

MALAYSIAN SUSTAINABLE PALM OIL
—
ANNUAL SURVEILLANCE ASSESSMENT 2
Public Summary Report

Keresia Plantations Sdn Bhd
Head Office: P.O. Box 2607 97008 Bintulu, Sarawak Malaysia
Keresia Palm Oil Mill, Sujan Estate and Jiba Estate Lot 1, Block 17, Lavang Land District 97000 Bintulu Sarawak, Malaysia

Report prepared by:
Mohd Hafiz Bin Mat Hussain (Lead Auditor)

Report Number: 8741097

Assessment Conducted by:
BSI Services Malaysia Sdn Bhd,
Unit 3, Level 10, Tower A
The Vertical Business Suites, Bangsar South
No. 8, Jalan Kerinchi
59200 Kuala Lumpur
Tel +603 2242 4211 Fax +603 2242 4218
www.bsigroup.com

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Section 1: Executive Summary

1.1 Organizational Information and Contact Person

MPOB License	Keresas POM : 510557004000 Sujan Estate & Jiba Estate: 503656102000		
Company Name	Keresas Plantations Sdn Bhd/Keresas Mill Sdn Bhd		
Address	Head office : Level 6, Tun Jugah tower, 18, Jalan Tunku Abdul Rahman 93100 Kuching, Sarawak Certification Unit : Postal address : PO Box 2607 97008 Bintulu, Sarawak, Malaysia Location address : Lot 1, Block 17, Lavang Land District 97000 Bintulu, Sarawak, Malaysia		
Group name if applicable:	Not applicable		
Subsidiary of (if applicable)	Not applicable		
Contact Person Name	Mr Abdul Aziz Bin Zainal Abidin (Deputy General Manager)		
Website	www.keresas.com.my	E-mail	aziz@keresas.com.my
Telephone	+6086 981105	Facsimile	+6086 981106

1.2 Certification Information

Certificate Number	MSPO 644920 (Keresas POM) MSPO 644925 (Jiba Estate) MSPO 644923 (Sujan Estate)		
Issue Date	11/11/2015	Expiry date	10/11/2020
Scope of Certification	Keresas POM: Production of Sustainable Palm Oil and Palm Oil Products Sujan Estate and Jiba Estate: Production of Sustainable Oil Palm		
Stage 1 Date	N/A		
Stage 2 / Initial Assessment Visit Date (IAV)	22-25 July 2015		
Continuous Assessment Visit Date (CAV) 1	5-8 December 2016		
Continuous Assessment Visit Date (CAV) 2	7-10 November 2017		
Continuous Assessment Visit Date (CAV) 3			
Continuous Assessment Visit Date (CAV) 4			
Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
EU-ISCC-Cert-DE104-11421401	ISCC	ISCC Gut Cert	3/10/17 (Renewal Process)
RSPO 559278	RSPO	BSI	20/10/2020

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1.3 Location of Certification Unit			
Name of the Certification Unit (Palm Oil Mill/ Estate/ Smallholder/ Independent Smallholder)	Site Address	GPS Reference of the site office	
		Longitude	Latitude
Keresa Palm Oil Mill (30 mt/hr)	Lot 1, Block 17, Lavang Land District 97000 Bintulu, Sarawak, Malaysia	113° 35' 59.1"	03° 09' 49.6"
Sujan Estate	Lot 1, Block 17, Lavang Land District 97000 Bintulu, Sarawak, Malaysia	113° 36' 09.0"	03° 10' 34.3"
Jiba Estate	Lot 1, Block 17, Lavang Land District 97000 Bintulu, Sarawak, Malaysia	113° 33' 36.4"	03° 09' 10.5"

1.4 Plantings & Cycle					
Estate	Age (Years) - ha				
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30
Sujan Estate	0	0	3,078.08	0	0
Jiba Estate	0	0	2,268.82	0	0
TOTAL	0	0	5,346.90	0	0

1.5 FFB Production (Actual) and Projected (tonnage)			
Producer Group	Projected (Oct 2016-Sept 2017)	Actual production (Oct 2016-Sept 2017)	Projected production for next 12 months (Oct 2017-Sept 2018)
Sujan Estate	83,547.91	68,937.06	75,600.00
Jiba Estate	58,130.03	48,311.25	48,000.00
TOTAL	141,677.94	117,248.31	123,600.00

1.6 Certified CPO / PK Tonnage						
Mill	Estimated (Oct 2016-Sept 2017)		Actual (Oct 2016-Sept 2017)		Forecast (Oct 2017-Sept 2018)	
	CPO	PK	CPO	PK	CPO	PK
Keresa Palm Oil Mill*	23,484.00	4,944.00	24,269.90	5,031.86	22,879.00	4,816.00

* Included Sujan Estate, Jiba Estate and outside crop

1.7 Details of Certification Assessment Scope and Certification Recommendation:

BSI Services Malaysia Sdn Bhd has conducted the CAV2 Certification Assessment of Keresia Plantations Sdn Bhd/Keresia Mill Sdn Bhd, located in Bintulu, Sarawak comprising Keresia POM, Sujan Estate, Jiba Estate and infrastructure

The assessment was conducted onsite to assess the compliance of the certification unit against the MS 2530-3:2013 Part 3: General principles for oil palm plantations and organized smallholder, MS 2530-4:2013 Part 4: General principles for palm oil mills and MSP0 Guidance.

The onsite assessment was conducted on 7-10 November 2017.

Based on the assessment result, Keresia POM, Sujan Estate and Jiba Estate complies with the MS 2530-3:2013 Part 3: General principles for oil palm plantations and organized smallholder, MS 2530-4:2013 Part 4: General principles for palm oil mills and recommended for continued certification.

Section 2: Assessment Process

Certification Body:

BSI Services Malaysia Sdn Bhd,
Unit 3, Level 10, Tower A
The Vertical Business Suites, Bangsar South
No. 8, Jalan Kerinchi
59200 Kuala Lumpur
Tel +603 2242 4211 Fax +603 2242 4218
Nicholas Cheong: Nicholas.Cheong@bsigroup.com
www.bsigroup.com

BSI is a leading global provider of management systems assessment and certification, with more than 60,000 certified locations and clients in over 100 countries. BSI Standards is the UK's National Standards Body. BSI provides independent, third-party certification of management systems.

Assessment Methodology, Programme, Site Visits

This on-site assessment was conducted from 7-10 November 2017. The audit programme is included as Appendix A. The approach to the audit was to treat the Keresia POM, Sujan Estate and Jiba estate as a MSPO Certification Unit. A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HBVs, declared conservation areas and local communities.

The methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interviews of staff, workers and their families and external stakeholders, review of documentation and monitoring data. MS 2530-3:2013 and MS 2530-4:2013 were used to guide the collection of information to assess compliance. The comments made by external stakeholders were also taken into account in the assessment.

The estates or smallholders sample were determined based on formula $N = 1.0\sqrt{y}$ where y is the number of estates while when applicable, the smallholders sample were determined following the MSPO Certification Requirement. The sampling of smallholders were based on the formula $(1.0\sqrt{y}) \times (z)$; where 1.0 is the risk factor (may defer to 1.2 and 1.4 depending on risk), where y is total number of group members and where z is the multiplier defined by the risk assessment. The sampled smallholder listed in Appendix C.

Meetings were held with stakeholders to seek their views on the performance of the company with respect to the MSPO requirements and aspects where they considered that improvements could be made. At the start of each meeting, the interviewer explained the purpose of the audit followed by an evaluation of the relationship between the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and these have been incorporated into the assessment findings.

Structured worker interviews with male and female workers and staff were held in private at the workplace in the mill and the estates. Fieldworkers were interviewed informally in small groups in the field. In addition, the wives of workers and staff were interviewed in informal group meetings at their housing. Separate visits were made to each of the local communities to meet with the village head and residents. Company officials were not present at any of the internal or external stakeholder interviews. A list of Stakeholders contacted is included as Appendix B.

All the previous nonconformities are remains closed. The assessment findings for the this assessment are detailed in Section 4.2.

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This report is structured to provide a summary of assessment finding as attached in the Section 3. The assessment was based on random samples and therefore nonconformities may exist that have not been identified. The certificated issued to each certification unit (Keresa POM, Sujan Estate and Jiba Estate), however the audit was conducted concurrently (7-10 November 2017).

This report was internally reviewed by Approved BSI Internal Reviewer.

The following table would be used to identify the locations to be audited each year in the 5 year cycle

1. Assessment Program					
Name (Mill / Plantation / Group smallholders)	Year 1 (Certification)	Year 2 (ASA 1)	Year 3 (ASA 2)	Year 4 (ASA 4)	Year 5 (ASA 5)
Keresa POM	√	√	√	√	√
Sujan Estate	√	√	√	√	√
Jiba Estate	√	√	√	√	√

Tentative Date of Next Visit: December 3, 2018 - December 6, 2018

Total No. of Mandays: 7

BSI Assessment Team:

Mohd Hafiz Mat Hussain – Lead Auditor

He holds Bachelor Degree in Plantation Technology and Management, graduated from University Technology Mara (UiTM) on 2009. He has 4 years working experience in oil palm plantation industry. He also has the experiences as an auditor for several standards including ISO 9001, ISO 14001, OHSAS 18001, MSPO and RSPO in his previous certification body. He completed the ISO 9001 Lead Auditor Course, ISO 14001 Lead Auditor Course and OHSAS 18001 Lead Auditor Course in 2013, Endorsed RSPO P&C Lead Auditor Course in 2014 and MSPO Awareness Training in 2014. He had been involved in RSPO auditing since May 2013 in more than various companies in Malaysia. During this assessment, he assessed on the aspects of legal, mill best practices, estate best practices, safety and health, environmental and workers and stakeholders consultation.

Kelvin Lim – Team Member

Kelvin Lim Kok Wei is a fulltime employee with BSI Services Malaysia. He graduated from University Tunku Abdul Rahman, Malaysia. He has attended MSPO awareness training conducted by MPOB. He has completed ISO 9001:2008 Quality Management System Lead Auditor training in February 2014 and MSPO training on 14 March 2014. Currently he is an ISO 9001:2008 and Medical Device auditor with BSI. He has involved in MSPO audits since May 2014 covering legal and social aspects. Recently he is involved as Social Auditor during the RSPO Assessment to assess the social aspects and legal issues.

Section 3: Assessment Findings

3.1 Details of audit results

This assessment has been assessed using the following RSPO normative requirements. The assessment details are provided in Appendix A.

- MSPO MS 2530-2:2013 – General Principles for Independent Smallholders
- MSPO MS 2530-3:2013 – General Principles for Oil Palm Plantations and Organized Smallholders
- MSPO MS 2530-4:2013 – General Principles for Palm Oil Mills

3.2 Details of Nonconformities and Opportunity for improvement

The nonconformity is listed below.

During the Certification Assessment there were two (2) Major nonconformities (1 major for Sujan Estate and 1 major for Jiba Estate) & three (3) Minor nonconformities (1 minor for Sujan Estate, 1 minor for Jiba Estate and 1 minor for Keresia POM) raised. The Keresia POM, Sujan Estate and Jiba estate Certification unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted.

The implementation of the corrective action plans to address the minor nonconformity will be followed up during the next surveillance assessment. The implementation of the Corrective Actions for the Major Nonconformity(ies) has been verified for its effectiveness and closed accordingly.

Major Nonconformities:		
Ref	Area/Process	Clause
1552568-201711-M1	Sujan Estate	4.3.1.1
Requirements:	All operations are in compliance with the applicable local, state, national and ratified international laws and regulations.	
Statement of Nonconformity:	Lack of monitoring for the application of workers' work permit.	
Objective Evidence:	The management was not monitored effectively to the issue as follows: 1. Late submission of working permit to the Malaysia Immigration (Taufik-B1724449) 2. No follow up for the submission of working permit to the Malaysia Immigration on February 17 for Muhammad Riyanto (B5905702)	
Corrections:	1. To submit the working permit to Malaysia Immigration as soon as the workers start working for the company 2. Estate clerk need to follow up the validity of workers' working permit with HR Department in Kuching monthly	
Root cause analysis:	Monitoring was not implemented effectively	
Corrective Actions:	Management had employed new HR Cadet/Executive to monitor closely application of workers' work permit.	
Assessment Conclusion:	All evidences submitted found adequate. Hence, the major NC was closed on 5/1/18.	

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Major Nonconformities:		
Ref	Area/Process	Clause
1552568-201711-M2	Jiba Estate	4.3.1.1
Requirements:	All operations are in compliance with the applicable local, state, national and ratified international laws and regulations.	
Statement of Nonconformity:	Lack of monitoring for the application of workers' work permit.	
Objective Evidence:	The management was not monitored effectively to the issue as follow 1. Late submission of working permit to the Malaysia Immigration (Ruslan-B616977 and Armas-B5650618)	
Corrections:	To submit the working permit to Malaysia Immigration as soon as the workers start working for the company	
Root cause analysis:	Monitoring was not implemented effectively	
Corrective Actions:	Management had employed new HR Cadet/Executive to monitor closely application of workers' work permit.	
Assessment Conclusion:	All evidences submitted found adequate. Hence, the major NC was closed on 5/1/18.	

Minor Nonconformities:		
Ref	Area/Process	Clause
1552568-201711-N1	Sujan Estate	4.3.1.4
Requirements:	The management should assign a person responsible to monitor compliance and to track and update the changes in regulatory requirements.	
Statement of Nonconformity:	The management was not effectively monitored compliance to the Sarawak Labour Ordinance (Cap 67), Section 109 (Payment of wages).	
Objective Evidence:	Salary for Oct 2017 was not paid accordingly as per Sarawak Labour Ordinance (Cap 67), Section 109 (Payment of wages), not later than 7 days.	
Corrections:	To do the monitoring on key-in the workers' piece-rated twice a month (middle and end of the month) so that the admin clerk can process the data quickly.	
Correction Action Plan:	To do the monitoring on key-in the workers' piece-rated twice a month (middle and end of the month) so that the admin clerk can process the data quickly.	
Assessment Conclusion:	Accepted on 4/1/18. The effectiveness of the corrective action will be verified during next assessment.	

MinorNonconformities:		
Ref	Area/Process	Clause
1552568-201711-N2	Jiba Estate	4.3.1.4
Requirements:	The management should assign a person responsible to monitor compliance and to track and update the changes in regulatory requirements.	
Statement of Nonconformity:	The management was not effectively monitored compliance to the Sarawak Labour Ordinance (Cap 67), Section 109 (Payment of wages).	
Objective Evidence:	Salary for Oct 2017 was not paid accordingly as per Sarawak Labour Ordinance (Cap 67), Section 109 (Payment of wages), not later than 7 days.	
Corrections:	To do the monitoring on key-in the workers' piece-rated twice a month (middle and end of the month) so that the admin clerk can process the data quickly.	
Correction Action Plan:	To do the monitoring on key-in the workers' piece-rated twice a month (middle and end of the month) so that the admin clerk can process the data quickly.	
Assessment Conclusion:	Accepted on 4/1/18. The effectiveness of the corrective action will be verified during next assessment.	

MinorNonconformities:		
Ref	Area/Process	Clause
1552568-201711-N3	Keresa POM	4.3.1.4
Requirements:	The management should assign a person responsible to monitor compliance and to track and update the changes in regulatory requirements.	
Statement of Nonconformity:	The management was not effectively monitored compliance to the Sarawak Labour Ordinance (Cap 67), Section 109 (Payment of wages).	
Objective Evidence:	Salary for Oct 2017 was not paid accordingly as per Sarawak Labour Ordinance (Cap 67), Section 109 (Payment of wages), not later than 7 days.	
Corrections:	To do the monitoring on key-in the workers' piece-rated twice a month (middle and end of the month) so that the admin clerk can process the data quickly.	
Correction Action Plan:	To do the monitoring on key-in the workers' piece-rated twice a month (middle and end of the month) so that the admin clerk can process the data quickly.	
Assessment Conclusion:	Accepted on 4/1/18. The effectiveness of the corrective action will be verified during next assessment.	

Noteworthy Positive Comments	
1	External stakeholders for the mill and estates shown positive feedbacks towards the company.
2	Keresa management unit has maintained good relationship with the local community and other stakeholders.

3.3 Status of Nonconformities Previously Identified and OFI

Major Nonconformities:		
Ref	Area/Process	Clause
1415560M1	Jiba Estate	4.4.4.2
Requirements:	<p>The occupational safety and health plan shall cover the following:</p> <p>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).</p> <p>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.</p>	
Statement of Nonconformity:	The occupational safety and health plan was not effectively implemented and monitored	
Objective Evidence:	<p>Jiba Estate</p> <ol style="list-style-type: none"> 1. PPE used by sprayer at field 97 was not DOSH approved respirator and just using normal cotton handkerchief/mouth cover. 2. Cotton glove was used by sprayer, not rubber gloves as per recommendation. 3. There is no first aid box at spraying activity (Field 97). 	
Corrections:	<ol style="list-style-type: none"> 1&2. Safety and Health Unit briefed that the workers strictly need to wear those PPE. They advised to open the mouth cover after certain period and relax before continue again and used cotton hand glove inside before used the rubber hand glove. Management of Keresa distributed the new set of PPE 3. We bought first aid kit boxes and distribute to all sprayer gang every division. 	
Root cause analysis:	<ol style="list-style-type: none"> 1&2. The workers uncomfortable to wear the recommended PPE. They complaint hard to breath (mouth cover) and sweaty a lot (rubber glove) and this effect the productivity. 3. There is no first aid box for sprayer gang before only for manure and harvester gang. 	
Corrective Actions:	<ol style="list-style-type: none"> 1&2. Attached the SOPs of sprayer & name list of PPE distribution for workers (briefing during the distribution of PPE) 3. Attached the receipt of purchase first aid kit boxes. The distribution list for the sprayer gang. 	
Assessment Conclusion:	<p>Verification during ASA2:</p> <p>The management had provided the PPE to the sprayers accordingly, latest PPE issuance was provide on 19/9/17. The first aid box was available at site during site visit at harvesting activity. Hence, the Major NCR raised during previous audit was effectively closed.</p>	
Status:	The Major NCR raised during previous audit was effectively closed.	

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Major Nonconformities:		
Ref	Area/Process	Clause
1415560M2	Jiba Estate	4.5.5.1
Requirements:	The management shall establish water management plans to maintain the quality and availability of natural water resources (surface and ground water).	
Statement of Nonconformity:	Water management plan was not effectively implemented.	
Objective Evidence:	Jiba Estate: Based on the domestic water analysis results by Health Department, ref:PKBB/KMAM/600-2(127) dated 22/10/16, high total coliform and E.coli recorded with low chlorine dosage.	
Corrections:	1. We switch the channel of harvesting rain direct into drain. 2. The tank with treated water (from Water Treatment Plant) only for domestic used.	
Root cause analysis:	The treated water and the harvesting rain water mix together in the tank. The dropping bird might be drop from the roof into the tank cause high total coliform and E.coli recorded with low chlorine dosage.	
Corrective Actions:	Channel of harvesting rain direct into drain. The tank with treated water (from Water Treatment Plant) only for domestic used.	
Assessment Conclusion:	Sighted during site visit to linesite, the management had disconnected the hose and separates the tank between treated tank and rain water harvesting tank. Hence, the Major NCR raised during previous audit was effectively closed.	
Status:	The Major NCR raised during previous audit was effectively closed.	

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Major Nonconformities:		
Ref	Area/Process	Clause
1415560M3	Jiba Estate	4.1.2.2
Requirements:	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.	
Statement of Nonconformity:	Internal audit procedure was not effectively implemented.	
Objective Evidence:	Jiba Estate i) Internal audit report was generated; however the category of finding was not raised under non-conformity report as per established procedure. Refer to internal audit report for Sujan Estate dated 28/9/16 ii) Competency requirement for MSPO internal auditor was not clearly indicated in the established procedure.	
Corrections:	1. Internal audit report dated 28/09/2016 will be review according to new format follow the MSPO procedure 2. Management will proposed to send candidate training on May 2017.	
Root cause analysis:	1. The PIC not refer procedure before audit 2. No training for PIC for MSPO internal auditor.	
Corrective Actions:	1. Attached the internal audit follow the MSPO procedure 2. The complete course registration form, program and recommended letter for GM approval.	
Assessment Conclusion:	Internal Audit was led by Ms Winnie Siman where she was attended the MSPO2530:2013 awareness and internal auditing with SIRIM STS on 11-12/4/2017. There were 8 Major and 1 Minor NCs raised by Internal Auditors. Hence, the Major NC raised during previous audit was effectively closed.	
Status:	The Major NC raised during previous audit was effectively closed.	

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Major Nonconformities:		
Ref	Area/Process	Clause
1415560M4	Keresas POM	4.5.5.1
Requirements:	The management shall establish water management plans to maintain the quality and availability of natural water resources (surface and ground water).	
Statement of Nonconformity:	Water management plan was not effectively implemented.	
Objective Evidence:	Keresas Mill: Based on the domestic water analysis results by Health Department, ref: PKBB/KMAM/600-2(128) dated 22/10/16, high total coliform and E.coli recorded with low chlorine dosage.	
Corrections:	1. We switch the channel of harvesting rain direct into drain. 2. The tank with treated water (from Water Treatment Plant) only for domestic used.	
Root cause analysis:	The treated water and the harvesting rain water mix together in the tank. The dropping bird might be drop from the roof into the tank cause high total coliform and E.coli recorded with low chlorine dosage.	
Corrective Actions:	Channel of harvesting rain direct into drain. The tank with treated water (from Water Treatment Plant) only for domestic used.	
Assessment Conclusion:	Sighted during site visit to linesite, the management had disconnected the hose and separates the tank between treated tank and rain water harvesting tank. Hence, the Major NCR raised during previous audit was effectively closed.	
Status:	The Major NCR raised during previous audit was effectively closed.	

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Major Nonconformities:		
Ref	Area/Process	Clause
1415560M5	Keresas POM	4.1.2.2
Requirements:	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.	
Statement of Nonconformity:	Internal audit procedure was not effectively implemented.	
Objective Evidence:	Keresas Mill i) Internal audit report was generated; however the category of finding was not raised under non-conformity report as per established procedure. Refer to internal audit report for Keresas Mill dated 28/9/16 ii) Competency requirement for MSPO internal auditor was not clearly indicated in the established procedure.	
Corrections:	1. Internal audit report dated 28/09/2016 will be review according to new format follow the MSPO procedure 2. Management will proposed to send candidate training on May 2017.	
Root cause analysis:	1. The PIC not refer procedure before audit 2. No training for PIC for MSPO internal auditor.	
Corrective Actions:	1. Attached the internal audit follow the MSPO procedure 2. The complete course registration form, program and recommended letter for GM approval.	
Assessment Conclusion:	Internal Audit was led by Ms Winnie Siman where she was attended the MSPO2530:2013 awareness and internal auditing with SIRIM STS on 11-12/4/2017. There were 8 Major and 1 Minor NCs raised by Internal Auditors. Hence, the Major NC raised during previous audit was effectively closed.	
Status:	The Major NC raised during previous audit was effectively closed.	

