



# **MSPO AUDIT REPORT**

**MS 2530-3: 2013 GENERAL PRINCIPLES FOR PLANTATIONS  
AND ORGANIZED SMALLHOLDERS**

**COMPANY NAME: SUBUR IKRAM SDN BHD**

**TYPE OF AUDIT: RECERTIFICATION**

**DATE: 01-02/10/2024**

**UNITED GLOBAL GREEN SDN. BHD.**

B01-A-09, Menara 2, KL Eco City 3, Jalan Bangsar,

59200 Kuala Lumpur

Tel: +60 17-348 2594

Email: [admin@unitedglobalgreen.com](mailto:admin@unitedglobalgreen.com)

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	Company Name	Subur Ikram Sdn Bhd
	Certifying Unit	Ladang PKAYIM - Endau
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## 1 INTRODUCTION

Ladang Subur Ikram was managed by Subur Ikram Sdn Bhd located at PTD 1894, Mukim Triang 86000 Mersing, Johor

### 1.1 Audit Objective

- 1) The purpose of the recertification audit is to confirm the continued conformity and effectiveness of the management system as a whole, and its continued relevance and applicability for the scope of certification.
- 2) A recertification audit shall be planned and conducted to evaluate the continued fulfilment of all of the requirements of the relevant management system standard or other normative document.
- 3) This shall be planned and conducted in due time to enable for timely renewal before the certificate expiry date.
- 4) The recertification activity shall include the review of previous surveillance audit reports and consider the performance of the management system over the most recent certification cycle.

### 1.2 Audit Scope and Audit Criteria

The certification is based on the effective implementation and documentation of the sustainability management system developed by the organization. The supporting documents are provided to the audit team as well as information received by means of interviews and on-site field observations.

The documents and information are reviewed against the requirements and criteria based on MSPO 2530-3:2013 Part 3 General Principles for Oil Palm Plantations and Organized Smallholders. UGGSB Malaysia has used a risk-based methodology to assess the compliance of the assessment and subsequent reporting.

#### Scope of Certification

<b>Total Certified Area of Sustainable Oil Palm Plantations</b>	202.34 Ha
<b>Total Planted Area of Sustainable Oil Palm Plantations</b>	202.34 Ha

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### List of Estate(s) selected

Name of Estate	Coordinates
Subur Ikram Sdn Bhd	2.577315, 103.710212

## 1.3 Appointment and Qualification of Auditors

NO	NAME	ROLE OF AUDITOR	DETAILS OF QUALIFICATION
1	Mohamad Zulkefli bin Md Isa	Lead Auditor	<ul style="list-style-type: none"> <li>- Bac Sc (Resource Economics), UPM.</li> <li>- Master's Degree in OSH Management, UTM.</li> <li>- More than 25 years since 1997, working experience in various sectors.</li> <li>- Experienced with the implementation, auditing, and training aspects of ISO, MSPO, RSPO, ISCC and SCCS for various CBs.</li> <li>- Possesses the Lead Auditor MSPO MS 2530:2013 by SIRIM in 2017.</li> <li>- International Certification and is currently a Lead Auditor for ISO 9001, ISO 14001, ISO 45001, MSPO among others.</li> <li>- Able to communicate in English and Bahasa Malaysia, among others.</li> </ul>
2	Govindasamy a/l Munusamy	Auditor	<ul style="list-style-type: none"> <li>- AISP Diploma, Certificate in Human Resource Management, and master's in management.</li> <li>- Experienced as an Estate Manager/Director, General Manager and Plantation Advisor in Oil Palm, Rubber, Coconut and Cocoa cultivation for 40 years.</li> <li>- Worked in East, West Malaysia and Indonesia.</li> <li>- Well versed in replanting and new planting.</li> <li>- Attended MSPO LA Course, ISO 9001, EMS 14001 course.</li> </ul>

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			<ul style="list-style-type: none"> <li>- President of Association of Agricultural Executives – Sabah since 1998.</li> <li>- Member of MSPO Technical Committee(2019-2020) and Working Committee.</li> </ul> <p>Able to communicate in English, Bahasa Malaysia, Indonesia, and Tamil.</p>
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## 2 AUDIT METHODOLOGY

This **Recertiifcation** covers the following activities but not limited to the activities described below:

- On-site visits, observations and inspections of estate facilities and field activities.
- Interview operation personnel and field workers for understanding for the work assigned.
- Reviewed revised and updated documentation established and implemented.
- Operating records.
- Training records.
- Reports established.
- Work plans established.
- Stakeholders’ consultation meeting.
- Review and closed out of non-conformance raise during stage 2 audit.
- Assessment reporting.

The methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interviews of stakeholders, communities, staff, workers and their families, review of documentation and data. Checklists and questionnaires were used to guide the collection of information. The comments made by external stakeholders are considered in the assessment.

For this audit selected estates were based on the formula  $S = 0.8\sqrt{n}$  where S = sample size and n = number of estates which is in accordance with MSPO certification procedure. However, sampling of estates is not applicable for this audit as it is not a multi-site audit.

Based on the audit findings AOC (Area of Concern), Non-Conformance (NC) Major/Minor and Opportunity for Improvement (OFI) may be raised during the audit. Major Non-Conformances shall be addressed and responded within 90 days from closing date of audit.

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Implementation of Minor NC shall be reviewed and verified in the next surveillance audit, OFI shall be reviewed in the next audit.

### 3 ORGANIZATION INFORMATION

#### 3.1 Total Area Description

The certified estates are owned by and the estate was located at PT3823 & 3824, Mukim Kuala Stong, 18000 Kuala Krai, Kelantan.

