

MSPO2530-3:2013

CERTIFICATION SUMMARY REPORT

INITIAL CERTIFICATION

SURVEILLANCE YEAR 01

SURVEILLANCE YEAR 02

SURVEILLANCE YEAR 03

SURVEILLANCE YEAR 04

RECERTIFICATION

NORMA SUMBER SDN BHD

[925514 - W]

Main Office Address:

No. 10, Jalan Tok Tok 96100 Sarikei Sarawak

Site Address:

NCR Sungai Selidap, Petai, 96100 Sarikei Sarawak

Certification Body:

KEBAL Resources Sdn Bhd



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**CERTIFICATION AUDIT SUMMARY REPORT****CERTIFIED ENTITY: INFORMATION**

Company Name:	NORMA SUMBER SDN BHD		
Main Address:	No. 10, Jalan Tok Tok 96100 Sarikei Sarawak		
Site Address:	NCR Sungai Selidap, Petai, 96100 Sarikei Sarawak		
Registration No:	[925514 - W]	Report Ref No:	KRMC18/11/23
MPOB License No:	6032 6110 2000	Expiry Date:	30 09 2024
Scope of Activity:	<input checked="" type="checkbox"/> Menjual	<input checked="" type="checkbox"/> Mengalih	<input type="checkbox"/> Mengilang
No of Estates:	1	No of Mill:	NA
Total Certified Area:	347.90 Hectares	Mill Production Capacity:	NA
Total Planted Area:	325.54 Hectares		
Type of Certification:	<input checked="" type="checkbox"/> Individual	<input type="checkbox"/> Group	
Audit Scope:	Provisions of Oil Palm Plantation including planting, harvesting and delivery of fresh fruit bunches (FFB) from 325.54 Hectares of certified area		
Audit Stage:	<input type="checkbox"/> Initial Certification	<input checked="" type="checkbox"/> Surveillance 04	<input type="checkbox"/> Recertification
Certificate No:	KRMC181023 Issue 3		
Date of Issue:	01 10 2023	Date of Expiry:	30 09 2024
Standards:	<input type="checkbox"/> MS2530-2:2013 Part 2: General principles for independent Smallholders		
	<input checked="" type="checkbox"/> MS2530-3:2013 Part 3: General principles for oil palm plantations and organized smallholders		

Report Updated on:

MALAYSIAN SUSTAINABLE PALM OIL [MSPO CERTIFICATION]**AUDIT PROGRAMME**

Name of Client:	NORMA SUMBER SDN BHD		
Client ID No:	KRMC18		
Address:	No. 10, Jalan Tok Tok 96100 Sarikei Sarawak		
Contact Person:	Ahmad Wildan Wong	Position:	MSPO Coordinator
Telephone No:	019 819 3255	Email:	wildan.wong@yahoo.co.uk
Date of Initial Certification:	01 10 2019		
Validity Period:	From: 01 10 2019	To:	30 09 2024

**1. SURVEILLANCE 4****Not more than 12 months after Surveillance 3**

Certification Stage:	Surveillance 4		
Plan Audit Date:	October, 2023	Actual Audit Date	31 10 – 01 11 2023
Proposed Area:	NCR Sungai Selidap, Petai, 96100 Sarikei Sarawak		
Name of Estate:	NORMA SUMBER SDN BHD		

2. RECERTIFICATION / REASSESSMENT**[Within] 4 Months before Certificate Expiry Date**

Certification Stage:	Recertification / Reassessment		
Plan Audit Date:	July, 2024	Actual Audit Date	00 00 0000
Proposed Area:	NCR Sungai Selidap, Petai, 96100 Sarikei Sarawak		
Name of Estate:	NORMA SUMBER SDN BHD		