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Major Nonconformities:		
Ref	Area/Process	Clause
1415560M6	Sujan Estate	4.1.2.2
Requirements:	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.	
Statement of Nonconformity:	Internal audit procedure was not effectively implemented.	
Objective Evidence:	Sujan Estate i) Internal audit report was generated; however the category of finding was not raised under non-conformity report as per established procedure. Refer to internal audit report for Sujan Estate dated 27/9/16 ii) Competency requirement for MSPO internal auditor was not clearly indicated in the established procedure.	
Corrections:	1. Internal audit report dated 28/09/2016 will be review according to new format follow the MSPO procedure 2. Management will proposed to send candidate training on May 2017.	
Root cause analysis:	1. The PIC not refer procedure before audit 2. No training for PIC for MSPO internal auditor.	
Corrective Actions:	1. Attached the internal audit follow the MSPO procedure 2. The complete course registration form, program and recommended letter for GM approval.	
Assessment Conclusion:	Internal Audit was led by Ms Winnie Siman where she was attended the MSPO2530:2013 awareness and internal auditing with SIRIM STS on 11-12/4/2017. There were 8 Major and 1 Minor NCs raised by Internal Auditors. Hence, the Major NC raised during previous audit was effectively closed.	
Status:	The Major NC raised during previous audit was effectively closed.	

3.4 Issues Raised by Stakeholders

IS #	Description
1	<p>Issues: JTK Officer: He explained that the management has complied with Sarawak Labour Ordinance.</p> <p>Management Responses The management will continue to comply with the Sarawak Labour Ordinance.</p> <p>Audit Team Findings No other issue.</p>
2	<p>Issues: Creche Attendants: They informed that no any issues reported. They were understood on how to use first aid kit if there is any emergency happened and verified that they know how to contact MA or Assistant Manager if there was any emergency.</p> <p>Management Responses: The MA and management will closely monitor if there is any issue reported.</p> <p>Audit Team Findings: There was no any further issue that required further verification.</p>
3	<p>Issues: Workers' Representatives - The representatives highlighted that they are treated equally on use of the facilities. Housing provided is in good condition and the payment of salary was according to the requirement and so far no workers was complained to them.</p> <p>Management Responses: The management treats all employees equally with no discrimination. Management will continue to treat all workers equally without discrimination.</p> <p>Audit Team Findings: No complaints were highlighted by foreign workers during interviewed. Site visit to the housing area found out that is in good condition at the time of the visit. Verified that the mill has budgeted for building of new labour linesite for improvement on the condition of the mill labour line-site.</p>
4	<p>Issues: Gender Committee Chairman: No issue of sexual harassment and violence case reported thus far.</p> <p>Management Responses: Information noted by the management.</p> <p>Audit Team Findings: Document reviewed of the meeting minutes and interviewed with female workers confirmed that no issue on sexual harassment has reported.</p>
5	<p>Issues: KSGS Smallholders (Rumah Majang) – They informed that no land encroachment by the management. Payment was made according to MPOB daily price. Credit term for the fertilizer purchase and business opportunity as sundry shop owner has been provided</p> <p>Management Responses: The Management will continue support the smallholders whenever required.</p> <p>Audit Team Findings: No further verification was required</p>
6	<p>Issues: Contractor (Road work) and CPO & PK Transporters: Contractor confirm payment is prompt as per agreed contract.</p> <p>Management Responses: Payment is made as per the agreed terms.</p> <p>Audit Team Findings: No other issues.</p>

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7	Issues: Medical Assistant: No issue reported by the MA. All the records were maintained.
	Management Responses: Information noted by the management.
	Audit Team Findings: No further issue.

3.5 Summary of the Nonconformities and Status

CAR Ref.	CLASS	ISSUED	STATUS
1211918M1	Major	25/7/2015	Closed out on 17/9/15
1211918M2	Major	25/7/2015	Closed out on 17/9/15
1211918M3	Major	23/7/2015	Closed out on 17/9/15
1211918M4	Major	23/7/2015	Closed out on 17/9/15
1211918M5	Major	23/7/2015	Closed out on 17/9/15
1211918M6	Major	24/7/2015	Closed out on 17/9/15
1211918M7	Major	24/7/2015	Closed out on 17/9/15
1211918M8	Major	24/7/2015	Closed out on 17/9/15
1415560M1	Major	8/12/2016	Closed out on 7/2/17
1415560M2	Major	8/12/2016	Closed out on 1/2/17
1415560M3	Major	8/12/2016	Closed out on 1/2/17
1415560M4	Major	8/12/2016	Closed out on 1/2/17
1415560M5	Major	8/12/2016	Closed out on 1/2/17
1415560M6	Major	8/12/2016	Closed out on 1/2/17
1552568-201711-M1	Major	10/11/2017	Closed out on 5/1/18
1552568-201711-M2	Major	10/11/2017	Closed out on 5/1/18
1552568-201711-N1	Minor	10/11/2017	Open
1552568-201711-N2	Minor	10/11/2017	Open
1552568-201711-N3	Minor	10/11/2017	Open

3.6 Summary of the findings by Principles and Criteria

A) MS 2530-3:2013 Malaysian Sustainable Palm Oil (MSPO) Part 3: General principles for Plantations and Organized Smallholders – Sujan Estate

Criterion / Indicator		Assessment Findings	Compliance
4.1 Principle 1: Management commitment & responsibility			
Criterion 4.1.1 – Malaysian Sustainable Palm Oil (MSPO) Policy			
4.1.1.1	A policy for the implementation of MSPO shall be established. - Major compliance -	The company has initiated the implementations of MSPO requirements. MSPO Policy has been established and signed by Senior Group General Manager dated April 2015.	Yes
4.1.1.2	The policy shall also emphasize commitment to continual improvement. - Major compliance -	The established policy has emphasized on the commitment to sustainable development and continuous improvement with the objective of improving the milling and estate operation.	Yes
Criterion 4.1.2 – Internal Audit			
4.1.2.1	Internal audit shall be planned and conducted regularly to determine the strong and weak points and potential area for further improvement. - Major compliance -	Annual MSPO internal audit was carried on 19/4/2017 concurrently with RSPO/ISCC elements for Sujan Estate. Audit covered both documentation and field operation for the estate. There are 8 Major and 1 Minor Nc raised by Internal Auditors. Audit report was available with the summary of findings for each respective work units.	Yes
4.1.2.2	The internal audit procedures and audit results shall be documented and evaluated, followed by the identification of	Internal audit procedure was established and effectively implemented. The procedure was reviewed by the management to	Yes

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Criterion / Indicator		Assessment Findings	Compliance
	strengths and root causes of nonconformities, in order to implement the necessary corrective action. - Major compliance -	include the competency requirement for MSPO internal auditor. Ms Winnie Siman where she was attended the MSPO2530:2013 awareness and internal auditing with SIRIM STS on 11-12/4/2017.	Yes
4.1.2.3	Report shall be made available to the management for their review. - Major compliance -	Internal audit report dated 19/4/2017 was made available for management review.	Yes
Criterion 4.1.3 – Management Review			
4.1.3.1	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. - Major compliance -	Management Review Procedure (dated September 2015) was established. MSPO management review was carried out on 20/4/17. All pertinent elements for MSPO implementation has been reviewed and presented to top management.	Yes
Criterion 4.1.4 – Continual Improvement			
4.1.4.1	The action plan for continual improvement shall be based on consideration of the main social and environmental impact and opportunities of the company. - Major compliance -	TQM has worked with estate to review and update the social and environmental aspects and impacts risk registers and to develop improvement plans. Some of the plan as follow: i) Labour quarter ii) Farm tractor with trailer iii) Water pump iv) Appointment of additional MA	Yes

Criterion / Indicator		Assessment Findings	Compliance
4.1.4.2	<p>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.</p> <p>- Major compliance -</p>	<p>The estate has optimised the use of mechanised operations to reduce pollutions.</p>	Yes
4.1.4.3	<p>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.</p> <p>- Major compliance -</p>	<p>The estate has appointed the assistant manager as in charge person to implement and monitor any new technologies being implemented and training of other personnel's. Currently, the estate has optimised the use of mechanised operations to reduce pollutions. Sighted continuous improvement plan dated January 2017 which was prepared by TQM.</p>	Yes
4.2 Principle 2: Transparency			
Criterion 4.2.1 – Transparency of information and documents relevant to MSPO requirements			
4.2.1.1	<p>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.</p> <p>- Major compliance -</p>	<p>Sujan Estate has maintained records of requests and responses. The information and documents such as Land titles/user rights, Safety and health plans, Plans and impact assessments relating to environmental and social impact, Plans for pollution prevention , Records of complaints and grievances, Plans for continuous improvement and make available upon request.</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
4.2.1.2	<p>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.</p> <p>- Major compliance -</p>	<p>Sujan Estate holds copies of each of the management documents that are required to be publicly available. Copies of the document such as Plans and impact assessments relating to environmental and social impact, Plans for pollution prevention, records of complaints and grievances were available on request. Keresa policy is to make documents and copies of the document publicly available on request, except those relating to commercial confidentiality.</p>	Yes
Criterion 4.2.2 – Transparent method of communication and consultation			
4.2.2.1	<p>Procedures shall be established for consultation and communication with the relevant stakeholders.</p> <p>- Major compliance -</p>	<p>Keresa Plantation Sdn Bhd has established and implement Complaints & Grievances Procedure (Ref. SOC 3.2, Version 1) that define the responsibilities and actions required for receiving, recording and responding to enquiries and requests from internal and external stakeholders.</p> <p>The estate has implemented the “Communication and Consultation Management guidelines” as evidenced by the maintenance of filing systems for recording written requests for assistance and information. Inspection of a sample of records found that requests for information were received only from Government Departments (DOE, DOSH, MPOB) and complaint form from the local communities. Furthermore, worker & smallholder survey has been conducted from time to time for establishing active communication.</p>	Yes

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Criterion / Indicator		Assessment Findings	Compliance
4.2.2.2	<p>A management official should be nominated to be responsible for issues related to Indicator 1 at each operating unit.</p> <p>- Minor compliance -</p>	<p>The TQM Executive (Winnie Siman) has been appointed as Social Management Representative for internal and external stakeholders. The responsibilities have been stated in the appointment letter dated 1/1/17.</p> <p>Interviews with Stakeholders confirmed that Keresia has an open approach to communication with staff, workers and local communities.</p>	Yes
4.2.2.3	<p>List of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders should be properly maintained.</p> <p>- Major compliance -</p>	<p>Stakeholder list available that include the supplier, contractor, smallholders, external stakeholders plantation, villagers & government agency such as DOSH, MPOB, DOE, Labour department & etc. For internal stakeholder, JCC meeting was used to collect feedback. The action request has been recorded and track by Ms Winnie. Request from government agency was by visit log book such as MPOB, DOE and DOSH. The action has been taken accordingly and recorded.</p> <p>Joint consultative committee (JCC) meeting, internal stakeholder meeting that involve worker representative and chaired by group estate manager, Mr Handrick Lagang. The latest meeting was conducted on 21/7/2017 that involved Jiba and Sujana estate. All issued has been discussed with current action plan has been established.</p>	Yes

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Criterion / Indicator		Assessment Findings	Compliance
		Worker survey (75 participants- Overall Keresia Plantation) has been conducted on 30/05/17 and small holders survey on June to July 2017 from 3 long houses that involved 21 participants. All issued has been discussed with current action plan has been established and implemented accordingly.	
Criterion 4.2.3 – Traceability			
4.2.3.1	The management shall establish, implement and maintain a standard operating procedure to comply with the requirements for traceability of the relevant product(s). - Major compliance -	SOP on the traceability of the FFB has established in ISCC/RSPO/MSPO Management System guidelines Version 1. Sighted from file KMSB ISCC/RSPO/MSPO SOP, the procedures detailing the processes as following: - Internal Audit - Management Review - Mass Balance - GHG Calculation - Traceability	Yes
4.2.3.2	The management shall conduct regular inspections on compliance with the established traceability system. - Major compliance -	Traceability inspection report carried out on monthly basis. Refer to report dated 31 October 2017 for Sujana Estate (Division Kemena 1 & 2, Lavang and Stapang 1, 2 & 3). The detail of the record includes daily despatch quantity and division which show the traceability from field to the POM.	Yes

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Criterion / Indicator		Assessment Findings	Compliance
4.2.3.3	The management should identify and assign suitable employees to implement and maintain the traceability system. - Minor compliance -	Eliza Nojin (TQM Executive) has been assigned to maintain the traceability system. The appointment letter dated 1/1/17 with job responsibility has been clearly defined.	Yes
4.2.3.4	Records of sales, delivery or transportation of FFB shall be maintained. - Major compliance -	Inspection of records confirmed these were updated daily. Verified traceability records: i) Harvesting summary record dated 7/11/17 for Lavang 01 Division. ii) Driver FFB daily collection dated 7/11/17, tractor# KT26. iii) Ramp collection record summary (Lavang 01 division) dated 7/11/17. iv) Weighbridge ticket from Keresu POM dated 7/11/17 as a proof of delivery and traceability (Vehicle# CK10).	Yes
4.3 Principle 3: Compliance to legal requirements			
Criterion 4.3.1 – Regulatory requirements			
4.3.1.1	All operations are in compliance with the applicable local, state, national and ratified international laws and regulations. - Major compliance -	Keresu Plantation has maintained the systems for documentation, checking and assessment of legal compliance with applicable laws and regulations. Inspection of records showed that the Jiba Estate has maintained legal compliance with statutory requirements. Sample of permit and license sighted at Jiba Estate were : i) MPOB licence for nursery – registered under Keresu Plantations Sdn Bhd, 516060011000 (valid until 31/10/2018) ii) MPOB license – registered under Keresu Plantations Sdn Bhd,	No

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Criterion / Indicator		Assessment Findings	Compliance
		<p>503656102000 (valid until 28/2/2018)</p> <p>iii) Petrol License - Bintulu Development Authority (BDA) SPL000005 (valid until 31/12/17)</p> <p>iv) Diesel/petrol KPDNKK (BTU.P.33/2007(D), Serial number Q007046) valid until 26/10/2017. Quantity (15,000 litres). The management had submitted the renewal for license on 17/8/17, however the license by KPDNKK yet to be received.</p> <p>v) Trading License – The Business, Professions and Trading License Ordinance. (Borang I, Seksyen 5, 23 dan 24(2)) – No. 828476 valid until 14/4/2018.</p> <p>However, the management was not monitored effectively to the issue as follow</p> <ol style="list-style-type: none"> 1. Late submission of working permit to the Malaysia Imigration (Taufik-B1724449) 2. No follow up for the submission of working permit to the Malaysia Imigration on February 17 for Muhammad Riyanto (B5905702) <p>Thus, major NC was raised.</p>	
4.3.1.2	<p>The management shall list all laws applicable to their operations in a legal requirements register.</p> <p>- Major compliance -</p>	<p>A Legal Compliance procedure has been established (KP 16 Mechanism for ensuring legal compliance dated 15 Mar 2010). All operating units have Legal & Other Requirements Register (LORR) covering all the necessary regulatory requirements. TQM sustainability department have reviewed and updated the LORR at both mil and estates on 7/6/2017. All the new legal requirements were include in the legal register accordingly:</p>	Yes

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Criterion / Indicator		Assessment Findings	Compliance
		i) Minimum Wages Order 2016	
4.3.1.3	The legal requirements register shall be updated as and when there are any new amendments or any new regulations coming into force. - Major compliance -	Tracking system available to identify changes in the relevant regulations through head office, website information and the information are communicated from the Group Head Office. On the site verification, interviews with office personnel and records indicate that the system is appropriate to the operations. Tracking system on any changes in the law been well implemented.	Yes
4.3.1.4	The management should assign a person responsible to monitor compliance and to track and update the changes in regulatory requirements. - Minor compliance -	Administration executive, Rose ak Gani is the person responsible to monitor compliance and to track and update the changes in regulatory requirements. However, the management was not effectively monitored compliance to the issue as follow: 1. Salary for Oct 2017 was not paid accordingly as per Sarawak Labour Ordinance (Cap 67), Section 109 (Payment of wages), not later than 7 days. Thus, the minor NC was raised.	No
Criterion 4.3.2 – Lands use rights			
4.3.2.1	The management shall ensure that their oil palm cultivation activities do not diminish the land use rights of other users. - Major compliance -	Keresa Estate operation is on lease land. There are documents in place showing legal ownership or lease and a history of land tenure. As reported during the last assessment, estate was developed on State Lease Land, issued by Department of Land and Survey; Bintulu Division dated 28 December 1996 for 99 years (between 01 January 1981 and 01 January 2080) over an area of 6,023 ha in Lot No. 1	Yes

Criterion / Indicator		Assessment Findings	Compliance
		Block 17 Lavang Land District, Bintulu Sarawak.	
4.3.2.2	The management shall provide documents showing legal ownership or lease, history of land tenure and the actual use of the land. - Major compliance -	Keresa Estate operation is on lease land. There are documents in place showing legal ownership or lease and a history of land tenure. As reported during the last assessment, estate was developed on State Lease Land, issued by Department of Land and Survey; Bintulu Division dated 28 December 1996 for 99 years (between 01 January 1981 and 01 January 2080) over an area of 6,023 ha in Lot No. 1 Block 17 Lavang Land District, Bintulu Sarawak.	Yes
4.3.2.3	Legal perimeter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable. - Major compliance -	Field visit to Sujan Estate noted that boundaries are visibly maintained and verified during the visit at field S0006 (boundary with Sarawak State Land). Legal boundaries are clearly demarcated and visibly maintained throughout the estate. All the boundaries are visibly maintained as per company SOP.	Yes
4.3.2.4	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). - Minor compliance -	There was no land disputes noted during the audit at Jiba Estate as the estate has the legal ownership documents which was under the Keresa Plantation Sdn. Bhd.	Yes
Criterion 4.3.3 – Customary rights			
4.3.3.1	Where lands are encumbered by customary rights, the company shall demonstrate that these rights are understood and are not	There is no customary land or negotiated agreements at Keresa	Yes

Criterion / Indicator		Assessment Findings	Compliance
	being threatened or reduced. - Major compliance -	Plantation (Sujan Estate) land.	
4.3.3.2	Maps of an appropriate scale showing extent of recognized customary rights land, if any, should made available. - Minor compliance -	The right to use the land is not disputed and there were no customary land within the Keresia Plantation (Sujan Estate).	Yes
4.3.3.3	Negotiation and FPIC shall be recorded and copies of negotiated agreements should be made available. - Major compliance -	Not applicable for Keresia Plantation (Sujan Estate) as there were no negotiation has occurred.	Not Applicable
4.4 Principle 4: Social responsibility, health, safety and employment condition			
Criterion 4.4.1: Social Impact Assessment (SIA)			
4.4.1.1	Social impact should be identified and plans are implemented to mitigate the negative impacts and promote the positive ones. - Minor compliance -	TQM department has conduct with the internal stakeholder on the 5/9/2014 using survey that includes the criteria of term & condition of work, social provision and safety & health. A summary report has been compiled and analysed. Joint consultative committee (JCC) meeting, internal stakeholder meeting that involve worker representative and chaired by group estate manager, Mr Handrick Lagang. The latest meeting was conducted on 21/7/2017 that involved Jiba and Sujan estate. All issued has been discussed with current action plan has been established.	Yes

Criterion / Indicator		Assessment Findings	Compliance
		Worker survey (75 participants- Overall Keresia Plantation) has been conducted on 30/05/17 and small holders survey on June to July 2017 from 3 long houses that involved 21 participants. All issued has been discussed with current action plan has been established and implemented accordingly.	
Criterion 4.4.2: Complaints and grievances			
4.4.2.1	A system for dealing with complaints and grievances shall be established and documented. - Major compliance -	The estate has established the procedure (Chapter 3: Complaints & Grievance Procedures dated: December 2009) to deal with complaints and grievances by using the complaint form. Sighted some of the complaint form at Sujan Estate, mostly complaint on the housing (light and fan not function).	Yes
4.4.2.2	The system shall be able to resolve disputes in an effective, timely and appropriate manner that is accepted by all parties. - Major compliance -	Inspection of records at estate indicated that written communications were replied promptly and the correspondence kept in file (KP5-19: Fail Cadangan/ Aduan/ Permintaan).	Yes
4.4.2.3	A complaint form should be made available at the premises, where employees and affected stakeholders can make a complaint. - Minor compliance -	The Estate maintains 'complaint form' and 'maintenance and repairing report' for receiving and responding to requests and complaints from employees. No external stakeholders were recorded related on complaint and grievances. Review of the registers found there was no outstanding or unresolved grievance.	Yes

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Criterion / Indicator		Assessment Findings	Compliance
4.4.2.4	Employees and the surrounding communities should be made aware that complaints or suggestions can be made any time. - Minor compliance -	Interview with stakeholders found that they are aware of the procedure and no pending issues.	Yes
4.4.2.5	Complaints and resolutions for the last 24 months shall be documented and made available to affected stakeholders upon request. - Major compliance -	Record review found that previous complaints and requests from 2009 were still available.	Yes
Criterion 4.4.3: Commitment to contribute to local sustainable development			
4.4.3.1	Growers should contribute to local development in consultation with the local communities. - Minor compliance -	Keresa Plantation Sdn. Bhd. has taken the initiative to assist the smallholders such as providing technical assistant to obtain the RSPO certification. Apart from that, the plantation allows the local villagers to have the access of the road. The Plantation offers the contribution for those who were buying the seedling from keresa nursery with extra 50 seedlings and provide fertilizer at much cheaper price as compare to market to the smallholders which has been confirmed through smallholders interview.	Yes
Criterion 4.4.4: Employees safety and health			
4.4.4.1	An occupational safety and health policy and plan shall be documented, effectively communicated and implemented.	Sujan estate has established OSH Policy which was signed by Managing Director. The OSH plan for 2017 was established to cover the housing inspection, OSH audit, training, workplace inspection,	Yes

Criterion / Indicator	Assessment Findings	Compliance
<p>- Major compliance -</p>	<p>OSH meeting which was prepared by SHE Exec, TQM Unit. The last review was done on 10/3/2017.</p>	
<p>4.4.4.2 The occupational safety and health plan shall cover the following:</p> <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> i. all employees involved shall be adequately trained on safe working practices ii. all precautions attached to products shall be properly observed and applied d) The management shall provide the appropriate 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 	<p>a) Keresia Plantations has safety and health policy that has been communicated to the staff and workers and displayed on notice board. On site supervisors and estate assistant managers ensure the implementation of it.</p> <p>b) HIRARC – Latest review, Oct 2017. Coverage of activities (Quarry activities by contractors, usage of buffalo, motorbike riding by workers in estate, & etc.</p> <p>c & d) In addition to specific training courses, safety briefings are given during muster. Sampled of the training:-</p> <ul style="list-style-type: none"> i) First aid training dated 25/02/17 ii) MSPO awareness training 15/08/17 <p>Chemical register dated 18/8/17 was sighted. Seen the chemical used were:</p> <ul style="list-style-type: none"> i) Metsulfuron- Metsulfuron-Methyl ii) Mamba 360SL – Glyphosate iii) Starmix iv) Starane <p>SDS for the said chemicals are available at the store in Dual-language</p>	<p>Yes</p>