##### Scope of Audit Provision

<b>Total Certified Area of Sustainable Oil Palm Plantations</b>	202.34 Ha
<b>Total Planted Area of Sustainable Oil Palm Plantations</b>	202.34 Ha

##### Address and Location Details of the Estate(s)

Name of Estate	Location	Coordinates
Subur Ikram Sdn. Bhd	PTD 1894, MUKIM TRIANG 86000 MERSING, JOHOR	2.577315, 103.710212

#### 3.2 Production Data Description

Name of Estate	Area (Ha)		Projected FFB Production Jan 2023 to Dec 2023 (mt)
	Total	Production 2023 (mt)	
Subur Ikram Sdn. Bhd.	202.34	1390.48	1500
<b>Total FFB</b>	<b>202.34</b>	<b>1390.48</b>	<b>1500</b>

### 4 CLIENT ORGANIZATION AND STAKEHOLDERS' DETAILS

#### 4.1 Client Organization

AUDITED ORGANIZATION DETAILS	
<b>Organization Name</b>	SUBUR IKRAM SDN BHD
<b>Organization HQ/ Admin Office Location</b>	PTD 1016, JALAN HAJI ARIFFIN, KG. BELUKAR JULING, 86900 ENDAU, JOHOR.
<b>Organization Estate Location</b>	PTD 1894, MUKIM TRIANG 86000 MERSING, JOHOR

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<b>Scope of the Organization</b>	Provisions of 202.34 Ha of Sustainable Oil Palm Plantations.
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## 4.2 Stakeholders' Consultation and List of Interviewed Persons

United Global Green Sdn. Bhd. (UGGSB) has published the public notification on 02/09/2024 as to accommodate stakeholder's consultation meeting for Subur Ikram Sdn. Bhd. to provide comments. As at audit date on 01-02/10/2024 there are no comments received.

Invitation letters are sent on 02/09/2024 to invite relevant stakeholders to attend a local stakeholders' consultation on Recertification to gather information from the local communities.

The topics of discussion are as below:

1. Introduction of MSPO certification.
2. Development of oil palm plantations.
3. Community service and support provided.
4. Wildlife management and wildlife corridor.
5. Type of wildlife sighted at the plantations and wildlife corridor.
6. Local communities' development.

### List of Interviewed Persons and Stakeholders

No	Name	Organization	Function/Position
1	Ahmad Sanjidi	Indonesia Workers	Harvester
2	Sahman	Indonesia Workers	Harvester
3	Jayaraman	Endau Palm Oil Mill	Manager

### Stakeholders Feedbacks as Applicable

Items	Subject Discussed	Audit Team Findings	Company Response and Proposed Action to be Taken
1	Information on MSPO	Satisfactory	Positive Feedback. No action.
2	Social Issues	No social issues on the estate	Positive comments. No action.
3	Type of land	No comments	Positive comments. No action.

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4	Economy Livelihood impact after introduction of MSPO	Management provide job opportunity to the local community and job to the local contractor.	Positive Comments. No action.
5	MSPO Benefit to local community	Management do a lot of CSR activity and gives a benefit to employee.	Positive comments. No action.
6	Environmental & Health information	All employee was provided with appropriate PPE. All schedule waste was manage as per legal requirement.	Positive comments. No action.
7	Awareness towards species, habitats, and high conservation values	No hunting of protected species.	Positive comments. No action.

## 5 SUMMARY OF ASSESSMENT

### Principle and Criteria Assessment Summary

The assessment team conduct a detailed assessment of each principle and all clauses. This will also be done for all forthcoming audits including surveillance and recertification audits. The audit findings for this audit are summarized below.

### Certification Logo Usage

SISB not used any MSPO Logo for any purpose.

### Principle 1: Management Commitment & Responsibility

Clause Indicator	Summary of Assessment	Compliance Status
4.1.1.1	The management has established "Polisi Pelaksanaan dan komitmen MSPO" Document dated 01/10/2019, approved by Mr Tan Ah Fatt. Verified the policies and sighted the commitment of the management on the compliances to all 7 MSPO principles. Other Policies available such: i) Polisi Kemasyarakatan dan hak Asasi Manusia ii) Polisi Keselamatan dan Kesihatan iii) Polisi Gangguan Seksual iv) Polisi Alam Sekitar v) Polisi Pelaksanaan & Komitmen MSPO	Yes



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	vi) Polisi Kualiti vii) Polisi Peluang Kesamaan viii) Polisi Pembakaran Sifar A written policy statement in Malaysian Language on the commitment towards compliance with all requirement and principle of MSPO standard.	
4.1.1.2	Noted the management has demonstrated commitment towards continual improvement based on the establishment of company policies that emphasizes MSPO Principle 1 to 7.	Yes
4.1.2.1	Internal audit (IA) conducted on 14/08/2024 by consultant, En. Mamat Ibrahim as refer to IA checklist covered all principle in the standard with result 6 non-conformance and NIL Opportunity for Improvement (OFI) raised by auditor. As refer to IA procedure, in case of non-conformance raised the NC need to manage by filling the NC form which required to identify the root cause, action plan and date of completion & etc.	Yes
4.1.2.2	Seen Internal Audit Procedure date 22/10/2019 developed by company. As verified with Internal audit checklist, 6 non-conformity and observation raised by auditor. 1 NCR was raised in the result of the internal audit. Sighted the evidence. Document name: Internal Audit Checklist. The non-conformity are on-going for closing process, where management has been given 90 days from the internal audit date to close the non-conformity raised.	Yes
4.1.2.3	Noted the internal audit being conducted by top management on 01/11/2023, utilising "Internal Audit Checklist".	Yes
4.1.3.1	The management has conducted management review meeting after the internal audit completed. It was discussed on matter from internal audit, mspo implementation and others for their effectiveness management system. The management meeting was held between management and staff. Sighted the evidence: 1. Document : Mesyuarat Semakan Pengurusan Kali Ke-5 2. Date : 14/08/2024 Attendees : Director, clerk and supervisor 3. Agenda : i. Polisi MSPO ii. Audit Dalam iii. Audit Luaran iv. Mesyuarat berkepentingan v. Tanggungjawab sosial vi. Hak penggunaan tanah & etc.	Yes

