

**MALAYSIAN SUSTAINABLE PALM OIL  
INITIAL ASSESSMENT  
Public Summary Report**

<b>Boustead Plantations Berhad</b>
Head Office Address: 19th Floor Menara Boustead, 69, Jalan Raja Chulan, 50200 Kuala Lumpur, Malaysia
Certification Unit: Rimba Nilai Business Unit Rimba Nilai Palm Oil Mill and Plantations (Sungai-Sungai 1 Estate, Sungai-Sungai 2 Estate, Sungai-Sungai 3 Estate, Kawananan Estate and Lembah Paitan Estate)
Location of Certification Unit: Jalan Nangoh Mukim Sugut, 90100 Beluran, Sabah, Malaysia

**Report prepared by:**  
Valence Shem (Lead Auditor)

**Report Number: 9703888**

**Assessment Conducted by:**  
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### Section 1: Executive Summary

1.1 Organizational Information and Contact Person			
MPOB License	Mill: 508295404000 Sungai-Sungai 1 Estate: 503941202000 Sungai-Sungai 2 Estate: 503941202000 Sungai-Sungai 3 Estate: 503941202000 Lembah Paitan Estate: 503941202000 Kawananan Estate: 503941202000		
Company Name	Boustead Plantations Berhad		
Address	Head Office: 19th Floor Menara Boustead, 69, Jalan Raja Chulan, 50200 Kuala Lumpur, Malaysia Certification Unit: Jalan Nangoh Mukim Sugut, 90100 Beluran, Sabah, Malaysia		
Group name if applicable:	N/A		
Subsidiary of (if applicable)	N/A		
Contact Person Name	Nurul Hanani Binti Abdullah		
Website	<a href="http://www.bousteadplantation.com.my/">http://www.bousteadplantation.com.my/</a>	E-mail	hanani.bea@boustead.com.my
Telephone	+603-2145 2121 Ext. 351	Facsimile	+603-2144 7917

1.2 Certification Information			
Certificate Number	Mill: MSPO 705567 Plantations: MSPO 705568		
Issue Date	30/08/2019	Expiry date	29/08/2024
Scope of Certification	Mill: Production of Sustainable Palm Oil and Palm Oil Products Estate: Production of Sustainable Oil Palm Fruits		
Stage 1 Date	26 - 28/12/2018		
Stage 2 / Initial Assessment Visit Date (IAV)	11 - 15/3/2019		
Continuous Assessment Visit Date (CAV) 1	-		
Continuous Assessment Visit Date (CAV) 2	-		
Continuous Assessment Visit Date (CAV) 3	-		
Continuous Assessment Visit Date (CAV) 4	-		
Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date

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QMS 02891	ISO 9001:2015	SIRIM QAS International Sdn Bhd	28/5/2021
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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	
		Latitude	Longitude
Rimba Nilai POM	Jalan Nangoh Mukim Sugut, 90100 Beluran Sabah	6° 15' 27.41" N	117° 18' 46.32" E
Sungai Sungai 1 Estate		6° 15' 2.88" N	117° 18' 33.84" E
Sungai Sungai 2 Estate		6° 9' 48.60" N	117° 7' 28.78" E
Sungai Sungai 3 Estate		6° 16' 25.70" N	117° 19' 24.09" E
Kawananan Estate		6° 24' 28.30" N	117° 11' 35.22" E
Lembah Paitan Estate		6° 25' 31.43" N	117° 14' 46.00" E

**1.4 Plantings & Cycle**

Estate	Age (Years) - ha				
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30
Sungai Sungai 1 Estate	165.80	234	1195.90		
Sungai Sungai 2 Estate			2286.50		
Sungai Sungai 3 Estate			1053.60	420.10	
Kawananan Estate	74.10		1708.40	708.70	
LembahPaitan Estate		338.70	695.80		
<b>Total</b>	239.90	572.70	6940.20	1128.80	

**1.5 FFB Production (Actual) and Projected (tonnage)**

Producer Group	Estimated	Actual	Forecast (Sep 2019- Aug 2020)
Sungai Sungai 1	NA	NA	25,500
Sungai Sungai 2	NA	NA	39,000
Sungai Sungai 3	NA	NA	24,300
Kawananan	NA	NA	30,200
Lembah Paitan	NA	NA	16,500
<b>Total</b>			135,500

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<b>1.6 Certified CPO / PK Tonnage</b>			
<b>Mill Capacity: 40 MT/hr</b>  <b>SCC Model: MB</b>	Estimated	Actual	Forecast (Sep 2019-Aug 2020)
	FFB	FFB	FFB
	NA	NA	135,500 mt
	CPO (OER: 20.20%)	CPO (OER: 20.99%)	CPO (OER: 21.00%)
	NA	NA	28,455 mt
	PK (KER: 5.50%)	PK (KER: 5.37%)	PK (KER: 4.50%)
	NA	NA	6,098 mt

<b>1.7 Certified Area</b>					
Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Sungai Sungai 1	1595.70	0	377.42	1973.12	80.87
Sungai Sungai 2	2286.50	0	102.70	2389.20	95.70
Sungai Sungai 3	1473.70	0	281.90	1755.60	83.94
Kawananan	2491.20	39.10	54.70	2585.00	96.37
Lembah Paitan	1034.50	327.90	11.30	1373.70	75.30
<b>TOTAL</b>	<b>8881.60</b>	<b>367.00</b>	<b>828.02</b>	<b>10076.62</b>	<b>88.14</b>

<b>1.8 Details of Certification Assessment Scope and Certification Recommendation:</b>
<p>BSI Services Malaysia Sdn Bhd has conducted the Initial Assessment of Boustead Plantations Berhad, Rimba Nilai Business Unit located at Jalan Nangoh Mukim Sugut, 90100 Beluran Sabah, Malaysia comprising 1 mill, 5 estates and infrastructures.</p> <p>The onsite assessment was conducted to assess the compliance of the certification unit against the MS 2530-3:2013 Malaysian Sustainable Palm Oil (MSPO) Part 3: General principles for Plantations and Organized Smallholders and MS 2530-4:2013 Malaysian Sustainable Palm Oil (MSPO) Part 4: General principles for Palm Oil Mill.</p> <p>The onsite assessment was conducted on 11-15/3/2019.</p> <p>Based on the assessment result, Rimba Nilai Palm Oil Mill and supply base (Sungai-Sungai 1 Estate, Sungai-Sungai 2 Estate, Sungai-Sungai 3 Estate, Kawananan Estate and Lembah Paitan Estate) complies with the MS 2530-3:2013 Malaysian Sustainable Palm Oil (MSPO) Part 3: General principles for Plantations and Organized Smallholders and MS 2530-4:2013 Malaysian Sustainable Palm Oil (MSPO) Part 4: General principles for Palm Oil Mill and recommended for certification.</p>

## Section 2: Assessment Process

### Certification Body:

BSI Services Malaysia Sdn Bhd  
Suite 29.01 Level 29  
The Gardens North Tower  
Mid Valley City  
Lingkaran Syed Putra  
59200 Kuala Lumpur  
Tel: +603-9212 9638, Fax: +603-9212 9639  
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### Assessment Methodology, Programme, Site Visits

This on-site assessment was conducted from 11-15/3/2019. The audit programme is included as Appendix A. The approach to the audit was to treat the Rimba Nilai Palm Oil Mill and supply base as an MSP0 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 or 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. Public notification was posted on BSI website on 6/2/2019.

The estates or smallholders sample were determined based on formula  $S = r\sqrt{n}$  where n is the number of estates while when applicable, the smallholders sample were determined following the MSP0 Certification Requirement. The sampling of smallholders were based on the formula  $(r\sqrt{n})$ ; where r is the risk factor (may defers 1, 1.5 and 2 depending on risk), where n is total number of group members. 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 MSP0 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 initial 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.

This report was externally reviewed by MSPO approved Peer Reviewer prior to certification decision by BSI.

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

<b>1. Assessment Program</b>					
<b>Name (Mill / Plantation / Group smallholders)</b>	<b>Year 1 (Certification)</b>	<b>Year 2 (ASA 1)</b>	<b>Year 3 (ASA 2)</b>	<b>Year 4 (ASA 3)</b>	<b>Year 5 (ASA 4)</b>
Rimba Nilai Palm Oil Mill	✓	✓	✓	✓	✓
Sungai Sungai 1	✓		✓	✓	✓
Sungai Sungai 2	✓	✓		✓	✓
Sungai Sungai 3	✓	✓	✓		✓
Kawananan	✓	✓	✓	✓	
Lembah Paitan		✓	✓	✓	✓

**Tentative Date of Next Visit: March 16, 2020 - March 20, 2020**

**Total No. of Mandays: 10**

**BSI Assessment Team:**

**Valence Shem - Lead Assessor**

He holds Bachelor Degree in Industrial Technology, graduated from University of Science Malaysia in 1998 and has 9 years working experience in oil palm plantation industry. He has been in the management system auditing line since 2009 for various standards such as ISO 14001, RSPO P&C, RSPO SCCS and SMETA. He completed the ISO 14001 Lead Auditor Course in 2008, ISO 9001 Lead Auditor Course in 2013, Endorsed RSPO P&C Lead Auditor Course in 2011, Endorsed RSPO SCCS Lead Assessor Course in 2012 and MSPO Awareness Training in 2014. He had been involved in RSPO auditing since 2009 in various companies in Malaysia. Able to communicate in Bahasa Malaysia and English. For this assessment, he covers the legal aspects, social aspects, employees' welfare and traceability.

**Muhamad Nagiuddin Mazeli – Team Member**

He holds Bachelor of Science Horticulture at University Putra Malaysia. He has 11 years working experience in oil palm plantation industry as sustainability team. Joining the sustainability team, he managed, implement and monitors the RSPO, ISCC, MSPO and ISO9001 and ISO 18001 certification requirements for the estates, mills, refineries and Smallholder scheme. He also support in providing training related to RSPO, MSPO and other certifications where applicable to the operations during previous company. He is a trained as Safety and Health Officer, Food Safety System (FSSC and ISO 22000) for Mill and refineries, ISO 9001, ISO 45001 and already attend HCV training with Proforest. Able to communicate in Bahasa Malaysia and English. For this assessment, he covers the mill and estate best practices, legal, OHS, bio-diversity and environment aspects.

**Accompanying Persons: N/A**

### Section 3: Assessment Findings

#### 3.1 Details of audit results

This assessment has been assessed using the following MSPO 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

During the Certification Assessment there were 8 major & 7 minor nonconformities and 3 OFIs were raised.

<b>Finding Reference</b>	1750491-201903-M1	<b>Certificate Reference</b>	MSPO 705567
<b>Certificate Standard</b>	MS 2530:2013 Part-3	<b>Clause</b>	4.2.2.3, MSPO Part 3
<b>Category</b>	Major		
<b>Area/Process:</b>	As per public summary report.		
<b>Statement of non conformance:</b>	Action taken in response to input from stakeholders was not properly maintained.		
<b>Clause requirements</b>	List of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders should be properly maintained.		
<b>Objective evidence</b>	Mr. Saimin from Kg Munungan he raised an issue about land situated beside LSS1 during the stakeholders meeting conducted on 15/8/2018. However, the status of the issue is unknown since no documented acknowledgement or documented details about the issue was made available.		
<b>Cause</b>	There is no documented acknowledgment due to the complaint (Mr. Saimin) does not observed the exact procedure of grievance. (Mr. Saimin does not fill out the complaint form)		
<b>Correction / containment</b>	To properly documented details about land issue with Mr.Saimin from Kg. Munungan.		
<b>Corrective action</b>	To ensure Mr Saimin understand thoroughly pertaining complaint and grievance procedure for action taken by the Estate Management.		
<b>Audit team conclusion</b>	<p>Evidence submitted:</p> <ol style="list-style-type: none"> <li>1) documented details about land issue with Mr. Saimin from Kg. Munungan</li> <li>2) An acknowledgement letter entitled " Pengakuan Pemahaman Prosuder Komunikasi Ladang Sungai Sungai 1, which was signed by Mr. Saimin to indicate that he has been informed clearly on how implement the company's Complaints and Grievances Procedure</li> </ol> <p>The corrective action and evidence are found to be adequate to close the NCR. The NCR is closed on 10/6/2019. Nonetheless, the continuous effective implementation of the corrective action shall be verified in the next assessment visit.</p>		



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<b>Finding Reference</b>	1750491-201903-M2	<b>Certificate Reference</b>	MSPO 705567
<b>Certificate Standard</b>	MS 2530:2013 Part-3	<b>Clause</b>	4.3.1.1, MSPO Part 3
<b>Category</b>	Major		
<b>Area/Process:</b>	As per public summary report.		
<b>Statement of non conformance:</b>	The compliance of some legal requirements were not adequately demonstrated.		
<b>Clause requirements</b>	All operations are in compliance with the applicable local, state, national and ratified international laws and regulations.		
<b>Objective evidence</b>	<p>1) The Monthly Generation Report in accordance to condition No. 6 of the "Lesen bagi Pemasangan Persendirian", has yet to done and submitted to the Energy Commission by all the visited estates.</p> <p>2) at LSS3, some workers were found having no documents such passport, work pass, etc.:</p> <ul style="list-style-type: none"> <li>- Arjun</li> <li>- Laping B Ali</li> <li>- AmingRallah</li> <li>- Marselus Ina Bambar</li> <li>- Iwan</li> <li>- Marzuki Muhammad</li> <li>- ShahrulBaharuddin</li> <li>- Musfikar Halim</li> <li>- AdiSindrang</li> <li>- BaktiarOntang</li> </ul> <p>3) In LSS1, at contractor workshop Syarikat Hien Lee found :-</p> <ul style="list-style-type: none"> <li>a) Oil barrel for Diesel and Lubricant is not store properly</li> <li>b) Some scheduled waste is not dispose properly</li> <li>c) Found oil spillage and without emergency response plan</li> </ul> <p>this evidence found that not followed as per OSH act 1994, EQA 1974 and Scheduled waste Reg 2005.</p> <p>4) At all the visited estates, found employer did not prepare bathroom for sprayer. This is not in-line with OSH act section 15 General Duties of employers and also CHRA recommendation.</p> <p>5) At all the visited estates, the chemical premixed area is found not adequate and not followed as per CHRA recommendation.</p> <p>6) Found sprayer and operator did not have monthly check-up (screening) by HA/ Nurse with verification of VMO as per recommendation by CHRA at LSS3.</p>		
<b>Cause</b>	<p>1) All estates are not aware to prepare the Monthly Generation Report and update with Suruhanjaya Tenaga at monthly basis.</p> <p>2) LSS3 - No appointment person to update undocumented Contractor / casual workers.</p>		

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	<ul style="list-style-type: none"> <li>3) LSS1 - Hien Lee Contractor employees lack of awareness and training regarding legal and compliance. (OSH act 1994, EQA 1974 and Scheduled Waste Reg.2005)</li> <li>4) LSS2 - Bathroom for sprayer &amp; chemical premixed area not available. LSS3 - Unavailable chemical premix area as new estate and scattered division.</li> <li>5) LSS3 - No appointment person to update monthly check up the contractor and casual workers. LK - Current Pre-Mix area for chemical mixing was found improper during time of audit</li> </ul>
<p><b>Correction / containment</b></p>	<ul style="list-style-type: none"> <li>1) To establish the standard format of Monthly Generation Report as required by Suruhanjaya Tenaga.</li> <li>2) LSS3 - To send the workers for documentation on 18.04.2019</li> <li>3) LSS1 - To monitor contractor workshop thoroughly, ensure all the oil and lubricants to be stored properly and all SW and Not SW to be disposed in accordance to Disposal Procedure.</li> <li>4) LSS2 - The estate had request additional requirement for that matter. letter ref: LSS2/(mrs/rer)/038/ (02/2019), Date: 14.02.2019 LSS3 - To establish bathroom and chemical premix area for sprayer</li> <li>5) LSS2 - To have regular monthly check-up to affected person. The estate had request additional requirement for that matter. letter ref: LSS2/(mrs/rer)/038/ (02/2019), Date: 14.02.2019 LSS3 - To send the workers for monthly check up LK - Follow CHRA recommendation for chemical handlers.</li> <li>6) To appoint HA from LSS1 &amp; LK</li> </ul>
<p><b>Corrective action</b></p>	<ul style="list-style-type: none"> <li>1) Each estate will appoint a person in-charge to prepare the Monthly Generation Report and update with Suruhanjaya Tenaga at monthly basis.</li> <li>2) LSS3 - To ensure the appointment person update and documented all the contractor and casual workers</li> <li>3) LSS1 - Conduct training and briefing on Hien Lee Contractor employees to give disclosure of laws and regulations such as Reg.2005 Regulations, OSH 1994 Act and so on.</li> <li>4) LSS2 - Waiting for approval. LSS3 - To propose the building establishment to PA Department and approval from the Agent of BEA (Sabah) at central division. LK - To equip proper equipment for Pre-Mix area as required, installation of emergency shower, bund and so on.</li> <li>5) LSS2 - Weekly check-up already done by HA from LSS1 every Saturday at LSS2 Linesite. LSS3 - To ensure the appointed person update and carry out monthly check up to the contractor and casual workers.</li> <li>6) To have monthly check-up from appointed HA to affected persons.</li> </ul>
<p><b>Audit team conclusion</b></p>	<p>Evidence submitted:</p> <ul style="list-style-type: none"> <li>1) The Appoint letter for person in charge for monthly generation report</li> </ul>

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	<p>Monthly generation report for LSS3 was available          Monthly generation report for LSS2 &amp; Kawananan</p> <ol style="list-style-type: none"> <li>2) a copy of valid documents (passports and work permits) for each worker</li> <li>3) List of workers which has the information about names, passport no. and validity, work permit, period of insurance, policy no., and work category</li> <li>4) The contractor training record with attendance list</li> <li>5) For LSS2 – Approval letter          For LSS3 – the evidence of proposal of establishment</li> <li>6) “Monthly routine medical check-up report” by HA and verified by VMO to show that sprayers were medically checked on monthly basis.</li> </ol> <p>The corrective action and evidence are found to be adequate to close the NCR. The NCR is closed on 10/6/2019. Nonetheless, the continuous effective implementation of the corrective action shall be verified in the next assessment visit.</p>
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<b>Finding Reference</b>	1750491-201903-M3	<b>Certificate Reference</b>	MSPO 705567
<b>Certificate Standard</b>	MS 2530:2013 Part-3	<b>Clause</b>	4.4.5.11, MSPO Part 3
<b>Category</b>	Major		
<b>Area/Process:</b>	As per public summary report.		
<b>Statement of non conformance:</b>	Some of the requirements under Workers' Minimum Standards Housing and Amenities Act 1990 were not adhered to.		
<b>Clause requirements</b>	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.		
<b>Objective evidence</b>	<ul style="list-style-type: none"> <li>- The potable water supply at workers’ line-site at LK, LSS2 and LSS3 were sourced from river and ponds nearby in the field without undergoing any filtration process. However, there has been no permission from the DG of Labour Dept. for this practice.</li> <li>- There has been no weekly housing inspection by HA or delegated personnel conducted at LSS2 and LSS3.</li> </ul>		
<b>Cause</b>	<ul style="list-style-type: none"> <li>- The requirement to have permission from DG of Labour Dept. is not included into current Legal Register.</li> <li>- No appointment of HA to exercise the weekly house inspection.</li> </ul>		
<b>Correction / containment</b>	<ul style="list-style-type: none"> <li>- Seeking approval to use natural water sources from Labour Dept.</li> <li>- LSS2 &amp; LSS3 has appoint HA from LSS1 to liaise our person in-charge for weekly housing inspection.</li> </ul>		
<b>Corrective action</b>	<ul style="list-style-type: none"> <li>- To include the requirement of having permission from DG of Labour Dept. into Legal Register and the appointed person in-charge to monitor.</li> <li>- To liaise with appointment HA’s from LSS1 to carry out weekly house inspection</li> </ul>		