Criterion / Indicator	Assessment Findings	Compliance
<p>Safety Health (Classification Packaging and Labeling) Regulation 1997 and Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000.</p> <p>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.</p> <p>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 meeting are kept and the concerns of the employees and any remedial actions taken are recorded.</p> <p>h) Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees.</p> <p>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.</p> <p>j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.</p> <p>- Major compliance -</p>	<p>(Bahasa Malaysia and English).</p> <p>e) Sujan estate follows the Keresa Plantations SOP for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labelling) Regulation 1997 and Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000.</p> <p>f) Keresa Plantation has established Safe & Standard Operating Procedure for Oil Palm Plantations (SSOP) dated January 2011. (Doc ref KP2-5). Estate upkeep, crop evacuation, chemical and agrochemical management, transportation of workers, utilities management, Pest control, highly toxic pesticides, working at height etc.</p> <p>CHRA dated September 2012 (JKKP HIE 127/171-2(164)) Recommendation : i) Medical Surveillance (Sprayer) ii) Training (Chemical Safe Handling) The CHRA to be conducted on this year but haven't visit but seen the PO 14695 dated 25/09/17 to ESI Sampling Sdn Bhd where the assessor will be visit on Jan 2018.</p> <p>Medical surveillance was conducted on 15/3/17 (Batch 2), 14/6/17 (Batch 3), 17/7/17 (Batch 4), & 20/7/17 (Batch 5) by Occupational Health Doctor DOSH Reg. No. JKKP HQ/08/DOC/00(206). Result of the Medical Examinations found to be normal without any health</p>	

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Criterion / Indicator	Assessment Findings	Compliance
	<p>detrimental issues.</p> <p>At the estate, there is a appointed OSH Coordinator (TQM Exec) who is responsible for organising safety training, meetings and investigation and reporting of accidents and Incidents.</p> <p>For Sujan Estate :</p> <p>Appointment of SHC – TQM Manager (Chairman) dated 12/4/16, SHC secretary dated 12/4/16.</p> <p>Refer OHS meeting minutes :</p> <p>OHS meeting at Sujan Estate and Jiba Estate – #3: dated 17/7/17, #2: dated 17/6/17, #1:dated 26/1/17. All the agenda was discussed accordingly during OHS meeting, e.g.: HSE accidents statistics, HSE target, HSE training, HSE promotion, Inspection and walkabout pre-audit, subcommittee report etc.</p> <p>Records were available confirming that quarterly OSH meetings had been held at the estate.</p> <p>Records were available confirming that quarterly OSH meetings had been held at the estate.</p> <p>Emergency Preparedness and Response Plan was developed for the following type of scenario :</p> <ul style="list-style-type: none"> i)ERP for Fire ii)ERP for Bund Break 	

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Criterion / Indicator	Assessment Findings	Compliance
	<p>iii)ERP for Chemical and Fertilizer Spillage iv)ERP for Suicide Attempt and Prevention v)ERP for Bush Fire vi)ERP for injury and illness require Medical attentions vii)ERP for flood ix)ERP for poisoning x) ERP for workplace violence.</p> <p>ERP plan – Appendix A ERT – Appendix B Emergency contact number – Appendix C</p> <p>h) The estate has site specific Plans (refer to the above) including maps showing assembly areas and up-to-date lists of emergency contacts with training conducted to communicate the Plan. Interviews of estate staff and workers confirmed understanding of emergency response.</p> <p>i) First Aid Kits are provided at various work sites at the estates and inspection confirmed these had been appropriately stocked. Verified on field visit location:- Constantino (Spraying), Marten (harvesting), Iqbal (manuring)</p> <p>j) All accidents are investigated and reported to Head Office. Seen the accident and injury report has been summarized on monthly basis for the whole Keresia Plantation. Seen the report on month Sept 2017 (14 cases) and on month August 2017 (34 cases). The cases reported were mainly due to injury on the field work.</p>	

Criterion / Indicator		Assessment Findings	Compliance
		JKKP 8 was sent to DOSH on 12/1/2017.	
Criterion 4.4.5: Employment conditions			
4.4.5.1	<p>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.</p> <p>- Major compliance -</p>	<p>The management has established a policy on good social ethics regarding human rights such as Human rights policy dated 30/11/17, Equal Rights Policy dated 1/12/2009, Prevention of sexual harassment & domestic violence in the workplace policy dated 1/12/2009, freedom of association policy dated 1/12/2009, etc. has been signed off by Managing Director of the group.</p> <p>The policy was communicated by displayed at the strategic location, induction & training, memo and meeting.</p>	Yes
4.4.5.2	<p>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.</p> <p>- Major compliance -</p>	<p>Keresa plantation has established Equal Rights Policy, signed by Managing Director dated 1/12/09 to ensure equal opportunity and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics. Inspection of a sample of pay records and interviews of staff and workers at the Mill did not identify any issues related to discrimination.</p>	Yes
4.4.5.3	<p>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</p>	<p>There is a contract and agreement for staff and workers including foreign workers and pay and conditions are documented and are above the industry minimum standard. Inspection of a sample of employee contracts confirmed that terms and conditions are</p>	Yes

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	<p>meet basic needs and provide some discretionary income based on minimum wage.</p> <p>- Major compliance -</p>	<p>clearly outlined and have been signed by the worker. Staff and Workers confirmed this during interview. Sampled Workers checked for Oct wages:</p> <ol style="list-style-type: none"> 1. Emp. ID:10685 2. Emp. ID:10801 3. Emp. ID:11162 4. Emp. ID:10037 	
4.4.5.4	<p>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.</p> <p>- Minor compliance -</p>	<p>Keresia Finance Department arranges contracts for the purchase of goods and services, including those with FFB suppliers. The contract clearly stated that the contractor must strictly follow all applicable national and ratified international laws.</p> <p>Interviews of contractors indicated that they understand their contracts. Further interview with the contractor’s workers found that they were paid at least meeting the minimum wages requirement.</p>	Yes
4.4.5.5	<p>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.</p> <p>- Major compliance -</p>	<p>Keresia Plantation (Sujan Estate) has a register of all staff and workers at the premise. The detail includes full name, gender, date of birth, date joined, job title. The basic wages, copy of passport and permit were maintained in the employee personnel file.</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
4.4.5.6	<p>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.</p> <p>- Major compliance -</p>	<p>There is a contract and agreement for staff and workers including foreign workers and pay and conditions are documented and are above the industry minimum standard. Inspection of a sample of employee contracts confirmed that terms and conditions are clearly outlined and have been signed by the worker.</p> <ol style="list-style-type: none"> Emp. ID:10685; Contract 12/01/16- 12/01/18 Emp. ID:10801; Contract 16/9/17- 16/9/18 Emp. ID:11162; Contract 08/02/17- 08/02/19 Emp. ID:10037; Contract 11/08/17- 11/08/18 	Yes
4.4.5.7	<p>The management shall establish a time recording system that makes working hours and overtime transparent for both employees and employer.</p> <p>- Major compliance -</p>	<p>Keresa Plantation (Sujan Estate) has a daily attendance log sheet time recording system to monitor the working hours of its workers and staffs.</p>	Yes
4.4.5.8	<p>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.</p> <p>- Major compliance -</p>	<p>The management was in the progress of applying the overtime permit from labour department. Interview of workers and pay record shows the working hours, breaks, overtime payments are in accordance to law and workers are not forced to work overtimes.</p>	Yes
4.4.5.9	<p>Wages and overtime payment documented on the pay slips shall be in line with legal regulations and collective agreements.</p>	<p>Sample payslips checked found the overtime payments are documented in line with the Employee agreement.</p> <ol style="list-style-type: none"> Emp. ID:10685 Emp. ID:10801 	Yes

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Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	3. Emp. ID:11162 4. Emp. ID:10037	
4.4.5.10	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. - Minor compliance -	Interviews of local and foreign workers indicated satisfaction with the standard of housing and facilities. Electricity and water are provided without charges. Keresa provide transport for children to school. Health Clinic has been provided for the employees and family members with free treatment. There was best harvester award for year 2017 has been organize which will be announce on December 2017. Outturn incentive for daily attendance on the muster and incentive of contract extension for foreign workers. Local employees has yearly bonus based on personal performance	Yes
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. - Major compliance -	Residents at all company housing have access to facilities established by the company, such as health clinic, sports field, crèche, and places of worship. The basic amenities and facilities was accordance with the act.	Yes
4.4.5.12	The management shall establish a policy and provide guidelines to prevent all forms of sexual harassment and violence at the workplace. - Major compliance -	Keresa Plantation has established prevention of sexual harassment & domestic violence in the workplace policy signed by Manging Director dated 1/12/09 and displayed at strategic location. Interviews of internal and external stakeholders confirmed awareness and understanding of the Policy.	Yes

Criterion / Indicator		Assessment Findings	Compliance
4.4.5.13	<p>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.</p> <p>- Major compliance -</p>	<p>Interviews of staff and workers confirmed Keresa Plantation supports freedom of association. At estate there is a local committee made up of workers representatives elected by workers. JCC meeting has been conducted for the internal stakeholder with the company management staffs The last meeting was conducted on the 21/7/2017. Interview of Staff and Workers also confirmed their awareness of freedom of association but there was no worker unions being formed at the moment.</p>	Yes
4.4.5.14	<p>Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation. Work by children is acceptable on family farms, under adult supervision, and when not interfering with their education programmes. Children shall not exposed to hazardous working conditions.</p> <p>- Major compliance -</p>	<p>Inspection of a sample of personnel files at the estate confirmed recruits' ages were checked against their Identity Card for Malaysian workers or their passport in the case of foreign workers. Under-age persons were not observed at any of the work locations visited.</p>	Yes
Criterion 4.4.6: Training and competency			
4.4.6.1	<p>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.</p>	<p>Sujan estate has prepared an Annual Training Plan 2017 that lists the internal and external training courses scheduled for the year. In addition estate has a schedule of "on-the-job" training for the main tasks. The estate also maintained training records for individual staff and workers, including induction of new workers. Sampled training carried out for 2017:</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	<ul style="list-style-type: none"> i) Triple Rinsing Training (29/07/17) ii) Harvesting Training (02/05/17) iii) Tractor Driver Safety Training (20 & 26/7/17) iv) Spraying Training (29/07/17) v) First Aid Training (17/2/17) vi) Schedule waste (9/8/17) 	
4.4.6.2	<p>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.</p> <p>- Major compliance -</p>	<p>Sujan estate has conducted training needs assessment prior to prepare the annual training plan for the year 2017 for all the employee groups including new and existing workers and staffs. Training programmes is based on worker’s competency requirements. Workers must be properly trained before assigned to the respective work units. On-site observation and assessment will be carried out by field staff and assistant to monitor training effectiveness.</p>	Yes
4.4.6.3	<p>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.</p> <p>- Minor compliance -</p>	<p>Continuous training programme is planned and implemented covering all employees and contractors as per the documented training procedure. Sampled training carried out for 2017:</p> <ul style="list-style-type: none"> i) Triple Rinsing Training (29/07/17) ii) Harvesting Training (02/05/17) iii) Tractor Driver Safety Training (20 & 26/7/17) 	Yes

Criterion / Indicator		Assessment Findings	Compliance
		iv) Spraying Training (29/07/17) v) First Aid Training (17/2/17) vi) Schedule waste (9/8/17)	
4.5 Principle 5: Environment, natural resources, biodiversity and ecosystem services			
Criterion 4.5.1: Environmental Management Plan			
4.5.1.1	An environmental policy and management plan in compliance with the relevant country and state environmental laws shall be developed, effectively communicated and implemented. - Major compliance -	Keresa Plantations Sdn. Bhd. has an Environmental policy dated 27/12/16 that has been signed by the top management and environmental management plan with relevant to the applicable laws and regulations. Interviews of staff and workers found that the policy has been communicated and implemented.	Yes
4.5.1.2	The environmental management plan shall cover the following: a) An environmental policy and objectives; b) The aspects and impacts analysis of all operations. - Major compliance -	The established environmental management plan has covered the environmental aspects and impacts based on Keresa Plantations & Mill. The Environmental Aspect & Impact assessment has been reviewed. The assessment is conducted according to the Procedure Manual – Identification of Environmental Aspects and Evaluations of Environmental Impacts Ref: KPSB 1/2012 dated 01/01/2012. The scoring and evaluation criteria provided in this Manual. Sample of assessment reviewed: Manuring activity which covers the activity: 1. Disposal of empty fertilizer bags (both inorganic and organic) will impact on depletion of natural resources	Yes

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Criterion / Indicator		Assessment Findings	Compliance
		2. Heavy Rain that causes fertilizer washed off and impact on water pollution 3. Over dosage of fertilizer causes toxicity to the plant and that impact on business 4. Extreme drought The mitigation plans related to the sample assessed above, has been reviewed and found satisfactory. Mitigation plans includes work Procedures and Training has been provided to the operators.	
4.5.1.3	An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, effectively implemented and monitored. - Major compliance -	The continuous monitoring as per initial implementation was implemented on timely basis where for each operating unit the planned programs were included in annual budgeting. Results of the programs that were monitored will determine operational changes whether have positive or negative environmental impacts. The visit confirmed that programs gave continuous improvement accordingly to the company. Both Sujan Estate and Jiba Estate implemented the river water monitoring by taking water samples from 7 sampling points of river and streams running through both estates including Sg. Jiba, Sg. Semerah, Sg. Jampang and Sg. Besal. Sample analyses were done every 3 months by ESI Sampling Sdn. Bhd. Sampled analysis report (Report period of April – Jun 2017; Ref. # NREB/6-1/2G/6); dated 19/4/2017) shown that analysis were done against Class IIA of NWQSM and the results were in-compliance with the standard.	Yes

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Criterion / Indicator		Assessment Findings	Compliance
4.5.1.4	A programme to promote the positive impacts should be included in the continual improvement plan. - Minor compliance -	Keresa Plantation’s environmental improvement programme also includes continual improvement plans. For example, waste management, water quality, soil erosion, biodiversity, pesticides and etc.	Yes
4.5.1.5	An awareness and training programme shall be established and implemented to ensure that all employees understand the policy and objectives of the environmental management and improvement plans and are working towards achieving the objectives. - Major compliance -	Annual training programme of the estate includes environmental awareness and compliance related trainings to the executives, staffs and workers. The training was conducted accordingly on 9/8/2017.	Yes
4.5.1.6	Management shall organize regular meetings with employees where their concerns about environmental quality are discussed. - Major compliance -	Environmental related matters were discussed during HSE meeting. The last HSE meeting was conducted on 17/7/17. No issue related to environmental was raised during this meeting. Workers interview reveal that they are encouraged to discuss environmental issues with the management.	Yes
Criterion 4.5.2: Efficiency of energy use and use of renewable energy			
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.	The estate maintains records of energy usage, which is reported monthly to head office. The use of the fossil fuel against the FFB production is being monitored. Totodate October 2017 : Sujan Estate – 1.76 litre / mt FFB	Yes

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -		
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. - Major compliance -	Sujan estate has estimation on total energy required. This estimation was compared to the actual usage by monthly and reported to the head office for monitoring.	Yes
4.5.2.3	The use of renewable energy should be applied where possible. - Minor compliance -	Sujan estate has implemented buffalo assisted harvesting as to reduce usage of fossil fuel in field operation. The use of buffalo assisted harvesting is more cost effective compared to mechanize and diesel powered prime movers.	Yes
Criterion 4.5.3: Waste management and disposal			
4.5.3.1	All waste products and sources of pollution shall be identified and documented. - Major compliance -	Based on documented pollution prevention plan (KM 4-1 Waste Register RSPO/ISCC), among the waste products identified and documented including general waste and scheduled waste. Sources of waste were from the mill, estates and housing area. Common waste identified including domestic waste and scheduled waste. For estates, its reusable and recyclable wastes identified included empty fertilizer bags and triple rinsed empty chemical containers. Organic biomass waste generated by estates including fronds and chipped fell palms. Other specific activities such as mill maintenance and estate vehicle	Yes

Criterion / Indicator		Assessment Findings	Compliance
		workshop generate few categories of scheduled waste such as SW 305, SW 306, SW 409 and SW 410. Clinic operation generated clinical waste.	
4.5.3.2	<p>A waste management plan to avoid or reduce pollution shall be developed and implemented. The waste management plan should include measures for:</p> <ul style="list-style-type: none"> a) Identifying and monitoring sources of waste and pollution b) Improving the efficiency of resource utilization and recycling of potential wastes as nutrients or converting them into value-added by-products <p>- Major compliance -</p>	<p>Documented pollution prevention plan (KM 4-1) was emphasized in the pollution prevention plan where the site visit confirmed that the practice of reduce, reuse and recycle of materials has been implemented throughout the company mill and estates. Method of handling the domestic/general wastes are segregation at the collection point from offices and housing area before being disposed through landfill.</p> <p>For scheduled wastes, the handling was done according to the legal requirement where a scheduled waste store was constructed in each operating unit for storage. A company registered with DOE, E-Concern (M) Sdn. Bhd. was appointed to collect the scheduled waste from all the scheduled waste storage facilities within the company. Latest disposal was done on 13/7/2017 for SW305; Consignment note (C/N) # G02157; SW410 (C/N # G02159) & SW409 (C/N # G02158).</p> <p>Clinical waste from the clinic was disposed through Bintulu Specialist Hospital Sdn. Bhd. as the authorised clinical waste collection and disposal contractor appointed by the company. Latest disposal was done on 11/8/2017.</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
4.5.3.3	<p>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.</p> <p>- Major compliance -</p>	<p>SOP for scheduled waste dated 15/10/09 was established. For scheduled wastes, the handling was done according to the legal requirement where a scheduled waste store was constructed in each operating unit for storage. A company registered with DOE, E-Concern (M) Sdn. Bhd. was appointed to collect the scheduled waste from all the scheduled waste storage facilities within the company. Latest disposal was done on 13/7/2017 for SW305; Consignment note (C/N) # G02157; SW410 (C/N # G02159) & SW409 (C/N # G02158).</p>	Yes
4.5.3.4	<p>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.</p> <p>- Major compliance -</p>	<p>In Estates, empty chemical containers were being triple rinsed and spot painted in red before return back to supplier. Visit and records confirmed that no empty chemical containers being disposed other than returned back to supplier.</p>	Yes
4.5.3.5	<p>Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourses.</p> <p>- Minor compliance -</p>	<p>Domestic wastes are being disposed at estate landfill and it's away from watercourse. Site visit at Sujan Estate landfill at field S0201 found that, the landfill was opened on 7/11/2017.</p>	Yes
Criterion 4.5.4: Reduction of pollution and emission			
4.5.4.1	<p>An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, scheduled wastes, solid</p>	<p>The established environmental management plan has covered the environmental aspects and impacts based on Keresa Plantations &</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
	wastes and effluent. - Major compliance -	Mill. The Environmental Aspect & Impact assessment has been reviewed. The assessment is conducted according to the Procedure Manual – Identification of Environmental Aspects and Evaluations of Environmental Impacts Ref: KPSB 1/2012 dated 01/01/2012. The scoring and evaluation criteria provided in this Manual. Sujan estate has done environmental impact and aspect identification involving all the activities within the estate.	
4.5.4.2	An action plan to reduce identified significant pollutants and emissions shall be established and implemented. - Major compliance -	<p>Environmental improvement plan include assessment of all polluting activities within the estate operation such as waste, air emissions and water discharges.</p> <p>In Estates, empty chemical containers were being triple rinsed and spot painted in red before return back to supplier. Visit and records confirmed that no empty chemical containers being disposed other than returned back to supplier.</p> <p>Domestic wastes are being disposed at estate landfill and it's away from watercourse. Site visit at Sujan Estate landfill at field S0201 found that, the landfill was opened on 7/11/2017.</p> <p>Both Sujan Estate and Jiba Estate implemented the river water monitoring by taking water samples from 7 sampling points of river and streams running through both estates including Sg. Jiba, Sg. Semerah, Sg. Jampang and Sg. Besal. Sample analyses were done every 3 months by ESI Sampling Sdn. Bhd. Sampled analysis report (Report period of April – Jun 2017; Ref. # NREB/6-1/2G/6); dated 19/4/2017) shown that analysis were done against Class IIA of</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance												
		NWQSM and the results were in-compliance with the standard.													
Criterion 4.5.5: Natural water resources															
4.5.5.1	<p>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:</p> <ul style="list-style-type: none"> 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. 	<p>Documented as a guideline entitled Riparian Zone Establishment (Ref. # E 4.5.3; Chapter 4; Issue date Jan 2010; Version 1.0). Buffer zones established as following:</p> <table border="1"> <thead> <tr> <th>River width</th> <th>Buffer zone</th> </tr> </thead> <tbody> <tr> <td>> 40 meters</td> <td>50 meters</td> </tr> <tr> <td>20 to 40 meters</td> <td>40 meters</td> </tr> <tr> <td>10 to 20 meters</td> <td>20 meters</td> </tr> <tr> <td>5 to 10 meters</td> <td>10 meters</td> </tr> <tr> <td>< 5 meters</td> <td>5 meters</td> </tr> </tbody> </table> <p>Both Sujan Estate and Jiba Estate implemented the river water monitoring by taking water samples from 7 sampling points of river and streams running through both estates including Sg. Jiba, Sg. Semerah, Sg. Jampang and Sg. Besal. Sample analyses were done every 3 months by ESI Sampling Sdn. Bhd. Sampled analysis report (Report period of April – Jun 2017; Ref. # NREB/6-1/2G/6); dated 19/4/2017) shown that analysis were done against Class IIA of NWQSM and the results were in-compliance with the standard.</p>	River width	Buffer zone	> 40 meters	50 meters	20 to 40 meters	40 meters	10 to 20 meters	20 meters	5 to 10 meters	10 meters	< 5 meters	5 meters	Yes
River width	Buffer zone														
> 40 meters	50 meters														
20 to 40 meters	40 meters														
10 to 20 meters	20 meters														
5 to 10 meters	10 meters														
< 5 meters	5 meters														

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -		
4.5.5.2	No construction of bunds, weirs and dams across main rivers or waterways passing through an estate. - Minor compliance -	There were no construction of bunds, weirs and dams across main rivers or waterways passing through an estate.	Yes
4.5.5.3	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). - Minor compliance -	Water management plan includes rain water harvesting, desilting of road side drains and etc. For housing complex, the rain water harvesting was used for cleaning housing compound and etc.	Yes
Criterion 4.5.6: Status of rare, threatened, or endangered species and high biodiversity value			
4.5.6.1	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 (<i>e.g.</i> 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. - Major compliance -	Keresa Plantations had engaged a consultant (Wild Asia) in 2009 to conduct a biodiversity assessment of the land at the Estate as well as preparation of site-specific short-term and long-term HCV Management Plans. The report for Environmental and Biodiversity Review dated May 2010 by Wild Asia was sighted. There was no HCV and rare, threatened, or endangered species being identified within the estate area.	Yes