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4.1.4.1	"Continual Improvement Plan" were adequately established, focusing on providing training as to ensure continuous awareness been provided by management to all employees. The awareness training covers matters on safety and health, environment and other MSPO requirements. The action plan as seen in the Environmental Management Plan, annual yearly plan, Safety plan, HIRARC & etc. Below are the continual improvement plan under social aspect: 1) Rehabilitation of the overall estate such as pruning, manuring and block marking by Dec 2024.	Yes
4.1.4.2	There was no new technologies suitable for adoption by the management at the point of review. However, the management is committed to impart new information and technologies to its stakeholders through the implementation of meetings, consultations and training.	Yes
4.1.4.3	Refer to 4.1.4.2. Verified, NIL new information and technique or new industry standards and technology implemented for time of review	Yes

## Principle 2: Transparency

Clause Indicator	Summary of Assessment	Compliance Status
4.2.1.1	The management had established, maintained and documented the Communication Procedure dated on 01/10/2019. The management has adopted an open and transparent method of communication and consultation when dealing with relevant parties e.g. its workers, government agencies and contractors. If there is any request by the stakeholders, the communication form will be provided for them to made any comments, grievances or complaints..	Yes
4.2.1.2	As stated in the Communication Procedure dated 01/10/2019, stated that all information requested must be through the Manager first and the stakeholders need to fill up the Complaint form. For time of review, NIL confidential document requested by stakeholder	Yes
4.2.2.1	The management had established, maintained and documented the Communication Procedure dated on 01/10/2019. The management has adopted an open and transparent method of communication and consultation when dealing with relevant parties e.g. its workers, government agencies and contractors. If there is any request by the stakeholders, the communication form will be provided for them to made any comments,	Yes

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	grievances or complaints. Noted management forward questionnaire on 12/08/2024 randomly to PERHILITAN, MPOB Mersing, Pelandang Endau, Felda Endau etc.	
4.2.2.2	The management had appointed Mr Teoh Chung Hooi as a person responsible for communication. Sighted his letter of appointment dated on 01/09/2024 signed by the Director, Mr. Tan Ah Fatt	Yes
4.2.2.3	The management had prepared, maintained and documented the list of stakeholders as shown in sample below: a) Government Authority i) DOSH Johor ii) DOE Johor iii) Hospital Endau b) Local Community i) PPK Endau ii) Sek Keb. Endau c) Contractor i) Hong Fah Enterprise	Yes
4.2.3.1	This company had established and maintained the documented "Traceability Procedure" dated 01/10/2019 to ensure the origin of palm product can be documented, verified and information maintained across the supply chain. Company adopt adequate process to trace the FFB production from harvesting- transport-mill which comply with certification under MSPO. Below records are maintained according tot he procedure such as: i) Harvesting (FFB Record Book), ii) Weighing slip iii) FFB Delivery Note	Yes
4.2.3.2	The management had keep track of FFB produced by maintaining several records such as FFB harvested book, internal weighbridge record and external weighbridge ticket. Seen that the records were available, recorded and verified by estate manager.	Yes
4.2.3.3	The management had appointed new person in charge for traceability officer Teoh Chung Hoot dated on 1/9/2024 as per verified through appointment letter	Yes
4.2.3.4	Sighted daily record were been proper record as observe in the summary record monthly. Sighted evidence of date, weight, lorry no, ticket no, and Delivery notes no were in record for the purpose of traceability,  Weighbridge Ticket	Yes

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	<ol style="list-style-type: none"> <li>1. Weighbridge ticket - #9437 date 26/08/2024, net weight 12,590kg, to Endau Palm Oil Mill</li> <li>2. Weighbridge ticket - #9425 date 24/08/2024, net weight 12,330kg, to Endau Palm Oil Mill</li> <li>3) Weighbridge ticket- #9412 date 19/08/2024. Net weight 22,320 kg to Endau Palm Oil Mill</li> </ol>	
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### Principle 3: Compliance to Legal Requirements

Clause Indicator	Summary of Assessment	Compliance Status
4.3.1.1	<p>Noted that the management is operating in accordance to the applicable local, state, national and international laws as observed by the following objective evidence:</p> <ol style="list-style-type: none"> <li>1. MPOB license: 508738702000, Validity: 31/07/2025</li> <li>2. Windfall tax: Verified for July 2024 dated 06/08/2024</li> <li>3. Weighbridge inspection permit - 1982608 last date inspection on 16/07/2024.</li> <li>4. Land tax payment were made for year 2024 dated on for land lot no : PTD 00001894</li> <li>5. Perakuan Penginapan# AC/10100/2023/1188 dated 25/10/2023 issued by Jabatan Tenaga Kerja</li> <li>6. Listed 7 foreign workers and sample visa permit as below               <ol style="list-style-type: none"> <li>a) Bahari Shamsudin- Passpot#C9216146, Visa# PF5494252 valid until 14/10/2024</li> <li>b) Nurdin, Passport# E0456883, Visa#PF6771930, valid until 14/06/2024</li> </ol> </li> <li>7. CHRA Report dated 09/08/2024 DOSH Ref#HQ/15/ASS/00/363-2023-082 by Khairulnisa (Dosh Reg# HQ/15/00/363)</li> </ol>	Yes
4.3.1.2	<p>Refer to Legal Register for company where legislation applicable such:</p> <ol style="list-style-type: none"> <li>1)OSHA and regulations 1994 (Act 514)</li> <li>2)EQA regulation 2005</li> <li>3)MPOB Act 1998</li> <li>4)Immigration Act 1959 &amp; etc.</li> </ol>	Yes
4.3.1.3	Review of the legal register as cited in 4.3.1.2 confirms that all legal requirements are updated and enforceable	Yes
4.3.1.4	Seen Ms Najeeha has been appointed as the person responsible to monitor compliance of regulatory requirement, track and	Yes