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<b>Audit team conclusion</b>	<p>Evidence submitted:</p> <ol style="list-style-type: none"> <li>1) A copy of weekly inspection report for LSS2 and LSS3 (which was done by HA from LSS1)</li> <li>2) Evidence of application to use the natural water resource to Labour Dept.</li> <li>3) the newly revised legal register that shows the requirement of having permission from DG has been included and monitored</li> </ol> <p>The corrective action and evidence are found to be adequate to close the NCR. The NCR is closed on 10/6/2019. Nonetheless, the continuous effective implementation of the corrective action shall be verified in the next assessment visit.</p>
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<b>Finding Reference</b>	1750491-201903-M4	<b>Certificate Reference</b>	MSPO 705567
<b>Certificate Standard</b>	MS 2530:2013 Part-3	<b>Clause</b>	4.4.5.14, MSPO Part 3
<b>Category</b>	Major		
<b>Area/Process:</b>	As per public summary report.		
<b>Statement of non conformance:</b>	Young persons were found to be recruited.		
<b>Clause requirements</b>	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 expose to hazardous working conditions.		
<b>Objective evidence</b>	<p>Based on employees register extracted from Plantation Information Management Accounting System (PIMACS), there were some recruitments of young person found:</p> <p>LSS2:            ArifMaulana Said, DOB 31/8/2000, joined on 15/7/2018            RamiahMakoling, DOB 25/6/2000, joined on 1/1/2017            Jusila Bt. Musat, DOB 23/6/2000, joined on 1/1/2017            Clarice Jiman, DOB 16/6/1999, joined on 1/1/2017            JasinahRusni, DOB 6/7/1999, joined on 1/1/2017            JariahMusat, DOB 6/11/2002, joined on 1/1/2018            FaizalBulon, DOB 11/1/2002, joined on 16/1/2018            Armin Umbut, DOB 10/8/2000, joined on 2/2/2018</p>		
<b>Cause</b>	Pimacs system failed to capture under age workers.		
<b>Correction / containment</b>	To terminate the underage workers immediately.		
<b>Corrective action</b>	Estate to send a request to BIT to upgrade Pimacs system.		
<b>Audit team conclusion</b>	<p>Evidence submitted:</p> <ol style="list-style-type: none"> <li>1) a copy of the letter of termination as evidence for the affected employees</li> </ol>		

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	<p>2) a copy of letter to The Director of Boustead Estate Agency Sdn Bhd to request upgrading of the PIMAC for underage workers detection</p> <p>The corrective action and evidence are found to be adequate to close the NCR. The NCR is closed on 10/6/2019. Nonetheless, the continuous effective implementation of the corrective action shall be verified in the next assessment visit.</p>
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<b>Finding Reference</b>	1750491-201903-M5	<b>Certificate Reference</b>	MSPO 705567
<b>Certificate Standard</b>	MS 2530:2013 Part-3	<b>Clause</b>	4.5.4.1, MSPO Part 3
<b>Category</b>	Major		
<b>Area/Process:</b>	As per public summary report.		
<b>Statement of non conformance:</b>	Found Environmental Aspect and Impact evaluations for some polluting activities were not conducted.		
<b>Clause requirements</b>	An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, scheduled wastes, solid wastes and effluent		
<b>Objective evidence</b>	<p>Found Environmental Aspect and Impact is been reviewed every year and all operation however: -</p> <p>a) In Kawananan estate found new activities Tarantula operation is not been assess.</p> <p>b) In Sungai – Sungai 2 and Sungai – Sungai 3 found construction is not been assess</p>		
<b>Cause</b>	<p>a) Late assessment on EAI due to the Tarantula still new in use during time of audit visit</p> <p>b) LSS2 - Environmental Aspect &amp; Impact evaluations for construction not available.</p> <p>LSS3 - No appointed person for documented to update the document accordingly</p>		
<b>Correction / containment</b>	<p>a) Analyse impact of Tarantula to the environment.</p> <p>b) LSS2 - Determine new estate activities into EIA criteria.</p> <p>LSS3 - To itemize new Estate activities into EAIA criteria.</p>		
<b>Corrective action</b>	<p>a) To keep EAI for proper filing and review EAI when required.</p> <p>b) LSS2 - To carry out EIA report.</p> <p>LSS3 - To liase with appointed person to carry out and documented new estate activity into EAIA report.</p>		
<b>Audit team conclusion</b>	<p>Evidence submitted:</p> <p>1) Kawananan estate, LSS2 and LSS3;- The EIA for tarantula and construction</p> <p>The corrective action and evidence are found to be adequate to close the NCR. The NCR is closed on 10/6/2019. Nonetheless, the continuous effective implementation of the corrective action shall be verified in the next assessment visit.</p>		

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<b>Finding Reference</b>	1750491-201903-M6	<b>Certificate Reference</b>	MSPO 705567
<b>Certificate Standard</b>	MS 2530:2013 Part-4	<b>Clause</b>	4.3.1.1, MSPO Part 4
<b>Category</b>	Major		
<b>Area/Process:</b>	As per public summary report.		
<b>Statement of non conformance:</b>	The compliance of one of the legal requirements was not adequately demonstrated.		
<b>Clause requirements</b>	All operations shall be in compliance with applicable local, state, national and ratified international laws and regulations.		
<b>Objective evidence</b>	The Permit potongan daripada gaji pekerja, in accordance to Section 113(4), Labour Ordinance (Sabah Cap 67) was not available.		
<b>Cause</b>	Mill has no specific person to review the legal requirement.		
<b>Correction / containment</b>	Mill already apply the "Permit Potongan Gaji" from JTK (Appendix 1).		
<b>Corrective action</b>	Mill to appoint one staff to review and update the legal requirement properly.		
<b>Audit team conclusion</b>	<p>Evidence submitted:</p> <ol style="list-style-type: none"> <li>1) a copy of Pay Deduction Permit [ref.: 600-1/2/8/184(11/SDK/2019-0174, validity 22/5/2019 to 21/5/2021] from Sabah Labour Department</li> <li>2) Letter of appointment of a staff from the mill manager which task is to review and update the legal requirements</li> </ol> <p>The corrective action and evidence are found to be adequate to close the NCR. The NCR is closed on 10/6/2019. Nonetheless, the continuous effective implementation of the corrective action shall be verified in the next assessment visit.</p>		

<b>Finding Reference</b>	1750491-201903-M7	<b>Certificate Reference</b>	MSPO 705567
<b>Certificate Standard</b>	MS 2530:2013 Part-4	<b>Clause</b>	4.4.5.14, MSPO Part 4
<b>Category</b>	Major		
<b>Area/Process:</b>	As per public summary report.		
<b>Statement of non conformance:</b>	Young persons were found to be recruited.		
<b>Clause requirements</b>	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 expose to hazardous working conditions.		

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<b>Objective evidence</b>	Based on employees register extracted from PIMACS, there were some recruitments of young person found: - Adwincs Admiral, DOB 25/3/2000, joined 9/1/2018 - Ricx Ezuanlie Rasmin, DOB 20/8/2001, joined 2/2/2019
<b>Cause</b>	PIMACS has no system to detect underage worker.
<b>Correction / containment</b>	Not applicable for En. Adwincs Admiral as his age already over 18 years old during audit done. Mill to terminate En. Rick Ezuanlie Rasmin temporarily until his age reach 18 years old (Appendix 3).
<b>Corrective action</b>	Mill already sent a request to BIT (Boustead IT dept.) to upgrade the system (Appendix 4).
<b>Audit team conclusion</b>	Evidence submitted: 1) a copy of letter [ref.: RNPOM/HQ06/2019/0208]] to IT Dept. of Boustead Estate Agency Sdn Bhd to request upgrading of the PIMAC for underage workers detection  The corrective action and evidence are found to be adequate to close the NCR. The NCR is closed on 10/6/2019. Nonetheless, the continuous effective implementation of the corrective action shall be verified in the next assessment visit.

<b>Finding Reference</b>	1750491-201903-M8	<b>Certificate Reference</b>	MSPO 705567
<b>Certificate Standard</b>	MS 2530:2013 Part-4	<b>Clause</b>	4.4.4.2, MSPO Part 4
<b>Category</b>	Major		
<b>Area/Process:</b>	As per public summary report.		
<b>Statement of non conformance:</b>	Found some occupational safety and health plan is not properly implemented		
<b>Clause requirements</b>	The occupational safety and health plan should cover the following: c) An awareness and training programme which includes the following requirements for employees exposed to chemicals used at the palm oil mill: i. All employees involved are adequately trained on safe working practices; ii. All precautions attached to products should be properly observed and applied;		
<b>Objective evidence</b>	Found no training for hearing conservation in Rimba Nilai POM.		
<b>Cause</b>	Mill has done training for hearing conservation by OHD but not been properly record		
<b>Correction / containment</b>	Mill to record every training done properly.		
<b>Corrective action</b>	Mill already recorded the previous training and keep the document in proper file (Appendix 5). Mill already appoint En. Nehemia, currently positioned as Environmental supervisor as a secretary of mill's Occupational Safety, Health and Environment		

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	committee which responsible in preparation of reports or other documents relating to safety, health and environmental matters (Appendix 6).
<b>Audit team conclusion</b>	<p>Evidence submitted:</p> <p>1) The appointment letter of En Nehemia and record hearing conservation training dated 23/3/2018</p> <p>The corrective action and evidence are found to be adequate to close the NCR. The NCR is closed on 10/6/2019. Nonetheless, the continuous effective implementation of the corrective action shall be verified in the next assessment visit.</p>

<b>Finding Reference</b>	1750491-201903-N1	<b>Certificate Reference</b>	MSPO 705567
<b>Certificate Standard</b>	MS 2530:2013 Part-3	<b>Clause</b>	4.4.1.1, MSPO Part 3
<b>Category</b>	Minor		
<b>Area/Process:</b>	As per public summary report.		
<b>Statement of non conformance:</b>	The Social Impact Assessment (SIA) report is not available yet.		
<b>Clause requirements</b>	Social impact should be identified and plans are implemented to mitigate the negative impacts and promote the positive ones.		
<b>Objective evidence</b>	The SEIA has been conducted by a consultant in Aug-Sep 2018. However, the assessment report has yet to be produced by the consultant.		
<b>Cause</b>	Social Impact Assessment (SIA) report was not available during assessment due to time constraint for MEC to prepare the report.		
<b>Correction / containment</b>	- To execute the plan based on the recommendation made by consultant from the SIA final report.		
<b>Corrective action</b>	-To write in follow up by email to the consultant (MEC).		
<b>Audit team conclusion</b>	The corrective action plan is accepted. The evidence and effectiveness of implementation shall be verified in the next assessment.		

<b>Finding Reference</b>	1750491-201903-N2	<b>Certificate Reference</b>	MSPO 705567
<b>Certificate Standard</b>	MS 2530:2013 Part-3	<b>Clause</b>	4.4.5.4, MSPO Part 3
<b>Category</b>	Minor		
<b>Area/Process:</b>	As per public summary report.		



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<b>Statement of non conformance:</b>	The mechanism ensure employees of contractors are paid based on legal or industry minimum standards was not clear.
<b>Clause requirements</b>	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.
<b>Objective evidence</b>	Based on wage information generated by the contractors, some workers of contractors were found not meeting the minimum wage. However, the mechanism to ensure they are paid based on legal minimum standard was not clear.
<b>Cause</b>	Lack monitoring on contract workers productivity.
<b>Correction / containment</b>	To issue warning letter for contractor which have workers that does not achieve productivity.
<b>Corrective action</b>	To thoroughly monitor the productivity of contract workers by Field Staff thru Daily Record Book.
<b>Audit team conclusion</b>	The corrective action plan is accepted. The evidence and effectiveness of implementation shall be verified in the next assessment.

<b>Finding Reference</b>	1750491-201903-N3	<b>Certificate Reference</b>	MSPO 705567
<b>Certificate Standard</b>	MS 2530:2013 Part-3	<b>Clause</b>	4.5.3.3, MSPO Part 3
<b>Category</b>	Minor		
<b>Area/Process:</b>	As per public summary report.		
<b>Statement of non conformance:</b>	The management not proper and safe handling, storage and disposal of chemical.		
<b>Clause requirements</b>	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.		
<b>Objective evidence</b>	a) At all the visited estates, found the label for each Scheduled wastes is not properly maintain such as no date of generate, some estate did not put label and proper signage as per Scheduled waste regulation 2005 b) Found the store in LSS2 and LK not build properly as per Guidelines for packaging, labelling and storage of scheduled wastes in Malaysia.		
<b>Cause</b>	LSS2 - Schedule waste store not build properly as per guidelines. LK - Labelling on waste items in the store was not follow sop required due to lack of knowledge of workers who handle schedule waste items.		
<b>Correction / containment</b>	LSS2 - The estate had requested the additional cost to upgrade as per guideline. LK - Labelling all chemical container available in scheduled waste store.		

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<b>Corrective action</b>	LSS2 - Waiting for approval of cost for scheduled waste upgrade LK - Providing SOP for Schedule waste handling and proper training to the person In-Charge
<b>Audit team conclusion</b>	The corrective action plan is accepted. The evidence and effectiveness of implementation shall be verified in the next assessment.1

<b>Finding Reference</b>	1750491-201903-N4	<b>Certificate Reference</b>	MSPO 705567
<b>Certificate Standard</b>	MS 2530:2013 Part-3	<b>Clause</b>	4.4.4.2, MSPO Part 3
<b>Category</b>	Minor		
<b>Area/Process:</b>	As per public summary report.		
<b>Statement of non conformance:</b>	Found some occupational safety and health plan is not properly implemented.		
<b>Clause requirements</b>	<p>The occupational safety and health plan shall cover the following:</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 Labelling) Regulation 1997 and Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000.</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>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>		
<b>Objective evidence</b>	<p>1) At all the visited estates, found the storage of chemical is not 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 such as no proper SDS, not properly bund and etc.</p> <p>2) At LK, found the latest OSH meeting is done on July 2018 and not done 3 monthly once.</p> <p>3) At LK, Training on First Aid is on 24 March 2014 by Hospital assistant (NurShikaLahim). First aid been checked periodically by HA latest inspection done on 7 Oct 2018. However, found some medication not been label properly.</p>		
<b>Cause</b>	<p>1) LSS2 - Unproper SDS not displaced at chemical.  LSS3 - Unproper SDS were not display at Chemical store  LK - Lack of training to person in charge for chemical storage handling  - OSH meeting not follows OSH requirement.</p>		

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	- No labelling in first aid box as required due to absent of EHA
<b>Correction / containment</b>	1) LSS2 - To update chemical registration. LSS3 - To update the Chemical registered with latest chemical used at the chemical store. LK - Conduct OSH Meeting for every 3 months, and build proper bund in chemical store, Frequent checking of first aid box by EHA
<b>Corrective action</b>	1) LSS2 - To prepare dwibahasa version. LSS3 - To provided proper SDS display both with Malay and English version with latest chemical used. LK - Training to the person in charge for chemical storage handling - Provide OSH plan and conduct OSH meeting every 3 months as required. - Provide maintenance schedule for first aid box and labelling in first aid box by EHA as required.
<b>Audit team conclusion</b>	The corrective action plan is accepted. The evidence and effectiveness of implementation shall be verified in the next assessment.

<b>Finding Reference</b>	1750491-201903-N5	<b>Certificate Reference</b>	MSPO 705567
<b>Certificate Standard</b>	MS 2530:2013 Part-3	<b>Clause</b>	4.5.6.1, MSPO Part 3
<b>Category</b>	Minor		
<b>Area/Process:</b>	As per public summary report.		
<b>Statement of non conformance:</b>	Found no Information be collated that includes both the planted area itself and relevant wider landscape-level considerations.		
<b>Clause requirements</b>	Information shall be collated that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). This information should cover: a) Identification of high biodiversity value habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower(s) activities. b) Conservation status (e.g. The International Union on Conservation of Nature and Natural Resources (IUCN) status on legal protection, population status and habitat requirements of rare, threatened, or endangered species), that could be significantly affected by the grower(s) activities.		
<b>Objective evidence</b>	The assessment for HCV or Biodiversity assessment already been conducted 22 August – 7 Sept 2018 by a consultant, however the report still pending to consultant.		
<b>Cause</b>	LSS3 - Unavailable final report from the consultant as yet received by the Estate. LK - Absent of HCV Assessment during time of audit		
<b>Correction / containment</b>	LSS3 - To execute plan based on the recommendation from the Consultant and advised by Regional Office.		

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	LK - To provide HCV report in estate
<b>Corrective action</b>	LSS3 - To write in follow up letter to the Regional Office of the Regional office & BEA Sabah and the Consultant of M/S MEC. LK - MEC report must be available all times and keep in proper filing
<b>Audit team conclusion</b>	The corrective action plan is accepted. The evidence and effectiveness of implementation shall be verified in the next assessment.

<b>Finding Reference</b>	1750491-201903-N6	<b>Certificate Reference</b>	MSPO 705567
<b>Certificate Standard</b>	MS 2530:2013 Part-4	<b>Clause</b>	4.4.1.1, MSPO Part 4
<b>Category</b>	Minor		
<b>Area/Process:</b>	As per public summary report.		
<b>Statement of non conformance:</b>	The Social Impact Assessment (SIA) report is not available yet.		
<b>Clause requirements</b>	Social impact should be identified and plans are implemented to mitigate the negative impacts and promote the positive ones.		
<b>Objective evidence</b>	The SEIA has been conducted by a consultant in Aug-Sep 2018. However, the assessment report has yet to be produced by the consultant.		
<b>Cause</b>	Mill not received the SIA report due to late of submission from Malaysian Environmental Consultants Sdn Bhd (MEC)		
<b>Correction / containment</b>	Mill to liaise with Sustainability team to follow up MEC to submit the SIA report to Rimba Nilai Mill.		
<b>Corrective action</b>	Mill has liaised with sustainability team and MEC was released the SIA report in May 2019 (Appendix 7).		
<b>Audit team conclusion</b>	The corrective action plan is accepted. The evidence and effectiveness of implementation shall be verified in the next assessment.		

<b>Finding Reference</b>	1750491-201903-N7	<b>Certificate Reference</b>	MSPO 705567
<b>Certificate Standard</b>	MS 2530:2013 Part-4	<b>Clause</b>	4.5.3.3, Part 4
<b>Category</b>	Minor		
<b>Area/Process:</b>	As per public summary report.		
<b>Statement of non conformance:</b>	Found Rimba Nilai POM not disposed Scheduled waste as per Environmental Quality Act 1974 (Scheduled Waste) Regulations, 2005.		

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<b>Clause requirements</b>	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) Regulations, 2005.
<b>Objective evidence</b>	During Site visit at Scheduled waste store found date of generate of scheduled waste is not available and also found some glove with oil contaminate is been dispose in general waste bin.
<b>Cause</b>	Lack of training and awareness of workers in scheduled waste management.
<b>Correction / containment</b>	The person-in-charged must be ensured to update the date of generate and disposal of scheduled waste shall be managed properly as stated in the Environmental Quality (Scheduled Wastes) Regulations, 2005.
<b>Corrective action</b>	Last scheduled waste disposed on 29 Dec 2018. Mill already done SW training for staff on 06/03/2019 and briefing for workers on 01/04/2019 (Appendix 8). Mill also will send En.Iswan to attend the course for Certified Environmental Professional In Scheduled Waste Management (CePSWaM) and shall be appointed as a competent person to conduct all related in the management of scheduled waste (Appendix 9).
<b>Audit team conclusion</b>	The corrective action plan is accepted. The evidence and effectiveness of implementation shall be verified in the next assessment.

<b>Finding Reference</b>	1750491-201903-I1	<b>Certificate Reference</b>	MSPO 705567
<b>Certificate Standard</b>	MS 2530:2013 Part-3	<b>Clause</b>	4.4.5.12, MSPO Part 3
<b>Category</b>	Opportunity for Improvement		
<b>Area/Process:</b>	As per public summary report.		
<b>Details</b>	The sexual harassment policy can be further improved by including policy & guideline on violence.		

<b>Finding Reference</b>	1750491-201903-I2	<b>Certificate Reference</b>	MSPO 705567
<b>Certificate Standard</b>	MS 2530:2013 Part-4	<b>Clause</b>	4.2.3.1, Part 4
<b>Category</b>	Opportunity for Improvement		
<b>Area/Process:</b>	As per public summary report.		
<b>Details</b>	The MSPO Traceability Procedures" [rev. 2, dated Mar 2018], Clause 6.3.1 requires the facility to record MSPO MB Products input & output on real-time basis. This can be improved by making it consistent with the Mass Balance Records which is in fixed inventory format.		

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<b>Finding Reference</b>	1750491-201903-I3	<b>Certificate Reference</b>	MSPO 705567
<b>Certificate Standard</b>	MS 2530:2013 Part-4	<b>Clause</b>	4.4.2.1, MSPO Part 4
<b>Category</b>	Opportunity for Improvement		
<b>Area/Process:</b>	As per public summary report.		
<b>Details</b>	<p>The complaint handling flowchart can be further improved by providing the:</p> <ul style="list-style-type: none"> <li>- date of establishment</li> <li>- timeframe to resolve issue</li> <li>- the next step to be taken if complaint cannot be resolved</li> </ul>		

<b>Noteworthy Positive Comments</b>	
1	Good relationship being maintained with surrounding communities.
2	Good cooperation given by the management team

### **3.3 Status of Nonconformities Previously Identified and OFI**

NA as this is the initial assessment.

