and Global Harvard Type of contract work : To built 4 blocks (16 pintu)of worker houses in the estate. With the work specification and General condition, requirements.

In Compliance **Yes** No Not Applicable

Indicator 3 The management shall accept MSPO approved auditors to verify assessments through a physical inspection if required.

Summary The estate was audited by Global Gateway Certifications Sdn Bhd MSPO auditor on 1st December 2019. All the auditors are qualified MSPO auditor. As per agreement, the Cahaya Ikhtiar Sdn. Bhd. accept the GGC MSPO Auditors to verify through a physical inspection if required for audit purposes.

In Compliance **Yes** No Not Applicable

Indicator 4 The management shall be responsible for the observance of the control points applicable to the tasks performed by the contractor, by checking and signing the assessment of the contractor for each task and season contracted.

Summary As interviewed with the contractor during the stakeholder consultation, estate will verify the work done by the contractors before all the payment paid to the contractors. Estate will also inspect the contractor's workers payment made each month.

In Compliance **Yes** No Not Applicable

2.7 Principle 7 : Development of new planting

Criterion 1 Oil palm shall not be planted on land with a high biodiversity value

Indicator 1 Oil palm shall not be planted on land with high biodiversity value unless it is carried out in compliance with the National and/or State Biodiversity Legislation.

Summary There were no new plantings involving forest land or land with high biodiversity. Thus, it is not applicable for Cahaya Ikhtiar Estate.

In Compliance Yes No **Not Applicable**

Indicator 2 No conversion of Environmentally Sensitive Areas (ESAs) to oil palm as required under Peninsular Malaysia's National Physical Plan (NPP) and the Sabah Forest Management Unit under the Sabah Forest Management License Agreement. For Sabah and Sarawak, new planting or replanting of an area 500ha or more requires an EIA. For areas below 500ha but above 100ha, a Proposal for Mitigation Measures (PMM) is required.

Summary There were no new plantings involving forest land or land with high biodiversity. Thus, it is not applicable for Cahaya Ikhtiar Estate.

In Compliance Yes No **Not Applicable**

Criterion 2 Peat land

Indicator 1 New planting and replanting may be developed and implemented on peat land as per MPOB guidelines on peat land development or industry best practice.

Summary There were no new plantings involving forest land or land with high biodiversity. Thus, it is not applicable for Cahaya Ikhtiar Estate.

In Compliance Yes No **Not Applicable**

Criterion 3 Social and Environmental Impact Assessment (SEIA)

Indicator 1 A comprehensive and participatory social and environmental impact assessment shall be conducted prior to establishing new plantings or operations.

Summary There were no new plantings involving forest land or land with high biodiversity. Thus, it is not applicable for Cahaya Ikhtiar Estate.

In Compliance Yes No **Not Applicable**

Indicator 2 SEIAs shall include previous land use or history and involve independent consultation as per national and state regulations, via participatory methodology which includes external stakeholders.

Summary There were no new plantings involving forest land or land with high biodiversity. Thus, it is not applicable for Cahaya Ikhtiar Estate.

In Compliance Yes No **Not Applicable**



Indicator 3 The results of the SEIA shall be incorporated into an appropriate management plan and operational procedures developed, implemented, monitored and reviewed.

Summary There were no new plantings involving forest land or land with high biodiversity. Thus, it is not applicable for Cahaya Ikhtiar Estate.

In Compliance Yes No **Not Applicable**

Indicator 4 Where the development includes smallholder schemes of above 500ha in total or small estates, the impacts and implications of how each scheme or small estate is to be managed should be documented and a plan to manage the impacts developed, implemented, monitored and reviewed.

Summary There were no new plantings involving forest land or land with high biodiversity. Thus, it is not applicable for Cahaya Ikhtiar Estate.

In Compliance Yes No **Not Applicable**

Criterion 4 Soil and topographic information

Indicator 1 Information on soil types shall be adequate to establish the long-term suitability of the land for oil palm cultivation.

Summary There were no new plantings involving forest land or land with high biodiversity. Thus, it is not applicable for Cahaya Ikhtiar Estate.

In Compliance Yes No **Not Applicable**

Indicator 2 Topographic information shall be adequate to guide the planning of planting programmes, drainage and irrigation systems, roads and other infrastructure.