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	update the changes in regulatory requirement or perform any further function that may be required by employer to enable the implementation of MSPO. The functions are listed in one nomination letter dated on 08/11/2021.	
4.3.2.1	Documents to demonstrate the landholding rights were sighted in 4.3.2.2. Input from the external stakeholders' consultation confirms that the management's oil palm cultivation does not diminished the land use rights of other users. As verified the land title and perimeter boundary, estate has planting Palm oil and seen visual identification of perimeter boundary. Sighted the inspection during site visits. Map info as per Borang B2 (Jadual Keempat Belas)- PTD 5/14/1/1/3/99	Yes
4.3.2.2	SISB was leased land form Pertubuhan Kebajikan Anak-Anak Yatim Islam Mersing and verified the agreement as below: 1) Agreement dated 08/08/2015 - lease period 30 years. 2) Land Title a) Hak Milik Sementara b) Rekod Ketuanpunyaan: Pertubuhan Kebajikan Anak-Anak Yatim Islam Mersing c) Syarat Nyata: Kelapa Sawit	Yes
4.3.2.3	Estate Boundary is bound by a trenches which are available and visible during site observation. The management has established a map close up on boundary location. Observation has been made in the estate map to show the block identification. Sighted evidence during site inspection visit.	Yes
4.3.2.4	From interview with Estate manager and site workers, there was no evidence of land disputes within SISB estate.	Yes
4.3.3.1	There is no native or customary land within the SISB estate.	Yes
4.3.3.2	There is no native or customary land within the SISB estate.	Yes
4.3.3.3	There is no native or customary land within the SISB estate.	Yes

#### Principle 4: Social Responsibility, Health, Safety and Employment Conditions

Clause Indicator	Summary of Assessment	Compliance Status
4.4.1.1	The management had maintained the documented Social Impact Assessment (SIA) report for Subur Ikram Sdn Bhd available during audit. It was conducted on 01/08/2024. As for FY 2024, seen the updated social management plan prepared by Nur Najeeha Nasha and verified by Tan Ah Fatt. Some of the plan include: i. to display latest information on MSPO & MPOB in estate premises for public view	

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	ii. to inform any changes or continual improvement related to MSPO to stakeholders iii. to conduct any social activities and social contribution towards local communities		
4.4.2.1	The management had established and maintained the documented procedure of complaint and grievances i.e "Prosedur Aduan Dan Keluhan" dated on 02/09/2019.		Yes
4.4.2.2	Noted as to date, the management did not received any complaint from stakeholders		Yes
4.4.2.3	It was noted that the complaints and /or suggestions form and box available at the office compound at estate and HQ at Endau		Yes
4.4.2.4	It is noted that employees and the surrounding communities been made aware that complaints or suggestions can be made anytime by three method as below: 1. Display the complaint and grievances procedure at notice board in front of the estate post guard. 2. Display complaints and suggestions box and forms at post guard and at office. 3. Periodic briefings to employees during muster call- it is referred to Muster briefing notes		Yes
4.4.2.5	It was noted that the management had maintained the complaint records since year 2021		Yes
4.4.3.1	Sighted evidence of CSR activities been provided by the management to the local communities since the implementation of MSPO. Record of CSR activities were available. The contribution made not even donation also resources such as manpower when ever needed by the stakeholders. Sample of contribution made as below : 1) Financial contribution to Kelab Sukan Kebajikan Pejabat Tanah Mersing RM7000 on 09/07/2024		Yes
4.4.4.1	The management had established and maintained the documented "Keselamatan Dan Kesihatan" dated 01/10/2019 and approved by Director, Mr Tan Ah Fatt. It was noted that the the policy was communicated to the employee by display at the site office for public view.		Yes
4.4.4.2	a.	Site visit sighted the policy was communicated to the employee by display at the site office and communicated to the stakeholder during stakeholder meeting.	Yes

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b.	<p>The management had established and maintained the HIRARC and listed the risk assessment for all activities in estate such as harvesting, pruning, manuring, office work &amp; etc. Refer to procedure Pengenalpastian Hazad, Penilaian Risiko dan Kawalan. Sample as shown below:</p> <p>i) Harvesting HIRARC dated 01/08/2024 and sighted all job steps were assessed with LOW and MEDIUM Risk.</p> <p>ii) Spraying HIRARC dated 02/09/2019 and sighted all job steps were assessed with LOW and MEDIUM risk</p>	
c (i).	<p>Verified training for chemical management as below:</p> <p>1) SOP Chemical Training was conducted on 20/12/2024 by NIsasafety Consultancy</p>	
c (ii).	<p>Observed during site visit sighted management attached the SDS at spraying site and in the chemical store.</p>	
d.	<p>Verified PPE record issuance to the workers were available. The PPE given were as per HIRARC control measure.</p> <p>Verified PPE issuance practices by kept the PPE at assembly point area. Noted workers will collect the PPE every morning before go to the field under the monitoring by the supervisor.</p> <p><b>CAR 1</b>  <b>Management fail to ensure 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).</b>  <b>Site visit at Blok 3 and sighted harvester, (Ahamad) did not wearing safety helmet during harvesting activity.</b></p>	
e.	<p>The management had carried out training to workers who exposed to chemicals as seen in training record file in year 2023.</p> <p>Verified the SDS for all chemical been used were available</p>	

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		and valid sighted during the audit	
	f.	The management had retained the appointment of Mr. Teoh Chung Hoot as a person responsible for any issues related to worker's safety and health. Sighted his letter of appointment signed by the Director, Mr. Tan Ah Fatt dated on 11 November 2021. Noted management plan to send Mr Teoh to attend the Safety Coordinator Training.	
	g.	It was noted that the Management has conducted a briefing to discuss on safety and health matters during morning briefing. Sighted the briefing was conducted on 02/09/2024.	
	h.	The management had established and maintained the documented "Prosedur Persediaan Dan Tindakan Kecemasan" dated on 1 October 2019. The objective of the procedure is to identify emergency situation/ accidents that can have an adverse environmental impact and the appropriate mitigations and response actions if situations occur. Fire ERT awareness were done by Dive Asia dated on 25/2/2023	
	i.	It was noted that the first aid box was placed in a clearly identifiable, well-illuminated and accessible location. First aid awareness training were conducted by St John Ambulance Malaysia dated on 12/4/2023 to the employees.	
	j.	The management had submitted JKKP8 form to DOSH, ref no: JKKP8/138726/2023 dated on 13 January 2024. Based on the report, there was no accident recorded in the year 2022	
4.4.5.1		The management had maintained and documented the "Polisi Kemasyarakatan Dan Hak Asasi Manusia" dated 01/10/2019 approved by Director, Mr Tan Ah Fatt. It is stated in the policy that mention on freedom of association and recognition of human right to collective bargaining, prohibition of all form of forced labour, prohibition of child labour & prohibition of discriminatory in respect of employment laws in regards to the rights and welfare of employment and occupation. It was also noted that the policy was displayed in the estate office for public view.	Yes
4.4.5.2		As per 4.4.5.1 Based on interview session, it was found that there was no discriminatory practiced and all employees are treated equally	Yes