Criterion / Indicator		Assessment Findings	Compliance
4.5.6.2	<p>If rare, threatened or endangered species, or high biodiversity value, are present, appropriate measures for management planning and operations should include:</p> <p>a) Ensuring that any legal requirements relating to the protection of the species are met.</p> <p>b) Discouraging any illegal or inappropriate hunting, fishing or collecting activities; and developing responsible measures to resolve human-wildlife conflicts.</p> <p>- Major compliance -</p>	<p>There was no HCV and rare, threatened, or endangered species being identified within the estate area.</p> <p>No illegal hunting signages are prominently erected at the estate entrance and other strategic area and awareness training has been given to workers and other stakeholders.</p>	Yes
4.5.6.3	<p>A management plan to comply with Indicator 1 shall be established and effectively implemented, if required.</p> <p>- Major compliance -</p>	<p>There was no HCV and rare, threatened, or endangered species being identified within the estate area.</p>	Yes
Criterion 4.5.7: Zero burning practices			
4.5.7.1	<p>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.</p> <p>- Major compliance -</p>	<p>Keresa Plantations has established and implemented Best Management Practice (KP 2) approach through its standard operations and procedures (KP2-4 SOPs –Field Policy Manual).</p> <p>Under its conservation measures chapter entitled Environment Conservation (SOP # 7.iii; version 2 dated 1 Jan 2009), all mitigations measures for plantation activities including land preparation or replanting shall be in compliance with the approved Environment Impact Assessment (EIA) by Natural Resource and Environmental Board of Sarawak.</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
		This is including Zero Open Burning practices where the visit to the field and facilities confirm that the company are in compliance of its Zero Open Burning policy.	
4.5.7.2	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. - Major compliance -	Not applicable for Sujan estate.	Not Applicable
4.5.7.3	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. - Major compliance -	Not applicable for Sujan estate.	Not Applicable
4.5.7.4	Previous crops should be felled or mowed down, chipped and shredded, windrowed or pulverized or ploughed and mulched. - Minor compliance -	Not applicable for Sujan estate. Currently, there is no replanting at Sujan Estate.	Not Applicable
4.6 Principle 6: Best Practices			
Criterion 4.6.1: Site Management			
4.6.1.1	Standard operating procedures shall be appropriately documented and consistently implemented and monitored.	Keresa Plantations has well established management systems for monitoring and control of best practice implementation at its estate. This includes the programme of regular internal audits by TQM and	Yes

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	<p>agronomist for maintaining and improving the production. Fertilizer recommendation for 2018 was made available. Date of the last visit as follows:</p> <p>TQM unit visit: 18-19/4/17</p> <p>Agronomist visit: 26-28/9/2017</p>	
4.6.1.2	<p>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.</p> <p>- Major compliance -</p>	<p>Sujan Estate has overlain a topographic map on the soil map to identify areas of potential erosion risk at Sujan Estate. The estate has identified steep areas for setting aside as conservation areas when replanting is due. Inspection of field conditions at estate showed well established and maintained groundcover vegetation.</p>	Yes
4.6.1.3	<p>A visual identification or reference system shall be established for each field.</p> <p>- Major compliance -</p>	<p>Inspection of field conditions at sloping areas and terraces, found stacking of pruned fronds along the contour for protection against soil erosion was relatively consistent.</p>	Yes
Criterion 4.6.2: Economic and financial viability plan			
4.6.2.1	<p>A documented business or management plan shall be established to demonstrate attention to economic and financial viability through long-term management planning.</p>	<p>Keresa Plantations has implemented a management system for monitoring and reporting of performance against production targets for achieving long-term economic and financial viability.</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -		
4.6.2.2	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. - Major compliance -	The earlier planting was in 1997 and the next replanting would be in 2023.	Yes
4.6.2.3	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) e) Financial indicators : cost benefit, discounted cash flow, return on investment - Major compliance -	Annual business plan in the form of annual budget and the projection for 5 years prepared as guidance for future planning. The business plan contains FFB yield, costs of production, etc. It also includes environment, social (workers and staffs welfare), and health and safety component and associated capital expenditure for improvement of smallholder schemes. CAPEX gazetted for 2017: Farm tractor with trailer	Yes
4.6.2.4	The management plan shall be effectively implemented and the achievement of the goals and objectives shall be regularly monitored, periodically reviewed and documented. - Major compliance -	Keresa Plantations monitored the estate performance against the targets. It also recommends changes to the plans if necessary.	Yes
Criterion 4.6.3: Transparent and fair price dealing			

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4.6.3.1	Pricing mechanisms for the products and other services shall be documented and effectively implemented. - Major compliance -	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. Refer to short term contract/work order #4046 dated 30/9/2017 under Smart Hub for road repair work.	Yes
4.6.3.2	All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner. - Major compliance -	Sample contract and payment record verification together with interviews of suppliers and contractor found the payments has been made as per contract. Sampled Contractor (Smart Hub Sdn Bhd – Road Repair). Refer to tax invoice #1709/007 dated 30/9/2017 paid in timely manner.	Yes
Criterion 4.6.4: Contractor			
4.6.4.1	Where contractors are engaged, they shall understand the MSPO requirements and shall provide the required documentation and information. - Major compliance -	Keresa plantation has initiated the MSPO awareness to all its contractors. Latest MSPO awareness briefing to contractors was conducted on 11/8/17 by TQM Team. Interview with the contractors found that they understand on the MSPO requirements.	Yes
4.6.4.2	The management shall provide evidence of agreed contracts with the contractor. - Major compliance -	Keresa Plantation has prepared a standard contract for all the contractors. The signed copy of the contract available at the estate office. Sample of contract agreement for road repair, Smart Hub Sdn Bhd dated 1/7/14 and valid until 30/6/17 (tenancy agreement validity 12 months)	Yes
4.6.4.3	The management shall accept MSPO approved auditors to verify	Keresa Plantation has no objection to allow BSI auditors to verify the	Yes

Criterion / Indicator		Assessment Findings	Compliance
	assessments through a physical inspection if required. - Minor compliance -	assessment through physical inspection if required.	
4.6.4.4	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. - Major compliance -	Sample contract and payment record verification together with interviews of suppliers and contractor found the payments has been made as per contract. The management monitored by checking and signing the assessment of the contractor for each task before the payment was made. Sampled Contractor (Smart Hub Sdn Bhd – Road Repair). Refer to tax invoice #1709/007 dated 30/9/2017 paid in timely manner.	Yes
4.7 Principle 7: Development of new planting Not applicable since there is no new planting area at Sujan Estate			

B) MS 2530-3:2013 Malaysian Sustainable Palm Oil (MSPO) Part 3: General principles for Plantations and Organized Smallholders – Jiba Estate

Criterion / Indicator		Assessment Findings	Compliance
4.1 Principle 1: Management commitment & responsibility			
Criterion 4.1.1 – Malaysian Sustainable Palm Oil (MSPO) Policy			
4.1.1.1	A policy for the implementation of MSPO shall be established. - Major compliance -	The company has initiated the implementations of MSPO requirements. MSPO Policy has been established and signed by Senior Group General Manager dated April 2015.	Yes
4.1.1.2	The policy shall also emphasize commitment to continual improvement. - Major compliance -	The established policy has emphasized on the commitment to sustainable development and continuous improvement with the objective of improving the milling and estate operation.	Yes
Criterion 4.1.2 – Internal Audit			
4.1.2.1	Internal audit shall be planned and conducted regularly to determine the strong and weak points and potential area for further improvement. - Major compliance -	Annual MSPO internal audit was carried on 18-19/4/2017 concurrently with RSPO/ISCC elements for Jiba Estate. Audit covered both documentation and field operation for the estate. There are 8 Major and 1 Minor Nc raised by Internal Auditors. Audit report was available with the summary of findings for each respective work units.	Yes
4.1.2.2	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	Internal audit procedure was established and effectively implemented. The procedure was reviewed by the management to include the competency requirement for MSPO internal auditor. Ms	Yes

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	implement the necessary corrective action. - Major compliance -	Winnie Siman where she was attended the MSPO2530:2013 awareness and internal auditing with SIRIM STS on 11-12/4/2017.	
4.1.2.3	Report shall be made available to the management for their review. - Major compliance -	Internal audit report dated 19/4/2017 was made available for management review.	Yes
Criterion 4.1.3 – Management Review			
4.1.3.1	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. - Major compliance -	Management Review Procedure (dated September 2015) was established. MSPO management review was carried out on 20/4/17. All pertinent elements for MSPO implementation has been reviewed and presented to top management.	Yes
Criterion 4.1.4 – Continual Improvement			
4.1.4.1	The action plan for continual improvement shall be based on consideration of the main social and environmental impact and opportunities of the company. - Major compliance -	TQM has worked with estate to review and update the social and environmental aspects and impacts risk registers and to develop improvement plans. Some of the plan as follow: i) Labour quarter ii) Farm tractor with trailer iii) Water pump	Yes

Criterion / Indicator		Assessment Findings	Compliance
4.1.4.2	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. - Major compliance -	The estate has optimised the use of mechanised operations to reduce pollutions.	Yes
4.1.4.3	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. - Major compliance -	The estate has appointed the assistant manager as in charge person to implement and monitor any new technologies being implemented and training of other personnel's. Currently, the estate has optimised the use of mechanised operations to reduce pollutions. Sighted continuous improvement plan dated January 2017 which was prepared by TQM.	Yes
4.2 Principle 2: Transparency			
Criterion 4.2.1 – Transparency of information and documents relevant to MSPO requirements			
4.2.1.1	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. - Major compliance -	Jiba Estate has maintained records of requests and responses, eg: Land titles/user rights, Safety and health plans, plans and impact assessments relating to environmental and social impact, plans for pollution prevention , records of complaints and grievances, plans for continuous improvement and make available upon request.	Yes
4.2.1.2	Management documents shall be publicly available, except where this is prevented by commercial confidentiality or	Jiba Estate holds copies of each of the management documents that are required to be publicly available. Copies of the document such as	Yes

Criterion / Indicator		Assessment Findings	Compliance
	<p>where disclosure of information would result in negative environmental or social outcomes.</p> <p>- Major compliance -</p>	<p>Plans and impact assessments relating to environmental and social impact, Plans for pollution prevention, records of complaints and grievances were available on request. Keresa policy is to make documents and copies of the document publicly available on request, except those relating to commercial confidentiality.</p>	
Criterion 4.2.2 – Transparent method of communication and consultation			
4.2.2.1	<p>Procedures shall be established for consultation and communication with the relevant stakeholders.</p> <p>- Major compliance -</p>	<p>Keresa Plantation Sdn Bhd has established and implement Complaints & Grievances Procedure (Ref. SOC 3.2, Version 1) that define the responsibilities and actions required for receiving, recording and responding to enquiries and requests from internal and external stakeholders.</p> <p>The estate has implemented the "Communication and Consultation Management guidelines" as evidenced by the maintenance of filing systems for recording written requests for assistance and information. Inspection of a sample of records found that requests for information were received only from Government Departments (DOE, DOSH, MPOB) and complaint form from the local communities. Furthermore, worker & smallholder survey has been conducted from time to time for establishing active communication.</p>	Yes
4.2.2.2	<p>A management official should be nominated to be responsible for issues related to Indicator 1 at each operating unit.</p> <p>- Minor compliance -</p>	<p>The TQM Executive (Winnie Siman) has been appointed as Social Management Representative for internal and external stakeholders. The responsibilities have been stated in the appointment letter dated 1/1/17.</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
		<p>Interviews with Stakeholders confirmed that Keresa has an open approach to communication with staff, workers and local communities.</p>	
<p>4.2.2.3</p>	<p>List of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders should be properly maintained.</p> <p>- Major compliance -</p>	<p>Stakeholder list available that include the supplier, contractor, smallholders, external stakeholders plantation, villagers & government agency such as DOSH, MPOB, DOE, Labour department & etc. For internal stakeholder, JCC meeting was used to collect feedback. The action request has been recorded and track by Ms Winnie. Request from government agency was by visit log book such as MPOB, DOE and DOSH. The action has been taken accordingly and recorded.</p> <p>Joint consultative committee (JCC) meeting, internal stakeholder meeting that involve worker representative and chaired by group estate manager, Mr Handrick Lagang. The latest meeting was conducted on 21/7/2017 that involved Jiba and Sujana estate. All issued has been discussed with current action plan has been established.</p> <p>Worker survey (75 participants- Overall Keresa Plantation) has been conducted on 30/05/17 and small holders survey on June to July 2017 from 3 long houses that involved 21 participants. All issued has been discussed with current action plan has been established and</p>	<p>Yes</p>

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Criterion / Indicator		Assessment Findings	Compliance
		implemented accordingly.	
Criterion 4.2.3 – Traceability			
4.2.3.1	The management shall establish, implement and maintain a standard operating procedure to comply with the requirements for traceability of the relevant product(s). - Major compliance -	SOP on the traceability of the FFB has established in ISCC/RSP0/MSPO Management System guidelines Version 1. Sighted from file KMSB ISCC/RSP0/MSPO SOP, the procedures detailing the processes as following: - Internal Audit - Management Review - Mass Balance - GHG Calculation - Traceability	Yes
4.2.3.2	The management shall conduct regular inspections on compliance with the established traceability system. - Major compliance -	Traceability inspection report carried out on monthly basis. Refer to report dated 31 October 2017 for Jiba Estate Division (Mapo, Semerah and Belungai). The detail of the record includes daily despatch quantity and division which show the traceability from field to the POM.	Yes
4.2.3.3	The management should identify and assign suitable employees to implement and maintain the traceability system. - Minor compliance -	Eliza Nojin (TQM Executive) has been assigned to maintain the traceability system. The appointment letter dated 1/1/17 with job responsibility has been clearly defined.	Yes
4.2.3.4	Records of sales, delivery or transportation of FFB shall be maintained.	Inspection of records confirmed these were updated daily. Verified traceability records:	Yes

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	i) Harvesting summary record dated 7/11/17 for Belungai 01 Division. ii) Driver FFB daily collection dated 7/11/17, tractor# 1B03. iii) Ramp collection record summary (Belungai 01 division) dated 7/11/17. iv) Weighbridge ticket from Keresia POM dated 7/11/17 as a proof of delivery and traceability.	
4.3 Principle 3: Compliance to legal requirements			
Criterion 4.3.1 – Regulatory requirements			
4.3.1.1	All operations are in compliance with the applicable local, state, national and ratified international laws and regulations. - Major compliance -	Keresia Plantation has maintained the systems for documentation, checking and assessment of legal compliance with applicable laws and regulations. Inspection of records showed that the Jiba Estate has maintained legal compliance with statutory requirements. Sample of permit and license sighted at Jiba Estate were : i) MPOB licence for nursery – registered under Keresia Plantations Sdn Bhd, 516060011000 (valid until 31/10/2018) ii) MPOB license – registered under Keresia Plantations Sdn Bhd, 503656102000 (valid until 28/2/2018) iii) Petrol License - Bintulu Development Authority (BDA) SPL000005 (valid until 31/12/17) iv) Diesel/petrol KPDNKK (BTU.P.33/2007(D), Serial number Q007046) valid until 26/10/2017. Quantity (15,000 litres). The management had submitted the renewal for license on 17/8/17, however the license by KPDNKK yet to be received. v) Trading License – The Business, Professions and Trading License	No

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Criterion / Indicator		Assessment Findings	Compliance
		<p>Ordinance. (Borang I, Seksyen 5, 23 dan 24(2)) – No. 828476 valid until 14/4/2018.</p> <p>However, the management was not monitored effectively to the issue as follow:</p> <ol style="list-style-type: none"> 1. Late submission of working permit to the Malaysia Imigration (Ruslan-B616977 and Armas-B5650618) <p>Thus, major NC was raised.</p>	
4.3.1.2	<p>The management shall list all laws applicable to their operations in a legal requirements register.</p> <p>- Major compliance -</p>	<p>A Legal Compliance procedure has been established (KP 16 Mechanism for ensuring legal compliance dated 15 Mar 2010). All operating units have Legal & Other Requirements Register (LORR) covering all the necessary regulatory requirements. TQM sustainability department have reviewed and updated the LORR at both mil and estates on 7/6/2017. All the new legal requirements were include in the legal register accordingly:</p> <ol style="list-style-type: none"> 1. Minimum Wages Order 2016 	Yes
4.3.1.3	<p>The legal requirements register shall be updated as and when there are any new amendments or any new regulations coming into force.</p> <p>- Major compliance -</p>	<p>Tracking system available to identify changes in the relevant regulations through head office, website information and the information are communicated from the Group Head Office. On the site verification, interviews with office personnel and records indicate that the system is appropriate to the operations. Tracking system on any changes in the law been well implemented.</p>	Yes
4.3.1.4	<p>The management should assign a person responsible to monitor compliance and to track and update the changes in</p>	<p>Administration executive, Rose ak Gani is the person responsible to monitor compliance and to track and update the changes in</p>	No

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Criterion / Indicator		Assessment Findings	Compliance
	regulatory requirements. - Minor compliance -	regulatory requirements. However, the management was not effectively monitored compliance to the issue as follow: 1. Salary for Oct 2017 was not paid accordingly as per Sarawak Labour Ordinance (Cap 67), Section 109 (Payment of wages), not later than 7 days. Thus, minor NC was raised.	
Criterion 4.3.2 – Lands use rights			
4.3.2.1	The management shall ensure that their oil palm cultivation activities do not diminish the land use rights of other users. - Major compliance -	Keresa Estate operation is on lease land. There are documents in place showing legal ownership or lease and a history of land tenure. As reported during the last assessment, estate was developed on State Lease Land, issued by Department of Land and Survey; Bintulu Division dated 28 December 1996 for 99 years (between 01 January 1981 and 01 January 2080) over an area of 6,023 ha in Lot No. 1 Block 17 Lavang Land District, Bintulu Sarawak.	Yes
4.3.2.2	The management shall provide documents showing legal ownership or lease, history of land tenure and the actual use of the land. - Major compliance -	Keresa Estate operation is on lease land. There are documents in place showing legal ownership or lease and a history of land tenure. As reported during the last assessment, estate was developed on State Lease Land, issued by Department of Land and Survey; Bintulu Division dated 28 December 1996 for 99 years (between 01 January 1981 and 01 January 2080) over an area of 6,023 ha in Lot No. 1 Block 17 Lavang Land District, Bintulu Sarawak.	Yes

Criterion / Indicator		Assessment Findings	Compliance
4.3.2.3	Legal perimeter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable. - Major compliance -	Field visit to Jiba Estate noted that boundaries are visibly maintained and verified during the visit at field J98 (boundary with Rh Lawai). Legal boundaries are clearly demarcated and visibly maintained throughout the estate. All the boundaries are visibly maintained as per company SOP.	Yes
4.3.2.4	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). - Minor compliance -	There was no land disputes noted during the audit at Jiba Estate as the estate has the legal ownership documents which was under the Keresa Plantation Sdn. Bhd.	Yes
Criterion 4.3.3 – Customary rights			
4.3.3.1	Where lands are encumbered by customary rights, the company shall demonstrate that these rights are understood and are not being threatened or reduced. - Major compliance -	There is no customary land or negotiated agreements at Keresa Plantation (Jiba Estate) land.	Yes
4.3.3.2	Maps of an appropriate scale showing extent of recognized customary rights land, if any, should be made available. - Minor compliance -	The right to use the land is not disputed and there were no customary land within the Keresa Plantation (Jiba Estate).	Yes
4.3.3.3	Negotiation and FPIC shall be recorded and copies of negotiated agreements should be made available. - Major compliance -	Not applicable for Keresa Plantation (Jiba Estate) as there were no negotiation has occurred.	Not applicable

Criterion / Indicator		Assessment Findings	Compliance
4.4 Principle 4: Social responsibility, health, safety and employment condition			
Criterion 4.4.1: Social Impact Assessment (SIA)			
4.4.1.1	<p>Social impact should be identified and plans are implemented to mitigate the negative impacts and promote the positive ones.</p> <p>- Minor compliance -</p>	<p>TQM department has conduct with the internal stakeholder on the 5/9/2014 using survey that includes the criteria of term & condition of work, social provision and safety & health. A summary report has been compiled and analysed.</p> <p>Joint consultative committee (JCC) meeting, internal stakeholder meeting that involve worker representative and chaired by group estate manager, Mr Handrick Lagang. The latest meeting was conducted on 21/7/2017 that involved Jiba and Sujan estate. All issued has been discussed with current action plan has been established.</p> <p>Worker survey (75 participants- Overall Keresia Plantation) has been conducted on 30/05/17 and small holders survey on June to July 2017 from 3 long houses that involved 21 participants. All issued has been discussed with current action plan has been established and implemented accordingly.</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
Criterion 4.4.2: Complaints and grievances			
4.4.2.1	A system for dealing with complaints and grievances shall be established and documented. - Major compliance -	The estate has established the procedure (Chapter 3: Complaints & Grievance Procedures dated: December 2009) to deal with complaints and grievances by using the complaint form. Sighted some of the complaint form at Jiba Estate, mostly complaint on the housing (light and fan not function).	Yes
4.4.2.2	The system shall be able to resolve disputes in an effective, timely and appropriate manner that is accepted by all parties. - Major compliance -	Inspection of records at estate indicated that written communications were replied promptly and the correspondence kept in file (KP5-19: Fail Cadangan/ Aduan/ Permintaan).	Yes
4.4.2.3	A complaint form should be made available at the premises, where employees and affected stakeholders can make a complaint. - Minor compliance -	The Estate maintains 'complaint form' and 'maintenance and repairing report' for receiving and responding to requests and complaints from employees. No external stakeholders were recorded related on complaint and grievances. Review of the registers found there was no outstanding or unresolved grievance.	Yes
4.4.2.4	Employees and the surrounding communities should be made aware that complaints or suggestions can be made any time. - Minor compliance -	Interview with stakeholders found that they are aware of the procedure and no pending issues.	Yes

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4.4.2.5	Complaints and resolutions for the last 24 months shall be documented and made available to affected stakeholders upon request. - Major compliance -	Record review found that previous complaints and requests from 2009 were still available.	Yes
Criterion 4.4.3: Commitment to contribute to local sustainable development			
4.4.3.1	Growers should contribute to local development in consultation with the local communities. - Minor compliance -	Keresia Plantation Sdn. Bhd. has taken the initiative to assist the smallholders such as providing technical assistant to obtain the MSPO certification. Apart from that, the plantation allows the local villagers to have the access of the road. The Plantation offers the contribution for those who were buying the seedling from keresia nursery with extra 50 seedlings and provide fertilizer at much cheaper price as compare to market to the smallholders which has been confirmed through smallholders interview.	Yes
Criterion 4.4.4: Employees safety and health			
4.4.4.1	An occupational safety and health policy and plan shall be documented, effectively communicated and implemented. - Major compliance -	Jiba estate has established OSH Policy which was signed by Managing Director. The OSH plan for 2017 was established to cover the housing inspection, OSH audit, training, workplace inspection, OSH meeting etc which was prepared by SHE Exec, TQM Unit.	Yes