**3.4 Issues Raised by Stakeholders**

IS #	Description
1	<p><b>Issues</b> Mr. Saimin from Kg Munungan he raised an issue about land situated beside LSS1 during the stakeholders meeting conducted on 15/8/2018. However, the status of the issue is unknown since no documented acknowledgement or documented details about the issue was made available.</p> <p><b>Management Responses</b> The complaint was not recorded in the complaint form.</p> <p><b>Audit Team Findings</b> Major non-conformity was raised.</p>
2	<p><b>Issues</b> Contractors &amp; suppliers: Good long business relationship with Rimba Nilai.</p> <p><b>Management Responses</b> Continue with current practice.</p> <p><b>Audit Team Findings</b> No further issue.</p>
3	<p><b>Issues</b> Neighbouring estates (Masih Jaya and S.H.A): Grieving about toll being imposed to them for using the estates roads because they also assist in maintaining the roads.</p> <p><b>Management Responses</b> Assistance from them is very minor and not worth to forgo/decrease the toll. Management will explain further to them.</p> <p><b>Audit Team Findings</b> No further issue.</p>
4	<p><b>Issues</b> Resident of Kg Matanggal: Grieving about toll being imposed to them for using the estates with unregistered vehicles.</p> <p><b>Management Responses</b> Toll is imposed based on vehicles and not on owner to avoid entry of unrecognised vehicles in case change of security guards. Management will explain further to them.</p> <p><b>Audit Team Findings</b> No further issue.</p>
5	<p><b>Issues</b> Resident of Kg Matanggal: Grieving about FFB transporters passing the village too fast which might be dangerous to residents.</p> <p><b>Management Responses</b> Plan to put more road bumps.</p> <p><b>Audit Team Findings</b> No further issue.</p>
6	<p><b>Issues</b> SK Binsulung: Grieving about there is a part of the road going to SK and teachers' residence is broken which cause the users to use other route which is longer distance.</p> <p><b>Management Responses</b> Management will repair the road immediately.</p> <p><b>Audit Team Findings</b> No further issue.</p>



**3.5 Summary of the Nonconformities and Status**

<b>CAR Ref.</b>	<b>CLASS</b>	<b>ISSUED</b>	<b>STATUS</b>
1750491-201903-M1	Major	15/3/2019	Closed on 10/6/2019
1750491-201903-M2	Major	15/3/2019	Closed on 10/6/2019
1750491-201903-M3	Major	15/3/2019	Closed on 10/6/2019
1750491-201903-M4	Major	15/3/2019	Closed on 10/6/2019
1750491-201903-M5	Major	15/3/2019	Closed on 10/6/2019
1750491-201903-M6	Major	15/3/2019	Closed on 10/6/2019
1750491-201903-M7	Major	15/3/2019	Closed on 10/6/2019
1750491-201903-M8	Major	15/3/2019	Closed on 10/6/2019
1750491-201903-N1	Minor	15/3/2019	Open
1750491-201903-N2	Minor	15/3/2019	Open
1750491-201903-N3	Minor	15/3/2019	Open
1750491-201903-N4	Minor	15/3/2019	Open
1750491-201903-N5	Minor	15/3/2019	Open
1750491-201903-N6	Minor	15/3/2019	Open
1750491-201903-N7	Minor	15/3/2019	Open

**3.6 Summary of the findings by Principles and Criteria**

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

Criterion / Indicator		Assessment Findings	Compliance
<b>4.1 Principle 1: Management commitment &amp; responsibility</b>			
<b>Criterion 4.1.1 – Malaysian Sustainable Palm Oil (MSPO) Policy</b>			
<b>4.1.1.1</b>	A policy for the implementation of MSPO shall be established. <b>- Major compliance -</b>	The Policy of MSPO available dated 1 Nov 2014 sign by Dato’ Shoib Abdullah (Pengurus Besar Kanan, Boustead Sdn Bhd). The Policy have been communicated to workers and stakeholder, latest record is on 6 June 2018 under title Briefing for new workers at Sungai-Sungai 1 Office area. For all workers the training already done on 14 Feb 2018. For sungai-sungai 3 estate the policy training conducted on 15 Jan 2019 until 17 Jan 2019 by Manager at all division.	Yes
<b>4.1.1.2</b>	The policy shall also emphasize commitment to continual improvement. <b>- Major compliance -</b>	Continuous improvement plan is available approve 15 Jan 2019. This include safety, environment and social such as Open burning issue they will educate workers by briefing every week.	Yes
<b>Criterion 4.1.2 – Internal Audit</b>			
<b>4.1.2.1</b>	Internal audit shall be planned and conducted regularly to determine the strong and weak points and potential area for further improvement. <b>- Major compliance -</b>	Internal Audit done on 26 Nov 2018 until 29 Nov 2018 and got 12 finding. All finding already been close and verified at side.	Yes

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Criterion / Indicator		Assessment Findings	Compliance
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 -	The internal audit procedure dated July 2016 and audit result is available under MSPO file, this file include audit frequency, audit schedule audit team, performing audit, audit responsibility and etc.  Internal audit shall be carried out once a year	Yes
4.1.2.3	Report shall be made available to the management for their review.  - Major compliance -	The report is available as per indicator 4.1.2.1 for review and documented under file Internal Audit.	Yes
<b>Criterion 4.1.3 – Management Review</b>			
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 -	The management review meeting is been conduct on 29 Nov 2018 at Sungai- Sungai 1 meeting room. This meeting is include all operating unit under Rimba Nilai, attended by Sustainability chairman, BEA-Sabah Region(OSHE), BEA-Sabah Region Manager, Boustead Estate Agency(BEA). This meeting reviewed the continuous suitability, adequacy and effectiveness of the requirements for effective implementation of MSPO and also the internal audit.	Yes
<b>Criterion 4.1.4 – Continual Improvement</b>			
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 -	The action plan for continual improvement for Social, environment and safety is been discuss during management review meeting Such as using mechanization to improve FFB evacuate time and optimise the labour use.	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. <b>- Major compliance -</b>	In Kawananan estate they have change form manual FFB evacuation from change into mechanization using tarantula vehicle to evacuate the FFB starting from 3 December 2018.	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. <b>- Major compliance -</b>	For Kawananan estate, have a new implementation of new technic for FFB evacuation call Operation tarantula using new vehicle to evacuate the FFB. The training have been done on 3 December 2018 and also implementation on the same date.	Yes
<b>4.2 Principle 2: Transparency</b>			
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. <b>- Major compliance -</b>	The estates have informed its stakeholders about transparency during stakeholders’ consultation meeting. Land titles/user rights, Safety and health plans, plans and impact assessments relating to environmental and social, plans for pollution prevention, records of complaints & grievances, plans for continuous improvement are accessible upon request by the stakeholders. To-date there is no information requested by relevant stakeholders	Yes
4.2.1.2	Management documents shall be publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental	Among the documents that are publicly available: - Company’s profile - Environmental Management Plan	Yes

Criterion / Indicator		Assessment Findings	Compliance
	<p>or social outcomes.</p> <p><b>- Major compliance -</b></p>	<ul style="list-style-type: none"> <li>- Pollution prevention plan</li> <li>- Land titles</li> <li>- Occupational Health &amp; Safety plan</li> <li>- Social Impact Management plan</li> <li>- HCV Management Plan</li> <li>- Company's various policies</li> </ul> <p>Apart from that, the policies such as Pesticide Use Policy, Human Rights Policy, Foreign Workers Policy and etc. are publicly available in the company's website: <a href="http://www.bousteadplantations.com.my">www.bousteadplantations.com.my</a>.</p>	
<b>Criterion 4.2.2 – Transparent method of communication and consultation</b>			
<b>4.2.2.1</b>	<p>Procedures shall be established for consultation and communication with the relevant stakeholders.</p> <p><b>- Major compliance -</b></p>	<p>There is a communication procedure entitled "<i>Prosedur untuk Berkomunikasi</i>". A form entitled "Borang Komunikasi Luaran" has also been established to record any external communication. The form has the information about date, type of communication, issue, action taken, to name a few.</p>	Yes
<b>4.2.2.2</b>	<p>A management official should be nominated to be responsible for issues related to Indicator 1 at each operating unit.</p> <p><b>- Minor compliance -</b></p>	<p>A panel called "<i>Panel Aduan</i>" has been established to be responsible for issues related to indicator 1. The panels are chaired by the Estate Managers and assisted by executive and staff of each operating unit. The organisation charts have been documented and made available for verification.</p>	Yes
<b>4.2.2.3</b>	<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><b>- Major compliance -</b></p>	<p>Lists of stakeholders were made available at the visited estates and updated from time to time. Among the stakeholders included in the lists were government agencies, contractors, suppliers, surrounding communities and NGOs. The last consultation was conducted on 15/8/2018 which covered all the operating units. Minutes of meeting was available for verification.</p>	No

Criterion / Indicator		Assessment Findings	Compliance
		However, action taken in response to input from stakeholders was not properly maintained. One of the stakeholders, Mr. Saimin from Kg Munungan, had raised an issue about land situated beside LSS1. However, the status of the issue is unknown since no documented acknowledgement or documented details about the issue was made available. Thus a non-conformity report was assigned due to this lapse.	
<b>Criterion 4.2.3 – Traceability</b>			
<b>4.2.3.1</b>	The management shall establish, implement and maintain a standard operating procedure to comply with the requirements for traceability of the relevant product(s).  - <b>Major compliance -</b>	Addressed in Sales of FFB Ex-Estate SOP, dated 2/5/2012. Apart from that, a flowchart entitled “Fresh Fruit Bunches (FFB) Traceability Flowchart” to outline the delivery of FFB from the estate to mill including the documents involved, has also been established. The related documents when FFBs are delivered to the mill are Delivery Note, mill’s weighbridge ticket and mill’s grading form. Among the important information in the documents is field address where the FFB are collected from, date of delivery, transporters details, and nett weight. The weighbridge ticket and Delivery Note can be cross checked to each other since the documents have a unique number. Sampled delivery documents at LSS2 – DN no. 20836, Weighbridge ticket No. 297008, dated 11/3/2019.	Yes
<b>4.2.3.2</b>	The management shall conduct regular inspections on compliance with the established traceability system.  - <b>Major compliance -</b>	Regular inspection was done through internal audit where elements of traceability were included.	Yes
<b>4.2.3.3</b>	The management should identify and assign suitable employees to implement and maintain the traceability system.	The Estate Manager has been appointed to have the overall responsibility of the implementation of traceability system. E.g.	Yes

Criterion / Indicator		Assessment Findings	Compliance
	- <b>Minor compliance</b> -	Appointment letter verified: BEA/SUST/277-18, dated 5/12/2018 for LSS2.	
<b>4.2.3.4</b>	Records of sales, delivery or transportation of FFB shall be maintained. - <b>Major compliance</b> -	Records of FFB sales & delivery including FFB Weighbridge Tickets together with FFB Delivery Note (DO Chit) and Daily Record (Daily FFB Despatch Summary Log Book) were maintained based on Standard Operating Procedure, dated 2/5/2012; Chapter 7: Sales of Produce Ex-Estate/Mill Procedures; Section 7.1 FFB Sales and Despatches & Chapter 13: Retention of Documents which specified a minimum retention period of 7 years prior of disposal.	Yes
<b>4.3 Principle 3: Compliance to legal requirements</b>			
<b>Criterion 4.3.1 – Regulatory requirements</b>			
<b>4.3.1.1</b>	All operations are in compliance with the applicable local, state, national and ratified international laws and regulations. - <b>Major compliance</b> -	Standard Procedure is referred BEA/LP/2017 dated 1 Jan 2017 for legal procedure under Chapter 15. The mechanism of tracking of laws changes was outlined in the flowchart of compliance to legal requirements. This LORR was last updated on 25 Feb 2019. However, the following lapses were found, which led to assignment of non-conformity report:  1) The Monthly Generation Report in accordance to condition No. 6 of the “Lesen bagi Pemasangan Persendirian”, has yet to done and submitted to the Energy Commission by all the visited estates.  2) at LSS3, some workers were found having no documents such passport, work pass, etc.:  - Arjun	No

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> <li>- Laping B Ali</li> <li>- AmingRallah</li> <li>- Marselus Ina Bambar</li> <li>- Iwan</li> <li>- Marzuki Muhammad</li> <li>- ShahrulBaharuddin</li> <li>- Musfikar Halim</li> <li>- AdiSindrang</li> <li>- BaktiarOntang</li> </ul> <p>3) In LSS1, at contractor workshop Syarikat Hien Lee found :-</p> <ul style="list-style-type: none"> <li>a) Oil barrel for Diesel and Lubricant is not store properly</li> <li>b) Some scheduled waste is not dispose properly</li> <li>c) Found oil spillage and without emergency response plan</li> </ul> <p>this evidence found that not followed as per OSH act 1994, EQA 1974 and Scheduled waste Reg 2005.</p> <p>4) At all the visited estates, found employer did not prepare bathroom for sprayer. This is not in-line with OSH act section 15 General Duties of employers and also CHRA recommendation.</p>	



Criterion / Indicator		Assessment Findings	Compliance
		<p>5) At all the visited estates, the chemical premixed area is found not adequate and not followed as per CHRA recommendation.</p> <p>6) Found sprayer and operator did not have monthly check-up (screening) by HA/ Nurse with verification of VMO as per recommendation by CHRA at LSS3.</p>	
<b>4.3.1.2</b>	<p>The management shall list all laws applicable to their operations in a legal requirements register.</p> <p><b>- Major compliance -</b></p>	<p>The management already have all laws that applicable for their operation in LORR such as per below:-</p> <p>a) License to operate estate from Ordinan Perlesenan Perdagangann 1948 referred to license A 267772 produce on 12 April 2018.</p> <p>b) MPOB license 503941202000 is valid from 1 May 2018 until 30 April 2019 for Sungai-sungai 1 estate for Sungai- sungai 3 estate can referred 503941202000 valid from 1 May 2018 until 30 April 2019. This license cover 6350.09 (Ldg. Sungai-sungai 1 &amp; Kawananan 1)</p> <p>c) License for hired people are not Sabah as workers referred license JTK.H.SDK.600-4/1/1/01261/002289 this license valid from 13 Dec 2018 to 12 Dec 2019. Suruhanjaya Tenaga license (2018/02844) for Sungai – Sungai 3 is available referred to ST(SSD)L/SBH/02121 dated 14 Sept 2018 for renewal license record.</p> <p>d) PPDNKK.SDK.25/2016 (SK) BL22018039540 (No Siri: S012841) for Diesel storage (40,000L) valid from 15/10/2018 – 4/10/2019</p> <p>e) Lesen Bagi Pemasangan Persendirian referred 2018/03657 (No Siri: 33780) valid from 12/12/2018 to 11/12/2019.</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
		<p>f) License for air compressor referred PMT-SB/19 21027 for SB PMT 80612 valid till 26/5/2020.</p> <p>g) In Sungai – sungai 2, MPOB license no 503941202000 valid from 1/5/2018 until 30/4/2019.</p> <p>h) Permit Barang Kawalan Berjadual (S019001) referred KPDNHEP.SDK.02/2019(SK) BL22019001197 permission to stored 30000 liter for diesel in Sungai – sungai 2 estate.</p> <p>i) License for Genset referred to Lesen bagi Pepasangan Persendirian (No Siries: 33709) license no 2018/03766 valid from 14/12/2018 until 13/12/2019.</p> <p>j) For Sungai – Sungai 3, the license for Genset refered no Siries 29593 for license no 2018/028245 valid from 15/9/2018 to 14/9/2019, for second genset no siries 29594 for 2018/02844 valid form 15/9/2018</p>	
<b>4.3.1.3</b>	<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><b>- Major compliance -</b></p>	<p>The new amendment is been communicated with all dated 23 December 2018 regarding to Min wages 2018.</p>	Yes
<b>4.3.1.4</b>	<p>The management should assign a person responsible to monitor compliance and to track and update the changes in regulatory requirements.</p> <p><b>- Minor compliance -</b></p>	<p>In Boustead, Amrul Nizam from Boustead HQ is a person responsible to monitor compliance and to track and update the changes in regulatory requirements. Evidence refer to email dated on 27 Nov 2018 from Amrul Nizam to estate for LORR updated. For Min wages 2018 already communicated thru email dated 23 Feb 2019.</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
<b>Criterion 4.3.2 – Lands use rights</b>			
<b>4.3.2.1</b>	The management shall ensure that their oil palm cultivation activities do not diminish the land use rights of other users. <b>- Major compliance -</b>	The estates have planted the lands with oil palm. This is in line with the conditions stipulated in the land titles.	Yes
<b>4.3.2.2</b>	The management shall provide documents showing legal ownership or lease, history of land tenure and the actual use of the land. <b>- Major compliance -</b>	The land is sub-leased from hundreds of Native Titles (NT) where owner name is Rimba Nilai Sdn Bhd (Co. No. 346457-W), Boustead Trunkline Sdn Bhd (Co. No. 346457-W). The management was able to demonstrate its right to use the land by possessing the lease agreement governed by Sabah Land Ordinance.	Yes
<b>4.3.2.3</b>	Legal perimeter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable. <b>- Major compliance -</b>	The perimeter boundary is clearly demarcated and visibly maintained for Sungai-Sungai 1 estate, verified at field PM01A boundary with Barisan Setia Jaya  In Sungai-sungai 2 estate, verified the boundary is available at field 2PM2000 AQ with Kg Tali Dusun and Kq Melapi.	Yes
<b>4.3.2.4</b>	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). <b>- Minor compliance -</b>	Generally, there was no major land disputes noted during the audit at all the visited estates as the company has the legal ownership documents accept for the case mentioned in 4.2.2.3.	Yes
<b>Criterion 4.3.3 – Customary rights</b>			

Criterion / Indicator		Assessment Findings	Compliance
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 land encumbered by customary rights.	NA
4.3.3.2	Maps of an appropriate scale showing extent of recognized customary rights land, if any, should be made available. - Minor compliance -	There is no land encumbered by customary rights.	NA
4.3.3.3	Negotiation and FPIC shall be recorded and copies of negotiated agreements should be made available. - Major compliance -	There is no land encumbered by customary rights.	NA
<b>4.4 Principle 4: Social responsibility, health, safety and employment condition</b>			
<b>Criterion 4.4.1: Social Impact Assessment (SIA)</b>			
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 -	The SEIA has been conducted by a consultant in Aug-Sep 2018. However, the assessment report has yet to be produced by the consultant. Thus, a non-conformity report was assigned due to this lapse.	No
<b>Criterion 4.4.2: Complaints and grievances</b>			
4.4.2.1	A system for dealing with complaints and grievances shall be established and documented. - Major compliance -	A flowchart entitled " <i>Carta Aliran Membuat Aduan Masalah</i> " and " <i>Carta Aliran Aduan ke Pihak Atasan</i> ", prepared by " <i>Jawatankuasa Panel Aduan Ladang</i> ", dated February 2018. Complaints shall be resolved in 7 days or escalated to higher authority/management based on " <i>Carta</i> "	Yes

Criterion / Indicator		Assessment Findings	Compliance
		<i>Aliran Aduan ke Pihak Atasan'</i> . Nonetheless, The complaint handling flowchart can be further improved by providing the date of establishment, timeframe to resolve issue and the next step to be taken if complaint cannot be resolved (OFI).	
<b>4.4.2.2</b>	The system shall be able to resolve disputes in an effective, timely and appropriate manner that is accepted by all parties.  - <b>Major compliance</b> -	The complaint and grievances are open to affected parties which includes internal and external stakeholders. The time to process the complaints or grievances is 1 week. Mostly, the complaints received were about housing maintenance & repair by the employees. They were recorded in a log book which has the information about date, complainant, details of complain and status. All the complaints were resolved within the timeframe spelt out in the flowchart	Yes
<b>4.4.2.3</b>	A complaint form should be made available at the premises, where employees and affected stakeholders can make a complaint.  - <b>Minor compliance</b> -	Complaint form has been established and available for public e.g. outside the office, workers line-site, clinic, etc. The form has the information about complainant details (name, address, phone, etc.), date of complaint, complaint details, complainant acknowledgement signatures, action taken and status of action taken. There was no complaint received so far.	Yes
<b>4.4.2.4</b>	Employees and the surrounding communities should be made aware that complaints or suggestions can be made any time.  - <b>Minor compliance</b> -	Employees and surrounding communities were made aware on the complaints and grievances through various ways such as meeting, training and briefing. The surrounding communities were informed about the mechanism of complaints management through stakeholders' consultation meeting. Last meeting was done on 15/8/2018 for RNPOM, LSS1, LSS2, LSS3, LK and LP, attended by 27 participants from surrounding plantations, villages, suppliers, government clinic, PDRM, etc.	Yes