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4.4.5.3	The management had provided sample of payslip of workers for month Aug 2024. Based on the payslip provided, it was seen that both workers were paid accordingly. Seen also that the management had made contributions to said employees such as EPF, SOCSO and SIP.	Yes
4.4.5.4	Verified with management, there is no contractor has been engaged and appointed at the time assessment were carried out.	Yes
4.4.5.5	Details of workers were available in the Employees List. The records contained full names, gender, I/C number or passport, date of birth, date of entry and job description are maintain accordingly.	Yes
4.4.5.6	Seen the contract agreement for workers were available during audit day. Information consists in the contract include position, no of working days, payment rate, and working hours. The contract agreement was signed by both parties. Sample as shown below: Document: Contract agreement Bahri Shamsuddin, PasportC9216146 dated 24/11/2022 Nurdin, Passport#456883 dated 15/01/2024	Yes
4.4.5.7	Management established a time recording system that makes working hours and overtime transparent for both party which is employees and employers via using the Check roll Attendance Book. Verified Checkroll for month of August 2024 for all employees.	Yes
4.4.5.8	Working hour: Field Checkroll 6 days (Monday - Saturday) 7.00 am- 4.00 pm (working hour) 1.00pm - 2.00 pm (rest)	Yes
4.4.5.9	Verified employee wages as per stated via pay slips were in line with law and regulation. Verified employee payslip month of February 2024 as below: 1) Bahri- Net Income: RM3,264 with piece rate payment RM50/MT for harvesting 2) Nordin- Net Income: RM2092 with piece rate of RM50/MT	Yes

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4.4.5.10	Verified other social benefits offered to the employees are as per shown below: 1). Free accommodation 2). Medical benefit 3) Attendance allowance 4) Yearly bonus	Yes
4.4.5.11	Site walkabout to the workers quarters concluded that the living quarters were habitable and with basic amenities. Verified that weekly housing inspections were conducted as per the Workers' Minimum Standards Housing and Amenities Act 1990.	Yes
4.4.5.12	The management has established and maintained "Polisi Kemasyarakatan Dan Hak Asasi Manusia" dated 01/10/2019 signed by Director and there is a commitment for Workplace Harassment. The procedure include the harassment such Workplace, personal, sexual, poisoners work environment, abuse authority. .	Yes
4.4.5.13	As per 4.4.5.12	Yes
4.4.5.14	Based on interview session and list of employees employed, there was no children and young person working in the estate. As per 4.4.5.1	Yes
4.4.6.1	Seen annual training programme for year 2023 preapred by the management as shown below: 1. Chemical handling 2. Fire drill & basic fire fighting 3. First aid 4. FFB transportation	Yes
4.4.6.2	Refer to Training Matrix provided, it was noted tht the training needs alligned with training required for Estate Manager, Clerk, Field Supervisors, Harvester and etc	Yes
4.4.6.3	Verified safety and health training programmed and training record for FY2024 has been established and made available for verification purpose.	Yes

**Principle 5: Environment, Natural Resources Biodiversity and Ecosystem Services**

Clause Indicator	Summary of Assessment	Compliance Status
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4.5.1.1	<p>Company has established the "Polisi Alam Sekitar" dated 01/10/2019 Document and approved by the Director. Sighted the commitment on the environmental as below:</p> <p>a) Comply with Legal &amp; regulation  b) Create clear environment  c) Promote environmental awareness  d) Encourage 3R campaign (Reduce, Recycle, Reuse) &amp; etc.</p> <p>Seen the environmental plan related in order to implement the environment policy in environmental plan</p>	Yes
4.5.1.2	<p>a. As per 4.5.1.1</p> <p>b. As refer to "Polisi Alam Sekitar" as per 4.5.1.1. Sighted the Environmental Aspect &amp; Impact was established and cover the activity such as load and unload of FFB, machine Parking area, maintenance and etc. Sample as below:  1. Scope: Spraying, Manuring &amp; Scheduled Waste  Activity: Spraying using pesticide/chemical  Environment Component: Soil  Impact: Soil erosion due to surplus spraying  Risk: 4 (2 x 2)  Management step: Spraying as per program/ circle and strip spraying only allowed  Monitoring program: Daily inspection during program  2. Scope: Penuaian &amp; Pemangkasan Pelepah  Activity: Harvesting &amp; pruning operation  Environment Component: Water source  Impact: Improper biomass disposal  Risk: 2 (1 x 2)  Management step: Proper frond stacking  Monitoring program: Daily inspection during program  Seen the Environmental plan "Pelan Pengurusan Alam Sekitar" for year 2020 with total 3 activities raised, such:  a) Activity Spraying at water source - Caused erosion (Action plan - circle spray and strip spray only), b) Chemical storage - no containment tray (Action plan - construct bund/ provide tray), c) Activity at Housing - waste burning (Action plan - briefing regarding zero burning/ clean the burning traces) &amp; etc.</p>	Yes
4.5.1.3	As per 4.5.1.2	Yes
4.5.1.4	Refer to Environmental Plan year 2024 stated there is quarterly record, monthly monitoring and positive impacts by the estate	Yes