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**AUDIT INFORMATION**

SURVEILLANCE AUDIT YEAR 04		No of Audit Man-days: 3 [three]
Date of Audit:	31 10 – 01 11 2023	
Audit Role:	Lead Auditor	
Name:	Maxwell S Landong	
Qualifications:	<ul style="list-style-type: none"> • Graduated with BSc (Hons) Resource Economics 1989) & Master of Science in Human Resources Development (1998) (UPM) • Successfully completed the Lead Auditor Integrated Management System (IMS) ISO 9001, ISO 14001 & ISO 45001 and passed the examination in conjunction with the course in 2020 • Successfully completed the MSPO Lead Auditor Course and passed the examination in conjunction with the course in 2017 • Attended the MPOB Training Course for Peer Reviewer on Oil Palm Management Certification in 2017 • Successfully completed HRDF “Train the Trainer” training programme and passed all the assessment requirement in 2018 	
MSPO Auditing Experience:	<ul style="list-style-type: none"> • Has clocked more than 100 man-days as Trainee Auditor, Auditor and Lead Auditor • Has performed as an Auditor auditing onsite (plantations and Mills)/remote audit at various stages (initial Certification – Stage 1 & 2) and SVA 1, 2, 3 & 4 • Technical Reviewer for more than 20 Audit Certification Reports – Plantations and Palm Oil Mills) • Has more than 30 years of experience in Oil Palm Plantation Management environment. • Initiate, plan and implement briefing and training program for SALCRA and its’ Subsidiary companies’ staff in preparation towards MSPO Certification – SALCRA Estates and Palm Oil Mills 	
Audit Role:	Auditor 1	
Name:	Duke Ladin Sebang	
Qualifications:	<ul style="list-style-type: none"> • Bachelor of Arts (Hons) in Management (OUM) (2017) • MSPO Audit Training Course, SGS (12 – 14/1/2019) • Integrated Quality, Environment, Occupational Health and Safety Management System Lead Auditor Training Program (2019) 	



	<ul style="list-style-type: none"> Successfully completed the Lead Auditor Integrated Management System (IMS) ISO 9001, ISO 14001 & ISO 45001 and passed the examination in conjunction with the course
MSPO Auditing Experience:	<ul style="list-style-type: none"> Has clocked more than 100 man-days as MSPO Trainee Auditor & Auditor

REPORT REVIEW:

CERTIFICATION DECISION PANEL		Dated: 10 11 2023
Name:	Wilfred S Landong	

CERTIFICATE ISSUANCE		Dated: 01 10 2023
By:	Executive Chairman	

SUMMARY REPORT

1.	INTRODUCTION
	This report presents the results of the Certification Assessment carried out by Kebal Resources Sdn Bhd as per below:
	Company Name: NORMA SUMBER SDN BHD
	Estate Name: NORMA SUMBER SDN BHD
	Location: NCR Sungai Selidap, Petai, 96100 Sarikei Sarawak
	Audit Dates: 31 10 – 01 11 2023
	Purpose: The purpose was to assess the operations of NORMA SUMBER SDN BHD, SARIKEI against the requirements of the Malaysia Sustainable Palm Oil (MSPO) certification under the Standard MS2530-3:2013.
	ORGANIZATIONAL BRIEF
	This is Surveillance Year 04 Certification Audit and the Scope is Individual Certification of NORMA SUMBER SDN BHD, SARIKEI under the standards MSPO-3:2013 General Principles for Oil Palm Plantation and Organized smallholders.
	NORMA SUMBER SDN BHD [NSSB] main office is located at No.10, Jalan Tok Tok 96100 Sarikei Sarawak Sarawak, while the plantation site is located at NCR Sungai Selidap, Petai, 96100 Sarikei Sarawak [Geo-coordinates N2 103144, E111.586345]. The estate is approximately 10km from Sarikei Town; accessible by land and tar-sealed road. The plantation is established in December 2010 and currently the total Certified Area is

347.90 hectares while total Planted Area is 325.54 hectares; with 70 planting blocks and 52,767 palm stand count. The land topography is undulating and hilly (small portion) with soil type Mineral soil.

The main activities of **NSSB** are to produce, transport and sale of sustainable fresh fruit bunches [FFB].

At the site **NSSB** currently employ 10 people (comprising four (4) staff and six (6) workers. The estate village comprise the Estate office, staff and worker's quarters.

The assessment method used in this audit follows the principle of three (3) Ps (paper, practice and people).

This certification assessment is a sampling process where management systems effectiveness and efficiency are confirmed via Audit Trail that the Auditor established to make an accurate conclusion. Information and data were systematically gathered and documented from interviews (with a cross section random sample of stakeholders), observations of process and activities, field audit and review of documentations and records. Assessments were done at the Plantation Office and field sites.

During the Audit, interviews were conducted with stakeholders comprising staff and workers to find out their understanding of MSPO principles, its' importance to sustainable growth and production of oil palm products.

Other notable findings during the audit are the following:

- a) There is a good working relationship between the management, staff and workers;
- b) Staff and Workers are provided with habitable housing & living conditions with adequate facilities and amenities. The accommodation, water supply and electricity are provided free of charge.
- c) The estate has installed telecommunication Broadband Booster to improve connectivity in the estate. Public telecommunication coverage is available in the area but the line is not very stable.
- d) Electricity is also supplied with SESCO grid at the office, stores and workers quarters.
- e) Staff and workers are remunerated above minimum Wage Order 2022.
- f) Other benefits include medical and annual bonus (when the estate make profit) and paid home leave for TKI. Medical treatment [for normal ailment] is provided free by NSSB.
- g) There is no evidence that the estate is processing non-sustainable FFB

The Audit team has conducted a rigorous assessment of NSSB through Field Audit Checklist, Audit Report Checklist, documents review and Stakeholder's Consultation. It is evidenced that NSSB has complied and conformed to MSPO2530-3:2013 Certification Standards, conditions and requirements.