Summary There were no new plantings involving forest land or land with high biodiversity. Thus, it is not applicable for Cahaya Ikhtiar Estate.

In Compliance Yes No **Not Applicable**

Criterion 5 Planting on steep terrain, marginal and fragile soils

Indicator 1 Extensive planting on steep terrain, marginal and fragile soils shall be avoided unless permitted by local, state and national laws.

Summary There were no new plantings involving forest land or land with high biodiversity. Thus, it is not applicable for Cahaya Ikhtiar Estate.

In Compliance Yes No **Not Applicable**

Indicator 2 Where planting on fragile and marginal soils is proposed, plans shall be developed and implemented to protect them and to minimize adverse impacts (e.g. hydrological) or significantly increased risks (e.g. fire risk) in areas outside the plantation.



Summary There were no new plantings involving forest land or land with high biodiversity. Thus, it is not applicable for Cahaya Ikhtiar Estate.

In Compliance Yes No **Not Applicable**

Indicator 3 Marginal and fragile soils, including excessive gradients and peat soils, shall be identified prior to conversion.

Summary There were no new plantings involving forest land or land with high biodiversity. Thus, it is not applicable for Cahaya Ikhtiar Estate.

In Compliance Yes No **Not Applicable**

Criterion 6 Customary land

Indicator 1 No new plantings are established on recognised customary land without the owners' free, prior and informed consent, dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.

Summary There were no new plantings involving forest land or land with high biodiversity. Thus, it is not applicable for all Cahaya Ikhtiar Estate.

In Compliance Yes No **Not Applicable**

Indicator 2 Where new plantings on recognised customary lands are acceptable, management plans and operations should maintain sacred sites.

Summary There were no new plantings involving forest land or land with high biodiversity. Thus, it is not applicable for Cahaya Ikhtiar Estate.

In Compliance Yes No **Not Applicable**

Indicator 3 Where recognized customary or legally owned lands have been taken-over, the documentary proof of the transfer of rights and of payment or provision of agreed compensation shall be made available.

Summary There were no new plantings involving forest land or land with high biodiversity. Thus, it is not applicable for Cahaya Ikhtiar Estate.

In Compliance Yes No **Not Applicable**

Indicator 4 The owner of recognized customary land shall be compensated for any agreed land acquisitions and relinquishment of rights, subject to their free prior informed consent and negotiated agreement.

Summary There were no new plantings involving forest land or land with high biodiversity. Thus, it is not applicable for Cahaya Ikhtiar Estate.



In Compliance Yes No **Not Applicable**

Indicator 5 Identification and assessment of legal and recognised customary rights shall be documented.

Summary There were no new plantings involving forest land or land with high biodiversity. Thus, it is not applicable for Cahaya Ikhtiar Estate.

In Compliance Yes No **Not Applicable**

Indicator 6 A system for identifying people entitled to compensation and for calculating and distributing fair compensation shall be established and implemented.

Summary There were no new plantings involving forest land or land with high biodiversity. Thus, it is not applicable for Cahaya Ikhtiar Estate.

In Compliance Yes No **Not Applicable**

Indicator 7 The process and outcome of any compensation claims shall be documented and made publicly available.

Summary There were no new plantings involving forest land or land with high biodiversity. Thus, it is not applicable for Cahaya Ikhtiar Estate.

In Compliance Yes No **Not Applicable**

Indicator 8 Communities that have lost access and rights to land for plantation expansion should be given opportunities to benefit from the plantation development.

Summary There were no new plantings involving forest land or land with high biodiversity. Thus, it is not applicable for Cahaya Ikhtiar Estate.

In Compliance Yes No **Not Applicable**

2.8 Details of Audit Findings

Details Non-Conformity

- See Appendix B -

Details of Area of Concern

- See Appendix B -

Details of Noteworthy / Positive Findings

- 1) Proactive and highly committed shown by Cahaya Ikhtiar Estate in establishment and implementation of MSPO
- 2) Good cooperation and commitment from the management and staff
- 3) Good relationship being maintained with external stakeholders.
- 4) Good positive feedback received from internal and external stakeholders's meeting