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	operation		
4.5.1.5	Noted that the management has adequately documented annual training programme. Records and attendance list for training conducted in 2023 were available and verified during the audit review.		Yes
4.5.1.6	The management is committed to maintain two-way communication with all workers through briefing, meeting and training. Noted that an environment meeting was conducted on 14/08/2024, which was attended by the director and the workers		Yes
4.5.2.1	<p>The management had monitor the consumption of non-renewable energy for diesel usage by maintaining the baseline value on monthly basis. The average of actual consumption by management as at Au 2024 is 7499 Liter.</p> <p><b>CAR 2</b>  <b>Verified the Diesel Recording Book and sighted management prepare the recording for diesel usage from Jan 2024 to Aug 2024 and however, management not prepare the monitoring based on the baseline value of the diesel usage per FFB Metric Ton.</b></p>		<b>CAR 2</b>
4.5.2.2	Verified that the management has documented and actual and estimation usage of non-renewable energy (diesel & electricity) on monthly basis. Baseline value for the usage was adequately documented.		Yes
4.5.2.3	No renewable energy was applied in		Yes
4.5.3.1	<p>The management has identified wastes generated from its operation within the "Pengenalpastian Sumber dan Jenis Bahan Buangan", which covers the following type of waste:</p> <ol style="list-style-type: none"> <li>1. Schedule waste</li> <li>2. Domestic waste</li> <li>3. Field operation waste</li> </ol>		Yes
4.5.3.2	a.	Source of waste identified in waste management plan as per 4.5.3.1..	Yes
	b.	All the domestic waste was managable and disposed at the dumping site in the field	
4.5.3.3	Refer to procedure "Prosedur Pengendalian Bahan Buangan" dated 01/10/2019, where all the waste item was manage on proper and safe handling, storage and disposal for empty chemical.		Yes

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	Refer to the Waste Management Plan and sighted the waste identified in the estate is the empty chemical container, used fertilizer bag and solid waste.		
4.5.3.4	<p>Prescribed procedure for handling and managing empty chemical containers are clearly defined within the "Prosedur Pengurusan Sisa Pepejal" (Pro7-CWS) dated 1/8/2019. Verified that all empty chemical containers are either reused for spraying activities or taken off-site by the appointed contractors.</p> <p>As verified the empty chemical container for year 2024 no generation as no chemical spraying were done . The estate implement intergration practice with cattle for grazing the grasses</p>	Yes	
4.5.3.5	Domestic waste generated from the on-site living quarters are appropriately disposed off at the dedicated landfill on-site. It was verified during the site walkabout that the management is maintaining sufficient distance between the landfill and the on-site living quarters.	Yes	
4.5.4.1	<p>Assessment in Envrionmental Aspect and Impact for greenhouse gas emission, scheduled waste available:</p> <p>1. Action - Estate Operation</p> <p>Aspect : Usage of fertilizer and Pesticide</p> <p>Potential Impact : Water and Land</p> <p>Existing Control : No Fertilizer and etc</p> <p>Recommendation Action : Mixing area etc</p> <p>Mitigation : Put Signage as awareness to the staff/workers</p> <p>PIC : General Workers &amp; Mandore</p>	Yes	
4.5.4.2	<p>As per 4.5.4.1.</p> <p>Refer to Environmental Aspect Impact Assessment - Management Action Plan. Verified 9 work unit established such Weeding/upkeep, Pesticide store, Scheduled waste store &amp; etc.</p> <p>Sample:</p> <p>1.Work unit: Weeding/upkeep</p> <p>Activity/aspect: Mixing of pesticide</p> <p>Potential impact: May cause soil contaminate if leak to environment</p>	Yes	
4.5.5.1	a.	Interview with the management's representative concluded that, water for consumprion are mainly outsourced off-site and send to the workers on daily basis. acquired from Syarikat Air Johor (SAJ). The management has established a "Water Management Plan", in which the management has outlined methods for water optimisation, identified main water sources and its usage in the estate	Yes
	b.	Document and site review concluded that there is no natural	

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	water ways traversing within the estate. Monitoring of outgoing water quality is therefore not applicable at this point of audit	
	c. With reference to 4.5.5.1 (a), the management has outline methods for water optimisation, identified main water sources and its usage in the estate. Site walkabout confirms that the management is maintaining road-side drains and silt pits to retain water for in-field activities.	
	d. Document and site review concluded that there is no natural water ways traversing within the estate. Buffer zone establishment is therefore not applicable at this point of audit	
	e. Field map and site review confirmed that there is no natural waterways traversing through the estate. No incidents of natural vegetation removal was observed at this point of audit	
	f. Noted that there is no bore well being used within the estate.	
4.5.5.2	Field map and site review confirmed that there is no natural waterways traversing through the estate. No incidents of bunds, weirs and damns construction were observed at this point of audit.	Yes
4.5.5.3	With reference to 4.5.5.1 (a), the management has outline methods for water optimisation, identified main water sources and its usage in the estate. Site walkabout confirms that the management is maintaining road-side drains and silt pits to retain water for in-field activities.	Yes
4.5.6.1	a. Refer to the Biodiversity Assessment Report dated 2020-2025 and sighted identified the species of flora and fauna as below: Birds a) Ashy Tailorbird ( <i>Orthofomus ruficeps</i> )- Status: LC – least concern b) Zebra Dove ( <i>Geopelia striata</i> )- Status: LC – Least Concern c) Common Tailorbird ( <i>Orthotomus sutorius</i> )- Status: LC – Least Concern Mamals a) Long-tailed Leaf-Monkey ( <i>Macaca fascicularis</i> )- Status: LC – Least Concern b ) Malayan Field Rat ( <i>Rattus tiomanicus</i> )- Status: LC – Least Concern c) Low’s Squirrel ( <i>Sundasciurus lowii</i> )- Status: LC – Least	OBS