Criterion / Indicator		Assessment Findings	Compliance
4.4.2.5	Complaints and resolutions for the last 24 months shall be documented and made available to affected stakeholders upon request. <b>- Major compliance -</b>	All the visited estates maintained their records of complaint in a complain file. Records since establishment of procedure (Feb 2018) were still well maintained.	Yes
<b>Criterion 4.4.3: Commitment to contribute to local sustainable development</b>			
4.4.3.1	Growers should contribute to local development in consultation with the local communities. <b>- Minor compliance -</b>	The visited estates have made contribution to local development. Among the examples of contributions made were: <ul style="list-style-type: none"> <li>- Monetary contribution for "Pesta Magahau Zon Beluran" on 20/7/2018</li> <li>- Contribution of hamper for SK Matanggal Sport Day on 17/8/2018</li> <li>- Monetary contribution for Hari Raya celebration to Ulu Telidusun villagers in 2017</li> </ul>	Yes
<b>Criterion 4.4.4: Employees safety and health</b>			
4.4.4.1	An occupational safety and health policy and plan shall be documented, effectively communicated and implemented. <b>- Major compliance -</b>	OSH Policy also available dated 1 June 2012 approved by Tan Sri Dato' Seri Lodin Wok Kamaruddin (Deputy Chairman/Group Managing Director). Interview with staff and workers revealed that all working SOPs being consistently implemented among all employees and monitored by the management through daily muster briefing, training and etc.	Yes
4.4.4.2	The occupational safety and health plan shall cover the following: a) A safety and health policy, which is communicated and implemented.	In estate, the safety SOP is available referred to Prosedur Kerja Selamat and its cover from spraying activity until building construction activity all SOP date 12 March 2011.	No

Criterion / Indicator	Assessment Findings	Compliance
<p>b) The risks 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 pesticides:</p> <ul style="list-style-type: none"> <li>i. all employees involved shall be adequately trained on safe working practices</li> <li>ii. all precautions attached to products shall be properly observed and applied</li> </ul> <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 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</p>	<p>HIRARC SOP is available dated 14 March 2011 and been revised dated on 29 Dec 2017. The Job safety analysis is available refer to HIRARC dated 1 Jan 2017 reviewed by Nurish Bin Othman and Rieccy Gregory. HIRARC is cover all risk in operation include spraying, rat baiting, fertilizer application, store, office and others. Same also for Sungai – Sungai 3 estate already been reviewed on 5 Feb 2018.</p> <p>OSH programmed is available in both estate, in Sungai-sungai 1 estate prepared on 1 Jan 2019. This program include SHC meeting, work place inspection, medical surveillance and training. For Sungai – sungai 3 OSH programed dated 5 Feb 2018.</p> <p>The management already establish the standard operating procedure (Prosedur Kerja Selamat) dated 12 March 2011. In this SOP its cover how work should be done, PPE need to be used and what must do if any emergency if happen.</p> <p>The accident and emergency procedures is available cover on fire outbreak, accident happen in office or workshop and ramp, chemical spillage, Poisoning and Flooding. Each estate have the ERT (emergency response team) that management already appoint available in Emergency Response Plan (ERP) file.</p> <p><u>OSH committee and meeting</u></p> <p>Kawananan estate, En Yusrizal Bin Yussof have been appoint by management as responsible for workers safety and health. Latest meeting is done on July 2018.</p> <p>Sungai – Sungai 2 estate, En Mohd Khairul Anwar Bin Sapie have been appoint by management as responsible for workers safety and health.</p>	

Criterion / Indicator	Assessment Findings	Compliance
<p>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><b>- Major compliance -</b></p>	<p>OSH meeting last is on 27 February 2019. Previously done on 9 Oct 2018 2018 and 17 July 2018.</p> <p>Sungai – Sungai 3 estate, En Hasbulwafi bin Mansor is been appointed as OSH responsible person. Last meeting have been conduct on 17 Jan 2019 and meeting is conducted 3 month once. No accident happen in estate for last 3 month and also for last year</p> <p><u>Chemical register</u></p> <p>Sungai-sungai 1, Chemical register is available dated 5 Jan 2019. All chemical have been registered to DOSH including glyphosate, Ally 20 DF, dupont Surfactant and others.</p> <p>Kawananan Estate, Chemical register is updated verified during site verification and record, dated 3 Jan 2018</p> <p><u>CHRA</u></p> <p>Kawananan estate, CHRA is been assess by Dr Ahmad Mansor Bin Osir (CHRA/HIE/127/171-2(289)) from Klinik Mansor Sdn Bhd dated 9 March 2016</p> <p>In Sungai-sungai 3 estate, Chemical hazard risk assessment (CHRA) CHRA2016031002 done by Dr. Ahmad Mansor Bin Osir(DOSH/HIE/127/171/2(289)) from Klinik Mansor dated 1 June 2016. For Sungai – sungai 1 estate the CHRA is assess by same person on date 7 April 2016.</p> <p><u>Medical Surveillance</u></p>	



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	<p>Medical Surveillance in Sungai - sungai 1 already been sent on 19 December 2018. 29 person is attended. The result from Klinik Elopura Sdn Bhd dated 28 December 2018 stated all fit to work with chemical.</p> <p>Kawananan estate, medical surveillance done by Dr Chia Sia Cheng (HQ/13/DOC/00/315) from Klinik Mabello Botition on 24 September 2018 attended by 21 workers and from the result is all fit to work.</p> <p>Found no monthly check (screening) up by HA/ Nurse with verification of VMO.</p> <p><u>Accident</u></p> <p>JKKP 8 for Sungai-sungai 1 (JKKP 8/33579/2018) is available dated 31 January 2019, No record of JKKP 6 because no accident exceed 5 day in sungai-sungai 1 estate. For Sungai-sungai 3 estate the JKKP 8 is send on 31 Jan 2019.</p> <p>Kawananan estate, JKKP 8 refer JKKP8/35885/2018 already been sent on 31 Jan 2019. No major accident happen in estate. Same also for Sungai – sungai 2 estate, JKKP 8 (JKKP 8/33067/2018) sent on 30 Jan 2019.</p> <p><u>First Aid</u></p> <p>Kawananan estate, Training on First Aid is on 24 March 2014 by Hospital assistant (Nur Shika Lahim). First aid been checked periodically by HA latest inspection done on 7 Oct 2018. However found some medication not been label properly.</p>	

Criterion / Indicator		Assessment Findings	Compliance
		Sungai-sungai 2, 1 and 3 Training on first aid done by Angkatan Pertahanan Awam dated on 17 December 2018 and 22 Jan 2019.	
<b>Criterion 4.4.5:</b> Employment conditions			
<b>4.4.5.1</b>	<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><b>- Major compliance -</b></p>	<p>Human Rights Policy was available which was signed by the Senior General Manager (Dato' Shoib Abdullah), dated 11/1/2011. It was communicated to employees and stakeholders through various methods such as stakeholders consultations, morning briefing and through display at strategic locations, e.g. notice boards and websites.</p> <p>Passports were held at the office for security reasons especially losses in the hand of the bearers. Nonetheless, bearers can retrieve their passports anytime and records of retrieval were documented in "Passport Borrowed Record". The records have the information about name of bearers, passport no., date of retrieval, signature of bearers and date on return. E.g., based on the records, last record of retrieval was on 9/2/2019 (Kawananan Estate). There is no limit of time for the bearers to return the passport and letter of agreement from the workers for allowing the management to keep the passports in the office were also available.</p>	Yes
<b>4.4.5.2</b>	<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><b>- Major compliance -</b></p>	<p>Addressed in "Equal Rights Policy", stating that the company is committed to provide equal treatment to everyone regardless of race, caste, nationality, religion, disability, gender, age, sexual orientation, members of associations and political opinion.</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
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><b>- Major compliance -</b></p>	<p>Employment contracts for workers were available for verification. Pay and conditions are documented and in line with the Minimum Wage Order 2018. Sampled of employment contracts confirmed that terms and conditions are clearly outlined and have been signed by the worker. Among the sampled workers whom payslips for January 2019 verified were:</p> <p><u>LSS1:</u>            B9785105, B2138029, AT815740, AU114164, AT817405, AT984116, AT984126, AT984119, B2324073, AU263606</p> <p><u>LSS2:</u>            AT991941, 820310-12-5946, AU114200, AT817047, 660610-12-6027, AT817035, EB5735265, AU175017, AU264745, C0807690</p> <p><u>LSS3:</u>            AT 986480, AT 816342, AT 816341, AT 816340, AE 321108, AS 244570, AS 347645, 860801-49-6641, 970301-12-5147, 950814-12-5101</p>	Yes
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><b>- Minor compliance -</b></p>	<p>Based on wage information generated by the contractors, some workers of contractors were found not meeting the minimum wage. However, the mechanism to ensure they are paid based on legal minimum standard was not clear. Thus, a non-conformity report was assigned due to this lapse.</p>	No
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</p>	<p>Recording of employees can be extracted from the PIMACS (company's data base system). Among the information available is name, gender, date of birth, date of join and job types.</p>	Yes

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	<p>should contain full names, gender, date of birth, date of entry, a job description, wage and the period of employment.</p> <p><b>- Major compliance -</b></p>		
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><b>- Major compliance -</b></p>	<p>Employees have been provided with employment contract. The employees that recruited by the estates are from local and Indonesia. They are all under direct employment to the estates. All of them have signed on the employment contract prior to work. Details about period of contract/ probation period, position offered, wages, annual leave, allowances and etc. were stated in the employment contract.</p>	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><b>- Major compliance -</b></p>	<p>Time recording at the estates was implemented through recording of check-roll book. The records were updated on daily basis and attendance of workers was monitored regularly through field supervision from morning muster until the working time is over.</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><b>- Major compliance -</b></p>	<p>Interviewed with the workers confirmed that they have rest time in between of the working hours. Overtimes were paid according to the rate stated in the agreement and regulatory requirements.</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><b>- Major compliance -</b></p>	<p>Hours of overtime were recorded in the payslip and rate was paid according to the regulatory requirements.</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
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. <b>- Minor compliance -</b>	The management provides free medical facilities to all the workers and dependents. Community Learning Centre was available for the children of foreign workers. Facilities such as school bus, school for foreign workers children, sport facilities (football field, badminton court, etc.) were provided at the estates.	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. <b>- Major compliance -</b>	The basic amenities and facilities at the quarters provided by the company to its workers. Generally, the workers quarters were in good condition. Nonetheless, the following lapses were found: <ul style="list-style-type: none"> <li>- The potable water supply at workers' line-site at LK, LSS2 and LSS3 were sourced from river and ponds nearby in the field without undergoing any filtration process. However, there has been no permission from the DG of Labour Dept. for this practice.</li> <li>- There has been no weekly housing inspection by HA or delegated personnel conducted at LSS2 and LSS3.</li> </ul> Thus a non-conformity report was assigned.	No
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. <b>- Major compliance -</b>	Addressed in "Sexual Harassment Policy" which was signed by the Sr. GM (Dato' Shoib Abdullah), dated 11/1/2011. However, the sexual harassment policy can be further improved by including policy & guideline on violence.  Apart from that, procedure for sexual harassment entitled " <i>Prosedur Aduan Gangguan Seksual</i> ) has been established. A special form to report cases of sexual harassment has also established and distributed at several strategic location such as workers' line-site, office and clinic.	Yes

Criterion / Indicator		Assessment Findings	Compliance
		To-date there has been no report lodged with regards to sexual harassment.	
<b>4.4.5.13</b>	<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><b>- Major compliance -</b></p>	<p>There is no trade union at the visited estates. Nonetheless, based on interview, the workers were aware that there is no restriction for them to join any trade union. Apart from that, Boustead has also had a policy on respecting the right for employees to form or join association.</p>	Yes
<b>4.4.5.14</b>	<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><b>- Major compliance -</b></p>	<p>Based on employees register extracted from Plantation Information Management Accounting System (PIMACS), there were some recruitments of young person found:</p> <p><u>LSS2:</u></p> <ul style="list-style-type: none"> <li>- ArifMaulana Said, DOB 31/8/2000, joined on 15/7/2018</li> <li>- RamiahMakoling, DOB 25/6/2000, joined on 1/1/2017</li> <li>- Jusila Bt. Musat, DOB 23/6/2000, joined on 1/1/2017</li> <li>- Clarice Jiman, DOB 16/6/1999, joined on 1/1/2017</li> <li>- Jasinah Rusni, DOB 6/7/1999, joined on 1/1/2017</li> <li>- Jariah Musat, DOB 6/11/2002, joined on 1/1/2018</li> <li>- Faizal Bulon, DOB 11/1/2002, joined on 16/1/2018</li> <li>- Armin Umbut, DOB 10/8/2000, joined on 2/2/2018</li> </ul>	No

Criterion / Indicator		Assessment Findings	Compliance
		Thus, a non-conformity report was assigned due to this lapse.	
<b>Criterion 4.4.6: Training and competency</b>			
<b>4.4.6.1</b>	<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><b>- Major compliance -</b></p>	<p>OSH programmed is available in both estate, in Sungai-sungai 1 estate, Sungai-Sungai 2 and Kawananan estate prepared on 1 Jan 2019. This program include SHC meeting, work place inspection, medical surveillance and training for workers and contractor. For Sungai – sungai 3 OSH programed dated 5 Feb 2019.</p> <p>Training been conduct accordingly such as below:-</p> <ul style="list-style-type: none"> <li>- Chemical handling training and PPE on 10 Jan 2018</li> <li>- Harvesting and safety training on 20 Feb 2018</li> <li>- Fire Fighting and Drill on 13 March 2018</li> <li>- Tractor safe driving training on 9 August 2018</li> <li>- Workshop handling and safety during work training on 17 April 2018</li> <li>- Policy on environment and safety training done on 5 December 2018</li> <li>- MSPO training on 4 December 2018</li> <li>- Grievances and complaint training on 3 December 2018</li> <li>- First Aid training done on 17 December 2018</li> </ul>	Yes
<b>4.4.6.2</b>	Training needs of individual employees shall be identified prior to the planning and implementation of the training	Training needs of individual employees is identified by Job description of each workers. The training programmed is available dated 1 Jan 2019 prepared by Rieccky Gregory (OSHE Supervisor) for Sungai-	Yes

Criterion / Indicator		Assessment Findings	Compliance
	programmes in order to provide the specific skill and competency required to all employees based on their job description. <b>- Major compliance -</b>	Sungai 1 estate. In Kawananan estate, training programme is available dated 11 Jan 2019.	
<b>4.4.6.3</b>	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. <b>- Minor compliance -</b>	The management planned the training programme for all workers according to job function. Latest record available for harvester, dated 5 March 2019 under title Safety Work Procedure Training.  First Aid Training done on 22 Jan 2019, this training is include mandore and staff.	Yes
<b>4.5 Principle 5: Environment, natural resources, biodiversity and ecosystem services</b>			
<b>Criterion 4.5.1: Environmental Management Plan</b>			
<b>4.5.1.1</b>	An environmental policy and management plan in compliance with the relevant country and state environmental laws shall be developed, effectively communicated and implemented. <b>- Major compliance -</b>	Policy of environment is available under title Polisi Alam Sekitar & Biodiversiti dated 11 January 2011 by Shoib Abdullah (Pengurus Besar Kanan). The policy have been communicate during Internal stakeholder meeting dated 23 July 2018 in Kawananan Estate.	Yes
<b>4.5.1.2</b>	The environmental management plan shall cover the following: a) An environmental policy and objectives; b) The aspects and impacts analysis of all operations. <b>- Major compliance -</b>	The environmental aspect and impact also the evaluation procedure is available dated Dec 2011. The analysis already been done to all operation activity refer to EIE/2018/01 for evaluation and MSP0 /5.1/EAI for aspect and impact from office activity until spraying activity.	Yes



Criterion / Indicator		Assessment Findings	Compliance
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. <b>- Major compliance -</b>	The management plan dated 25 Oct 2018 available in Sungai – Sungai 1 estate. For Kawananan estate they already review the environmental management programmed on January 2019 such as to ensure water quality index is achieve WQI at rage 81-100. For the implementation referred lab ref no. 20180912/34 dated 10 Oct 2018 by DYNAKEY Laboratories Sdn Bhd followed as per Standard Operation Procedure under title Water Sampling Procedure dated Jan 2019.	Yes
4.5.1.4	A programme to promote the positive impacts should be included in the continual improvement plan. <b>- Minor compliance -</b>	Programmed is covered under environmental management plan. In the EMP the already identified issue cover such as water source contamination, conservation soil erosion, Agricultural land contamination, Degradation of land agricultural (EFB mulching and LLC planting) and chemical reduction. To ensure chemical reduction the plan to planting beneficial plant with target 1000 piece of beneficial plant.	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. <b>- Major compliance -</b>	Training and awareness programmed for environment is available such as in Kawananan estate have Training on Domestic waste, recycle and Open burning on 18 Oct 2018 train by assistant manager. Also have some training on MSPO dated on 7 July 2018 by En. Yusrizal.	Yes
4.5.1.6	Management shall organize regular meetings with employees where their concerns about environmental quality are discussed. <b>- Major compliance -</b>	Kawananan estate have organize meeting with employee and stakeholder can refer in internal Stakeholder meeting dated 23 July 2018. In this meeting have discuss regarding issue scheduled waste, recycle waste HCV and others. Next meeting will be conduct on April 2019.	Yes

Criterion / Indicator		Assessment Findings	Compliance															
		In Sungai-sungai 2 estate, the environmental issue been discuss during OSH meeting, latest date is on 28 Feb 2019.																
<b>Criterion 4.5.2:</b> Efficiency of energy use and use of renewable energy																		
<b>4.5.2.1</b>	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.  <b>- Major compliance -</b>	There is plan to assess the usage of non-renewable energy including fossil fuel, electricity and energy efficiency in the operations over the base period dated 15 March 2018.	Yes															
<b>4.5.2.2</b>	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.  <b>- Major compliance -</b>	<p>The 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> <table border="1"> <thead> <tr> <th>Area/Remarks</th> <th>Sungai-Sungai 1</th> <th>Kawananan</th> <th>Sungai - Sungai 2</th> <th>Sungai - Sungai 3</th> </tr> </thead> <tbody> <tr> <td>Actual 2018</td> <td>194,679 L</td> <td>283,200 L</td> <td>375,099 L</td> <td>188,402 L</td> </tr> <tr> <td>Target 2019</td> <td>187,975 L</td> <td>219,085 L</td> <td>189,708 L</td> <td>176,750 L</td> </tr> </tbody> </table>	Area/Remarks	Sungai-Sungai 1	Kawananan	Sungai - Sungai 2	Sungai - Sungai 3	Actual 2018	194,679 L	283,200 L	375,099 L	188,402 L	Target 2019	187,975 L	219,085 L	189,708 L	176,750 L	Yes
Area/Remarks	Sungai-Sungai 1	Kawananan	Sungai - Sungai 2	Sungai - Sungai 3														
Actual 2018	194,679 L	283,200 L	375,099 L	188,402 L														
Target 2019	187,975 L	219,085 L	189,708 L	176,750 L														
<b>4.5.2.3</b>	The use of renewable energy should be applied where possible.  <b>- Minor compliance -</b>	Not applicable in all estate under Rimba Nilai.	Yes															

Criterion / Indicator		Assessment Findings	Compliance
<b>Criterion 4.5.3: Waste management and disposal</b>			
<b>4.5.3.1</b>	All waste products and sources of pollution shall be identified and documented.  - <b>Major compliance</b> -	The waste is already been identified in waste management plan dated 21 Sept 2018. Sungai – sungai 2 estate, waste management plan is been identified the source base on area such as field generate fertiliser bag, chemical container etc, Nursery, Genset and others. Waste also been assess during Environmental aspect and impact to estate.	Yes
<b>4.5.3.2</b>	A waste management plan to avoid or reduce pollution shall be developed and implemented. The waste management plan should include measures for:  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  - <b>Major compliance</b> -	Waste Management Action Plan Year 2019 for the estate. Site visit confirmed that the practice of reduce, reuse and recycle of materials has been implemented. Segregation of wastes i.e. general wastes and scheduled wastes were verified to be satisfactory. Proper storage areas were identified for the storage of the recyclable wastes at the estate.	Yes
<b>4.5.3.3</b>	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.  - <b>Major compliance</b> -	The management have 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. This manual refer to Scheduled waste management manual dated June 2017 by sustainability team however found :-  a) All estate found the label for each Scheduled is not properly maintain such as no date of generate, some estate did not put label and proper signage as per Scheduled waste reg 2005	No