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Criterion / Indicator	Assessment Findings	Compliance
<p>4.4.4.2 The occupational safety and health plan shall cover the following:</p> <ul style="list-style-type: none"> k) A safety and health policy, which is communicated and implemented. l) The risks of all operations shall be assessed and documented. m) An awareness and training programme which includes the following requirements for employees exposed to pesticides: <ul style="list-style-type: none"> iii. all employees involved shall be adequately trained on safe working practices iv. all precautions attached to products shall be properly observed and applied n) The management shall provide the appropriate 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). o) 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. 	<p>a) Keresa Plantations has safety and health policy that has been communicated to the staff and workers. On site supervisors and estate assistant managers ensure the implementation of it.</p> <p>b) HIRARC – Latest review, Oct 2017. Coverage of activities (Quarry activities by contractors, usage of buffalo, motorbike riding by workers in estate, & etc.</p> <p>c & d) In addition to specific training courses, safety briefings are given during muster. Sampled of the training:-</p> <ul style="list-style-type: none"> i) First aid training dated 25/02/17 ii) MSPO awareness training 15/08/17 <p>Chemical register dated 18/8/17 was sighted. Seen the chemical used were:</p> <ul style="list-style-type: none"> i) Metsulfuron- Metsulfuron-Methyl ii) Mamba 360SL – Glyphosate iii) Starmix iv) Starane <p>SDS for the said chemicals are available at the store in Dual-language (Bahasa Malaysia and English).</p> <p>e) Jiba estate follows the Keresa Plantations SOP for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging</p>	<p>Yes</p>

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<p>p) 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.</p> <p>q) 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 meeting are kept and the concerns of the employees and any remedial actions taken are recorded.</p> <p>r) Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees.</p> <p>s) 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.</p> <p>t) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.</p> <p>- Major compliance -</p>	<p>and Labelling) Regulation 1997 and Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000.</p> <p>f) Keresa Plantation has established Safe & Standard Operating Procedure for Oil Palm Plantations (SSOP) dated January 2011. (Doc ref KP2-5). Estate upkeep, crop evacuation, chemical and agrochemical management, transportation of workers, utilities management, Pest control, highly toxic pesticides, working at height etc.</p> <p>CHRA dated September 2012 (JKKP HIE 127/171-2(164)) Recommendation :</p> <p>i) Medical Surveillance(Sprayer) ii) Training (Chemical Safe Handling)</p> <p>The CHRA to be conducted on this year but haven't visit but seen the PO 14695 dated 25/09/17 to ESI Sampling Sdn Bhd where the assessor will be visit on Jan 2018.</p> <p>Medical surveillance was last done on 20/7/17 (Batch 5) by Occupational Health Doctor DOSH Reg. No. JKKP HQ/08/DOC/00(206). Result of the Medical Examinations found to be normal without any health detrimental issues. Seen the employee Hani Baharuddin (Passport# AT734532) was unfit to work which has been sent back on October 2017 due to TB. Seen the repatriation letter dated 12/09/17 and approved by Deputy General Manager.</p> <p>At the estate, there is a appointed OSH Coordinator (TQM Exec)</p>	

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	<p>who is responsible for organising safety training, meetings and investigation and reporting of accidents and Incidents.</p> <p>For Jiba Estate :</p> <p>Appointment of SHC – TQM Manager (Chairman): George Mike AK Sa’oi (12/4/16), SHC secretary: Winnie Siman (12/4/16)</p> <p>Refer OHS meeting minutes :</p> <p>OHS meeting at Sujan Estate and Jiba Estate – #3:dated 17/7/17, #2: dated 17/6/17, #1:dated 26/1/17. All the agenda was discussed accordingly during OHS meeting, e.g.: HSE accidents statistics, HSE target, HSE training, HSE promotion, Inspection and walkabout pre-audit, subcommittee report etc.</p> <p>Records were available confirming that quarterly OSH meetings had been held at the estate.</p> <p>Emergency Preparedness and Response Plan was developed for the following type of scenario :</p> <ul style="list-style-type: none"> i)ERP for Fire ii)ERP for Bund Break iii)ERP for Chemical and Fertilizer Spillage iv)ERP for Suicide Attempt and Prevention v)ERP for Bush Fire vi)ERP for injury and illness require Medical attentions vii)ERP for flood ix)ERP for poisoning x) ERP for workplace violence. 	

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Criterion / Indicator	Assessment Findings	Compliance
	<p>ERP plan – Appendix A ERT – Appendix B Emergency contact number – Appendix C</p> <p>h) The estate has site specific Plans (refer to the above) including maps showing assembly areas and up-to-date lists of emergency contacts with training conducted to communicate the Plan. Interviews of estate staff and workers confirmed understanding of emergency response.</p> <p>i) First Aid Kits are provided at various work sites at the estates and inspection confirmed these had been appropriately stocked. Verified on field visit location:- Rifan (Harvesting), Daha (Spraying), Irma (Manuring).</p> <p>j) All accidents are investigated and reported to Head Office. Seen the accident and injury report has been summarized on monthly basis for the whole Keresia Plantation. Seen the report on month Sept 2017 (14 cases) and on month August 2017 (34 cases). The cases reported was mainly due to injury on the field work.</p> <p>JKKP 8 was sent to DOSH on 12/1/2017.</p>	
<p>Criterion 4.4.5: Employment conditions</p>		

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Criterion / Indicator		Assessment Findings	Compliance
4.4.5.1	<p>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.</p> <p>- Major compliance -</p>	<p>The management has established a policy on good social ethics regarding human rights such as Human rights policy dated 30/11/17, Equal Rights Policy dated 1/12/2009, Prevention of sexual harassment & domestic violence in the workplace policy dated 1/12/2009, freedom of association policy dated 1/12/2009, etc. has been signed off by Managing Director of the group.</p> <p>The policy was communicated by displayed at the strategic location, induction & training, memo and meeting.</p>	Yes
4.4.5.2	<p>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.</p> <p>- Major compliance -</p>	<p>Keresa plantation has established Equal Rights Policy, signed by Managing Director dated 1/12/09 to ensure equal opportunity and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics. Inspection of a sample of pay records and interviews of staff and workers at the Mill did not identify any issues related to discrimination.</p>	Yes
4.4.5.3	<p>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.</p> <p>- Major compliance -</p>	<p>There is a contract and agreement for staff and workers including foreign workers and pay and conditions are documented and are above the industry minimum standard. Inspection of a sample of employee contracts confirmed that terms and conditions are clearly outlined and have been signed by the worker. Staff and Workers confirmed this during interview. Sampled Workers checked for Oct wages:</p> <p>5. Emp. ID:11489 6. Emp. ID:11144</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
		7. Emp. ID:11195 8. Emp. ID:11206	
4.4.5.4	<p>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.</p> <p>- Minor compliance -</p>	<p>Keresia Finance Department arranges contracts for the purchase of goods and services, including those with FFB suppliers. The contract clearly stated that the contractor must strictly follow all applicable national and ratified international laws.</p> <p>Interviews of contractors indicated that they understand their contracts. Further interview with the contractor’s workers found that they were paid at least meeting the minimum wages requirement.</p>	Yes
4.4.5.5	<p>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.</p> <p>- Major compliance -</p>	<p>Keresia Plantation (Jiba Estate) has a register of all staff and workers at the premise. The detail includes full name, gender, date of birth, date joined, job title. The basic wages, copy of passport and permit etc were maintained in the employee personnel file.</p>	Yes
4.4.5.6	<p>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.</p> <p>- Major compliance -</p>	<p>There is a contract and agreement for staff and workers including foreign workers and pay and conditions are documented and are above the industry minimum standard. Inspection of a sample of employee contracts confirmed that terms and conditions are clearly outlined and have been signed by the worker.</p> <p>1. Emp. ID:11489 - Contract 30/08/17 – 30/08/19</p>	Yes

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		2. Emp. ID:11144 - Contract 15/01/17 – 15/01/19 3. Emp. ID:11195 - Contract 10/02/17 – 10/02/19 4. Emp. ID:11206 - Contract 07/03/17 – 07/03/19	
4.4.5.7	The management shall establish a time recording system that makes working hours and overtime transparent for both employees and employer. - Major compliance -	Keresa Plantation (Jiba Estate) has a daily attendance log sheet time recording system to monitor the working hours of its workers and staffs.	Yes
4.4.5.8	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. - Major compliance -	The management was in the progress of applying the overtime permit from labour department. Interview of workers and pay record shows the working hours, breaks, overtime payments are in accordance to law and workers are not forced to work overtimes.	Yes
4.4.5.9	Wages and overtime payment documented on the pay slips shall be in line with legal regulations and collective agreements. - Major compliance -	Sample payslips checked found the overtime payments are documented in line with the Employee agreement. 1. Emp. ID:11489 2. Emp. ID:11144 3. Emp. ID:11195 4. Emp. ID:11206	Yes
4.4.5.10	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,	Interviews of local and foreign workers indicated satisfaction with the standard of housing and facilities. Electricity and water are provided without charges. Keresa provide transport for children to school.	Yes

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Criterion / Indicator		Assessment Findings	Compliance
	<p>professional development, medical care and health provisions.</p> <p>- Minor compliance -</p>	<p>Health Clinic has been provided for the employees and family members with free treatment. There was best harvester award for year 2017 has been organize which will be announce on December 2017.</p> <p>Outturn incentive for daily attendance on the muster and incentive of contract extension for foreign workers. Local employees has yearly bonus based on personal performance</p>	
4.4.5.11	<p>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.</p> <p>- Major compliance -</p>	<p>Residents at all company housing have access to facilities established by the company, such as health clinic, sports field, crèche, and places of worship. The basic amenities and facilities was accordance with the act.</p>	Yes
4.4.5.12	<p>The management shall establish a policy and provide guidelines to prevent all forms of sexual harassment and violence at the workplace.</p> <p>- Major compliance -</p>	<p>Keresa Plantation has established prevention of sexual harassment & domestic violence in the workplace policy signed by Manging Director dated 1/12/09 and displayed at strategic location. Interviews of internal and external stakeholders confirmed awareness and understanding of the Policy.</p>	Yes
4.4.5.13	<p>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</p>	<p>Interviews of staff and workers confirmed Keresa Plantation supports freedom of association. At estate there is a local committee made up of workers representatives elected by workers. JCC meeting has been conducted for the internal stakeholder with the company management staffs The last meeting was conducted on the</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
	<p>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.</p> <p>- Major compliance -</p>	<p>21/7/2017. Interview of Staff and Workers also confirmed their awareness of freedom of association but there was no worker unions being formed at the moment.</p>	
4.4.5.14	<p>Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation. Work by children is acceptable on family farms, under adult supervision, and when not interfering with their education programmes. Children shall not be exposed to hazardous working conditions.</p> <p>- Major compliance -</p>	<p>Inspection of a sample of personnel files at the estate confirmed recruits' ages were checked against their Identity Card for Malaysian workers or their passport in the case of foreign workers. Under-age persons were not observed at any of the work locations visited.</p>	Yes
Criterion 4.4.6: Training and competency			
4.4.6.1	<p>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.</p> <p>- Major compliance -</p>	<p>Jiba Estate has prepared an Annual Training Plan 2017 for workers and contractors that lists the internal and external training courses scheduled for the year. Training carried out for 2017:</p> <ul style="list-style-type: none"> i) Triple Rinsing Training (01/08/17) ii) Harvesting Training (02/05/17) iii) Tractor Driver Safety Training (26/7/17) iv) Spraying Training (02/05/17) v) First Aid Training (25/2/17) 	Yes

Criterion / Indicator		Assessment Findings	Compliance
4.4.6.2	<p>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.</p> <p>- Major compliance -</p>	<p>Jiba estate has conducted training needs assessment prior to prepare the annual training plan for the year 2017 for all the employee groups including new and existing workers and staffs. Training programmes is based on worker’s competency requirements. Workers must be properly trained before assigned to the respective work units. On-site observation and assessment will be carried out by field staff and assistant to monitor training effectiveness.</p>	Yes
4.4.6.3	<p>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.</p> <p>- Minor compliance -</p>	<p>Continuous training programme is planned and implemented covering all employees and contractors as per the documented training procedure. Sampled training carried out for 2017:</p> <ol style="list-style-type: none"> 1. 2/5/17-Training for Harvesting 2. 15/9/17-Training for Water treatment plant 3. 10/8/17 – Training for scheduled waste 4. 26/6/17 – Training for triple rinsing 5. 15/3/17 – Training for Good agricultural practise 	Yes
4.5 Principle 5: Environment, natural resources, biodiversity and ecosystem services			
Criterion 4.5.1: Environmental Management Plan			
4.5.1.1	<p>An environmental policy and management plan in compliance with the relevant country and state environmental laws shall be developed, effectively communicated and implemented.</p> <p>- Major compliance -</p>	<p>Keresa Plantations Sdn. Bhd. has an Environmental policy dated 27/12/16 that has been signed by the top management and environmental management plan with relevant to the applicable laws and regulations. Interviews of staff and workers found that the policy has been communicated and implemented.</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
4.5.1.2	<p>The environmental management plan shall cover the following:</p> <ul style="list-style-type: none"> c) An environmental policy and objectives; d) The aspects and impacts analysis of all operations. <p>- Major compliance -</p>	<p>The established environmental management plan has covered the environmental aspects and impacts based on Keresia Plantations & Mill. The Environmental Aspect & Impact assessment has been reviewed. The assessment is conducted according to the Procedure Manual – Identification of Environmental Aspects and Evaluations of Environmental Impacts Ref: KPSB 1/2012 dated 01/01/2012. The scoring and evaluation criteria provided in this Manual. Sample of assessment reviewed:</p> <p>Manuring activity which covers the activity:</p> <ol style="list-style-type: none"> 1. Disposal of empty fertilizer bags (both inorganic and organic) will impact on depletion of natural resources 2. Heavy Rain that causes fertilizer washed off and impact on water pollution 3. Over dosage of fertilizer causes toxicity to the plant and that impact on business 4. Extreme drought <p>The mitigation plans related to the sample assessed above, has been reviewed and found satisfactory. Mitigation plans includes work Procedures and Training has been provided to the operators.</p>	Yes
4.5.1.3	<p>An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, effectively implemented and monitored.</p>	<p>The continuous monitoring as per initial implementation was implemented on timely basis where for each operating unit the planned programs were included in annual budgeting. Results of the</p>	Yes

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	- Major compliance -	<p>programs that were monitored will determine operational changes whether have positive or negative environmental impacts. The visit confirmed that programs gave continuous improvement accordingly to the company.</p> <p>Both Sujan Estate and Jiba Estate implemented the river water monitoring by taking water samples from 7 sampling points of river and streams running through both estates including Sg. Jiba, Sg. Semerah, Sg. Jampang and Sg. Besal. Sample analyses were done every 3 months by ESI Sampling Sdn. Bhd. Sampled analysis report (Report period of April – Jun 2017; Ref. # NREB/6-1/2G/6); dated 19/4/2017) shown that analysis were done against Class IIA of NWQSM and the results were in-compliance with the standard.</p>	
4.5.1.4	<p>A programme to promote the positive impacts should be included in the continual improvement plan.</p> <p>- Minor compliance -</p>	<p>Keresa Plantation’s environmental improvement programme also includes continual improvement plans. For example, waste management, water quality, soil erosion, biodiversity, pesticides and etc.</p>	Yes
4.5.1.5	<p>An awareness and training programme shall be established and implemented to ensure that all employees understand the policy and objectives of the environmental management and improvement plans and are working towards achieving the objectives.</p> <p>- Major compliance -</p>	<p>Annual training programme of the estate includes environmental awareness and compliance related trainings to the executives, staffs and workers. The training was conducted accordingly on 9/8/2017.</p>	Yes

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Criterion / Indicator		Assessment Findings	Compliance
4.5.1.6	<p>Management shall organize regular meetings with employees where their concerns about environmental quality are discussed.</p> <p>- Major compliance -</p>	<p>Environmental related matters were discussed during HSE meeting. The last HSE meeting was conducted on 17/7/17. No issue related to environmental was raised during this meeting. Workers interview reveal that they are encouraged to discuss environmental issues with the management.</p>	Yes
Criterion 4.5.2: Efficiency of energy use and use of renewable energy			
4.5.2.1	<p>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.</p> <p>- Major compliance -</p>	<p>The estate maintains records of energy usage, which is reported monthly to head office. The use of the fossil fuel against the FFB production is being monitored.</p> <p>Todate October 2017 : Jiba Estate – 5.56 litre / mt FFB</p>	Yes
4.5.2.2	<p>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.</p> <p>- Major compliance -</p>	<p>Jiba estate has estimation on total energy required. This estimation was compared to the actual usage by monthly and reported to the head office for monitoring.</p>	Yes
4.5.2.3	<p>The use of renewable energy should be applied where possible.</p> <p>- Minor compliance -</p>	<p>Jiba estate has implemented buffalo assisted harvesting as to reduce usage of fossil fuel in field operation. The use of buffalo assisted harvesting is more cost effective compared to mechanize and diesel</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
		powered prime movers.	
Criterion 4.5.3: Waste management and disposal			
4.5.3.1	<p>All waste products and sources of pollution shall be identified and documented.</p> <p>- Major compliance -</p>	<p>Based on documented pollution prevention plan (KM 4-1 Waste Register RSPO/ISCC), among the waste products identified and documented including general waste and scheduled waste. Sources of waste were from the mill, estates and housing area. Common waste identified including domestic waste and scheduled waste. For estates, its reusable and recyclable wastes identified included empty fertilizer bags and triple rinsed empty chemical containers. Organic biomass waste generated by estates including fronds and chipped fell palms.</p> <p>Other specific activities such as mill maintenance and estate vehicle workshop generate few categories of scheduled waste such as SW 305, SW 306, SW 409 and SW 410. Clinic operation generated clinical waste.</p>	Yes
4.5.3.2	<p>A waste management plan to avoid or reduce pollution shall be developed and implemented. The waste management plan should include measures for:</p> <p>c) Identifying and monitoring sources of waste and pollution</p> <p>d) Improving the efficiency of resource utilization and recycling of potential wastes as nutrients or converting them into value-added by-products</p>	<p>Documented pollution prevention plan (KM 4-1) was emphasized in the pollution prevention plan where the site visit confirmed that the practice of reduce, reuse and recycle of materials has been implemented throughout the company mill and estates. Method of handling the domestic/general wastes are segregation at the collection point from offices and housing area before being disposed through landfill.</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	<p>For scheduled wastes, the handling was done according to the legal requirement where a scheduled waste store was constructed in each operating unit for storage. A company registered with DOE, E-Concern (M) Sdn. Bhd. was appointed to collect the scheduled waste from all the scheduled waste storage facilities within the company. Latest disposal was done on 13/7/2017 for SW305; Consignment note (C/N) # G02157; SW410 (C/N # G02159) & SW409 (C/N # G02158).</p> <p>Clinical waste from the clinic was disposed through Bintulu Specialist Hospital Sdn. Bhd. as the authorised clinical waste collection and disposal contractor appointed by the company. Latest disposal was done on 11/8/2017.</p>	
4.5.3.3	<p>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.</p> <p>- Major compliance -</p>	<p>SOP for scheduled waste dated 15/10/09 was established. For scheduled wastes, the handling was done according to the legal requirement where a scheduled waste store was constructed in each operating unit for storage. A company registered with DOE, E-Concern (M) Sdn. Bhd. was appointed to collect the scheduled waste from all the scheduled waste storage facilities within the company. Latest disposal was done on 13/7/2017 for SW305; Consignment note (C/N) # G02157; SW410 (C/N # G02159) & SW409 (C/N # G02158).</p>	Yes
4.5.3.4	<p>Empty pesticide containers shall be punctured and disposed in an environmentally and socially responsible way,</p>	<p>In Estates, empty chemical containers were being triple rinsed and spot painted in red before return back to supplier. Visit and records</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
	<p>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.</p> <p>- Major compliance -</p>	<p>confirmed that no empty chemical containers being disposed other than returned back to supplier.</p>	
4.5.3.5	<p>Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourses.</p> <p>- Minor compliance -</p>	<p>Domestic wastes are being disposed at estate landfill and it's away from watercourse. Site visit at Jiba Estate landfill at field J9808 found that, the landfill was opened on 7/11/2017.</p>	Yes
Criterion 4.5.4: Reduction of pollution and emission			
4.5.4.1	<p>An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, scheduled wastes, solid wastes and effluent.</p> <p>- Major compliance -</p>	<p>The established environmental management plan has covered the environmental aspects and impacts based on Keresa Plantations & Mill. The Environmental Aspect & Impact assessment has been reviewed. The assessment is conducted according to the Procedure Manual – Identification of Environmental Aspects and Evaluations of Environmental Impacts Ref: KPSB 1/2012 dated 01/01/2012. The scoring and evaluation criteria provided in this Manual. Jiba estate has done environmental impact and aspect identification involving all the activities within the estate.</p>	Yes
4.5.4.2	<p>An action plan to reduce identified significant pollutants and emissions shall be established and implemented.</p> <p>- Major compliance -</p>	<p>Environmental improvement plan include assessment of all polluting activities within the estate operation such as waste, air emissions and water discharges.</p> <p>In Estates, empty chemical containers were being triple rinsed and</p>	Yes

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Criterion / Indicator		Assessment Findings	Compliance												
		<p>spot painted in red before return back to supplier. Visit and records confirmed that no empty chemical containers being disposed other than returned back to supplier.</p> <p>Domestic wastes are being disposed at estate landfill and it's away from watercourse. Site visit at Sujan Estate landfill.</p> <p>Both Sujan Estate and Jiba Estate implemented the river water monitoring by taking water samples from 7 sampling points of river and streams running through both estates including Sg. Jiba, Sg. Semerah, Sg. Jampang and Sg. Besal. Sample analyses were done every 3 months by ESI Sampling Sdn. Bhd. Sampled analysis report (Report period of April – Jun 2017; Ref. # NREB/6-1/2G/6); dated 19/4/2017) shown that analysis were done against Class IIA of NWQSM and the results were in-compliance with the standard.</p>													
Criterion 4.5.5: Natural water resources															
4.5.5.1	<p>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:</p> <p>g. Assessment of water usage and sources of supply.</p> <p>h. Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the estate's current activities.</p> <p>i. Ways to optimize water and nutrient usage to reduce wastage (e.g. having in place systems for re-use, night</p>	<p>Documented as a guideline entitled Riparian Zone Establishment (Ref. # E 4.5.3; Chapter 4; Issue date Jan 2010; Version 1.0). Buffer zones established as following:</p> <table border="1"> <thead> <tr> <th>River width</th> <th>Buffer zone</th> </tr> </thead> <tbody> <tr> <td>> 40 meters</td> <td>50 meters</td> </tr> <tr> <td>20 to 40 meters</td> <td>40 meters</td> </tr> <tr> <td>10 to 20 meters</td> <td>20 meters</td> </tr> <tr> <td>5 to 10 meters</td> <td>10 meters</td> </tr> <tr> <td>< 5 meters</td> <td>5 meters</td> </tr> </tbody> </table> <p>Both Sujan Estate and Jiba Estate implemented the river water</p>	River width	Buffer zone	> 40 meters	50 meters	20 to 40 meters	40 meters	10 to 20 meters	20 meters	5 to 10 meters	10 meters	< 5 meters	5 meters	Yes
River width	Buffer zone														
> 40 meters	50 meters														
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< 5 meters	5 meters														