1.1.	LOCATION MAP OF THE PRODUCTION UNIT [NORMA SUMBER SDN BHD, SARIKEI] [Location, Plantation Areas, Division/Sub-Division]	
	Geo-coordinates: N2 103144, E111.586345	
	Google Location Map [Estate Office]	Google Location Map [Estate Location]



1.2.	AUDIT OBJECTIVES
	<ul style="list-style-type: none"> a. To confirm that the management system conforms with all the requirements of the MSPO standard. b. To confirm that the organization has effectively implemented the planned MSPO management system. c. To confirm that the management system is capable of achieving the organization's policy objectives.

1.3.	AUDIT CRITERIA		
	The criteria of this audit were based on the MPOCC scheme requirements and Standards:		
	<input type="checkbox"/> MS2530-2	<input checked="" type="checkbox"/> MS2530-3	<input type="checkbox"/> MS2530-4



TABLE 1:	ESTATE INFORMATION	
ESTATE	LOCATION ADDRESS	GEO-COORDINATES [GPS]
NORMA SUMBER SDN BHD	NCR Sungai Selidap, Petai, 96100 Sarikei Sarawak	N2 103144, E111.586345

TABLE 2:	SUPPLY BASE AREA STATEMENT [HA]			
Estate	Certified Area [HA]	Planted Area [HA]	Conservation/HCV [HA]	Others [HA]
NORMA SUMBER SDN BHD	347.90	325.54	Not Applicable [NA]	Nil

TABLE 3:	PRODUCTION VOLUME (MT)			
Year	2022	2023		
Projection (MT)	11,000	11,000		
Actual Volume (MT)	10,719.82	8170.57	2023 – As at 30 09 2023	
Yield per Ha [MT]	32.93	25.18	2023 – As at 30 09 2023	

2.	SCOPE OF CERTIFICATION
	The scope of this assessment is the following operations of NORMA SUMBER SDN BHD in NCR Sungai Selidap, Petai, 96100 Sarikei Sarawak
	SCOPE
	Provisions of Oil Palm Plantation activities including [planting, harvesting, spraying, upkeep, maintenance and delivery of fresh fruit bunches (FFB)] from 347.90 Hectares of certified area.
	PROPOSED AMENDED SCOPE [if applicable]
	No change.

3.	EXISTING CERTIFICATION [if applicable]
	This is Transferred Certification . Previous Certification Body is UNICERT Sdn Bhd. Norma Sumber Sdn Bhd had been MSPO Certified under MSPO2530:2013 Part 3 since 01 10 2019. Transfer of Certification is conducted according to KRSB-QP M18 Procedure [Transfer of Accredited Certification of Management Systems] Kebal Resources Sdn Bhd was appointed as Certification Body to conduct Surveillance Audit Year 04.
	Current Certification (<i>Please tick the certification under the Standards below if any</i>)
	<input type="checkbox"/> ISO 9001 <input type="checkbox"/> EMS 14001 <input type="checkbox"/> ISO 45001 <input type="checkbox"/> ISO 22001 <input type="checkbox"/> HACCP <input type="checkbox"/> RSPO <input type="checkbox"/> ISCC <input type="checkbox"/> OTHERS:



4. AUDIT METHOD AND PROGRAMME	
	<p>The Surveillance Audit Year 04 was conducted in 3 [three] audit man-days days and involving 1 [one] estate of NORMA SUMBER SDN BHD, SARIKEI. The audit covers documentation review for internal policies, procedures, management system, site management, field inspections as well as identification of any significant issues for both environment or social issues and also the peer reviewer process as per ACB-OPMC-3; stakeholders' consultation was also conducted.</p> <p>The audit evidence obtained was based on a sample of the information observed and made available during the Audits; thereby introducing an element of uncertainty. The methodology for objective evidence collection included physical site inspections, observation of tasks and processes, interview with workers, families and stakeholders, documentation review and monitoring data.</p> <p>Data collected are compiled and reported vide Audit Report Checklist & Field Audit Checklist.</p>
	SITE SAMPLING (for group certification, outsourcing)
	Not applicable as this is a single site
	Sampling Methodology and Risk Determination Not applicable
<input checked="" type="checkbox"/>	Single Site NORMA SUMBER SDN BHD, SARIKEI