Criterion / Indicator		Assessment Findings	Compliance
		b) Found the store in Sungai – Sungai 2 and Kawananan estate not build properly as per Guidelines for packaging, labelling and storage of scheduled wastes in Malaysia.	
<b>4.5.3.4</b>	<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><b>- Major compliance -</b></p>	<p>Triple rinsing procedure is available in estate under Title Prosedur 3 kali Pembilasan Bekas Simpanan, the training have been conduct on 9 April 2018.</p> <p>Sungai – sungai 1</p> <p>The disposal of empty container (SW 409) latest dated 13 Feb 2019 (referred consignment note: B003785) at Lagenda Bumimas Sdn Bhd</p> <p>Sungai – sungai 2</p> <p>Disposal of empty container (39kg) done on 13 February 2019 at Lagenda Bumimas refer consignment note B003738 for SW 409. In Sungai-sungai 2 estate, they generate SW 410,409,102 and 305.</p>	Yes
<b>4.5.3.5</b>	<p>Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourses.</p> <p><b>- Minor compliance -</b></p>	<p>During site visit verification, domestic waste been disposed properly in the field and far from water resource. Sungai-sungai 1 estate landfill in field PM99C been used as domestic waste disposal area. This landfill is support for sungai – sungai 1 estate and Rimba Nilai Mill workers housing complex domestic waste.</p>	Yes
<b>Criterion 4.5.4: Reduction of pollution and emission</b>			
<b>4.5.4.1</b>	<p>An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, scheduled wastes, solid wastes and effluent.</p> <p><b>- Major compliance -</b></p>	<p>In Kawananan estate, new implementation (Operation Tarantula) been initiate on 3 December 2018 however management does not assess the aspect and impact of operation to environment. Last evaluation have been done on 18 June 2018</p>	No

Criterion / Indicator		Assessment Findings	Compliance
		Sungai-sungai 2 estate, the genset , scheduled waste, landfill and other activities is been assess and evaluate the impact and aspect to environment dated 7 Jan 2018 however not include construction in the assessment.	
<b>4.5.4.2</b>	An action plan to reduce identified significant pollutants and emissions shall be established and implemented.  - <b>Major compliance</b> -	In Sungai-sungai 3 estate the Pollution reduction plan is available dated 1 Jan 2019. In the plan, they target to reduce GHG by implement such as not develop any new oil palm plantation on peatlands, reduce using inorganic fertiliser and more using efb, POME used as fertiliser and also to ensure efficient usage of fossil fuel based machine.	Yes
<b>Criterion 4.5.5: Natural water resources</b>			
<b>4.5.5.1</b>	The management shall establish a water management plan to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include:  a. Assessment of water usage and sources of supply.  b. Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the estate’s current activities.  c. Ways to optimize water and nutrient usage to reduce wastage (e.g. having in place systems for re-use, night application, maintenance of equipment to reduce leakage, collection of rainwater, etc.).	Documented Water Management Plan Year dated 15 march 2019 inclusive of location; wastewaters produced; treatment/containment method; reuse/recycle/disposal method was sighted. The plan implemented as per following:  - Identification of water sources - Efficient use of water - Renewability of water sources - Riparian buffer zone - Areas where buffer zone not established - Water quality monitoring - Effluent analysis	Yes

Criterion / Indicator		Assessment Findings	Compliance
	<p>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.</p> <p>e. Where natural vegetation in riparian areas has been removed, a plan with a timetable for restoration shall be established and implemented.</p> <p>f. Where bore well is being use for water supply, the level of the ground water table should be measured at least annually.</p> <p><b>- Major compliance -</b></p>	<ul style="list-style-type: none"> <li>- Demarcation of wetlands areas</li> <li>- Soil and water conservation measures</li> <li>- No construction of bunds/weirs/dam across main rivers</li> </ul> <p>Water analysis dated 6 December 2018 referred report 20111110/12 for upstream (at field PM00E), Middle (at Field PM00E and PM00F), and Downstream (Field PM00F) by Dynakey Laboratories Sdn Bhd. From the result, no chemical and pollution is detected.</p> <p>In Sungai-sungai 2, the water for drinking source from pond in the estate. No river as per JUPEM map in Sungai-sungai 2 estate. Buffer zone at pond is protected and no trace of chemical activity been sighted during site visit.</p>	
<b>4.5.5.2</b>	<p>No construction of bunds, weirs and dams across main rivers or waterways passing through an estate.</p> <p><b>- Minor compliance -</b></p>	<p>Verification done during site visit at Sungai Sugut, No construction of bunds, weirs and dams across main rivers or waterways passing through an estate</p>	Yes
<b>4.5.5.3</b>	<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><b>- Minor compliance -</b></p>	<p>In Kawananan estate, sungai-sungai 1 and 2, they practice rain water harvesting verified during site visit. This action been complete on December 2017. It can be referred in good agriculture practice referred as Oil palm circular under Subject Draining in oil palms dated revised March 1998.</p>	Yes
<p><b>Criterion 4.5.6:</b> Status of rare, threatened, or endangered species and high biodiversity value</p>			

Criterion / Indicator	Assessment Findings	Compliance
<p><b>4.5.6.1</b> 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"> <li>a) Identification of high biodiversity value habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower(s) activities.</li> <li>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.</li> </ul> <p><b>- Major compliance -</b></p>	<p>The assessment for HCV or Biodiversity report already been conduct 22 August – 7 Sept 2018 by MEC (Malaysia Environment Consultant), however the report still pending to consultant. Management need to follow up with consultant to ensure identification of high biodiversity value and conservation status in estate.</p>	<p>No</p>
<p><b>4.5.6.2</b> 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"> <li>a) Ensuring that any legal requirements relating to the protection of the species are met.</li> <li>b) Discouraging any illegal or inappropriate hunting, fishing or collecting activities; and developing responsible measures to resolve human-wildlife conflicts.</li> </ul> <p><b>- Major compliance -</b></p>	<p>Not available and the detail can be referred to indicator 4.5.6.1</p>	<p>Yes</p>

Criterion / Indicator		Assessment Findings	Compliance
<b>4.5.6.3</b>	A management plan to comply with Indicator 1 shall be established and effectively implemented, if required.  - <b>Major compliance</b> -	Not available and the detail can be referred to indicator 4.5.6.1	Yes
<b>Criterion 4.5.7: Zero burning practices</b>			
<b>4.5.7.1</b>	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.  - <b>Major compliance</b> -	The estate in Boustead using technic zero burning, refer to O.P.C no 51a (Clearing method from Jungle),51b(Clearing method from rubber), and 51c (Clearing method from oil palm). This OPC is regarding method for land clearing for replanting that use no burn during replanting.	Yes
<b>4.5.7.2</b>	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.  - <b>Major compliance</b> -	Not applicable because no record of open burning done. Verified during site visit and interview with workers, villagers and management.	NA
<b>4.5.7.3</b>	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.  - <b>Major compliance</b> -	Not applicable because no record of open burning done. Verified during site visit and interview with workers, villagers and management.	NA
<b>4.5.7.4</b>	Previous crops should be felled or mowed down, chipped and shredded, windrowed or pulverized or ploughed and mulched.	No replanting in Kawananan estate, Sunagi-sungai 2 estate the replanting will be conduct on September 2019 and for Sungai-sungai estate will be on year 2022 as per replanting programme however Boustead have establish for replanting and stated previous crops	Yes



Criterion / Indicator		Assessment Findings	Compliance
	- <b>Minor compliance</b> -	should be felled or mowed down, chipped and shredded, windrowed or pulverized or ploughed and mulche. This manual call Safe Work Procedure (SWP) dated 12 March 2011.	
<b>4.6 Principle 6: Best Practices</b>			
<b>Criterion 4.6.1: Site Management</b>			
<b>4.6.1.1</b>	Standard operating procedures shall be appropriately documented and consistently implemented and monitored.  - <b>Major compliance</b> -	<p>The standard operating procedure for estate is available in Boustead. Refer to Oil Palm Circular (OPC) dated 29 June 2018, its cover from organization for planting, Weed management in oil palm, Mikania eradication and control, lalang eradication and control, management of ganoderma basal stem rot, rat control in oil palm, epiphyte eradication, management of termites, palm cencus, mulching, supplying, assisted pollination, Pruning of fronds, FFB ripeness standard, and others.</p> <p>For monitored for implementation, in Boustead planting advisor will inspect every year to ensure the implementation and latest report is referred ARMA/PAreport/sg2/nn/2018 dated 27 March 2018 by En Anuar Semail (PA BEA KL).</p> <p>For manuring recommendation, the recommendation is by Chin Shenyang from Advanced Agriecological Research Sdn Bhd dated 4 January 2019.</p>	Yes
<b>4.6.1.2</b>	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	This cover under OPC 5.4a Terracing for terrace at sloping area to prevent both soil erosion as well as siltation of drains and waterways.	Yes

Criterion / Indicator		Assessment Findings	Compliance
	contamination of surface and groundwater through runoff of either soil, nutrients or chemicals. <b>- Major compliance -</b>		
<b>4.6.1.3</b>	A visual identification or reference system shall be established for each field. <b>- Major compliance -</b>	Boundary markers between each field were sighted during site visit. Based on site visit at the sampled smallholders, it was noted that the boundaries were demarcated with various ways such as wooden pole, roads and trenches.	Yes
<b>Criterion 4.6.2: Economic and financial viability plan</b>			
<b>4.6.2.1</b>	A documented business or management plan shall be established to demonstrate attention to economic and financial viability through long-term management planning. <b>- Major compliance -</b>	The budget plan is available under for 2018 until 2021, its cover area statement, labor statement, allocation wages, labor reconciliation, oil palm seasonal budget, yield statement, Vehicle & Engine running scheduled and crop expenditure.	Yes
<b>4.6.2.2</b>	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. <b>- Major compliance -</b>	No replanting for Sungai – Sungai 1 estate. For Sungai –Sungai 3 estate replanting will be conduct on 2020 until 2026. No replanting for next year 2019. Total hectare will be replanting is 1472.70 Ha.	Yes
<b>4.6.2.3</b>	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	All the contain is available in business and management plan refer indicator 4.6.2.1	Yes

Criterion / Indicator		Assessment Findings	Compliance
	c) Cost of production : cost per tonne of FFB d) Price forecast e) e) Financial indicators : cost benefit, discounted cash flow, return on investment <b>- Major compliance -</b>		
<b>4.6.2.4</b>	The management plan shall be effectively implemented and the achievement of the goals and objectives shall be regularly monitored, periodically reviewed and documented. <b>- Major compliance -</b>	Estate management was regularly monitored, periodically reviewed and documented the budget versus actual through progress report. The management also was established costing book for every work activity at estate and conducted the monthly meeting with all staff and executive.	Yes
<b>Criterion 4.6.3: Transparent and fair price dealing</b>			
<b>4.6.3.1</b>	Pricing mechanisms for the products and other services shall be documented and effectively implemented. <b>- Major compliance -</b>	Pricing mechanisms are spelt out in Administrative Procedures and Estates Field Contract, dated 2/5/2012. For tasks such as field maintenance, harvesting, provision of machinery, FFB transport, the decision to award contract is depend on manager’s prerogative.  Other tasks such as construction of workers housing, replanting, opened tenders process is applied.  Whereas for items purchasing such as spare parts, agrochemicals, quotations based on amount of purchase shall be obtained. This is guided by the Limits of Authority (LOA) procedure, dated 2/5/2019.	Yes

Criterion / Indicator		Assessment Findings	Compliance
4.6.3.2	All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner. <b>- Major compliance -</b>	Interview with the contractors confirmed that the payment was made appropriately and timely manner. E.g. of IBG Payment Notification verified: <ul style="list-style-type: none"> <li>- Inv. No. M322211900, transaction date: 25/2/2019, notification date: 1/3/2019 – Mustamin Contractor</li> <li>- Inv. No. J1622119900, transaction date: 25/2/2019, notification date: 1/3/2019 – JNR Ent.</li> </ul>	Yes
<b>Criterion 4.6.4: Contractor</b>			
4.6.4.1	Where contractors are engaged, they shall understand the MSPO requirements and shall provide the required documentation and information. <b>- Major compliance -</b>	The obligations for the contractors to comply with MSPO were stated in Clause 8 of the contract agreement, e.g. (ref.: CA No.: SS1/MC-(1)2/2019 and SS1/MC-(4)5/2019) for LSS1. For LK, it was stated in Clause J of the contract agreement.	Yes
4.6.4.2	The management shall provide evidence of agreed contracts with the contractor. <b>- Major compliance -</b>	Contract agreements were available for all contractors. The agreements were between Boustead Rimba Nilai Sdn Bhd and contractors. Among the contract agreements verified: <u>LSS1</u> <ul style="list-style-type: none"> <li>- CA No.: SS1/MC-(1)2/2019 – Mustamin Contractor</li> <li>- CA No.: SS1/MC-(4)5/2019 – JNR Enterprise</li> <li>- CA No.: SS1/SHL-7(M)/2019 – Syarikat Hien Lee</li> </ul> <u>LK</u> <ul style="list-style-type: none"> <li>- LK/SSE 02/2018 – Sri Sejadi Enterprise (FFB Transporter)</li> <li>- LK/DDSB 01/2018 – Dataran Daiman Sdn Bhd (FFB Transporter)</li> </ul>	Yes

Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> <li>- LK/PE 03/2018 – Paulus Enterprise (FFB Transporter)</li> <li>- LK/SPSK 06/2018 – Syarikat Pertanian SK (Harvesting &amp; Field Maintenance)</li> <li>- LK/SPR 05/2018 – Syarikat Pertanian Rimba (Harvesting &amp; Field Maintenance)</li> <li>- LK/SHJ 08/2018 – Syarikat Naim Jaya (Harvesting &amp; Field Maintenance)</li> <li>- LK/NE 04/2018 – Norriza Enterprise (Harvesting &amp; Field Maintenance)</li> </ul> <p><u>LSS2</u></p> <ul style="list-style-type: none"> <li>- LSS2/ZNT(2)/2018 – ZNT Bersatu (Hire Machinery, Harvesting &amp; Maintenance)</li> <li>- LSS2/RE/2018 – Rynah Enterprise (Harvesting &amp; Field Maintenance)</li> <li>- LSS2/NE/2018 – Norriza Enterprise (Harvesting &amp; Field Maintenance)</li> <li>- LSS2/DNR/2018 – Syt Ilham Anna (Harvesting)</li> <li>- LSS2/PE(1)/2018 – Paulus Enterprise (FFB Transporter)</li> <li>- LSS2/TH/2018 – Syt Tai Hing Sdn Bhd (Hire Machinery)</li> <li>- LSS2/HL/2018 – Syt Hien Lee (Hire Machinery)</li> <li>- LSS2/DD/2018 – Dataran Daiman Sdn Bhd (Hire Machinery)</li> </ul>	
<b>4.6.4.3</b>	<p>The management shall accept MSP0 approved auditors to verify assessments through a physical inspection if required.</p> <p><b>- Minor compliance -</b></p>	<p>All the estates visited have no objection to allow BSI auditors to verify the assessment through physical inspection if required.</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
<b>4.6.4.4</b>	<p>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.</p> <p><b>- Major compliance -</b></p>	<p>All works i.e. harvesting, FFB evacuation and field maintenance performed by the contractors workers at the estates are checked and verified by the estates personnel on routine basis.</p>	Yes
<b>4.7 Principle 7: Development of new planting</b>			
<b>Criterion 4.7.1: High biodiversity value</b>			
<b>4.7.1.1</b>	<p>Oil palm shall not be planted on land with high biodiversity value unless it is carried out in compliance with the National and/or State Biodiversity Legislation.</p> <p><b>- Major compliance -</b></p>	<p>There is no development of new planting at all the visited estates.</p>	Yes
<b>4.7.1.2</b>	<p>No conversion of Environmentally Sensitive Areas (ESAs) to oil palm as required under Peninsular Malaysia’s National Physical Plan (NPP) and the Sabah Forest Management Unit under the Sabah Forest Management License Agreement. For Sabah and Sarawak, new planting or replanting of an area 500ha or more requires an EIA. For areas below 500ha but above 100ha, a Proposal for Mitigation Measures (PMM) is required.</p> <p><b>- Major compliance -</b></p>	<p>There is no development of new planting at all the visited estates.</p>	Yes
<b>Criterion 4.7.2: Peat Land</b>			

Criterion / Indicator		Assessment Findings	Compliance
4.7.2.1	New planting and replanting may be developed and implemented on peat land as per MPOB guidelines on peat land development or industry best practice. <b>- Major compliance -</b>	There is no development of new planting at all the visited estates.	Yes
<b>Criterion 4.7.3: Social and Environmental Impact Assessment (SEIA)</b>			
4.7.3.1	A comprehensive and participatory social and environmental impact assessment shall be conducted prior to establishing new plantings or operations. <b>- Major compliance -</b>	There is no development of new planting at all the visited estates.	NA
4.7.3.2	SEIAs shall include previous land use or history and involve independent consultation as per national and state regulations, via participatory methodology which includes external stakeholders. <b>- Major compliance -</b>	There is no development of new planting at all the visited estates.	NA
4.7.3.3	The results of the SEIA shall be incorporated into an appropriate management plan and operational procedures developed, implemented, monitored and reviewed. <b>- Major compliance -</b>	There is no development of new planting at all the visited estates.	NA
4.7.3.4	Where the development includes smallholder schemes of above 500ha in total or small estates, the impacts and implications of how each scheme or small estate is to be managed should be	There is no development of new planting at all the visited estates.	NA

Criterion / Indicator		Assessment Findings	Compliance
	documented and a plan to manage the impacts developed, implemented, monitored and reviewed. <b>- Minor compliance -</b>		
<b>Criterion 4.7.4: Soil and topographic information</b>			
<b>4.7.4.1</b>	Information on soil types shall be adequate to establish the long-term suitability of the land for oil palm cultivation. <b>- Major compliance -</b>	There is no development of new planting at all the visited estates.	NA
<b>4.7.4.2</b>	Topographic information shall be adequate to guide the planning of planting programmes, drainage and irrigation systems, roads and other infrastructure. <b>- Major compliance -</b>	There is no development of new planting at all the visited estates.	NA
<b>Criterion 4.7.5: Planting on steep terrain, marginal and fragile soils</b>			
<b>4.7.5.1</b>	Extensive planting on steep terrain, marginal and fragile soils shall be avoided unless permitted by local, state and national laws. <b>- Major compliance -</b>	There is no development of new planting at all the visited estates.	NA
<b>4.7.5.2</b>	Where planting on fragile and marginal soils is proposed, plans shall be developed and implemented to protect them and to minimize adverse impacts (e.g. hydrological) or significantly increased risks (e.g. fire risk) in areas outside the plantation.	There is no development of new planting at all the visited estates.	NA



Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -		
4.7.5.3	Marginal and fragile soils, including excessive gradients and peat soils, shall be identified prior to conversion. - Major compliance -	There is no development of new planting at all the visited estates.	NA
<b>Criterion 4.7.6: Customary land</b>			
4.7.6.1	No new plantings are established on recognised customary land without the owners' free, prior and informed consent, dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions. - Major compliance -	There is no development of new planting at all the visited estates.	NA
4.7.6.2	Where new plantings on recognised customary lands are acceptable, management plans and operations should maintain sacred sites. - Minor compliance -	There is no development of new planting at all the visited estates.	NA
4.7.6.3	Where recognized customary or legally owned lands have been taken-over, the documentary proof of the transfer of rights and of payment or provision of agreed compensation shall be made available. - Major compliance -	There is no development of new planting at all the visited estates.	NA

Criterion / Indicator		Assessment Findings	Compliance
4.7.6.4	The owner of recognised customary land shall be compensated for any agreed land acquisitions and relinquishment of rights, subject to their free prior informed consent and negotiated agreement. <b>- Major compliance -</b>	There is no development of new planting at all the visited estates.	NA
4.7.6.5	Identification and assessment of legal and recognised customary rights shall be documented. <b>- Major compliance -</b>	There is no development of new planting at all the visited estates.	NA
4.7.6.6	A system for identifying people entitled to compensation and for calculating and distributing fair compensation shall be established and implemented. <b>- Major compliance -</b>	There is no development of new planting at all the visited estates.	NA
4.7.6.7	The process and outcome of any compensation claims shall be documented and made publicly available. <b>- Major compliance -</b>	There is no development of new planting at all the visited estates.	NA
4.7.6.8	Communities that have lost access and rights to land for plantation expansion should be given opportunities to benefit from the plantation development. <b>- Minor compliance -</b>	There is no development of new planting at all the visited estates.	NA