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Criterion / Indicator		Assessment Findings	Compliance
	<p>application, maintenance of equipment to reduce leakage, collection of rainwater, etc.).</p> <p>j. 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.</p> <p>k. Where natural vegetation in riparian areas has been removed, a plan with a timetable for restoration shall be established and implemented.</p> <p>l. Where bore well is being use for water supply, the level of the ground water table should be measured at least annually.</p> <p>- Major compliance -</p>	<p>monitoring by taking water samples from 7 sampling points of river and streams running through both estates including Sg. Jiba, Sg. Semerah, Sg. Jampang and Sg. Besal. Sample analyses were done every 3 months by ESI Sampling Sdn. Bhd. Sampled analysis report (Report period of April – Jun 2017; Ref. # NREB/6-1/2G/6); dated 19/4/2017) shown that analysis were done against Class IIA of NWQSM and the results were in-compliance with the standard.</p>	
4.5.5.2	<p>No construction of bunds, weirs and dams across main rivers or waterways passing through an estate.</p> <p>- Minor compliance -</p>	<p>There were no construction of bunds, weirs and dams across main rivers or waterways passing through an estate.</p>	Yes
4.5.5.3	<p>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).</p> <p>- Minor compliance -</p>	<p>Water management plan includes rain water harvesting, desilting of road side drains and etc. For housing complex, the rain water harvesting was used for cleaning housing compound and etc.</p>	Yes
<p>Criterion 4.5.6: Status of rare, threatened, or endangered species and high biodiversity value</p>			

Criterion / Indicator	Assessment Findings	Compliance
<p>4.5.6.1 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:</p> <ul style="list-style-type: none"> c) Identification of high biodiversity value habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower(s) activities. d) Conservation status (<i>e.g.</i> 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. <p>- Major compliance -</p>	<p>Keresa Plantations had engaged a consultant (Wild Asia) in 2009 to conduct a biodiversity assessment of the land at the Estate as well as preparation of site-specific short-term and long-term HCV Management Plans. The report for Environmental and Biodiversity Review dated May 2010 by Wild Asia was sighted. There was no HCV and rare, threatened, or endangered species being identified within the estate area.</p>	<p>Yes</p>
<p>4.5.6.2 If rare, threatened or endangered species, or high biodiversity value, are present, appropriate measures for management planning and operations should include:</p> <ul style="list-style-type: none"> 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. <p>- Major compliance -</p>	<p>There was no HCV and rare, threatened, or endangered species being identified within the estate area.</p> <p>No illegal hunting signages are prominently erected at the estate entrance and other strategic area and awareness training has been given to workers and other stakeholders.</p>	<p>Yes</p>
<p>4.5.6.3 A management plan to comply with Indicator 1 shall be</p>	<p>There was no HCV and rare, threatened, or endangered species</p>	<p>Yes</p>

Criterion / Indicator		Assessment Findings	Compliance
	established and effectively implemented, if required. - Major compliance -	being identified within the estate area.	
Criterion 4.5.7: Zero burning practices			
4.5.7.1	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. - Major compliance -	Keressa Plantations has established and implemented Best Management Practice (KP 2) approach through its standard operations and procedures (KP2-4 SOPs –Field Policy Manual). Under its conservation measures chapter entitled Environment Conservation (SOP # 7.iii; version 2 dated 1 Jan 2009), all mitigations measures for plantation activities including land preparation or replanting shall be in compliance with the approved Environment Impact Assessment (EIA) by Natural Resource and Environmental Board of Sarawak. This is including Zero Open Burning practices where the visit to the field and facilities confirm that the company are in compliance of its Zero Open Burning policy.	Yes
4.5.7.2	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. - Major compliance -	Not applicable for Jiba estate.	Not applicable
4.5.7.3	Where controlled burning is allowed, it shall be carried out as prescribed by the Environmental Quality (Declared Activities)	Not applicable for Jiba estate.	Not applicable

Criterion / Indicator		Assessment Findings	Compliance
	(Open Burning) Order 2003 or other applicable laws. - Major compliance -		
4.5.7.4	Previous crops should be felled or mowed down, chipped and shredded, windrowed or pulverized or ploughed and mulched. - Minor compliance -	Not applicable for Jiba estate. Currently, there is no replanting at Jiba Estate.	Not applicable
4.6 Principle 6: Best Practices			
Criterion 4.6.1: Site Management			
4.6.1.1	Standard operating procedures shall be appropriately documented and consistently implemented and monitored. - Major compliance -	Keresa Plantations has well established management systems for monitoring and control of best practice implementation at its estate. This includes the programme of regular internal audits by TQM and agronomist for maintaining and improving the production. Fertilizer recommendation for 2018 was made available. Date of the last visit as follows: TQM unit visit: 18-19/4/17 Agronomist visit: 26-28/9/2017	Yes
4.6.1.2	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	Jiba Estate has overlain a topographic map on the soil map to identify areas of potential erosion risk at Jiba Estate. The estate has identified steep areas for setting aside as conservation areas when replanting is due. Inspection of field conditions at estate	Yes

Criterion / Indicator		Assessment Findings	Compliance
	prevent contamination of surface and groundwater through runoff of either soil, nutrients or chemicals. - Major compliance -	showed well established and maintained groundcover vegetation.	
4.6.1.3	A visual identification or reference system shall be established for each field. - Major compliance -	Inspection of field conditions at sloping areas and terraces, found stacking of pruned fronds along the contour for protection against soil erosion was relatively consistent.	Yes
Criterion 4.6.2: Economic and financial viability plan			
4.6.2.1	A documented business or management plan shall be established to demonstrate attention to economic and financial viability through long-term management planning. - Major compliance -	Keresa Plantations has implemented a management system for monitoring and reporting of performance against production targets for achieving long-term economic and financial viability.	Yes
4.6.2.2	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. - Major compliance -	The earlier planting was in 1997 and the next replanting would be in 2023.	Yes
4.6.2.3	The business or management plan may contain: i) Attention to quality of planting materials and FFB j) Crop projection: site yield potential, age profile, FFB yield trends	Annual business plan in the form of annual budget and the projection for 5 years prepared as guidance for future planning. The business plan contains FFB yield, costs of production, etc. It also includes environment, social (workers and staffs welfare), and health and safety component and associated capital expenditure for improvement of smallholder schemes.	Yes

Criterion / Indicator		Assessment Findings	Compliance
	k) Cost of production : cost per tonne of FFB l) Price forecast m)e) Financial indicators : cost benefit, discounted cash flow, return on investment - Major compliance -	CAPEX gazetted for 2017: v) Labour quarter at Jiba Estate vi) Farm tractor with trailer vii) Water pump at Jiba estate	
4.6.2.4	The management plan shall be effectively implemented and the achievement of the goals and objectives shall be regularly monitored, periodically reviewed and documented. - Major compliance -	Keresa Plantations monitored the estate performance against the targets. It also recommends changes to the plans if necessary.	Yes
Criterion 4.6.3: Transparent and fair price dealing			
4.6.3.1	Pricing mechanisms for the products and other services shall be documented and effectively implemented. - Major compliance -	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. Refer to short term contract/work order #4046 dated 30/9/2017 under Smart Hub for road repair work.	Yes
4.6.3.2	All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner. - Major compliance -	Sample contract and payment record verification together with interviews of suppliers and contractor found the payments has been made as per contract. Sampled Contractor (Smart Hub Sdn Bhd – Road Repair). Refer to tax invoice #1709/007 dated 30/9/2017 paid in timely manner.	Yes
Criterion 4.6.4: Contractor			

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Criterion / Indicator		Assessment Findings	Compliance
4.6.4.1	Where contractors are engaged, they shall understand the MSPO requirements and shall provide the required documentation and information. - Major compliance -	Keresia plantation has initiated the MSPO awareness to all its contractors. Latest MSPO awareness briefing to contractors was conducted on 11/8/17 by TQM Team. Interview with the contractors found that they understand on the MSPO requirements.	Yes
4.6.4.2	The management shall provide evidence of agreed contracts with the contractor. - Major compliance -	Keresia Plantation has prepared a standard contract for all the contractors. The signed copy of the contract available at the estate office. Sample of contract agreement for road repair, Smart Hub Sdn Bhd dated 1/7/14 and valid until 30/6/17 (tenancy agreement validity 12 months)	Yes
4.6.4.3	The management shall accept MSPO approved auditors to verify assessments through a physical inspection if required. - Minor compliance -	Keresia Plantation has no objection to allow BSI auditors to verify the assessment through physical inspection if required.	Yes
4.6.4.4	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. - Major compliance -	Sample contract and payment record verification together with interviews of suppliers and contractor found the payments has been made as per contract. The management monitored by checking and signing the assessment of the contractor for each task before the payment was made. Sampled Contractor (Smart Hub Sdn Bhd – Road Repair). Refer to tax invoice #1709/007 dated 30/9/2017 paid in timely manner.	Yes
4.7 Principle 7: Development of new planting Not applicable since there is no new planting area at Sujan Estate			

C) MS 2530-4:2013 Malaysian Sustainable Palm Oil (MSPO) Part 4: General principles for Palm Oil Mill – Keresia Palm Oil Mill

Criterion / Indicator		Assessment Findings	Compliance
4.1 Principle 1: Management commitment & responsibility			
Criterion 4.1.1 – Malaysian Sustainable Palm Oil (MSPO) Policy			
4.1.1.1	Policy for the implementation of MSPO shall be established. - Major compliance -	The company has initiated the implementations of MSPO requirements. MSPO Policy has been established and signed by Senior Group General Manager dated April 2015.	Yes
4.1.1.2	The policy shall also emphasize on the commitment to continual improvement with the objective of improving the milling operation. - Major compliance -	The established policy has emphasized on the commitment to sustainable development and continuous improvement with the objective of improving the milling and estate operation.	Yes
Criterion 4.1.2 – Internal Audit			

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Criterion / Indicator		Assessment Findings	Compliance
4.1.2.1	Internal audit shall be planned and conducted regularly to determine the strong and weak points and potential area for further improvement. - Major compliance -	Annual MSPO internal audit was carried on 31/3/2017 concurrently with RSPO/ISCC elements for Keresia Mill. Audit covered both documentation and field operation for the mill and estate. There were 8 Major and 1 Minor NCs raised by Internal Auditors. Audit report was available with the summary of findings for each respective work units.	Yes
4.1.2.2	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. - Major compliance -	Internal audit procedure was established and effectively implemented. The procedure was reviewed by the management to include the competency requirement for MSPO internal auditor. Internal Audit was led by Ms Winnie Siman where she was attended the MSPO2530:2013 awareness and internal auditing with SIRIM STS on 11-12/4/2017.	Yes
4.1.2.3	Reports shall be made available to the management for their review. - Major compliance -	Internal audit report dated 31/3/2017 was made available for management review.	Yes
Criterion 4.1.3 – Management Review			
4.1.3.1	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. - Major compliance -	Management Review Procedure (dated September 2015) was established. MSPO management review was carried out on 18/5/17. All pertinent elements for MSPO implementation has been reviewed and presented to top management.	Yes

Criterion / Indicator	Assessment Findings	Compliance
Criterion 4.1.4 – Continual Improvement		
4.1.4.1	The action plan for continual improvement shall be based on a consideration of the main social and environmental impact and opportunities for the company. - Major compliance -	TQM has worked with Mill to review and update the social and environmental aspects and impacts risk registers and to develop improvement plans. The Mill has been working with the Estates and outside suppliers to improve FFB quality and the OER which is an important indicator of processing efficiency. Furthermore, the mill completed the construction of Gasifier to reduce EFB produce by mill and convert it to value added product (bio char). The mill is also in progress on modification of oil room vertical clarifier and modification of sterilizer.
4.1.4.2	The company should establish a system to improve practices in line with new information and techniques; and for disseminating this information throughout the workforce. - Major compliance -	The Mill has optimised the use of steam turbines for generating electricity, which has reduced the dependence on the usage of non-renewable fossil fuel. Biogas plant is in progress selection of contractor.
4.2 Principle 2: Transparency		
Criterion 4.2.1 – Transparency of information and documents relevant to MSPO requirements		
4.2.1.1	The management shall communicate adequate information to other stakeholder on environmental, social and legal issues relevant to sustainable practices in the relevant languages and forms. - Major compliance -	Keresa Plantation & Mill has maintained records of requests and responses, eg: Land titles/user rights, Safety and health plans, Plans and impact assessments relating to environmental and social impact, Plans for pollution prevention, Records of complaints and grievances, Plans for continuous improvement and make available upon request.

Criterion / Indicator		Assessment Findings	Compliance
4.2.1.2	<p>The 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.</p> <p>- Major compliance -</p>	<p>Keres a mill holds copies of each of the management documents that are required to be publicly available. Copies of the document such as Plans and impact assessments relating to environmental and social impact, Plans for pollution prevention, records of complaints and grievances were available on request. Keres a policy is to make documents and copies of the document publicly available on request, except those relating to commercial confidentiality.</p>	Yes
Criterion 4.2.2 – Transparent method of communication and consultation			
4.2.2.1	<p>Procedures shall be established for consultation and communication with the relevant stakeholders.</p> <p>- Major compliance -</p>	<p>Keres a Plantation & Mill has established and implement Complaints & Grievances Procedure (Ref. SOC 3.2, Version 1) that define the responsibilities and actions required for receiving, recording and responding to enquiries and requests from internal and external stakeholders. The Mill has implemented the “Communication and Consultation Management guidelines” as evidenced by the maintenance of filing systems for recording written requests for assistance and information. Inspection of a sample of records found that requests for information were received only from Government Departments (DOE, DOSH, MPOB) and complaint form from the local communities.</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
4.2.2.2	<p>The management shall nominate management officials at the operating unit responsible for issues related to <i>indicator 1</i>.</p> <p>- Minor compliance -</p>	<p>The TQM Executive (Alicesa Anak Ramba) has been appointed as Social Management Representative for internal and external stakeholders. The responsibilities have been stated in the appointment letter dated 01/01/2017.</p> <p>Interviews with Stakeholders confirmed that Keresia has an open approach to communication with staff, workers and local communities.</p>	Yes
4.2.2.3	<p>A list of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders shall be properly maintained.</p> <p>- Major compliance -</p>	<p>Stakeholder list available that include the supplier, contractor, smallholders, external stakeholders plantation, villagers & government agency such as DOSH, MPOB, DOE, Labour department & etc. For internal stakeholder, JCC meeting was used to collect feedback. The action request has been recorded and track by Ms Winnie. Request from government agency was by visit log book such as MPOB, DOE and DOSH. The action has been taken accordingly and recorded.</p> <p>Joint consultative committee (JCC) meeting, internal stakeholder meeting that involve worker representative and chaired by mill manager. Last meeting was conducted on 5/4/17 & 6/9/17. All issued has been discussed with current action plan has been established.</p>	Yes
Criterion 4.2.3 – Traceability			

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4.2.3.1	<p>The management shall commit itself to implement and maintain the requirements for the traceability and shall establish a standard operation procedure for traceability.</p> <p>- Major compliance -</p>	<p>Procedures are controlled documents and controlled and updated by TQM Department. These procedures are current and include all elements of the traceability for controlling the receipt, sale and dispatch of palm products.</p> <p>SOP on the traceability of the FFB has established in ISCC/RSPO/MSPO Management System guidelines Version 1. Sighted from file KMSB ISCC/RSPO/MSPO SOP</p>	Yes
4.2.3.2	<p>The management shall conduct regular inspections on compliance with the established traceability system.</p> <p>- Major compliance -</p>	<p>TQM has conducted internal inspections on compliance with the traceability system through the monthly official report.</p>	Yes
4.2.3.3	<p>The management shall identified and assign suitable employees to implement and maintain traceability system.</p> <p>- Minor compliance -</p>	<p>The TQM Executive has overall responsibility for the traceability activities – planning and executing sales of CPO & PK, aspects of FFB receipts, processing and shipping of palm products.</p> <p>Interview with the TQM Executive confirmed his knowledge of the MSPO traceability requirements.</p>	Yes
4.2.3.4	<p>Records of storage, sales, delivery or transportation of crude palm oil and palm kernel shall be maintained.</p> <p>- Major compliance -</p>	<p>Inspection of records confirmed these were updated daily. There were procedures on the record keeping which applicable to MSPO in the future. Records of storage, sales, delivery or transportation of crude palm oil and palm kernel was verified such as weighbridge ticket & daily mill report with storage record of CPO and PK is monitored daily by laboratory stock record.</p>	Yes

Criterion / Indicator	Assessment Findings	Compliance	
4.3 Principle 3: Compliance to legal requirements			
Criterion 4.3.1 – Regulatory requirements			
4.3.1.1	<p>All operations shall be in compliance with applicable local, state, national and ratified international laws and regulations.</p> <p>- Major compliance -</p>	<p>Keresia Mill has maintained the systems for documentation, checking and assessment of legal compliance with applicable laws and regulations. Inspection of records showed that the Keresia Palm Oil Mill has maintained legal compliance with statutory requirements.</p> <p>Sample of Permit and license sighted were :</p> <p>Sample permits and license checked:</p> <ul style="list-style-type: none"> i) MPOB license # 510557004000; validity period 01/4/2017 to 31/3/2018 for 275,000MT per year ii) Mill DOE license and compliance schedule #003095; validity 1/7/2017 to 30/6/2018 for 60 MT FFB/hr and method of POME discharge on waterways. (BOD below 50ppm). iii) Latest mill inspection dated 28/9/17. List of machineries inspected: SW PMT 3665, SW PMT 1955. iv) Fire Certificate, serial# 295461, No. JBPM:SK/7/33/2015 valid until 12/12/2017. v) UPV and Certificate of fitness validity <ul style="list-style-type: none"> • SW PMT 1945 valid until 13/3/18 • SW PMT 1947 valid until 13/3/18 • SW PMT 1953 valid until 13/3/18 • SW PMT 1956 valid until 23/11/18 • SW PMT 1954 valid until 20/9/18 • SW PMD 469 valid until 13/3/18 	<p>Yes</p>

Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> SW PMD 1131 valid until 7/12/17 <p><u>Competent person :</u></p> <ul style="list-style-type: none"> i) Steam engineer – P. Shailendran (144/2008) Grade 1 ii) Engine driver – Suring Anak Laroh (SW/06/Est/01/7) Grade 1, James Tapui (SW/06//EIP/02/10) Grade 2, iii) ICE driver – SW/12/EIP/02/108 (Grade 2) iv) Electrical visiting engineer – LAJ Kejuruteraan Sdn Bhd v) CePOME – Satish Kumar (CePPOME/170950) valid until 4/5/18 vi) CePSWAM- nominate SHE Officer, the training will be held on 10-14 Dec 17. 	
4.3.1.2	<p>The management shall list all relevant laws related to their operations in a legal requirements register.</p> <p>- Major compliance -</p>	<p>A Legal Compliance procedure has been established (KP 16 Mechanism for ensuring legal compliance dated 15 Mar 2010). All operating units have Legal & Other Requirements Register (LORR) covering all the necessary regulatory requirements. TQM sustainability department have reviewed and updated the LORR at both mil and estates on 7/6/2017. All the new legal requirements were include in the legal register accordingly:</p> <ul style="list-style-type: none"> i) Minimum Wages Order 2016 ii) Factory Machinery Act 1970, Person In-Charge Regulations Amendment 2014 iii) Environment Quality, Clean Air Regulation 2014 	Yes
4.3.1.3	<p>The legal requirements register shall be updated as and when there are any new amendments or any new regulations coming into force.</p>	<p>Tracking system available to identify changes in the relevant regulations through head office, website information and the information are communicated from the Group Head Office. On the site verification, interviews with office personnel and records</p>	Yes

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	- Major compliance -	indicate that the system is appropriate to the operations. Tracking system on any changes in the law been well implemented.	
4.3.1.4	The management should assign a person responsible to monitor compliance and to track update the changes in regulatory requirements. - Minor compliance -	Administration executive, Rose ak Gani is the person responsible to monitor compliance and to track and update the changes in regulatory requirements. Salary for Oct 2017 was not paid accordingly as per Sarawak Labour Ordinance (Cap 67), Section 109 (Payment of wages), not later than 7 days. Thus, minor NC was raised.	No
Criterion 4.3.2 – Lands use rights			
4.3.2.1	The management shall ensure that their oil palm milling activities do not diminish the land use rights of other users. - Major compliance -	Keresa Mill operation is on lease land. There are documents in place showing legal ownership or lease and a history of land tenure. As reported during the last assessment, estate was developed on State Lease Land, issued by Department of Land and Survey; Bintulu Division dated 28 December 1996 for 99 years (between 01 January 1981 and 01 January 2080) over an area of 6,023 ha in Lot No. 1 Block 17 Lavang Land District, Bintulu Sarawak.	Yes
4.3.2.2	The management shall provide documents showing legal ownership or lease, history of land tenure and the actual legal use of the land. - Major compliance -	Keresa Mill operation is on lease land. There are documents in place showing legal ownership or lease and a history of land tenure. As reported during the last assessment, estate was developed on State Lease Land, issued by Department of Land and Survey; Bintulu Division dated 28 December 1996 for 99 years (between 01 January 1981 and 01 January 2080) over an area of 6,023 ha in Lot No. 1 Block 17 Lavang Land District, Bintulu Sarawak.	Yes

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Criterion / Indicator		Assessment Findings	Compliance
4.3.2.3	Legal parameter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable. - Major compliance -	Keres a mill was within the perimeter of Keres a estate. The boundary between the mill and the estate was clearly separated using the perimeter fencing.	Yes
4.3.2.4	Where there are, or haven been disputes, documented proof of legal acquisition of land and fair compensation that have been or are being made to previous owners and occupants; shall made available and that these should have been accepted with free prior informed consent (FPIC). - Minor compliance -	There was no land disputes noted during the audit at Keres a Mill as the mill has the legal ownership documents which was under the Keres a Plantations Sdn. Bhd.	Yes
Criterion 4.3.3 – Customary rights			
4.3.3.1	Where lands are encumbered by customary rights, the company shall demonstrate that these rights are understood and are not being threatened or reduced. - Major compliance -	There is no customary land or negotiated agreements within the Keres a Mill land area.	Yes
4.3.3.2	Maps of an appropriate scale showing extent of recognized customary rights shall be made available. - Minor compliance -	There was no customary land within the Keres a mill land area.	Yes
4.3.3.3	Negotiation and FPIC shall be recorded and copies of the relevant agreements should be made available. - Major compliance -	Not applicable for Keres a Mill as there were no negotiation has occurred.	Not applicable
4.4 Principle 4: Social responsibility, health, safety and employment condition			

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Criterion / Indicator	Assessment Findings	Compliance	
Criterion 4.4.1: Social Impact Assessment (SIA)			
4.4.1.1	<p>Social impacts should be identified and plans should be implemented to mitigate the negative impacts and promote the positive ones.</p> <p>- Minor compliance -</p>	<p>TQM department has conduct with the internal stakeholder on the 31/7/2014 using survey that includes the criteria of term & condition of work, social provision and safety & health. A summary report has been compiled and analysed.</p> <p>Seen the Social Impact Assessment of Keresia Plantation which involved small holders & Workers has been conducted on 2017. Worker survey (75 participants- Overall Keresia Plantation and Keresia Mill) has been conducted on 30/05/17 and small holders survey on June to July 2017 from 3 long houses that involved 21 participants.</p> <p>Seen the action request plan of JCC 2017 & smallholder meeting has been established after the meeting and the status of action will be updated on the following meeting where some of the action has been completed and some of the action was still in-progress.</p>	<p>Yes</p>
Criterion 4.4.2: Complaints and grievances			
4.4.2.1	<p>A system for dealing with complaints and grievances shall be established and documented.</p> <p>- Major compliance -</p>	<p>The Mill has established the procedure (Chapter 3:Complaints & Grievance Procedures dated: December 2009) to deal with complaints and grievances by using the complaint form. Sighted some of the complaint form at mill, mostly complaint on the housing (light and fan not function).</p>	<p>Yes</p>