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	Concern d) Wild Boar ( <i>Sus scrofa</i> ) Status: LC – Least Concern Sighted endangered species identified were elephant ( <i>Elephas maximus hirsutus</i> ) Status EN.	
	b. The "Biodiversity Report" has incorporated the management plan to conserve the biodiversity. The plan was sighted and reviewed during the audit	
4.5.6.2	a. The management has taken appropriate measures to control any illegal activities by displaying signages that prohibit hunting which were verified during field visit. Noted that the signages have been satisfactorily maintained during site visitation. Mitigation measure and recommendation in the report available such i. Clearing site in stage, ii. Complete ban of hunting by workers, iii. Fencing on barriers & etc iii. Elephant intrusion plan mitigation b. management plan was developed, established and effectively implemented. Refer to 4.5.6.2 (a). Sighted in the Biodiversity management plan, recommend to erect "DILARANG MEMBURU" at the boundary area.	Yes
4.5.6.3	Refer to 4.5.6.2 b)	Yes
4.5.7.1	Refer to Environmental Policy dated 01/10/2019 signed by Director The policy mention on the requirement to comply with all relevant guideline and regulation relating to environment	Yes
4.5.7.2	No special approval requested and no required by estate for replanting	Yes
4.5.7.3	No special approval requested and no required by estate	Yes
4.5.7.4	Refer to auditee, previous crop be felled and mowed down	Yes
<b>Principle 6: Best Practices</b>		
<b>Clause Indicator</b>	<b>Summary of Assessment</b>	<b>ompliance Status</b>
4.6.1.1	The management had established and maintained the documented Standard Operating Procedures (SOP) as per "SOP Pengurusan Ladang Sawit Lestari". The field operation was closely implemented and monitored by the estate management	Yes

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4.6.1.2	<p>Noted the estate topography is flat area and to undulating area. It was noted that the estate management has maintained good agricultural practices such as:</p> <ol style="list-style-type: none"> <li>1. Maintenance of soft grass along the harvesting path</li> <li>2. Circle spraying around palm base</li> <li>3. Proper frond stacking</li> </ol>	Yes
4.6.1.3	<p>Verified the field block visual identification is displayed on the plastic plate block of its details such block number &amp; hectarage. Verified the estate map and the block identification was sighted clearly stated on the estate map</p>	Yes
4.6.2.1	<p>Verified the business budget plan for year 2024 were available and the management had preparing to control cost and target achievement as per below element :</p> <ol style="list-style-type: none"> <li>1. Crop</li> <li>2. Operation cost and harvesting cost</li> <li>3. Profit and loss</li> </ol> <p>To be confirm</p>	Yes
4.6.2.2		Yes
4.6.2.3	Management review the budget as per Laporan Bulanan Feb 2024.	Yes
4.6.2.4	Management review the budget as per Laporan Bulanan Feb 2024.	Yes
4.6.3.1	<p>The management had made an agreement with the mill for FFB buyer. The agreement made with the buyer had stated clear pricing mechanism.</p> <p>Review Statement of Account</p> <ol style="list-style-type: none"> <li>1) Statement# EFB2408-024 dated 31/08/2024- agreed price RM807.860/ MT.</li> </ol>	Yes
4.6.3.2	Verified details of contract agreement for FFB purchase as per agreement and as per MPOB rate.	Yes
4.6.4.1	SISB not outsourced activity to contractor	Yes
4.6.4.2	SISB not outsourced activity to contractor	Yes
4.6.4.3	SISB not outsourced activity to contractor	Yes
4.6.4.4	SISB not outsourced activity to contractor	Yes

## Principle 7: Development of New Planting



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Clause Indicator	Summary of Assessment	Compliance Status
4.7.1.1	Based on the interview sessions with the Estate Manager, the audit team concluded that there was no new planting or land acquisition.	NA
4.7.1.2	Based on the interview sessions with the Estate Manager, the audit team concluded that there was no new planting or land acquisition.	NA
4.7.2.1	Based on the interview sessions with the Estate Manager, the audit team concluded that there was no new planting or land acquisition.	NA
4.7.3.1	Based on the interview sessions with the Estate Manager, the audit team concluded that there was no new planting or land acquisition.	NA
4.7.3.2	Based on the interview sessions with the Estate Manager, the audit team concluded that there was no new planting or land acquisition.	NA
4.7.3.3	Based on the interview sessions with the Estate Manager, the audit team concluded that there was no new planting or land acquisition.	NA
4.7.3.4	Based on the interview sessions with the Estate Manager, the audit team concluded that there was no new planting or land acquisition.	NA
4.7.4.1	Based on the interview sessions with the Estate Manager, the audit team concluded that there was no new planting or land acquisition.	NA
4.7.4.2	Based on the interview sessions with the Estate Manager, the audit team concluded that there was no new planting or land acquisition.	NA
4.7.5.1	Based on the interview sessions with the Estate Manager, the audit team concluded that there was no new planting or land acquisition.	NA
4.7.5.2	Based on the interview sessions with the Estate Manager, the audit team concluded that there was no new planting or land acquisition.	NA
4.7.5.3	Based on the interview sessions with the Estate Manager, the audit team concluded that there was no new planting or land acquisition.	NA

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4.7.6.1	Based on the interview sessions with the Estate Manager, the audit team concluded that there was no new planting or land acquisition.	NA
4.7.6.2	Based on the interview sessions with the Estate Manager, the audit team concluded that there was no new planting or land acquisition.	NA
4.7.6.3	Based on the interview sessions with the Estate Manager, the audit team concluded that there was no new planting or land acquisition.	NA
4.7.6.4	Based on the interview sessions with the Estate Manager, the audit team concluded that there was no new planting or land acquisition.	NA
4.7.6.5	Based on the interview sessions with the Estate Manager, the audit team concluded that there was no new planting or land acquisition.	NA
4.7.6.6	Based on the interview sessions with the Estate Manager, the audit team concluded that there was no new planting or land acquisition.	NA
4.7.6.7	Based on the interview sessions with the Estate Manager, the audit team concluded that there was no new planting or land acquisition.	NA
4.7.6.8	Based on the interview sessions with the Estate Manager, the audit team concluded that there was no new planting or land acquisition.	NA

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## 6 STATUS OF NON-CONFORMITIES/AOCS PREVIOUSLY IDENTIFIED

	The stage 1 audit findings have been reviewed, to assure appropriate corrective actions implemented to address the identified AOCs.
/	The last audit results of this system have been reviewed, to assure appropriate corrections and corrective actions have implemented to address any nonconformity identified.
	The last audit results of this system have been reviewed, to assure appropriate corrections and corrective actions have not been implemented effectively. The non-conformity will be re-raised.
	Not applicable. No non-conformity raised in previous audit.