**MS 2530-4:2013 Malaysian Sustainable Palm Oil (MSPO) Part 4: General principles for Palm Oil Mill.**

Criterion / Indicator		Assessment Findings	Compliance
<b>4.1 Principle 1: Management commitment &amp; responsibility</b>			
<b>Criterion 4.1.1 – Malaysian Sustainable Palm Oil (MSPO) Policy</b>			
<b>4.1.1.1</b>	Policy for the implementation of MSPO shall be established. <b>- Major compliance -</b>	The Policy of MSPO available dated 1 Nov 2014 sign by Dato’ Shoib Abdullah (Pengurus Besar Kanan, Boustead Sdn Bhd). The Policy have been communicated to workers and stakeholder, latest record is on 4 March 2019 under title Awareness to MSPO MS 2530:2013 ) at KKS Rimba office area.	Yes
<b>4.1.1.2</b>	The policy shall also emphasize on the commitment to continual improvement with the objective of improving the milling operation. <b>- Major compliance -</b>	The policy was emphasize on the engagement and commitment to produce sustainable palm oil with the objective of improving the milling and estate operation.	Yes
<b>Criterion 4.1.2 – Internal Audit</b>			
<b>4.1.2.1</b>	Internal audit shall be planned and conducted regularly to determine the strong and weak points and potential area for further improvement. <b>- Major compliance -</b>	Internal Audit done on 26 Nov 2018 until 29 Nov 2018 and got 12 finding. All finding already been close and verified at side.	Yes
<b>4.1.2.2</b>	The internal audit procedures and audit results shall be documented and evaluated, followed by the identification of	The internal audit procedure dated July 2016 and audit result is available under MSPO file. The management review meeting is been conduct on 29 Nov 2018 at Sungai- Sungai 1 meeting room. This	Yes

	strengths and root causes of nonconformities, in order to implement the necessary corrective action. <b>- Major compliance -</b>	meeting is include all operating unit under Rimba Nilai, attended by Sustainability chairman, BEA-Sabah Region(OSHE), BEA-Sabah Region Manager, Boustead Estate Agency(BEA) – Kuala Lumpur and all management representative for Rimba Nilai.	
<b>4.1.2.3</b>	Reports shall be made available to the management for their review. <b>- Major compliance -</b>	The report is available as per indicator 4.1.2.1 for review and documented under file Internal Audit.	Yes
<b>Criterion 4.1.3 – Management Review</b>			
<b>4.1.3.1</b>	The management shall periodically review the continuous suitability, adequacy and effectiveness of the requirements for effective implementation of MSP0 and decide on any changes, improvement and modification. <b>- Major compliance -</b>	The management review meeting is been conduct on 29 Nov 2018 at Sungai- Sungai 1 meeting room. This meeting is include all operating unit under Rimba Nilai, attended by Sustainability chairman, BEA-Sabah Region(OSHE), BEA-Sabah Region Manager, Boustead Estate Agency(BEA).	Yes
<b>Criterion 4.1.4 – Continual Improvement</b>			
<b>4.1.4.1</b>	The action plan for continual improvement shall be based on a consideration of the main social and environmental impact and opportunities for the company. <b>- Major compliance -</b>	The action plan for continual improvement for Social, environment and safety is been discuss during management review meeting such as for OER improvement is to install decanter machine and using sterilizer automation for safety improvement. For environment mill in progress to using electrostatic precipitator (ESP) system for control the air pollution from boiler with target Dec 2019	Yes
<b>4.1.4.2</b>	The company should establish a system to improve practices in line with new information and techniques; and for disseminating this information throughout the workforce.	Few environmental plan has been established including waste management action plan, continuous improvement environmental plan and etc. The following was sighted:  - POM Waste Management Action Plan Year 2019	Yes

	- <b>Major compliance</b> -	- Continuous Improvement Environmental Plan 2018-2019 - 3R Waste Management Practices Campaign as per Mill Manager notification letter dated 19/9/2017	
<b>4.2 Principle 2: Transparency</b>			
Criterion 4.2.1 – Transparency of information and documents relevant to MSPO requirements			
<b>4.2.1.1</b>	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.  - <b>Major compliance</b> -	The mill has informed its stakeholders about transparency during stakeholders’ consultation meeting. Land titles/user rights, Safety and health plans, plans and impact assessments relating to environmental and social, plans for pollution prevention, records of complaints & grievances, plans for continuous improvement are accessible upon request by the stakeholders. To-date there is no information requested by relevant stakeholders	Yes
<b>4.2.1.2</b>	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.  - <b>Major compliance</b> -	Among the documents that are publicly available: - Company’s profile - Environmental Management Plan - Pollution prevention plan - Land titles - Occupational Health & Safety plan - Social Impact Management plan - HCV Management Plan - Company’s various policies  Apart from that, the policies such as Pesticide Use Policy, Human Rights Policy, Foreign Workers Policy and etc. are publicly available in the company’s website: <a href="http://www.bousteadplantations.com.my">www.bousteadplantations.com.my</a> .	Yes
<b>Criterion 4.2.2 – Transparent method of communication and consultation</b>			

<p><b>4.2.2.1</b></p>	<p>Procedures shall be established for consultation and communication with the relevant stakeholders.</p> <p><b>- Major compliance -</b></p>	<p>There is a communication procedure entitled "<i>Prosedur untuk Berkomunikasi</i>". A form entitled "Borang Komunikasi Luaran" has also been established to record any external communication. The form has the information about date, type of communication, issue, action taken, to name a few.</p>	<p>Yes</p>
<p><b>4.2.2.2</b></p>	<p>The management shall nominate management officials at the operating unit responsible for issues related to <i>indicator 1</i>.</p> <p><b>- Minor compliance -</b></p>	<p>A panel called "<i>Panel Aduan</i>" has been established to be responsible for issues related to indicator 1. The panels are chaired by the mill manager and assisted by executive and staff. The organisation charts have been documented and made available for verification.</p>	<p>Yes</p>
<p><b>4.2.2.3</b></p>	<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><b>- Major compliance -</b></p>	<p>Lists of stakeholders were made available and updated from time to time. Among the stakeholders included in the lists were government agencies, contractors, suppliers, surrounding communities and NGOs. The last consultation was conducted on 15/8/2018 which covered all the operating units. Minutes of meeting was available for verification.</p>	<p>Yes</p>
<p><b>Criterion 4.2.3 – Traceability</b></p>			
<p><b>4.2.3.1</b></p>	<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><b>- Major compliance -</b></p>	<p>Boustead Plantations Bhd has established a procedure for traceability entitled "MSPO Traceability Procedures" [rev. 2, dated Mar 2018]. In the procedure, Clause 6.3.1 requires the facility to record MSPO MB Products input &amp; output on real-time basis. This can be improved by making it consistent with the Mass Balance Records which is in fixed inventory format (OFI).</p>	<p>Yes</p>
<p><b>4.2.3.2</b></p>	<p>The management shall conduct regular inspections on compliance with the established traceability system.</p> <p><b>- Major compliance -</b></p>	<p>Regular inspection was done through internal audit where elements of traceability were included.</p>	<p>Yes</p>
<p><b>4.2.3.3</b></p>	<p>The management shall identified and assign suitable employees</p>	<p>Based on the procedure's Clause 5.2.1, the Sustainability Chairman is appointed as the person having the overall responsibility for the</p>	<p>Yes</p>

	to implement and maintain traceability system. <b>- Minor compliance -</b>	implementation of the procedure. He has appointed the mill manager to be the person assisting in the implementation of the traceability procedure [ref.: appointment letter dated 5/12/2018, from Sustainability Chairman (En. Anuar Semail)].	
<b>4.2.3.4</b>	Records of storage, sales, delivery or transportation of crude palm oil and palm kernel shall be maintained. <b>- Major compliance -</b>	Records of CPO & PK sales & delivery including Weighbridge Tickets together with sales Delivery Note (DO) and Daily Record (Daily CPO/PK Despatch Summary Log Book) were maintained based on Standard Operating Procedure, dated 2/5/2012; Chapter 7: Sales of Produce Ex-Estate/Mill Procedures; Section 7.2 CPO Sales and Despatches; Section 7.3 PK Sales and Despatches & Chapter 13: Retention of Documents which specified a minimum retention period of 7 years prior of disposal.	Yes
<b>4.3 Principle 3: Compliance to legal requirements</b>			
<b>Criterion 4.3.1 – Regulatory requirements</b>			
<b>4.3.1.1</b>	All operations shall be in compliance with applicable local, state, national and ratified international laws and regulations. <b>- Major compliance -</b>	Standard Procedure is referred BEA/LP/2017 dated 1 Jan 2017 for legal procedure under Chapter 15. In estate also have the mechanism of tracking of laws changes flowchart in compliance to legal requirements. This LORR already been updated on 25 Feb 2019. However, the following lapses were found, which led to assignment of non-conformity report:  - The Permit potongan daripada gaji pekerja, in accordance to Section 113(4), Labour Ordinance (Sabah Cap 67) was not available.	No
<b>4.3.1.2</b>	The management shall list all relevant laws related to their operations in a legal requirements register. <b>- Major compliance -</b>	The management already have all laws that applicable for their operation in LORR such as per below:-	Yes

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		<ul style="list-style-type: none"> <li>• License for Diesel available permission 4<sup>th</sup> January 2018 from PPDNKK (Mahathir B. Mazlan) manager of Jabatan Jualan Nasional. They also have support from BOMBA referred letter JBPM/SB/ZSD: 700-5/1/20/325 DATED 26 June 2018 with permission to store 25,500 liter diesel. Mill already apply the license referred letter JBPM/SB/ZSD:700/1/7-35Jld.2 form BOMBA for fire certificate.</li> <li>• MPOB license referred 5082954044000 valid from 1 Feb 2019 until 31 Jan 2020 with 120000mt , todate FFB process is 24538.25 mt.</li> <li>• License from Suruhanjaya Tenaga (Siri:31583) license no. 2018/02422 valid from 20/10/2018 until 19/10/2019 for generate electric 3450 kW.</li> <li>• SB PMT 9963, valid until 9 July 2019 (PMT-SB/18 12258), SB PMT 968, valid until 9 July 2018 (PMT-SB/18 12261), SB PMD 143, valid until 9 July 2019 ( PMD-SB/18 12758)</li> </ul>	
<p><b>4.3.1.3</b></p>	<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><b>- Major compliance -</b></p>	<p>The new amendment is been communicated with all dated 23 December 2018 regarding to Mins wages 2018.</p>	<p>Yes</p>
<p><b>4.3.1.4</b></p>	<p>The management should assign a person responsible to monitor compliance and to track update the changes in regulatory requirements.</p>	<p>In Boustead, Amrul Nizam from Boustead HQ is a person responsible to monitor compliance and to track and update the changes in regulatory requirements. Evidence refer to email dated on 27 Nov 2018 from Amrul Nizam to operating unit for LORR updated. For Min wages</p>	<p>Yes</p>



	- <b>Minor compliance</b> -	2018 already communicated thru email dated 28 Feb 2019. In Mill Nazriah bt Atan(0003A) is been appointed as LORR updated changes.	
<b>Criterion 4.3.2 – Lands use rights</b>			
<b>4.3.2.1</b>	The management shall ensure that their oil palm milling activities do not diminish the land use rights of other users.  - <b>Major compliance</b> -	The mill is located in LSS1 Estate. Land issue is handled by the estate.	Yes
<b>4.3.2.2</b>	The management shall provide documents showing legal ownership or lease, history of land tenure and the actual legal use of the land.  - <b>Major compliance</b> -	The mill is located in LSS1 Estate. Land issue is handled by the estate.	Yes
<b>4.3.2.3</b>	Legal parameter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable.  - <b>Major compliance</b> -	The mill is located in LSS1 Estate. Land issue is handled by the estate.	Yes
<b>4.3.2.4</b>	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).  - <b>Minor compliance</b> -	The mill is located in LSS1 Estate. Land issue is handled by the estate.	Yes
<b>Criterion 4.3.3 – Customary rights</b>			

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. - <b>Major compliance</b> -	There is no land encumbered by customary rights.	NA
4.3.3.2	Maps of an appropriate scale showing extent of recognized customary rights shall be made available. - <b>Minor compliance</b> -	There is no land encumbered by customary rights.	NA
4.3.3.3	Negotiation and FPIC shall be recorded and copies of the relevant agreements should be made available. - <b>Major compliance</b> -	There is no land encumbered by customary rights.	NA
<b>4.4 Principle 4: Social responsibility, health, safety and employment condition</b>			
<b>Criterion 4.4.1: Social Impact Assessment (SIA)</b>			
4.4.1.1	Social impacts should be identified and plans should be implemented to mitigate the negative impacts and promote the positive ones. - <b>Minor compliance</b> -	The SEIA has been conducted by a consultant in Aug-Sep 2018. However, the assessment report has yet to be produced by the consultant. Thus, a non-conformity report was assigned due to this lapse.	No
<b>Criterion 4.4.2: Complaints and grievances</b>			
4.4.2.1	A system for dealing with complaints and grievances shall be established and documented. - <b>Major compliance</b> -	A flowchart entitled " <i>Carta Aliran Membuat Aduan Masalah</i> " and " <i>Carta Aliran Aduan ke Pihak Atasan</i> ", prepared by " <i>Jawatankuasa Panel Aduan Ladang</i> ", dated February 2018. Complaints shall be resolve in 7 days or escalated to higher authority/management based on " <i>Carta Aliran Aduan ke Pihak Atasan</i> ". Nonetheless, The complaint handling flowchart can be further improved by providing the date of	Yes

		establishment, timeframe to resolve issue and the next step to be taken if complaint cannot be resolved (OFI).	
<b>4.4.2.2</b>	The system shall be able to resolve dispute in an effective, timely and appropriate manner, which is accepted by all parties.  - <b>Major compliance</b> -	The complaint and grievances are open to affected parties which includes internal and external stakeholders. The time to process the complaints or grievances is 1 week. Mostly, the complaints received were about housing maintenance & repair by the employees. They were recorded in a log book which has the information about date, complainant, details of complain and status. All the complaints were resolved within the timeframe spelt out in the flowchart	Yes
<b>4.4.2.3</b>	A complaint form should be made available at the premises, where employees and affected stakeholders can make complaints.  - <b>Minor compliance</b> -	Complaint form has been established and available for public e.g. outside the office, workers line-site, clinic, etc. The form has the information about complainant details (name, address, phone, etc.), date of complaint, complaint details, complainant acknowledgement signatures, action taken and status of action taken. There was no complaint received so far.	Yes
<b>4.4.2.4</b>	Employees and surrounding communities should be made aware of its existence and that complaints or suggestions may be made at any time.  - <b>Minor compliance</b> -	Employees and surrounding communities were made aware on the complaints and grievances through various ways such as meeting, training and briefing. The surrounding communities were informed about the mechanism of complaints management through stakeholders' consultation meeting. Last meeting was done on 15/8/2018 for RNPOM, LSS1, LSS2, LSS3, LK and LP, attended by 27 participants from surrounding plantations, villages, suppliers, government clinic, PDRM, etc.	Yes
<b>4.4.2.5</b>	Complaints and solutions within the past 24 months shall be documented and be made available to affected stakeholders upon request.  - <b>Major compliance</b> -	The mill maintained its records of complaint in a complain file. Records since establishment of procedure (Sep 2018) were still well maintained.	Yes

<b>Criterion 4.4.3: Commitment to contribute to local sustainable development</b>			
<b>4.4.3.1</b>	<p>Palm oil miller should contribute to local development in consultation with the local communities. Where the mill is an 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><b>- Minor compliance -</b></p>	<p>Contributions to local development were made normally incorporated with the estate. In general, the contributions made were of donation. Mostly among the recipients were nearby schools and surrounding communities.</p>	Yes
<b>Criterion 4.4.4: Employees safety and health</b>			
<b>4.4.4.1</b>	<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><b>- Major compliance -</b></p>	<p>OSH manual is available in Rimba Nilai Palm Oil Mill referred to Occupational Safety and Health Manual dated 1 January 2018.</p> <p>OSH Policy also available dated 1 June 2012 approved by Tan Sri Dato' Seri Lodin Wok Kamaruddin (Deputy Chairman/Group Managing Director).</p>	Yes
<b>4.4.4.2</b>	<p>The occupational safety and health plan should cover the following:</p> <ul style="list-style-type: none"> <li>a) A safety and health policy, which is communicated and implemented.</li> <li>b) The risk of all operations shall be assessed and documented.</li> <li>c) An awareness and training programme which includes the following requirements for employees exposed to chemicals used at the palm oil mill:               <ul style="list-style-type: none"> <li>i. All employees involved are adequately trained on safe working practices;</li> </ul> </li> </ul>	<p>HIRARC (Hazard Identification, Risk Assessment and Risk Control) is available dated 14 /3/2011 amended on 29 December 2017. HIRARC latest review dated 31 December 2016.</p> <p>OSH committee (OSH Manual Chapter 4; Occupational &amp; Health Organization) dated 1 Jan 2018. OSH appointment letter is available date 1 August 2018 same with Organization chart.</p> <p>PPE (OSH Manual Chapter 8: Personal Protective Equipment) dated 1 Jan 2018. The checking on PPE is available under file PPE issuance record however recommendation PPE for operating unit is not available.</p>	No

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<ul style="list-style-type: none"> <li>ii. All precautions attached to products should be properly observed and applied;</li> <li>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).</li> <li>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.</li> <li>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.</li> <li>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 ant the concerns of employees and any remedial actions taken shall be recorded.</li> <li>h) Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees.</li> <li>i) Employees trained in First Aid shall be present at all mill operations. First Aid equipment should be available at each worksite.</li> <li>j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.</li> </ul>	<p>Emergency Response Plan (OSH Manual Chapter 13: Emergency Response Plan) dated 1 Jan 2018. The organization chart is available for fire outbreak, accident and First Aid team is available.</p> <p>Accident (OSH Manual Chapter 14: Accident Investigation and Reporting) dated 1 Jan 2018. Record latest incident is not available only have JKKP 8 (JKKP 8/28647/2019) already sent to DOSH on 18 Jan 2019. Audiometric test done on 23 March 2018 by DAB OH Sdn Bhd. Found 12 workers was found impairment. However interview with Dr Azizan (HQ/10/DOC/00167) hearing impairment does not need for JKKP 7. However found no training for hearing conservation in KKS Rimba Nilai.</p> <p>OSH Meeting (Occupational Safety &amp; Health Organization) 2.5 Meetings shall meet at least once in 3 month. Record latest OSH meeting is on 17 December 2018 and previously is on 25 Sept 2018 and 11 June 2019. Workplace inspection been done on 14 December 2018 and result have been discuss during meeting.</p> <p>Chemical register is available dated 2 Jan 2019 and all chemical is verified during site verification. CHRA assessment (ref no.: HQ/11/ASS/00/298-2018/104) by Dr Mohd Azizan Abdul Aziz (HQ/11/ASS/00298-2018/104) from DAB OH Sdn Bhd dated 9 April 2018.</p> <p>First aid training record available dated on 20 &amp; 21 November 2017 by Borneo First Response Sdn Bhd.</p>	
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	- Major compliance -		
<b>Criterion 4.4.5: Employment conditions</b>			
<b>4.4.5.1</b>	<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>Human Rights Policy was available which was signed by the Senior General Manager (Dato' Shoib Abdullah), dated 11/1/2011. It was communicated to employees and stakeholders through various methods such as stakeholders consultations, morning briefing and through display at strategic locations, e.g. notice boards and websites.</p>	Yes
<b>4.4.5.2</b>	<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>Addressed in "Equal Rights Policy", stating that the company is committed to provide equal treatment to everyone regardless of race, caste, nationality, religion, disability, gender, age, sexual orientation, members of associations and political opinion.</p>	Yes
<b>4.4.5.3</b>	<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>Employment contracts for workers were available for verification. Pay and conditions are documented and in line with the Minimum Wage Order 2018. Sampled of employment contracts confirmed that terms and conditions are clearly outlined and have been signed by the worker. Among the sampled workers whom payslips for January 2019 verified were Emp. No.: 0229A, 0420J, 0290i, 0387F, 0405I, 0312J, 0317E, 0382A, 014A and 0413H.</p>	Yes
<b>4.4.5.4</b>	<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>No contractor hired for the mill's routine tasks.</p>	Yes

<p><b>4.4.5.5</b></p>	<p>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.</p> <p><b>- Major compliance -</b></p>	<p>Recording of employees can be extracted from the PIMACS (company's data base system). Among the information available is name, gender, date of birth, date of join and job types.</p>	<p>Yes</p>
<p><b>4.4.5.6</b></p>	<p>All employees shall be provided with fair contracts that have been signed by both employee and employer. A copy of employment contract shall be made available for each and every employee indicated in the employment records.</p> <p><b>- Major compliance -</b></p>	<p>Employees have been provided with employment contract. The employees that recruited by the estates are from local and Indonesia. They are all under direct employment to the estates. All of them have signed on the employment contract prior to work. Details about period of contract/ probation period, position offered, wages, annual leave, allowances and etc. were stated in the employment contract.</p>	<p>Yes</p>
<p><b>4.4.5.7</b></p>	<p>The management shall establish a time recording system that makes working hours and overtime transparent for both the employees and employers.</p> <p><b>- Major compliance -</b></p>	<p>Recording system for attendance at the mill was using the thumbprint system (Vigilant Security Sdn Bhd). Verification of records on-site showed that working hours and overtime were made transparent.</p>	<p>Yes</p>
<p><b>4.4.5.8</b></p>	<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><b>- Major compliance -</b></p>	<p>Interviewed with the workers confirmed that they have rest time in between of the working hours. Overtimes were paid according to the rate stated in the agreement and regulatory requirements.</p>	<p>Yes</p>
<p><b>4.4.5.9</b></p>	<p>Wages and overtime payment documented on the pay slips shall be in line with legal regulations and collective agreements.</p> <p><b>- Major compliance -</b></p>	<p>Hours of overtime were recorded in the payslip and rate was paid according to the regulatory requirements.</p>	<p>Yes</p>