Appendix A: Audit Plan

AGENDA				
Date	Time	Subjects	Lead Auditor	Auditor
30 th November 2019	TBA	➤ Travelling from Ampang, Selangor – Kuala Terengganu, Terengganu.	MRB	RMN/SS
01 st December 2019	08:00 – 09:00	➤ Opening Meeting at Cahaya Ikhtiar Estate: • Presentation by the manager/coordinator • Presentation by Lead Auditor. ➤ Confirmation of assessment scope and finalize Auditplan.	MRB	RMN/SS
	09:00 – 13:00	➤ Document Audit: • Public documents, SOPs, Policies, Internal audit, Production & Supply chain records, FFB pricing, Review on SEIA documents and records, payment records, complaint records, workers records, training records, permits, CIP, etc.	MRB	RMN/SS
		➤ Field Inspection / Interview: • Field inspection, boundary inspection, fertilizer application, field spraying, harvesting, workers interview, buffer zone, conservation area, office, workshop, agriculture best practices, chemical store, and pre-mixing, etc.	MRB	RMN/SS
	10:30 – 12:30	➤ Stakeholder Consultation	MRB	RMN/SS
	13:00 – 14:00	➤ Lunch/Rest	MRB	RMN/SS
	14:00 – 15:00	➤ Continue document audit: • Public documents, SOPs, Policies, Internal audit, Production & Supply chain records, FFB pricing, Review on SEIA documents and records, payment records, complaint records, workers records, training records, permits, CIP, etc.	MRB	RMN/SS
	15:00 – 16:00	➤ Verify any outstanding issues and auditor discussion.	MRB	RMN/SS
	16:00 – 17:00	➤ Closing Meeting at Cahaya Ikhtiar Estate: • Presentation of findings by the audit team • Questions & answers and Final summary by Lead Auditor ➤ End of assessment	MRB	RMN/SS


Appendix B: Non-Conformity details

Non-Conformities Identified During This Audit

Major Nonconformities:	The following NC's were raised for this audit.
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Company Name		Cahaya Ikhtiar Sdn. Bhd.	
Stage of Audit	Initial Stage 1	<input type="checkbox"/>	Initial Stage 2
	Surveillance	<input type="checkbox"/>	Recertification
Audited Standard		Part 3: General Principles for Oil Palm Plantations and Organized Smallholders	
Client Number		GGC-BQ1-MSPO-2019	
NC No. / Ref.	BQ1/MSPO/MAJOR 01	Date Detected	1 st December 2019
Site(s) concern	Ladang Cahaya Ikhtiar	Target Completion	90 Days
Normative Reference and Requirement	4.3.1.1 - Major All operations are in compliance with the applicable local, state, national and ratified international laws and regulations.		
NC Type	<input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Area of Concern		
Description of Non-Conformity	No evidence sighted during the audit.		
NC Objective Evidence:			
<p>1. It was noted that, GML Fertilizer and Chemical Ranger 250 was not in the chemical register dated on 1st January 2019. According to Regulation 5 (1) of OSH Regulation (Chemical Register 2000), an employer is require to identify and register all chemical hazardous to health used at the workplace and record in a register known as REGISTER OF CHEMICAL HAZARDOUS TO HEALTH (Chemical Register)</p> <p>2. Medical surveillance not carry out as per USECHH 2000 under Part IX – Health Surveillance, Section 27 (3). Health Surveillance Program</p>			
Lead Auditor Signature:		Client Signature:	
			
Root cause Analysis (to be filled by client):			



<p>1. Negligence for updating GML Fertilizer and Chemical Ranger 250 in the chemical register.</p> <p>2. The recommendation from the assessor is that medical surveillance is not required for all worker because the possibility of long-term systemic effect is very minimal. Possible inhalation exposure is minimal (the exposure to concentrated chemicals among the workers in the spraying Operator and Nursery Operator is only for short duration (during dilution works) and the worker are well protected from possible skin absorption due to proper PPE used when handling chemicals. The diluted chemicals used in the spraying process has low hazard rating and do not pose any possibility of causing systemic effects.</p>	
<p>Corrective action planned (to be filled by client):</p>	
<p>1. GML Fertilizer and Chemical Ranger 250 was updated in the Chemical Register on 4th December 2019.</p> <p>2. Medical Surveillance has been carried out on 4th December 2019 on sprayer workers. Report has been issued by Occupational Health Doctor on 11th December 2019.</p>	
<p>Preventive Action (to be filled by client):</p>	
<p>1. Appointed an MSPO Clerk to carry out regular inspection on chemical register. Chemical register update will be carry out immediately if there are usage of new chemical in the estate.</p> <p>2. Assistant Manager and Medical Assistant will identify the sprayer workers for medical surveillance. Medical Surveillance will be done once a year to the selected workers.</p>	
<p>Review of corrective/preventive action (to be filled by Lead Auditor)</p>	
<p>The justification given is accepted without further inquiry.</p>	
<p>NC Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Site verification: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>Date Verified: 19th December 2019</p>	<p>Lead Auditor Signature:</p> 