5. ASSESSMENT FINDINGS			
5.1.	<table border="1"> <tr> <td>Surveillance Audit 04</td> <td>31 10 – 01 11 2023</td> </tr> </table> <p>The specific processes, activities and functions reviewed are detailed in the Surveillance Audit Plan (Appendix A).</p> <ol style="list-style-type: none"> Details of collected evidence and audit trail of this audit are presented in the separate MSPO checklist (Appendix B – Surveillance Audit Report Checklist & Appendix C Audit Finding Report). As outlined, objective evidence was obtained separately for each of the MSPO requirements (Indicators) The results for each indicator from each of the operational areas were evaluated to provide an assessment of conformity. A statement is provided for each of the indicators in order to support the findings of the assessment team. <p>There is one (1) Finding (OFI) in this Surveillance Audit 04</p>	Surveillance Audit 04	31 10 – 01 11 2023
Surveillance Audit 04	31 10 – 01 11 2023		
	Audit Findings		
	There is one (1) finding (OFI) during this Audit		



No	Principle	Type of Finding	Criterion	Indicator	Findings
1	4	OFI	4. Employee Safety and Health	4.4.4.2 (g)	The OSH Committee has met only once in 2023. It is proposed that the committee held another meeting before end of 2023

SURVEILLANCE AUDIT YEAR 03: SUMMARY OF FINDINGS by Principles & Requirements MS2530-3:2013

Principles	Requirements	Compliance	
		Yes	No
1	Management commitment & responsibilities		
1.1	Malaysian Sustainable Palm Oil (MSPO) Policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.2	Internal audit	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.3	Management review	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.4	Continual Improvement	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Transparency		
2.1	Transparency of information and documents relevant to MSPO requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.2	Transparent method of communication and consultation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.3	Traceability	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Compliance to legal requirements		
3.1	Regulatory requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.2	Land use rights	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.3	Customary land rights	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Social responsibility, health, safety and employment condition		
4.1	Social Impact Assessment (SIA)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.2	Complaints and grievances	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.3	Commitment to contribute to local sustainable development	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.4	Employees safety and health Indicator 4.4.4.2. (g) OFI	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.5	Employment conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.6	Training and competency	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Environment, natural resources, biodiversity and ecosystem services		
5.1	Environmental management plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.2	Efficiency of energy use and use of renewable energy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.3	Waste management and disposal	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.4	Reduction of pollution and emission	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.5	Natural water resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>



5.6	Status of rare, threatened, or endangered species and high biodiversity value area	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.7	Zero burning practices	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Best Practices		
6.1	Site Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.2	Economic and financial viability plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.3	Transparent and fair price dealing	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.4	Contractor	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Based on the audit, it was apparent that:	
The internal audit program has been fully implemented and demonstrates effectiveness as a tool for maintaining and improving the management system	√
The management review process is adequate and effective.	√
The organization has met its objectives and targets and monitored progress towards their achievement.	√
The management system documentation confirms with the requirements of the MSPO audit standard.	√

6. PREVIOUS AUDIT FINDINGS [if applicable]

Previous Audit Findings for Surveillance Audit Year 03 had been closed out by previous Certification Body.

7. STAKEHOLDERS CONSULTATION REPORT

NOT APPLICABLE IN THIS SURVEILLANCE AUDIT 04

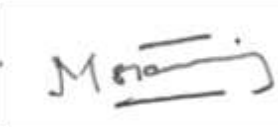
8. AUDIT SUMMARY AND RECOMMENDATION

The audit team concludes that the organization fulfil the requirements of the **MS 2530-3:2013** standard and demonstrated the ability of the system to systematically achieve agreed requirements for products or services within the scope and the organization’s policy and objectives.

It is to be noted that site management of the Estate is well managed and generally well conformed and complied with requirements of the MSPO Standards.

The audit team recommends that, MSPO Certification be: **GRANTED**, to **NORMA SUMBER SDN BHD**



	Maxwell S Landong Lead Auditor	
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9.	CERTIFICATION DECISION PANEL
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	The Audit Package Review was done and completed on 10 11 2023 Based on the review made above, CDP supports the certification of NORMA SUMBER SDN BHD under Malaysian Sustainable Palm Oil [MSPO] MS 2530-3:2013 be MAINTAINED & GRANTED.
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10.	MSPO CERTIFICATE ISSUANCE
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	MSPO Certificate No KRMC291223 for NORMA SUMBER SDN BHD under Malaysian Sustainable Palm Oil [MSPO] MS 2530-3:2013, Issue 3 will be issued on 01 10 2023 with validity period from 01 10 2019 to 30 09 2024.
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-END OF REPORT-