<p><b>4.4.5.10</b></p>	<p>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.</p> <p><b>- Minor compliance -</b></p>	<p>The management provides free medical facilities to all the workers and dependents. Community Learning Centre was available for the children of foreign workers. Facilities such as school bus, school for foreign workers children, sport facilities (football field, badminton court, etc.) were provided at the estates.</p>	<p>Yes</p>
<p><b>4.4.5.11</b></p>	<p>In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities.</p> <p><b>- Major compliance -</b></p>	<p>The basic amenities and facilities at the quarters provided by the company to its workers. Generally, the workers quarters were in good condition.</p>	<p>Yes</p>
<p><b>4.4.5.12</b></p>	<p>The management shall establish a policy to prevent all forms of sexual harassment and violence at the workplace.</p> <p><b>- Major compliance -</b></p>	<p>Addressed in "Sexual Harassment Policy" which was signed by the Sr. GM (Dato' Shoib Abdullah), dated 11/1/2011. However, the sexual harassment policy can be further improved by including policy &amp; guideline on violence.</p> <p>Apart from that, procedure for sexual harassment entitled "<i>Prosedur Aduan Gangguan Seksual</i>) has been established. A special form to report cases of sexual harassment has also established and distributed at several strategic location such as workers' line-site, office and clinic. To-date there has been no report lodged with regards to sexual harassment.</p>	<p>Yes</p>
<p><b>4.4.5.13</b></p>	<p>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</p>	<p>There is no trade union at the mill. Nonetheless, based on interview, the workers were aware that there is no restriction for them to join any trade union. Apart from that, Boustead has also had a policy on respecting the right for employees to form or join association.</p>	<p>Yes</p>



	right should not be discriminated against or suffer repercussions. <b>- Major compliance -</b>		
<b>4.4.5.14</b>	Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation. <b>- Major compliance -</b>	Based on employees register extracted from Plantation Information Management Accounting System (PIMACS), there were some recruitments of young person found:  - Adwince Admiral, DOB 25/3/2000, joined 9/1/2018 - Ricx Ezuanlie Rasmin, DOB 20/8/2001, joined 2/2/2019  Thus, a non-conformity report was assigned due to this lapse.	No
<b>Criterion 4.4.6: Training and competency</b>			
<b>4.4.6.1</b>	All employees and contractors shall be appropriately trained. A training programme shall include regular assessment of training needs and documentation, including records of training. <b>- Major compliance -</b>	Training programme is available date 15 Dec 2018 approved by Manager Mohd Saifol Ishak. Training programme cover safety, social and environment such as MSPO and RSPO training, First aid training, Scheduled waste training and etc as per below record:-  i) CepSwamp Training dated 10/12/18 – 14/12/18 by Petronas Technical Training S/B  ii) MSPO training dated 4/3/2019 by Assistant Iswan Abdurachan.  iii) Commissioning Decanter training dated 21/12/2018 by Alfa Laval.  iv) Laporan Taklimat Prosedur Kerja Selamat (SWP) dated 12/12/2018 by Mohamad Azam Jasni.  v) Laporan Taklimat Kesedaran Terhadap Penjagaan Alam Sekitar Dan Sistem Kitar Semula dated 7/12/2018 by Mohamad Azam Jasni.	Yes

		vi) FFB grader Training dated 28/5/2018 vii) AGT and AESP training dated 20/2/2019 by NIOSH viii) Steam engineer and boilerman training dated 3/11/2018	
<b>4.4.6.2</b>	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. <b>- Major compliance -</b>	Training needs of individual employees is identified by Job description of each workers. Management have implementation of the training programmes in order to provide the specific skill and competency required to all employees based on their job description. The record training is as per indicator 4.4.6.1	Yes
<b>4.4.6.3</b>	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. <b>- Minor compliance -</b>	The continuous training programme also available under Training programme. This according to evaluation of each workers.	Yes
<b>4.5 Principle 5: Environment, natural resources, biodiversity and ecosystem services</b>			
<b>Criterion 4.5.1: Environmental Management Plan</b>			
<b>4.5.1.1</b>	An environmental policy and management plan shall be in line with the relevant country and state environmental laws shall be established, effectively communicated and implemented. <b>- Major compliance -</b>	Policy of environment is available under title Polisi Alam Sekitar & Biodiversiti dated 11 January 2011 by Shoib Abdullah (Pengurus Besar Kanan).	Yes
<b>4.5.1.2</b>	The environmental management plan shall cover the following: a) An environmental policy and objectives; b) The aspects and impacts analysis of all operations	The aspect and Impact identification is available dated 1 Jan 2018 prepared by David Wokal Bin Paulus. This identification is cover workshop and Maintenance, effluent treatment, Palm Product storage & dispatch, laboratory, Power generation, Boiler, Kernel recovery, Depericarping, clarification, Pressing, Threshing, Sterilisation and	Yes

	- <b>Major compliance</b> -	reception however no evaluation have been conduct to determined action to be taken for all create impact situation.	
<b>4.5.1.3</b>	An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, implemented and monitored.  - <b>Major compliance</b> -	The environmental improvement plan is available under title action plan for environment dated 15 January 2019 such as to control any spillage to the river during POME application. The action is to install or using sprinkler and target is on sept 2019 from budget capital expenditure noted under code NB 0302 number 05 management already put it in the budget for implementation.  In mill the plan to using electrostatic precipitor (ESP) system for control the air pollution from boiler with target Dec 2019	Yes
<b>4.5.1.4</b>	A programme to promote the positive impacts should be included in the continual improvement plan.  - <b>Minor compliance</b> -	For continuous action plan, Rimba Nilai mill already plan to extend the EFB hopper to ensure to ensure and avoid leachate from EFB flow into river on Jun 2019.	Yes
<b>4.5.1.5</b>	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 achieving objectives.  - <b>Major compliance</b> -	Training programme is available date 15 Dec 2018 approved by Manager Mohd Saifol Ishak. Training programme cover safety, social and environment such as;-  Laporan Taklimat Kesedaran Terhadap Penjagaan Alam Sekitar Dan Sistem Kitar Semula dated 7/12/2018 by Mohamad Azam Jasni.	Yes
<b>4.5.1.6</b>	The management shall organize regular meetings with workers where concerns of workers about the environmental quality are discussed.  - <b>Major compliance</b> -	In Rimba Nilai POM have establish Environmental Performance Monitoring Committee(EPMC). Latest EPMC training done on 17 December 2018, this meeting done twice per year. Previously meeting done on 6 June 2018. Objective of the EPMC is to monitoring all maintenance on environment and to discuss and suggestion regarding to environmental for improvement.	Yes
<b>Criterion 4.5.2: Efficiency of energy use and use of renewable energy</b>			

<p><b>4.5.2.1</b></p>	<p>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</p> <p><b>- Major compliance -</b></p>	<p>The consumption of non-renewable energy such as Diesel and petrol is been documented in Rimba Nilai POM. For year 2018 Diesel usage is 349,096 Liter and for petrol usage is 1,091 liter as per Diesel and Lubricant consumption for year 2018 dated 11/3/2019. Under Plan for improving fossil fuel and palm GHG FY 2018/19, management already plan to using the diesel such as to minimize and limit the electrical usage based on electrical scheduled and replace the light bulb with and energy saving bulb.</p>	<p>Yes</p>
<p><b>4.5.2.2</b></p>	<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><b>- Major compliance -</b></p>	<p>The estimation for diesel usage is available under budget 2019. Refer as per budget 2019, management target will using 264,674 liter for all operation in POM.</p>	<p>Yes</p>
<p><b>4.5.2.3</b></p>	<p>The use of renewable energy should be applied where possible.</p> <p><b>- Minor compliance -</b></p>	<p>In Rimba Nilai POM, as per interview from the assistant, staff and manager the empty fruit bunch (EFB) is using back in boiler as fuel as replacement of diesel as fuel.</p>	<p>Yes</p>
<p><b>Criterion 4.5.3: Waste management and disposal</b></p>			
<p><b>4.5.3.1</b></p>	<p>All waste products and sources of pollution shall be identified and documented.</p> <p><b>- Major compliance -</b></p>	<p>Waste handling SOP is available in Rimba Nilai POM under SW management (Scheduled waste management) dated June 2017. The waste product by Mill already been identified under waste management plan dated 15 Jan 2019. In Mill, there are many type of waste been generate such as scheduled waste, recycle waste, domestic waste and etc.</p>	<p>Yes</p>

<p><b>4.5.3.2</b></p>	<p>A waste management plan shall be developed and implemented, to avoid or reduce pollution. The waste management plan should include measure for:</p> <p>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> <p><b>- Major compliance -</b></p>	<p>The waste product by Mill already been identified under waste management plan dated 15 Jan 2019. In Mill, there are many type of waste been generate such as scheduled waste, recycle waste, domestic waste and etc.</p> <p>For recycle waste in mill such as fibre and nutshell will be using as fuel in boiler.</p>	<p>Yes</p>
<p><b>4.5.3.3</b></p>	<p>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) Regulations, 2005</p> <p><b>- Major compliance -</b></p>	<p>Standard Operating Procedure for handling of used chemicals that are classified under Environmental Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974. Type of waste is cover in 5.2 under title Types of scheduled waste for Mill and 5.3 Non categorized SW.</p> <p>For scheduled waste in Rimba Nilai POM, latest disposal referred consignment note 20190107139KBYRL and 2019010713CJ1ZFK dated 7 Jan 2019 for SW 410 and 305 to Segar Alam Kinabalu (SW contractor). Segar Alam Kinabalu referred license (003506) valid till 30 April 2019.</p> <p>Inventory latest referred on ASSH/SDK(B)31/152/000/071 dated</p> <p>During Site visit at Scheduled waste store found date of generate of scheduled waste is not available and also found some glove with oil contaminate is been dispose in general waste.</p>	<p>No</p>
<p><b>4.5.3.4</b></p>	<p>Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourse.</p> <p><b>- Minor compliance -</b></p>	<p>Domestic waste is manage by estate management (Sungai –Sungai 1 estate).</p>	<p>Yes</p>

<b>Criterion 4.5.4: Reduction of pollution and emission</b>			
<b>4.5.4.1</b>	An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, particulate and soot emissions, scheduled wastes, solid wastes and effluent.  - <b>Major compliance</b> -	The assessment for all pollution activities have been conducted, the aspect and Impact identification dated 1 Jan 2018 prepared by David Wokal Bin Paulus. This identification is cover greenhouse gas emissions, particulate and soot emissions, scheduled wastes, solid wastes and effluent.	Yes
<b>4.5.4.2</b>	An action plan to reduce identified significant pollutants and emissions shall be established and implemented.  - <b>Major compliance</b> -	For implementation to reduce dust particulate emission, Rimba Nilai POM will install the Dust Particulate Reduction System within 2019. And another implementation is to install aerator at effluent pond.	Yes
<b>4.5.4.3</b>	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.  - <b>Major compliance</b> -	From verification with POME on 20 February 2019 referred report TSSB/BRN/W6868/0219 by Testing Services (Sabah) Sdn Bhd record found the result is according and followed as per Jadual Pematuhan. This monitoring is done by monthly basis and previously record is on 23 January 2019.	Yes
<b>Criterion 4.5.5: Natural water resources</b>			
<b>4.5.5.1</b>	The management shall establish water management plans to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include:  a) Assessment of water usage and sources.	Documented Water Management Plan Year 2019 inclusive of location; wastewaters produced; treatment/containment method; reuse/recycle/disposal method was sighted. The plan implemented as per following:  - Identification of water sources  - Efficient use of water	Yes

	<p>b) Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the mill's current activities.</p> <p>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> <p><b>- Major compliance -</b></p>	<ul style="list-style-type: none"> <li>- Renewability of water sources</li> <li>- Riparian buffer zone</li> <li>- Areas where buffer zone not established</li> <li>- Water quality monitoring</li> <li>- Effluent analysis</li> <li>- Demarcation of wetlands areas</li> <li>- Soil and water conservation measures</li> <li>- No construction of bunds/weirs/dam across main rivers</li> </ul> <p>Sampled implementation in place including the following monitoring were sighted:</p> <ul style="list-style-type: none"> <li>- Monthly water analysis by mill, latest conducted on 20 Feb 2019 referred report TSSB/BRN/W6870/0219, by Dynakey Laboratories Sdn Bhd.</li> </ul>	
<p><b>4.5.5.2</b></p>	<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><b>- Major compliance -</b></p>	<p>Not applicable because as per Jadual Pematuhan from DOE, Rimba Nilai POM only got permission to dispose POME using land application with guideline from DOE.</p>	<p>Yes</p>
<p><b>4.6 Principle 6: Best Practices</b></p>			
<p><b>Criterion 4.6.1: Mill Management</b></p>			
<p><b>4.6.1.1</b></p>	<p>Standard operating procedures shall be appropriately documented and consistently implemented and monitored.</p>	<p>Best Practice SOP is available under Mill Operation manual dated Oct 2017.</p>	<p>Yes</p>

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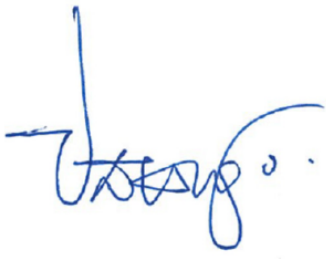
	- <b>Major compliance</b> -	The standard operating procedure is available for Boustead Rimba Nilai POM dated 2 May 2012. This manual cover Administrative Procedure, Financial procedures, Field Contracts, Capital contract, Engineering works, Stores Procedures, Sales produce ex estate/mill procedures, Insurance, Annual estimates, computer control, periodically requirements, Financial year end requirement, retentions of document, Sundries and Foreign workers expenses.  For mill operation manual is available dated Oct 2017 and its cover from reception station until Process check sheet and work instructions	
<b>4.6.1.2</b>	All palm oil mills shall implement best practices.  - <b>Major compliance</b> -	Visiting Engineering Visit for Rimba Nilai POM was conducted on 12/2/2019 by Deputy Group Engineer, Group Engineering Department. This visit to ensure POM implement and followed as per company guidelines and standard.	Yes
<b>Criterion 4.6.2: Economic and financial viability plan</b>			
<b>4.6.2.1</b>	A documented business or management plan shall be established to demonstrate attention to economic and financial viability through long-term management planning.  - <b>Major compliance</b> -	POM and supply base have established and implemented its commitment to long term sustainability and improvements through a capital expenditure programme eg: Consist of area statement, capital expenditures, vehicle and heavy plant running schedule, upkeep and cultivation, harvesting, nursery, production cost etc. Budget 2019 and 5 years planning horizon (projections 2019- 2023) was verified during the audit. Budget referred 2019 final budget Rimba nilai (RNPOM/HQ-04/01(4)/09-2018) dated 2 Oct 2018.	Yes
<b>Criterion 4.6.3: Transparent and fair price dealing</b>			
<b>4.6.3.1</b>	Pricing mechanisms for the products and other services shall be documented and effectively implemented.	The pricing mechanism for FFB purchase is spelt out in "Computation of Payment for FFB Purchsed by Rimba Nilai POM". Whereas for items purchasing such as spare parts and chemicals, quotations based on	Yes



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	- <b>Major compliance</b> -	amount of purchase shall be obtained. This is guided by the Limits of Authority (LOA) procedure, dated 2/5/2019.	
<b>4.6.3.2</b>	All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner. - <b>Major compliance</b> -	There were no task carried out by hired contractor by the mill.	Yes
<b>Criterion 4.6.4: Contractor</b>			
<b>4.6.4.1</b>	In case of the engagement of contractors, they shall be made to understand the MSP0 requirements and shall provide the required documentation and information. - <b>Major compliance</b> -	There were no task carried out by hired contractor by the mill.	Yes
<b>4.6.4.2</b>	The management shall provide evidence of agreed contracts with the contractor. - <b>Major compliance</b> -	There were no task carried out by hired contractor by the mill.	Yes
<b>4.6.4.3</b>	The management shall accept MSP0 approved auditors to verify the assessments through a physical inspection, if required. - <b>Minor compliance</b> -	There were no task carried out by hired contractor by the mill.	Yes

**4.0 Assessment Conclusion and Recommendation:**

<b>Acknowledgement of Internal Responsibility and Formal Sign-off of Assessment Findings</b>	
Based on the findings during the assessment, Boustead Plantations Bhd Rimba Nilai Palm Oil Mill and Estates Certification Unit complies with the MS 2530-3:2013 and MS 2530-4:2013. It is recommended that the certification of Boustead Plantations Bhd Rimba Nilai Palm Oil Mill and Estates Certification Unit to be approved.	
<b>Acknowledgement of Assessment Findings</b>	<b>Report Prepared by</b>
<b>Name:</b> Hafizi Boniran	<b>Name:</b> Valence Shem
<b>Company name:</b> Boustead Plantations Berhad	<b>Company name:</b> BSI Services Malaysia Sdn Bhd
<b>Title:</b> OSHE & Sustainability Manager	<b>Title:</b> Lead Auditor
<b>Signature:</b> 	<b>Signature:</b> 
<b>Date:</b> 24/6/2019	<b>Date:</b> 24/6/2019

**Appendix A: Assessment Plan**

Date	Time	Subjects	VSH	MNM
Monday 11/3/2019	0900-0915	Opening meeting: <ul style="list-style-type: none"> <li>Opening presentation by audit team leader</li> <li>Confirmation of assessment scope and finalize audit plan (including stakeholder's consultation)</li> </ul>	✓	✓
	0915-1200	<b>Sungai-Sungai 1 Estate</b> 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, Scheduled wastes management, worker housing, clinic, Landfill, , etc.	✓	✓
	1000-1100	<b>Stakeholder consultations:</b> Consultation with stakeholders such as government agencies/enforcers, NGO, contractors, suppliers, surrounding communities (e.g. neighbouring estates, smallholders, villages, workers representative, etc.), etc.	✓	
	1200-1300	Lunch break		
	1300-1630	<b>Sungai-Sungai 1 Estate</b> Document review P1 – P7 (MSPO Part 3): General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc.	✓	✓
	1630-1700	Interim closing briefing	✓	✓
Tuesday 12/3/2019	0900-1200	<b>Rimba Nilai POM</b> Inspection: FFB receiving, warehouse, workshop, wastes management & Landfill, Effluent Ponds, OSH & ERP, Environment issues, POME application, water treatment, staff, workers and contractor interview, housing and facility inspection, clinic, meeting stakeholders, etc.	✓	✓
	1000-1100	<b>Stakeholder consultations:</b> Consultation with stakeholders such as government agencies/enforcers, NGO, contractors, suppliers, surrounding communities (e.g. neighbouring estates, smallholders, villages, workers representative, etc.), etc.	✓	
	1200-1300	Lunch break		
	1300-1630	<b>Rimba Nilai POM</b> Document Review P1 – P6 (MSPO Part 4): SOPs, Review on SEIA documents and records, wage records, employee data, training records, legal permits, mill inspection and internal monitoring records, CIP & implementation, etc.	✓	✓
		1630-1700	Interim closing briefing	✓
Wednesday 13/3/2019	0900-1200	<b>Kawananan Estate</b> 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, Scheduled wastes management, worker housing, clinic, Landfill, , etc.	✓	✓
	1000-1100	<b>Stakeholder consultations:</b> Consultation with stakeholders such as government agencies/enforcers, NGO, contractors, suppliers, surrounding communities (e.g. neighbouring estates, smallholders, villages, workers representative, etc.), etc.	✓	
	1200-1300	Lunch break		