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4.4.2.2	The system shall be able to resolve dispute in an effective, timely and appropriate manner, which is accepted by all parties. - Major compliance -	Inspection of records at Mill indicated that written communications were replied promptly and the correspondence kept in file (KP5-19: Fail Cadangan/ Aduan/ Permintaan). Most of the complaint was on the repair request e.g. complaint form# 0174 dated 24/07/17 from crèche (replacement of cushion cover)	Yes
4.4.2.3	A complaint form should be made available at the premises, where employees and affected stakeholders can make complaints. - Minor compliance -	The Mill maintains 'complaint form' and 'maintenance and repairing report' for receiving and responding to requests and complaints from employees. No external stakeholders were received related on complaint and grievances. Review of the registers found there was no outstanding or unresolved grievance.	Yes
4.4.2.4	Employees and surrounding communities should be made aware of its existence and that complaints or suggestions may be made at any time. - Minor compliance -	Interview with stakeholders found that they are aware of the procedure and no pending issues.	Yes
4.4.2.5	Complaints and solutions within the past 24 months shall be documented and be made available to affected stakeholders upon request. - Major compliance -	Record review found that previous complaints and requests from 2009 were still available.	Yes
Criterion 4.4.3: Commitment to contribute to local sustainable development			
4.4.3.1	Palm oil miller should contribute to local development in consultation with the local communities. Where the mill is an	Keresa Plantations Sdn. Bhd. has taken the initiative to assist the smallholders such as providing technical assistant to obtain the	Yes

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	<p>integral part of plantation, such contribution to local community development may be regarded as a joint effort by the mill and the plantation.</p> <p>- Minor compliance -</p>	<p>MSPO certification. Apart from that, the plantation allows the local villagers to have the access of the road and provide business opportunity for the local in opening sundry shop at the linesite. Furthermore, the company also made contribution to the local longhouse for the festival celebration.</p>	
Criterion 4.4.4: Employees safety and health			
4.4.4.1	<p>An occupational safety and health policy and plan which is in line with Occupational Safety and Health Act 1994 and Factories and Machinery Act 1967 (Act 139) shall be documented, effectively communicated and implemented.</p> <p>- Major compliance -</p>	<p>Keresa Mill has established OSH Policy which was signed by Managing Director. The OSH plan for 2017 was established to cover the housing inspection, OSH audit, training, workplace inspection, OSH meeting, medical surveillance, audiometric test, LEV etc. which was prepared by SHE Exec, TQM Unit.</p>	Yes
4.4.4.2	<p>The occupational safety and health plan should cover the following:</p> <p>a) A safety and health policy, which is communicated and implemented.</p> <p>b) The risk of all operations shall be assessed and documented.</p> <p>c) An awareness and training programme which includes the following requirements for employees exposed to chemicals used at the palm oil mill:</p> <ul style="list-style-type: none"> i. All employees involved are adequately trained on safe working practices; ii. All precautions attached to products should be properly observed and applied; 	<p>a) The Keresa Mill has safety and health policy that has been communicated to the staff and workers during muster call. On site supervisors and Mill assistant managers ensure the implementation of it.</p> <p>Sample of OSH activities carried out were:</p> <p>i) For 2017, the management just sent the workers for audiometric test on 8/9/2017 for 30 workers. The result shown that 2 workers was found STS and need to be retest within 3 months. Testing result was reviewed by OHD, HQ/08/DOC/00/427.</p> <p>ii) Medical surveillance was conducted accordingly to the lab operators (2 workers) on 13/7/2017 by Medan Jaya Medical Clinic</p>	Yes

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<p>d) The management shall provide the appropriate 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).</p> <p>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 Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000.</p> <p>f) The management shall appoint responsible person(s) for workers' safety and health. The appointed person(s) of trust shall have knowledge and access to latest national regulations and collective agreements.</p> <p>g) The management shall conduct regular two-way communication with their employees where issues that affect their business such as those related to employees' safety, health and welfare are discussed openly. Records from such meeting shall be kept and the concerns of employees and any remedial actions taken shall be recorded.</p> <p>h) Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees.</p> <p>i) Employees trained in First Aid shall be present at all mill operations. First Aid equipment should be available at each worksite.</p> <p>j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.</p>	<p>(HQ/08/DOC/00/206). Based on the report, it was found that the lab operators (920119-13-5968 and 940705-13-6339) was found fit for work.</p> <p>b) The Mill reviewed the Safety Risk Assessment (HIRARC) for the main tasks on March 2014. HIRARC register, latest review on 16/10/17 was sighted. All activities i.e. department Reception, Sterilizer, Boiler, Oil clarification station, CPO despatch bay, Kernal Silo, workshop, Gasifier Plan and workshop have been identified and documented.</p> <p>c) Training programme planned for year 2017 was consistently implemented. The programme includes training for all categories of workers. Evidence of adequate and appropriate training on safe working practices provided to:</p> <ul style="list-style-type: none"> - workers exposed to machinery and high noise levels, - workers working in confined space, <p>In addition to specific training courses, safety briefings are given during muster to reinforce awareness, such as correct wearing of PPE.</p> <p>SDS for all the chemicals used are available at the store in Dual-language (Bahasa Malaysia and English). Apart from that, various warning sign was seen throughout the factory area</p> <p>d) Observed at sterilizer station, engine room and boiler station adequate and appropriate protective equipment was provided. Latest PPE issuance was provide on 19/9/17 for Safety Shoes, hand gloves.</p>	

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<p>- Major compliance -</p>	<p>e) Keresa Mill follows the Keresa Plantations SOP for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labelling) Regulation 1997 and Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000.</p> <p>CHRA was conducted on 13/72017 at Keresa POM by DOSH registered assessor, JKPP KIM127/453/6(33). Recommendation for specific work unit :</p> <ul style="list-style-type: none"> i) Lab – LEV monitoring, PCEM (n-hexane) and medical surveillance ii) Workshop – PCEM (welding fumes) <p>LEV was conducted on 12/6/2017 by ESI Sampling Sdn Bhd (JKPP HIE 127/171-3/1(212)). The management had been established the action plan based on the recommendation by the assessor.</p> <p>PCEM was last conducted on 27/3/2017 covering 3 work units(WTP, Lab and workshop) by ESI Sampling Sdn Bhd (JKPP HIE 127/171-3/1(212)). Based on the assessment, result of chemical exposure was not subjected to exposure of n-Hexane, welding fume and chlorine respectively.</p> <p>.</p> <p>f) At the Mill, there is a designated OSH Coordinator who is responsible for organising safety training, meetings and investigation and reporting of accidents and Incidents.</p>	

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Criterion / Indicator	Assessment Findings	Compliance
	<p>SHC Chairman & OSH secretary – Appointment of SHC – TQM Manager (Chairman): George Mike AK Sa’oi (12/4/16), SHC secretary: Winnie Siman (12/4/16)</p> <p>g) Records were available confirming that quarterly OSH meetings had been held at the Mill.</p> <p>Refer OHS meeting minutes : OHS meeting – #2:dated 16/6/17, #1: dated 21/3/17</p> <p>h) The Mill has site specific Plans including maps showing assembly areas and up-to-date lists of emergency contacts with training conducted to communicate the Plan. Interviews of Mill staff and workers confirmed understanding of emergency response procedures.</p> <p>ERP –</p> <p>i) First Aid Kits are installed at various work stations at the Mill (boiler and sterilizer station) and inspection confirmed these had been appropriately stocked.</p> <p>j) All accidents are investigated and reported to Head Office. JKPP 8 was sent to DOSH on 18/1/2017. Refer accident dated 27/7/17 at sterilizer station (B532685). Investigation was done internally by SHEO. JKPP 6 was sent to DOSH on 1/8/2017.</p>	

Criterion / Indicator		Assessment Findings	Compliance
Criterion 4.4.5: Employment conditions			
4.4.5.1	<p>The management shall establish a policy on good social practice regarding human rights in respect of industrial harmony. The policy shall be signed by the top management and communicated to the employees.</p> <p>- Major compliance -</p>	<p>The management has established a policy on good social ethics regarding human rights such as Equal Rights Policy, Prevention of sexual harassment & domestic violence in the workplace policy, freedom of association policy, etc. has been signed off by Managing Director of the group, dated 30/11/2016.</p> <p>The policy was communicated by displayed at the strategic location, induction & training, memo and meeting.</p>	Yes
4.4.5.2	<p>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.</p> <p>- Major compliance -</p>	<p>Keresa mill has established Equal Rights Policy, signed by Managing Director dated 1/12/09 to ensure equal opportunity and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics. Inspection of a sample of pay records and interviews of staff and workers at the Mill did not identify any issues related to discrimination.</p>	Yes
4.4.5.3	<p>Management shall ensure that employees' pay and conditions meet legal or industry minimum standards as per Collective Agreements. The living wage should be sufficient to meet basic needs and provide some discretionary income based on minimum wage.</p> <p>- Major compliance -</p>	<p>There is a contract and agreement for staff and workers including foreign workers and pay and conditions are documented and are above the industry minimum standard. Inspection of a sample of employee contracts confirmed that terms and conditions are clearly outlined and have been signed by the worker. Staff and Workers confirmed this during interview. Sampled Workers checked for Oct 17 wages:</p>	Yes

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Criterion / Indicator		Assessment Findings	Compliance
		a) Employment No.: E0716 (mill) b) Employment No.: E0709 (mill) c) Employment No.: E0723 (mill) d) Employment No.: E0643 (mill)	
4.4.5.4	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. - Minor compliance -	Keresia Finance Department arranges contracts for the purchase of goods and services, including those with FFB suppliers. The contract clearly stated that the contractor must strictly follow all applicable national and ratified international laws. Interviews of contractors indicated that they understand their contracts. Further interview with the contractor’s workers found that they were paid at least meeting the minimum wages requirement	Yes
4.4.5.5	The management shall establish records that provide an accurate overview 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. - Major compliance -	Keresia Mill has a register of all staff and workers at the premise. The detail includes full name, gender, date of birth, date joined, job title. The basic wages, copy of passport and permit etc were maintained in the employee personnel file.	Yes
4.4.5.6	All employees shall be provided with fair contracts that have been signed by both employee and employer. A copy of employment	There is a contract and agreement for staff and workers including foreign workers and pay and conditions are documented and are	Yes

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Criterion / Indicator		Assessment Findings	Compliance
	<p>contract shall be made available for each and every employee indicated in the employment records.</p> <p>- Major compliance -</p>	<p>above the industry minimum standard. Inspection of a sample of employee contracts confirmed that terms and conditions are clearly outlined and have been signed by the worker.</p> <p>a) Employee No.: E0716 (mill)- contract 3/1/17- 3/1/19 b) Employee No.: E0709 (mill)- contract 6/11/16- 6/11/18 c) Employee No.: E0723 (mill) – contract 20/3/17- 20/3/19 d) Employee No E0643 (mill) – contract 17/11/15- 17/11/17</p>	
4.4.5.7	<p>The management shall establish a time recording system that makes working hours and overtime transparent for both the employees and employers.</p> <p>- Major compliance -</p>	<p>The Keresia Mill has a “Punch Card” time recording system to monitor the working hours of its workers and staffs.</p>	Yes
4.4.5.8	<p>The working hours and breaks of the individual worker indicated in the time records shall comply with legal regulations and collective agreements. Overtime shall be mutually agreed upon and shall meet the legal requirements applicable.</p> <p>- Major compliance -</p>	<p>The Keresia Mill has obtained the overtime permit from labour department. Payslip of the workers and staff have been checked and verified that was within the allowed limit by labour department.</p>	Yes
4.4.5.9	<p>Wages and overtime payment documented on the pay slips shall be in line with legal regulations and collective agreements.</p> <p>- Major compliance -</p>	<p>Sample payslips checked found the wages and overtime payments are documented in line with the employee contract & agreement and complies with Minimum Wage Order 2016 requirement of RM 920 monthly. Sampled Workers checked for Oct 17 wages:</p> <p>a) Employment No.: E0716 (mill) b) Employment No.: E0709 (mill) c) Employment No.: E0723 (mill)</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
		d) Employment No.: E0643 (mill)	
4.4.5.10	Other forms of social benefits should be offered by the employer to employees, their families or community such as incentives for good work performance, bonus payment, support of professional development, medical care provisions and improvement of social surroundings. - Minor compliance -	Interviews of local and foreign workers indicated satisfaction with the standard of housing and facilities. Electricity and water are provided without charges. Keresa provide transport for children to school.	Yes
4.4.5.11	In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities. - Major compliance -	Residents at all company housing have access to facilities established by the company, such as health clinic, sports field, crèche, and places of worship.	Yes
4.4.5.12	The management shall establish a policy to prevent all forms of sexual harassment and violence at the workplace. - Major compliance -	Keresa Plantations Sdn. Bhd. has established prevention of sexual harassment & domestic violence in the workplace policy and displayed at strategic location. Interviews of internal and external stakeholders confirmed awareness and understanding of the Policy.	Yes
4.4.5.13	The management shall respect the right of all employees to form and join trade union and allow workers' own representative(s) to facilitate collective bargain in accordance with applicable laws and regulations. Employees shall be given freedom to join trade unions relevant to the industry or organize themselves for collective bargaining. Employees shall have the right to organize and negotiate their work conditions. Employees exercising this	Interviews of staff and workers confirmed Keresa Mill Sdn. Bhd. supports freedom of association. Policy on Freedom of Association dated August 2010. Although there were no Labour Unions, workers and staff are represented in Joint Consultative Committee (JCC) which was established since September 2010. Members are elected from representatives of every division including foreign workers. Regular meetings are held every three months. Latest	Yes

Criterion / Indicator		Assessment Findings	Compliance
	right should not be discriminated against or suffer repercussions. - Major compliance -	meeting was held on 6/9/17.	
4.4.5.14	Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation. - Major compliance -	Inspection of a sample of personnel files at the Mill confirmed recruits ages were checked against their Malaysian Identity Card or their passport in the case of foreign workers. Under-age persons were not observed at any of the work locations visited.	Yes
Criterion 4.4.6: Training and competency			
4.4.6.1	All employees and contractors shall be appropriately trained. A training programme shall include regular assessment of training needs and documentation, including records of training. - Major compliance -	<p>Keresas Mill has prepared an Annual Training Plan 2017 for workers and contractors that lists the internal and external training courses scheduled for the year.</p> <p>Training plan for 2017 for Keresas Mill as follows:</p> <ul style="list-style-type: none"> i) Safety and Health training for contract workers (21/07/17) ii) Laboratory SOP, PCEM, CHRA, LEV training (1/08/17) iii) First aid training (14/6/17) <p>SOP training for mill work unit</p> <ul style="list-style-type: none"> i) SOP working at Height on sterilizer station (27/9/17) ii) SOP sterilizer station (28/07/17) iii) Water Treatment Plant training (2/8/17) 	Yes

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Criterion / Indicator		Assessment Findings	Compliance
		iv) Empty brunch press SOP training (2/8/17) v) Oil room station SOP training (2/8/17) Seen the training records of the above sampled training have been maintained accordingly.	
4.4.6.2	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. - Major compliance -	Keresia Mill has prepared an Annual Training Plan 2017 based on the training needs. This includes the internal and external training courses scheduled for the year.	Yes
4.4.6.3	A continuous training programme shall 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. - Minor compliance -	Continuous training programme is planned and implemented covering all employees and contractors as per the documented training procedure. Sampled the training records as follow: <ol style="list-style-type: none"> 1. 27/9/17 – training for working at height 2. 2/8/17 – Training for water treatment plant 3. 1/8/17 – Training for sterilizer and laboratory 4. 2/8/17 – Training for EFB and Boiler station 	Yes
4.5 Principle 5: Environment, natural resources, biodiversity and ecosystem services			
Criterion 4.5.1: Environmental Management Plan			
4.5.1.1	An environmental policy and management plan shall be in line with the relevant country and state environmental laws shall be	Keresia Mill has an Environmental policy dated 27/12/16 that has been signed by the top management and environmental management plan with relevant to the applicable laws and	Yes

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Criterion / Indicator		Assessment Findings	Compliance
	established, effectively communicated and implemented. - Major compliance -	regulations. Interviews of staff and workers found that the policy has been communicated and implemented.	
4.5.1.2	The environmental management plan shall cover the following: a) An environmental policy and objectives; b) The aspects and impacts analysis of all operations - Major compliance -	The established environmental management plan has covered the environmental aspects and impacts based on Keresia Plantations & Mill. Sighted the documented environmental impact assessment established based on Procedure Manual Ref. No.: 1/20012; Doc. No.: Aspect Impact 1/2012; Identification of Environmental Aspects and Evaluation of Environmental Impacts. It was sighted for Keresia mill, the Mill Environmental Significant Aspect (E 4.3.3 .1 Env. Aspect Register V2; dated May 2010) amended Sep 2011 was last reviewed on 19/10/2017 to include the installation of Gasifier Plant.	Yes
4.5.1.3	An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, implemented and monitored. - Major compliance -	The continuous monitoring as per initial implementation was implemented on timely basis where for each operating unit the planned programs were included in annual budgeting. Results of the programs that were monitored will determine operational changes whether have positive or negative environmental impacts. The visit confirmed that programs gave continuous improvement accordingly to the company.	Yes
4.5.1.4	A programme to promote the positive impacts should be included in the continual improvement plan. - Minor compliance -	Keresia Mill's environmental improvement programme also includes continual improvement plans. For example, compliance to the POME discharge and stack emission, waste management, water quality and etc.	Yes
4.5.1.5	An awareness and training programme shall be established and implemented to ensure that employees understand the policy, objectives and management plans and are working towards	Annual training programme of the mill includes environmental awareness and compliance related trainings to the executives, staffs and workers.	Yes

Criterion / Indicator		Assessment Findings	Compliance
	achieving objectives. - Major compliance -		
4.5.1.6	The management shall organize regular meetings with workers where concerns of workers about the environmental quality are discussed. - Major compliance -	Environmental related matters were discussed during HSE meeting. The last HSE meeting was conducted on 28/9/17. No issue related to environmental was raised during this meeting. Workers interview reveal that they are encouraged to discuss environmental issues with the management.	Yes
Criterion 4.5.2: Efficiency of energy use and use of renewable energy			
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 appropriate timeframe. There should be a plan to assess the usage of non-renewable energy including fossil fuel, electricity in the operations over the base period - Major compliance -	Utilization of fossil fuels (diesel for genset) was monitored and control through stores stocks and materials checking reported on monthly basis. Effective maintenance plan and productive operation plan for genset including regular servicing of gensets as well as efficient operation of FFB process to fully utilize the free source of fuel i.e. biomass (fiber and shell) were implemented. The quantity of biomass also monitored to achieve the expected percentage of fiber (60 – 70%) and shell (3%) quantities being consumed.	Yes
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. - Major compliance -	Keresas mill has estimation of total energy required. This estimation was compared to the actual usage by monthly and reported to the head office for monitoring. Fossil fuel usage recorded at 1.49 liter per FFB processed (todate Sept 2017). Electricity usage recorded at 2.26 kWh per FFB processed (todate Sept 2017).	Yes

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Criterion / Indicator		Assessment Findings	Compliance
4.5.2.3	The use of renewable energy should be applied where possible. - Minor compliance -	Utilization of fossil fuels (diesel for genset) was monitored and control through stores stocks and materials checking reported on monthly basis. Effective maintenance plan and productive operation plan for genset including regular servicing of gensets as well as efficient operation of FFB process to fully utilize the free source of fuel i.e. biomass (fiber and shell) were implemented. The quantity of biomass also monitored to achieve the expected percentage of fiber (60 – 70%) and shell (3%) quantities being consumed.	Yes
Criterion 4.5.3: Waste management and disposal			
4.5.3.1	All waste products and sources of pollution shall be identified and documented. - Major compliance -	Based on documented pollution prevention plan (KM 4-1 Waste Register RSPO/ISCC), among the waste products identified and documented including general waste and scheduled waste. Sources of waste were from the mill, estates and housing area. Common waste identified including domestic waste and scheduled waste. Other specific type of waste generated by the mill is organic (biomass) waste which is also a source of renewable energy consists of fibres, shells, empty fruit bunches, boiler ashes and decanter solids. Other specific activities such as mill maintenance and estate vehicle workshop generate few categories of scheduled waste such as SW 305, SW 306, SW 409 and SW 410. Clinic operation generated clinical waste.	Yes

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Criterion / Indicator	Assessment Findings	Compliance
<p>4.5.3.2 A waste management plan shall be developed and implemented, to avoid or reduce pollution. The waste management plan should include measure for:</p> <ul style="list-style-type: none"> 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. <p>- Major compliance -</p>	<p>Documented pollution prevention plan (KM 4-1) was emphasized in the pollution prevention plan where the site visit confirmed that the practice of reduce, reuse and recycle of materials has been implemented throughout the company mill and estates. Method of handling the domestic/general wastes are segregation at the collection point from offices and housing area before being disposed through landfill.</p> <p>For scheduled wastes, the handling was done according to the legal requirement where a scheduled waste store was constructed in each operating unit for storage. A company registered with DOE, E-Concern (M) Sdn. Bhd. was appointed to collect the scheduled waste from all the scheduled waste storage facilities within the company. Latest disposal was done on 13/7/2017 for SW305; Consignment note (C/N) # G02157; SW410 (C/N # G02159) & SW409 (C/N # G02158).</p> <p>Clinical waste from the clinic was disposed through Bintulu Specialist Hospital Sdn. Bhd. as the authorised clinical waste collection and disposal contractor appointed by the company. Latest disposal was done on 11/8/2017.</p>	<p>Yes</p>
<p>4.5.3.3 The palm oil mill management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environmental Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe handling, storage and disposal. Scheduled waste shall be disposed as per Environmental Quality Act 1974 (Scheduled Waste)</p>	<p>SOP for scheduled waste dated 15/10/09 was established. For scheduled wastes, the handling was done according to the legal requirement where a scheduled waste store was constructed in each operating unit for storage. A company registered with DOE, E-Concern (M) Sdn. Bhd. was appointed to collect the scheduled waste from all the scheduled waste storage facilities within the company. Latest disposal was done on 13/7/2017 for SW305;</p>	<p>Yes</p>