Company Name	Cahaya Ikhtiar Sdn. Bhd.			
Stage of Audit	Initial Stage 1	<input type="checkbox"/>	Initial Stage 2	<input checked="" type="checkbox"/>
	Surveillance	<input type="checkbox"/>	Recertification	<input type="checkbox"/>
Audited Standard	Part 3: General Principles for Oil Palm Plantations and Organized Smallholders			
Client Number	GGC-BQ1-MSPO-2019			
NC No. / Ref.	BQ1/MSPO/MAJOR 02	Date Detected	1 st December 2019	
Site(s) concern	Ladang Cahaya Ikhtiar	Target Completion	90 Days	



Normative Reference and Requirement	4.4.5.11 In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities in compliance with the Workers' Minimum Standards Housing and Amenities Act 1990 (Act 446) or any other applicable legislation.	
NC Type	<input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Area of Concern	
Description of Non-Conformity	No evidence sighted during the audit.	
NC Objective Evidence: Weekly inspection of worker's housing was not carry out as per requirement stated in Act 446 Worker Minimum Standard of Housing and Amenities 1990. Section 23 – Weekly inspection of worker's housing		
Lead Auditor Signature: 	Client Signature: 	
Root cause Analysis (to be filled by client): Ignorance on the requirement of weekly inspection of worker's housing		
Corrective action planned (to be filled by client): In December 2019, weekly inspection of worker's housing has been conducted on 3 rd and 11 th December 2019.		
Preventive Action (to be filled by client): 1. Put in on the estate calender of the activity 2. Frequent review by the estate management		
Review of corrective/preventive action (to be filled by Lead Auditor) The justification given is accepted without further inquiry.		
NC Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Date Verified: 19 th December 2019	Lead Auditor Signature: 	





Minor Nonconformities:	The following NC's were raised for this audit.
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Company Name		Cahaya Ikhtiar Sdn. Bhd.	
Stage of Audit	Initial Stage 1	<input type="checkbox"/>	Initial Stage 2
	Surveillance	<input type="checkbox"/>	Recertification
Audited Standard		Part 3: General Principles for Oil Palm Plantations and Organized Smallholders	
Client Number		GGC-BQ1-MSPO-2019	
NC No. / Ref.	BQ1/MSPO/MINOR 01	Date Detected	1 st December 2019
Site(s) concern	Ladang Cahaya Ikhtiar	Target Completion	Next Surveillance Audit
Normative Reference and Requirement	4.4.4.2 The occupational safety and health plan should cover the following: b) The risks of all operations shall be assessed and documented. h) Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees.		
NC Type	<input type="checkbox"/> Major <input checked="" type="checkbox"/> Minor <input type="checkbox"/> Area of Concern		
Description of Non-Conformity	No evidence sighted during the audit.		
NC Objective Evidence:			
b) Inadequate HIRARC being assessed and documented as per Clause 4.3.1 OHSAS 18001:2007 for Schedule Waste Store Handling, New planting works activities, Mandore (Membaja / Meracun / Menuai) h) 1. No ERP (Emergency Rescue Plan) Organization was established for Ladang Cahaya Ikhtiar 2. No ERP and procedure was established for flood emergency			
Lead Auditor Signature:		Client Signature:	
			
Root cause Analysis (to be filled by client):			
Corrective action planned (to be filled by client):			
Preventive Action (to be filled by client):			



Review of corrective/preventive action (to be filled by Lead Auditor)	
NC Closed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Site verification: <input type="checkbox"/> Yes <input type="checkbox"/> No
Date Verified:	Lead Auditor Signature:



Company Name	Cahaya Ikhtiar Sdn. Bhd.			
Stage of Audit	Initial Stage 1	<input type="checkbox"/>	Initial Stage 2	<input checked="" type="checkbox"/>
	Surveillance	<input type="checkbox"/>	Recertification	<input type="checkbox"/>
Audited Standard	Part 3: General Principles for Oil Palm Plantations and Organized Smallholders			
Client Number	GGC-BQ1-MSPO-2019			
NC No. / Ref.	BQ1/MSPO/MINOR 02	Date Detected	1 st December 2019	
Site(s) concern	Ladang Cahaya Ikhtiar	Target Completion	Next Surveillance Audit	
Normative Reference and Requirement	4.5.1.2 The environmental management plan shall cover the following: b. The aspects and impacts analysis of all operations.			
NC Type	<input type="checkbox"/> Major <input checked="" type="checkbox"/> Minor <input type="checkbox"/> Area of Concern			
Description of Non-Conformity	Environmental Aspect and Impact Assessment was not effectively monitor			
NC Objective Evidence:				
Sighted leakage of petrochemical (Diesel) from diesel tank owned by Rimba Aktif Plantation (Sabah) Sdn. Bhd.				
Lead Auditor Signature:		Client Signature:		
				
Root cause Analysis (to be filled by client):				
Corrective action planned (to be filled by client):				





Preventive Action (to be filled by client):	
Review of corrective/preventive action (to be filled by Lead Auditor)	
NC Closed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Site verification: <input type="checkbox"/> Yes <input type="checkbox"/> No
Date Verified:	Lead Auditor Signature:

Area of Concern:	The following AOC's was raised for this audit.
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Company Name	Cahaya Ikhtiar Sdn. Bhd.			
Stage of Audit	Initial Stage 1	<input type="checkbox"/>	Initial Stage 2	<input checked="" type="checkbox"/>
	Surveillance	<input type="checkbox"/>	Recertification	<input type="checkbox"/>
Audited Standard	Part 3: General Principles for Oil Palm Plantations and Organized Smallholders			
Client Number	GGC-BQ1-MSPO-2019			
NC No. / Ref.	BQ1/MSPO/AOC 01	Date Detected	1 st December 2019	
Site(s) concern	Ladang Cahaya Ikhtiar	Target Completion	-	
Normative Reference and Requirement	4.5.2.1 Consumption of non-renewable energy shall be optimized and closely monitored by establishing baseline values and trends shall be observed within an appropriate timeframe. There should be a plan to assess the usage of non-renewable energy including fossil fuel, electricity and energy efficiency in the operations over the base period.			
NC Type	<input type="checkbox"/> Major <input type="checkbox"/> Minor <input checked="" type="checkbox"/> Area of Concern			
Description of Non-Conformity	Records on the consumption of non-renewable energy and the baseline values are not available during audit.			
NC Objective Evidence:				
Records on the consumption of non-renewable energy and the baseline values are not available for estate and it's contractors during audit.				

Lead Auditor Signature: 	Client Signature: 
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Company Name		Cahaya Ikhtiar Sdn. Bhd.		
Stage of Audit	Initial Stage 1	<input type="checkbox"/>	Initial Stage 2	<input checked="" type="checkbox"/>
	Surveillance	<input type="checkbox"/>	Recertification	<input type="checkbox"/>
Audited Standard		Part 3: General Principles for Oil Palm Plantations and Organized Smallholders		
Client Number		GGC-BQ1-MSPO-2019		
NC No. / Ref.	BQ1/MSPO/AOC 02	Date Detected	1 st December 2019	
Site(s) concern	Ladang Cahaya Ikhtiar	Target Completion	-	
Normative Reference and Requirement	4.5.2.2 The oil palm premises shall estimate the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations. This shall include fuel use by contractors, including all transport and machinery operations.			
NC Type	<input type="checkbox"/> Major <input type="checkbox"/> Minor <input checked="" type="checkbox"/> Area of Concern			
Description of Non-Conformity	Records on the consumption of non-renewable energy and the baseline values are not available during audit.			
NC Objective Evidence:				
Records on the consumption of non-renewable energy and the baseline values are not available for estate and it's contractors during audit.				
Lead Auditor Signature: 		Client Signature: 		



Appendix C: List of Stakeholders Contacted

Internal Stakeholders

1. Cahaya Ikhtiar Sdn Bhd management team and staff
2. Male and Female workers
3. Workers Representatives
4. Foreign Workers Representatives

External Stakeholders

1. MPOB Officer
2. JTK Officer
3. Fertilizer Contractor
4. MPKK
5. Transport Contractor