## 7 DETAIL OF AUDIT FINDINGS

### AUDIT RESULTS SUMMARY

NA	AOC (Area of Concern)
0	MAJOR Non-Conformities
2	MINOR Non-Conformities
0	OPI (Opportunity for Improvement)

### DESCRIPTION OF THE FINDINGS/AOC

No	Description	Standard Clause Reference	AOC	Major NC	Minor NC	OPI
1	<b>CAR 1</b> <b>Management fail to ensure 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).</b> <b>Site visit at Blok 3 and sighted harvester, (Ahmad) did not wearing safety helmet during harvesting activity</b>	4.4.4.2 (d)			/	

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2	<b>CAR 2</b> <b>Verified the Diesel Recording Book and sighted management prepare the recording for diesel usage from Jan 2024 to Aug 2024 and however, management not prepare the monitoring based on the baseline value of the diesel usage per FFB Metric Ton.</b>	4.5.2.2			/	
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## 8 CONCLUSION

SISB has commissioned United Global Green Sdn. Bhd. (UGGSB) to conduct Recertification audit for its estate according to MSPO 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organized Smallholders.

There are NIL Major 2 Minor and NIL OBS were raised. All non-conformances action plans are submitted and accepted. The implementation of Minor NC(s) will be review and verify during the next audit.

From the review of the standard operating procedures, relevant forms, work flow charts established and implemented; the subsequent background investigation and interviews conducted during this surveillance audit have provided UGGSB with sufficient evidence on the fulfilment of the applied standard Principles & Criteria.

In conclusion the certified unit has been established, implemented, and continued to improve in managing the estates are in line with the clauses of the applied standards of MS 2530-Part 3:2013.

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## 9 RECOMMENDATION

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

The audit team concludes that the organization has established and maintained its management system in line with the requirements of the standard(s) and demonstrated the ability of the system to achieve requirements for products and/or services within the scope and the organization's policies and objectives.

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

/	<b>Recommended for Granted Certification</b>
	<b>Recommended for Continuity of Certification</b>
	<b>Recommended for Suspension of Certification</b>

	Prepared by	Approved by Technical Reviewer
Signature		
Name	Mohamad Zulkefli bin Md Isa	
Role in Assessment	Lead Auditor	
Date	03/10/2024	

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	<b>Acceptance by client</b>	
Signature		

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## 10 ATTACHMENTS

ATTACHMENT DESCRIPTION
10.1 Audit Plan
10.2 Location Map
10.3 Estate Map
10.4 List of Abbreviations

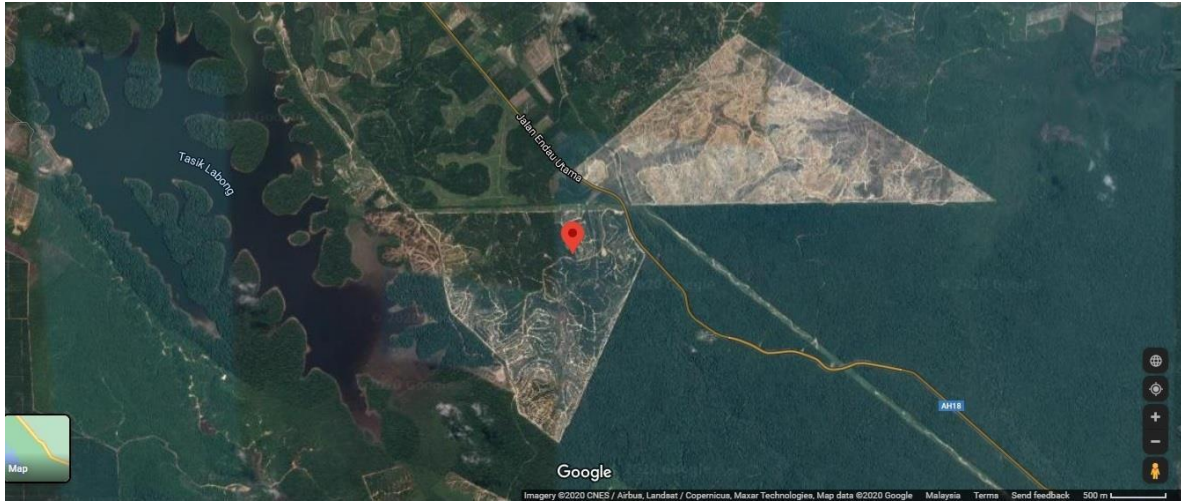
### **Statement of Confidentiality**

This report is sent to the certification body or bodies, the members of the audit team and the audit representative of the organization. All documents related to the audit are treated confidentially by the Certification Body, UGGSB as well as the appointed auditors.



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## 10.1 Location Map



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## 10.2 List of Abbreviation

<b>UGGSB</b>	United Global Green Sdn. Bhd.
<b>WHO</b>	World Health Organization
<b>MPOB</b>	Malaysian Palm Oil Board
<b>MPOCC</b>	Malaysia Palm Oil Certification Council
<b>GAP</b>	Good Agricultural Practice
<b>GPS</b>	Global Positioning System
<b>ISCC</b>	International Sustainability & Carbon Certification
<b>ISO</b>	International Standard Organization
<b>MSPO</b>	Malaysia Sustainable Palm Oil
<b>DOE</b>	Department of Environment
<b>SOP</b>	Standard Operating Procedure
<b>CHRA</b>	Chemical Health Risk Assessment
<b>CPO</b>	Crude Palm Oil
<b>CSR</b>	Corporate Social Responsibility
<b>EFB</b>	Empty Fruit Bunch
<b>EIA</b>	Environment Impact Assessment
<b>FFB</b>	Fresh Fruit Bunch
<b>NC</b>	Non-Conformity
<b>OSH</b>	Occupational Safety and Health
<b>P&amp;C</b>	Principle and Criteria
<b>PK</b>	Palm Kernel
<b>POME</b>	Palm Oil Mill Effluent
<b>PPE</b>	Personal Protective Equipment
<b>RSPO</b>	Roundtable Sustainable Palm Oil
<b>RTE</b>	Rare, Threatened and Endangered Species
<b>SA8000</b>	Social Accountability 8000
<b>SIA</b>	Social Impact Assessment
<b>SDS</b>	Safety Data Sheet

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