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Criterion / Indicator		Assessment Findings	Compliance
	Regulations, 2005 - Major compliance -	Consignment note (C/N) # G02157; SW410 (C/N # G02159) & SW409 (C/N # G02158).	
4.5.3.4	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. - Major compliance -	No empty pesticide containers at Keresu POM.	Yes
4.5.3.5	Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourse. - Minor compliance -	Method of handling the domestic/general wastes are segregation at the collection point from offices and housing area before being disposed through estate landfill.	Yes
Criterion 4.5.4: Reduction of pollution and emission			
4.5.4.1	An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, particulate and soot emissions, scheduled wastes, solid wastes and effluent. - Major compliance -	Based on the assessment of all polluting activities as of the Environment Aspect and Impact assessment (KM 4-1 Baseline Waste ID), identified source was boiler chimney. Current monitoring was through online boiler smoke density and alarm and six-monthly boiler stack monitoring of dust particulate. Sampled monitoring report latest done on 14/9/2017 by ESI Sampling Sdn. Bhd. (Report ref. # KMSB/ST-B2/2017/1; dated 4/10/2017) for boiler chimney no. 2. Result shown the stack emissions are within limit at 0.382 g/Nm ³ .	Yes

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Criterion / Indicator		Assessment Findings	Compliance
4.5.4.2	An action plan to reduce identified significant pollutants and emissions shall be established and implemented. - Major compliance -	Based on KM 4-1 Baseline Waste ID, main source of significant pollutants and greenhouse gas (GHG) identified was methane (CH ₄) emission through POME treatment. The company are in process of obtaining proposals to construct methane capture facilities in POME treatment pond. Received one proposal from Konpro Consultant. Expected to complete the construction of the biogas plant by 2017. Other less significant GHG emissions identified including CO _x , SO _x and NO _x from various sources including fossil fuel, chemical and fertilizer consumptions.	Yes
4.5.4.3	Palm oil mill effluent (POME) shall be treated to ensure compliance with standards as stipulated in the relevant Environmental Quality (Prescribed Premises) (Crude Palm Oil) Regulations 1977. POME discharge limits and method should be in accordance with the respective state and national policies and regulations. - Major compliance -	Palm Oil Mill Effluent (POME) treated through anaerobic pond treatment system where the licensed limit for final discharge BOD was increased by DOE from 20mg/l to 50mg/l for latest issued licensed. Regular monitoring was conducted by the mill by taking the sample of waste water in final discharge point and water at the upstream and downstream of the river. Latest sample analyses results for the month of June, July and August 2017 shown that the mill has consistently met the requirement for BOD limit (Sample: ESI Laboratory Sdn. Bhd. Certificate of analysis ref. #KMSB/15-08/238 dated 23/9/2017 for sample taken on 15/8/2017). Result: BOD ₃ final discharge = 20mg/l BOD ₃ river (Sungai Sujan) upstream = <2mg/l BOD ₃ river (Sungai Sujan) downstream = <2mg/l	Yes
Criterion 4.5.5: Natural water resources			
4.5.5.1	The management shall establish water management plans to maintain the quality and availability of natural water resources	Keresa Plantations Sdn Bhd – Keresa Mill Sdn Bad Water Management Plan (WMP) dated 5/9/2017. Including specific	Yes

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Criterion / Indicator	Assessment Findings	Compliance
<p>(surface and ground water). The water management plan may include:</p> <ul style="list-style-type: none"> a) Assessment of water usage and sources. b) Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the mill's current activities. c) Ways to optimize water and nutrient usage and reduce wastage (<i>e.g.</i> having in place systems for re-use, night application, maintenance of equipment to reduce leakage, collection of rainwater, etc.). <p>- Major compliance -</p>	<p>parameters for WMP to promote efficient use of water and meet water conservation requirements under Sarawak Water Resource Enactment 1998 and Interim National Water Standards for Malaysia.</p> <p>Water management plan (KP 2-201 dated June 2010) involved water consumption management and quality monitoring which inclusive of drinking water monitoring and discharge water monitoring. Drinking water monitoring was done as per National Water Quality Standard Malaysia (NWQSM) by Kementerian Kesihatan Malaysia through its Pejabat Kesihatan Bahagian Bintulu. Latest sample analysis done on 23/8/2017 (Borang S1B Air Terawat; Station code: KKS75). Results shown 4 samples taken from station S01 (intake – raw) S02 (TPO – Treatment plant – under treatment); S03 (SRO – After Reservoir – under treatment); S04 (Station 1 – Canteen - treated) & S05 (Station 2 – Clinic - Treated) shown bacteria content (e. coli) was all below 1 cfu/100ml. However sample taken at S05 Sujan Estate shown high Total Coliform recorded as TNTC (Too numerous to count) and letter (ref.: PKBB/KMAM/600-2(165) was sent by Pegawai Kesihatan Bahagian Bintulu to instruct the treatment to increase dosage of disinfectant (chlorine). Mill need to respond accordingly the request by Pejabat Kesihatan. Sample taken at S05 (Canteen) Jiba Estate also shown high Total Coliform content for treated water based on latest sample analysis done on 23/8/2017 (Borang S1B Air Terawat; Station code: KKS75). The management had investigated the cause and find out that it was from contaminated rain water/rain gutter. The action plan was established</p>	

Criterion / Indicator		Assessment Findings	Compliance
		immediately to eliminate this cause.	
4.5.5.2	<p>Where open discharge of POME into water course is practiced, mills should undertake to gradually phase it out in accordance to the applicable state or national regulations.</p> <p>- Major compliance -</p>	<p>Palm Oil Mill Effluent (POME) treated through anaerobic pond treatment system where the licensed limit for final discharge BOD was increased by DOE from 20mg/l to 50mg/l for latest issued licensed. Regular monitoring was conducted by the mill by taking the sample of waste water in final discharge point and water at the upstream and downstream of the river. Latest sample analyses results for the month of June, July and August 2017 shown that the mill has consistently met the requirement for BOD limit (Sample: ESI Laboratory Sdn. Bhd. Certificate of analysis ref. #KMSB/15-08/238 dated 23/9/2017 for sample taken on 15/8/2017). Result:</p> <p>BOD₃ final discharge = 20mg/l</p> <p>BOD₃ river (Sungai Sujan) upstream = <2mg/l</p> <p>BOD₃ river (Sungai Sujan) downstream = <2mg/l</p>	Yes
4.6 Principle 6: Best Practices			
Criterion 4.6.1: Mill Management			
4.6.1.1	<p>Standard operating procedures shall be appropriately documented and consistently implemented and monitored.</p> <p>- Major compliance -</p>	<p>Kerasa Mill has established a system for monitoring and control of best practice implementation. This includes the programme of regular internal audits by Mill Advisory, TQM and Inspectors for maintaining and improving the production.</p> <p>SOP for Kerasa Plantation – January 2011(KP 2-5) & Safe Working Procedure for mill operation – established 17/10/12,</p>	Yes

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Criterion / Indicator		Assessment Findings	Compliance
		<p>rev1/2012. Consist of:</p> <ul style="list-style-type: none"> i) FFB Reception Station ii) Steriliser Station iii) Press Station iv) CPO & PK despatch v) ETP vi) EFB management vii) Security and safety viii) Store and offices ix) Workshop x) Boiler Station xi) Tractor/shovel and forklift xii) Hydrant pump xiii) Electrical work <p>Mill advisory report by Ir. Telochan Singh dated 10/7/17 was sighted. The report is mainly on mill efficiency, performance, utilization, legal compliance as well as overall safety and health requirements.</p>	
4.6.1.2	<p>All palm oil mills shall implement best practices..</p> <p>- Major compliance -</p>	<p>External Mill Advisor and TQM department inspect and report on the operations on annual basis. The on-site managers develop Action Plans from the Advisory Reports for improvement of the operations. Review of Advisory Reports, Action Plans and site inspections confirmed consistent records of implementation of SOPs. This to ensure that performance is on track and best practices being consistently implemented.</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
Criterion 4.6.2: Economic and financial viability plan			
4.6.2.1	<p>A documented business or management plan shall be established to demonstrate attention to economic and financial viability through long-term management planning.</p> <p>- Major compliance -</p>	<p>Annual business plan in the form of annual budget and the projection for 5 years prepared as guidance for future planning. The business plan contains FFB yield, CPO, OER, and KER, costs of production, milling utilisation, FFB pricing etc. It also includes environment, social (workers and staffs welfare), and health and safety component and associated capital expenditure for improvement of smallholder schemes.</p> <p>CAPEX gazetted for 2017:</p> <ul style="list-style-type: none"> i) Sterilizer (inclusive hydraulic system) ii) Turbine dresser rand 1800 KW 2500 Amp iii) Upgrading the capacity of sludge tank iv) Boiler feed water pump 	Yes
Criterion 4.6.3: Transparent and fair price dealing			
4.6.3.1	<p>Pricing mechanisms for the products and other services shall be documented and effectively implemented.</p> <p>- Major compliance -</p>	<p>Keresas mill offers FFB pricing as per MPOB guidelines and mills average OER. The pricing method has been clearly stated in the contract and agreed by the FFB supplier.</p>	Yes
4.6.3.2	<p>All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner.</p> <p>- Major compliance -</p>	<p>Sample contract and payment record verification together with interviews of suppliers and contractor found the payments has been made as per contract. Eg:</p> <ol style="list-style-type: none"> 1. Transportation of EFB Agreement (2016/SMARTHUB/01), Smart Hub Sdn Bhd dated 21/12/16. The payment was paid as per the agreement. 2. CPO and PK transporter agreement (01/2017) Y.L.L. Co. Sdn 	Yes



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Criterion / Indicator		Assessment Findings	Compliance
		Bhd. dated 5/7/2017. The payment was paid as per the agreement.	
Criterion 4.6.4: Contractor			
4.6.4.1	In case of the engagement of contractors, they shall be made to understand the MSPO requirements and shall provide the required documentation and information. - Major compliance -	Keresa Mill Sdn. Bhd. has initiated the MSPO awareness to all its contractors. Interview with the contractors found that he has understood on the MSPO requirements.	Yes
4.6.4.2	The management shall provide evidence of agreed contracts with the contractor. - Major compliance -	Keresa Mill Sdn. Bhd. has prepared a standard contract for all the contractors. The signed copies of the contracts were available at the mill. Sighted Transportation of EFB Agreement (2016/SMARTHUB/01), Smart Hub Sdn Bhd dated 21/12/16 and CPO and PK transporter agreement (01/2017) Y.L.L. Co. Sdn Bhd. dated 5/7/2017.	Yes
4.6.4.3	The management shall accept MSPO approved auditors to verify the assessments through a physical inspection, if required. - Minor compliance -	Keresa Plantations Sdn. Bhd. has no objection to allow BSI auditors to verify the assessment through physical inspection if required.	Yes

4.0 Assessment Conclusion and Recommendation:

Acknowledgement of Internal Responsibility and Formal Sign-off of Assessment Findings

Based on the findings during the assessment Keresa POM, Sujan Estate and Jiba Estate Certification Unit complies with the MS 2530-3:2013 and MS 2530-4:2013. It is recommended that the certification of Keresa POM, Sujan Estate and Jiba Estate Certification Unit is continued.

Acknowledgement of Assessment Findings	Report Prepared by
<p>Name: ABDUL AZIZ B. ZAMAL ABIDIN</p> <p>Company name: Keresa Plantations Sdn Bhd</p> <p>Title: DGM / TQM Unit</p> <p>Signature: </p> <p>Date: 22/01/2018</p>	<p>Name: Mohd Hafiz Mat Hussain</p> <p>Company name: BSI Services Malaysia Sdn. Bhd.</p> <p>Title: Lead Auditor</p> <p>Signature: </p> <p>Date: 28/01/2018</p>

Appendix A: Assessment Plan

Date	Time	Subjects	(MH)	(KL)
Sunday 5/11/17	PM	Travelling to Bintulu via MH2746 (ETA:1900) (Stay at Hotel, Bintulu)	√	-
Tuesday 7/11/17 (Keresia POM)	11:00	Audit Team (Kelvin) travelling to Bintulu via MH2742 (ETA:1045) • Audit Team travelling to site	√	√
	13:30 – 14:00	Opening Meeting: • Opening Presentation by Audit team leader. • Confirmation of assessment scope and finalize Audit plan (including stakeholder's consultation).	√	√
	14:00 – 15:00	Keresia Palm Oil Mill Inspection: FFB receiving, warehouse, workshop, wastes management & Landfill, Effluent Ponds, OSH & ERP, Environment issues, POME application, water treatment, laboratory, weighbridge and palm product storage area, staff, workers and contractor interview, housing and facility inspection, clinic, etc.	√	√
	15:00 – 16:30	Document Review P1 – P6 (part 4), P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement, P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services and P6 : Best practices	√	√
	16:30 – 17:00	Interim Closing briefing	√	√
Wednesday 8/11/17 (Jiba Estate)	08:30 – 12:30	Jiba Estate Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill etc.	√	√
	12:30 – 13:30	Lunch	√	√
	13:30 – 16:30	Jiba Estate Document review P1 – P6 (part 3), P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement, P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services and P6 : Best practices, P7: Development of New Planting	√	√
	16:30 – 17:00	Interim Closing Briefing	√	√

Thursday 9/11/17 (Sujan Estate)	8:30 – 12:00	Sujan Estate Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, , etc.	√	√
	12:00 – 13:30	Lunch/Rest/Prayers	√	√
	13:30 – 16:30	Sujan Estate Document review P1 – P6 (part 3), P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement, P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services and P6 : Best practices, P7: Development of New Planting	√	√
	16:30 – 17:30	Interim Closing Briefing	√	√
Friday 10/11/17 (Keresu POM)	8:30 – 12:00	Meeting with stakeholders at Keresu POM (Government, village rep, smallholders, Workers Leader, contractor etc.)	-	-√
	8.30 – 12:30	Document Review P1 – P6 (part 4), P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement, P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services and P6 : Best practices	√	√
	12:00 – 13:30	Lunch/Rest/Prayers	√	√
	13:30 – 16:00	Keresu Palm Oil Mill Document audit continues for Keresu Palm Oil Mill	√	√
	15:30 – 16:00	Verify any outstanding issues & Preparation for closing meeting	√	√
	16:00 – 17:00	Closing Meeting	√	√
Thursday 11/11/17	AM	Audit Team travelling back to KL via MH2743 (ETD:1100)	√	√

Appendix B: List of Stakeholders Contacted

Internal Stakeholders

<ul style="list-style-type: none"> - Keresia Plantations Sdn. Bhd. management team - TQM Executives - Medical Assistant - Crèche Attendants - Female worker - Gender committee chairman - Foreign worker’s representatives 	<ul style="list-style-type: none"> - Quarry contractor - CPO & PK transporters
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External Stakeholders

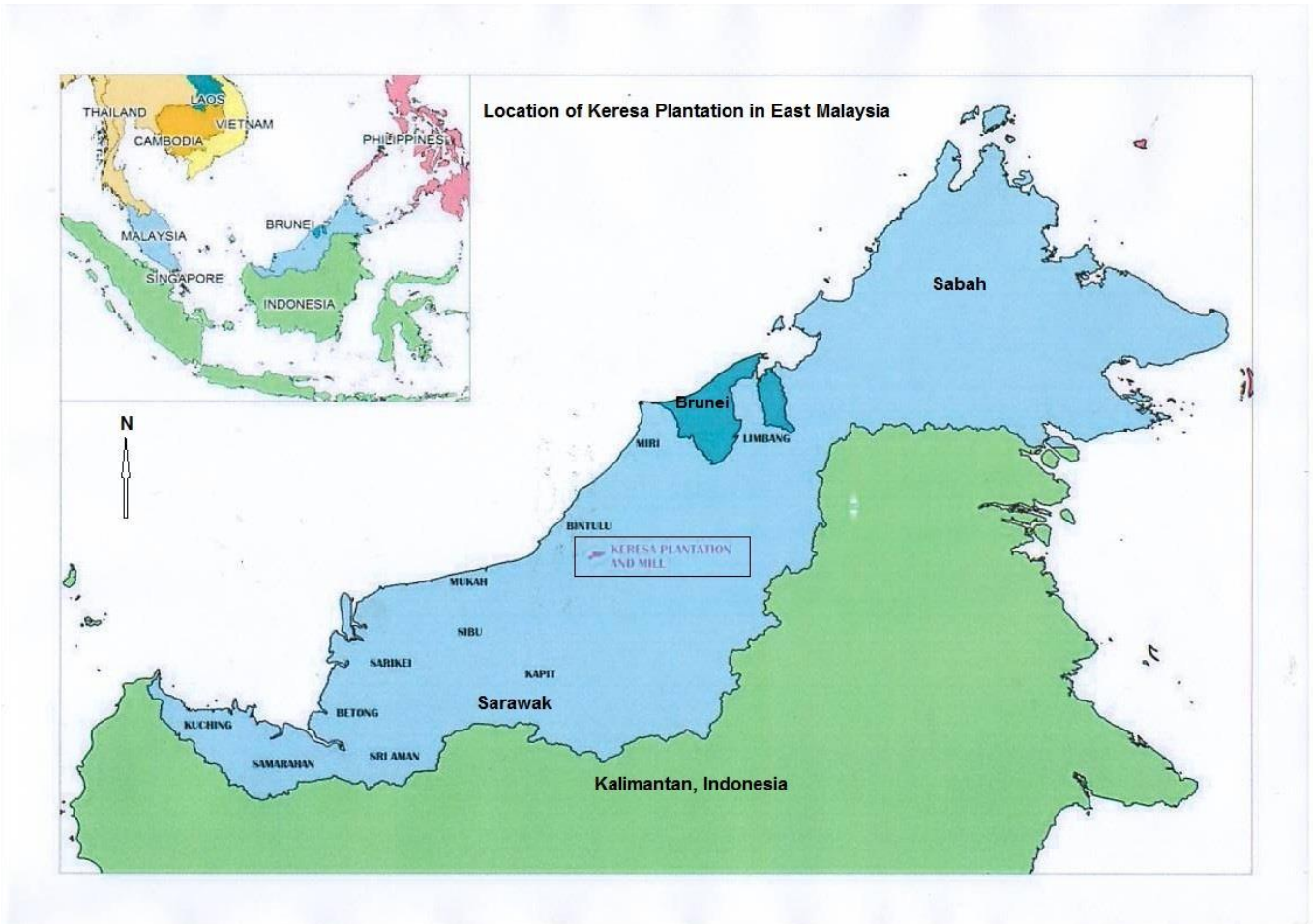
<p>Government Departments</p> <ul style="list-style-type: none"> - Jabatan Tenaga Kerja Officer 	<p>NGOs and others</p>	<p>Local Communities</p> <p>TR Majang</p>
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Appendix C: Smallholder Member Details

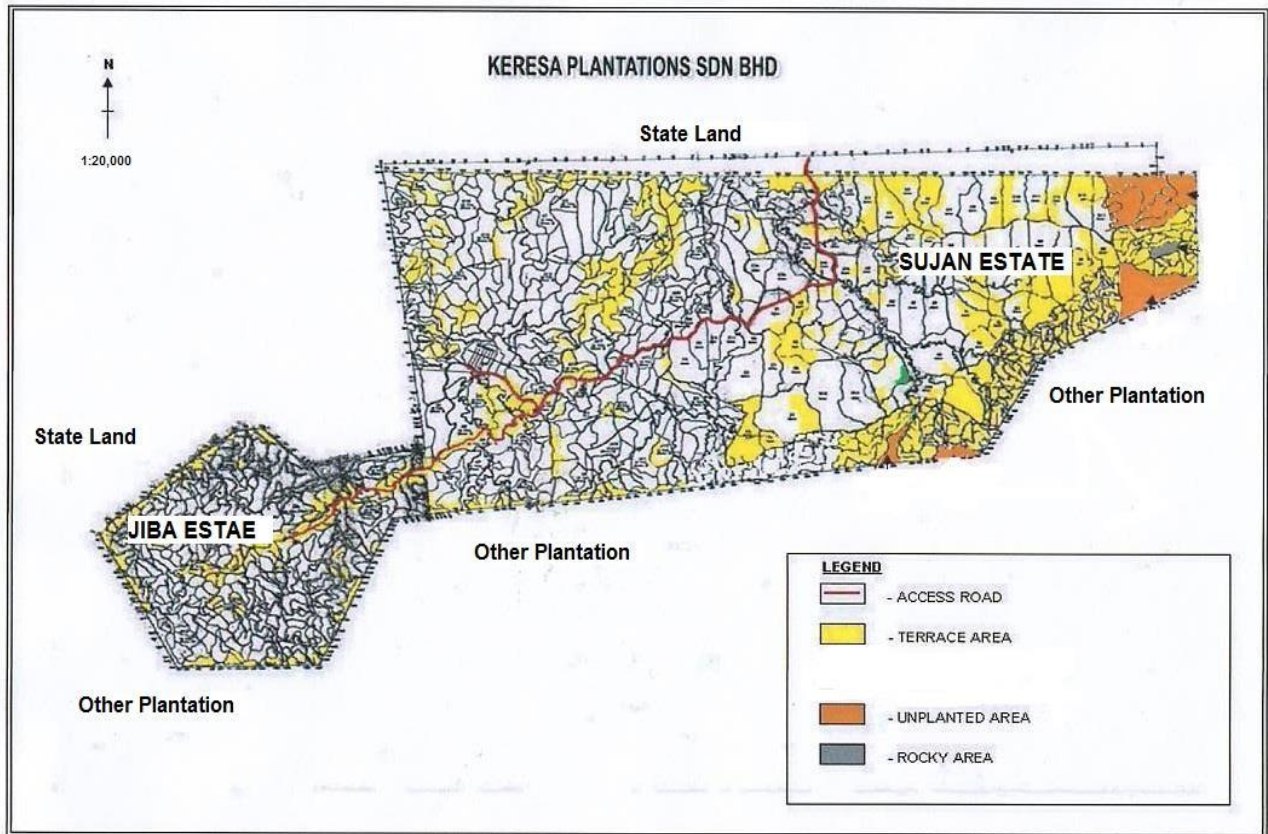
No	Name of smallholder	Year Planted	Land Area (ha)	Forecast FFB (Mt/ha/year)
1	N/A			
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
TOTAL				

Appendix D

i) Location Map of Keresia Palm Oil Mill Certification Unit and Supply bases



ii) Sujan Estate and Jiba Estate Field Map



Appendix E: List of Abbreviations Used

AN	Ammoniacal Nitrogen
BOD	Biological Oxygen Demand
CHRA	Chemical Health Risk Assessment
CPO	Crude Palm Oil
DOSH	Department of Occupational Safety & Health
EFB	Empty Fruit Bunch
EMS	Environmental Management System
FFB	Fresh Fruit Bunch
GMP	Good Manufacturing Practice
HCV	High Conservation Value
IAV	Initial Assessment Visit
IPM	Integrated Pest Management
ISCC	International Sustainable Carbon Certification
MSDS	Material Safety Data Sheet
MSPO	Malaysian Sustainable Palm Oil
O&G	Oil and Grease
PK	Palm Kernel
PPE	Personal Protective Equipment
PSQM	Plantation Sustainability and Quality Management
PQR	Performance Quality Rating
RC	Re-Certification
RED	Renewable Energy Directive
SEIA	Social & Environmental Impact Assessment
SIA	Social Impact Assessment
SOP	Standard Operating Procedure
SOU	Strategic Operating Unit
SS	Suspended Solids
TN	Total Nitrogen
TS	Total Solids
VFA	Volatile Fatty Acids