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	1300-1630	<b>Kawananan Estate</b> Document review P1 – P7 (MSPO Part 3): General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc.	✓	✓
	1630-1700	Interim closing briefing	✓	✓
Thursday 14/3/2019	0900-1300	<b>Sungai-Sungai 2 Estate</b> 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, Scheduled wastes management, worker housing, clinic, Landfill, , etc.	✓	✓
	1000-1100	<b>Stakeholder consultations:</b> Consultation with various categories of stakeholders such as government agencies/enforcers, NGO, contractors, suppliers, surrounding communities (e.g. neighboring estates, smallholders, villages, workers representative, etc.), etc.	✓	
	1200-1300	Lunch break		
	1300-1630	<b>Sungai-Sungai 2 Estate</b> Document review P1 – P7 (MSPO Part 3): General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc.	✓	✓
	1630-1700	Interim closing briefing	✓	✓
Friday 15/3/2019	0900-1300	<b>Sungai-Sungai 3 Estate</b> 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, Scheduled wastes management, worker housing, clinic, Landfill, , etc.	✓	✓
	1000-1100	<b>Stakeholder consultations:</b> Consultation with various categories of stakeholders such as government agencies/enforcers, NGO, contractors, suppliers, surrounding communities (e.g. neighboring estates, smallholders, villages, workers representative, etc.), etc.	✓	
	1200-1400	Lunch break & Friday pray		
	1400-1630	<b>Sungai-Sungai 3 Estate</b> Document review P1 – P7 (MSPO Part 3): General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc.	✓	✓
	1600-1630	Audit team discussion & preparation for closing meeting	✓	✓
	1630-1700	Closing meeting	✓	✓

**Appendix B: List of Stakeholders Contacted**

<b>List of Stakeholders Contacted</b>	
<p><b>Internal Stakeholders</b></p> <p>Managers and Assistants Mill &amp; Estate            Estates and Mill Staff/ Workers            Gender representative</p>	<p><b>Union/Contractors/Local Communities</b></p> <p>Sundry shops            Contractors            Suppliers            Neighbouring estates            Villages</p>
<p><b>Government Departments</b></p> <p>SK Binsulung</p>	<p><b>NGO</b></p> <p>Nil</p>

**Appendix C: Smallholder Member Details**

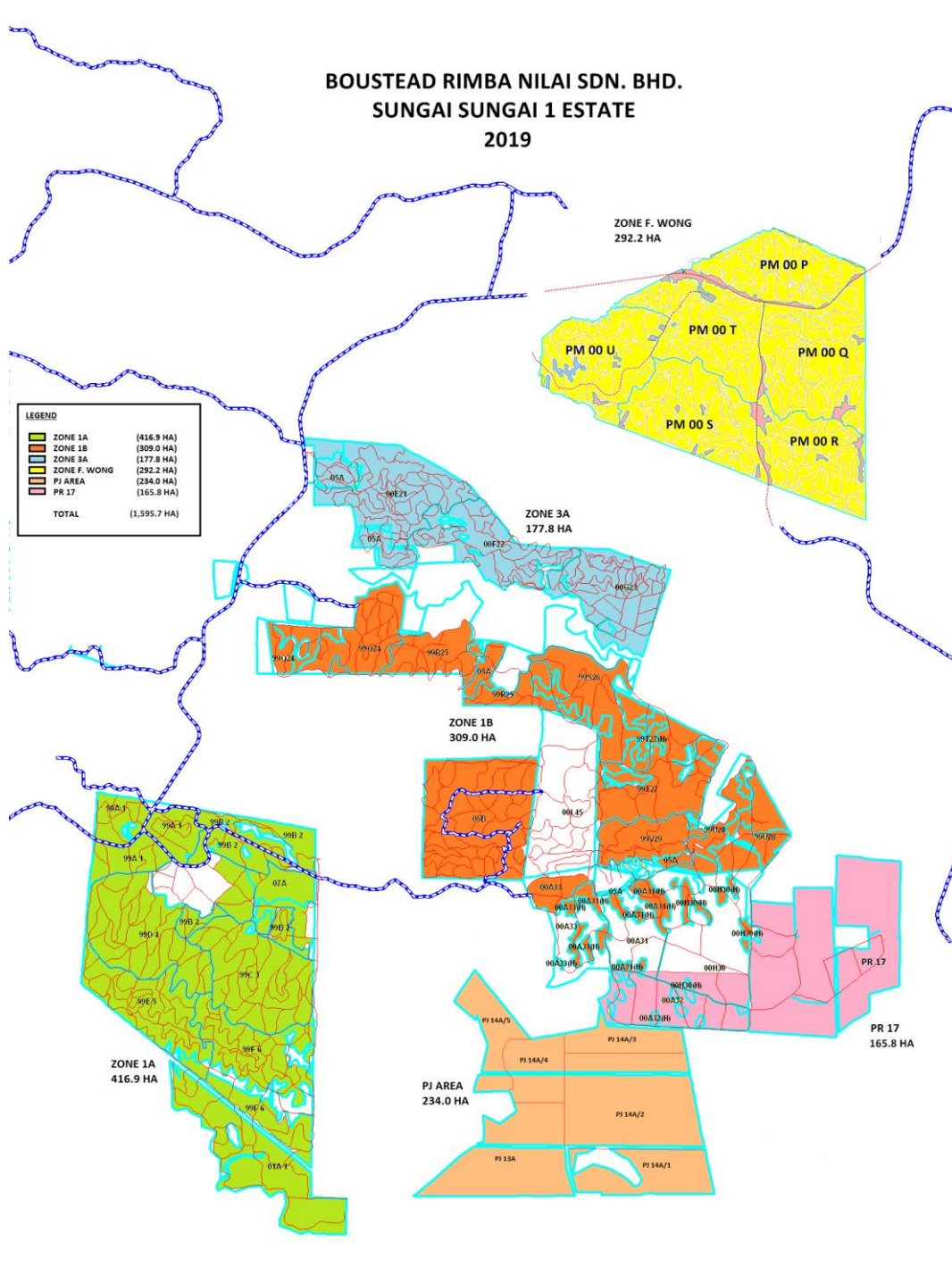
N/A

**Appendix D: Location Map of Rimba Nilai Palm Oil Mill Certification Unit and Supply bases**

**Rimba Nilai POM**



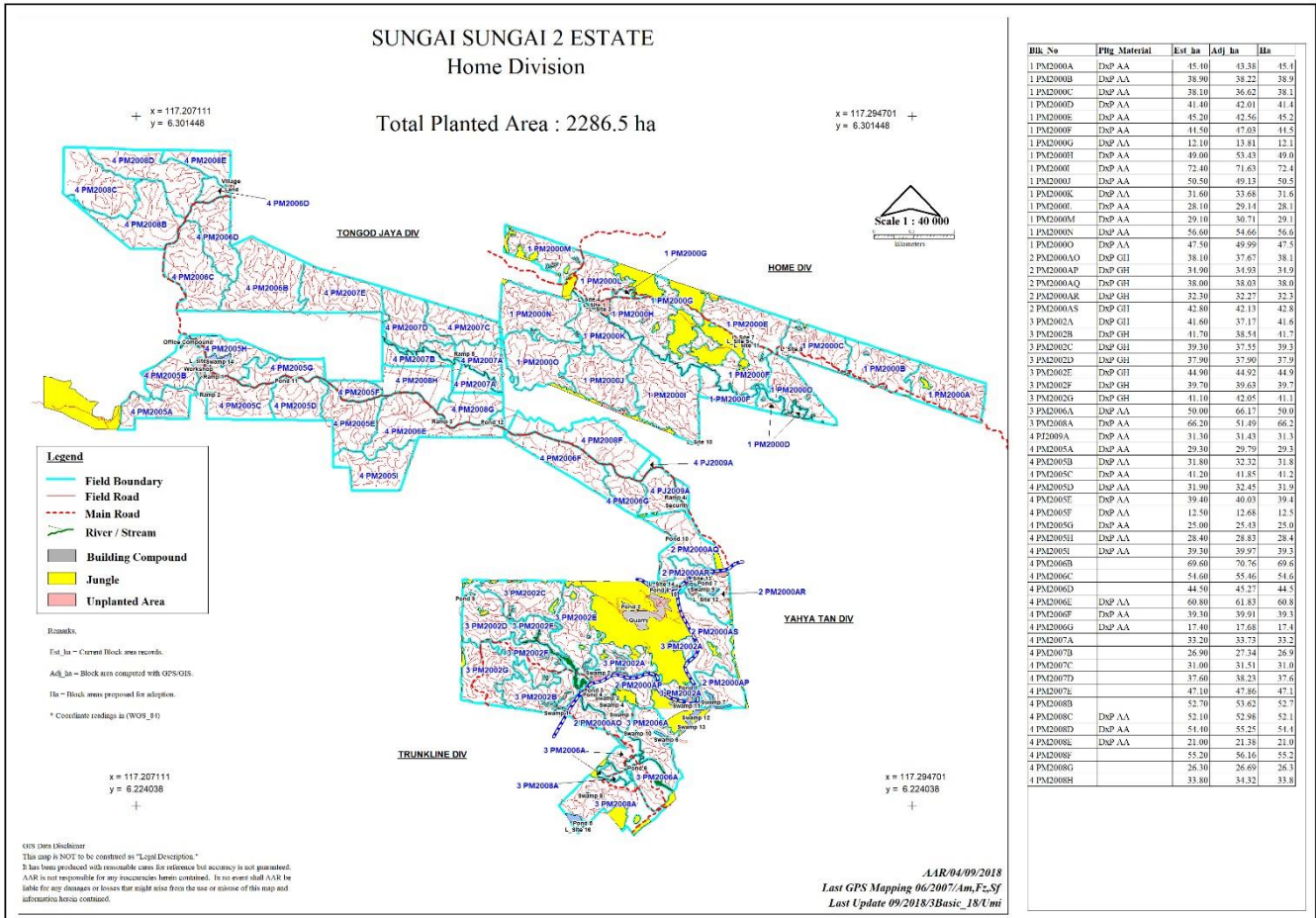
**Sungai-Sungai 1 Estate**



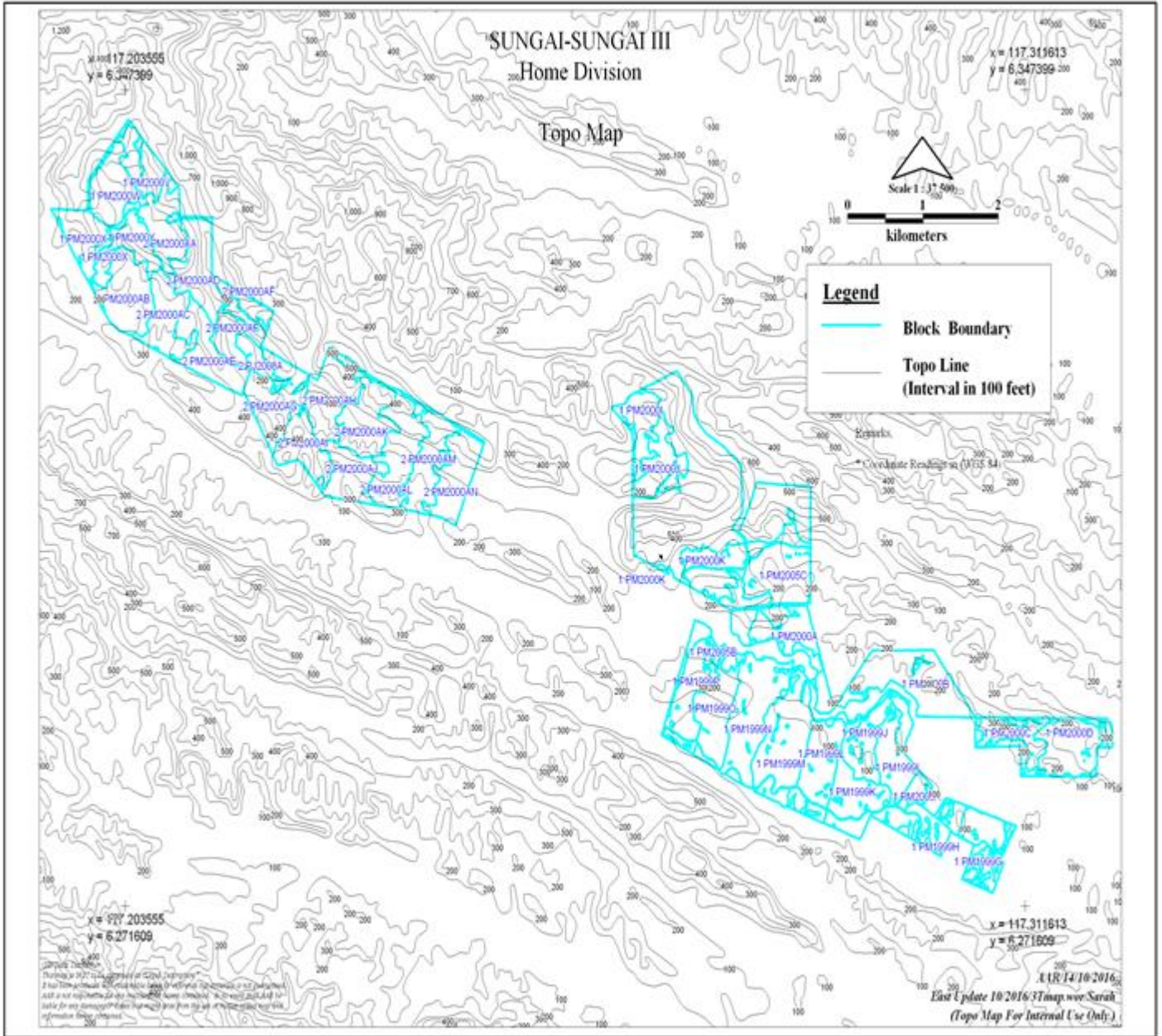


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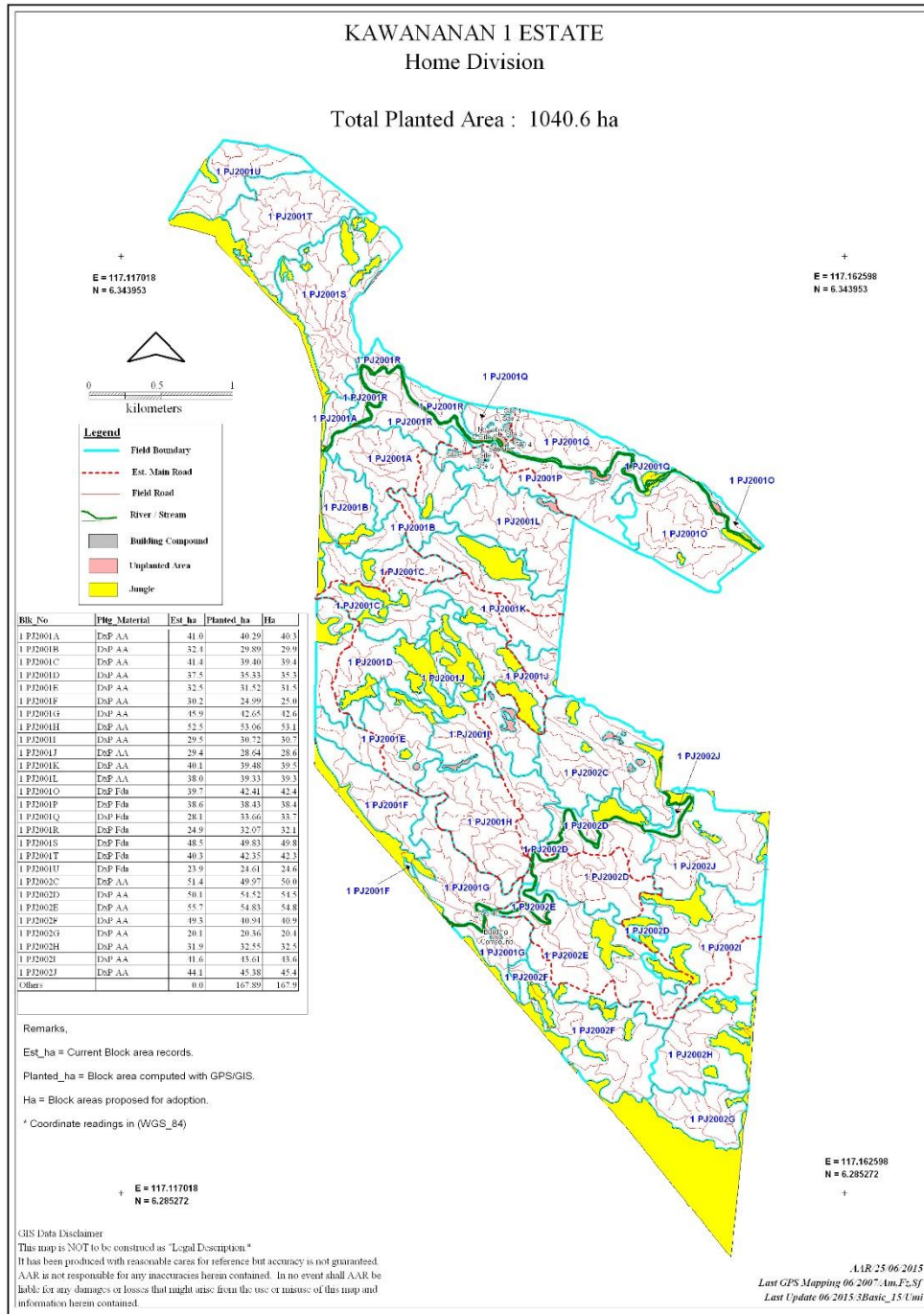
**Sungai-Sungai 2 Estate**



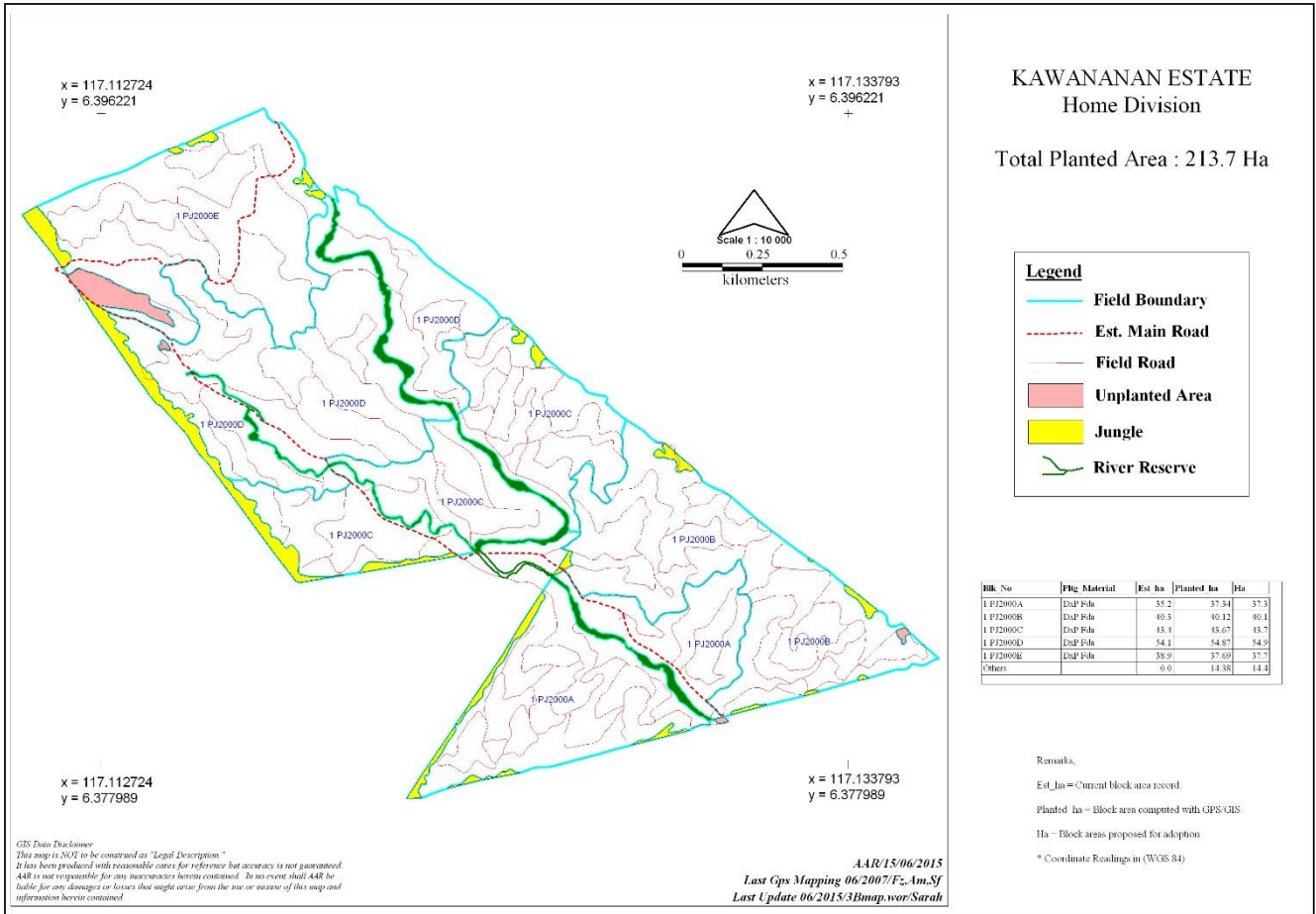
**Sungai-Sungai 3 Estate**



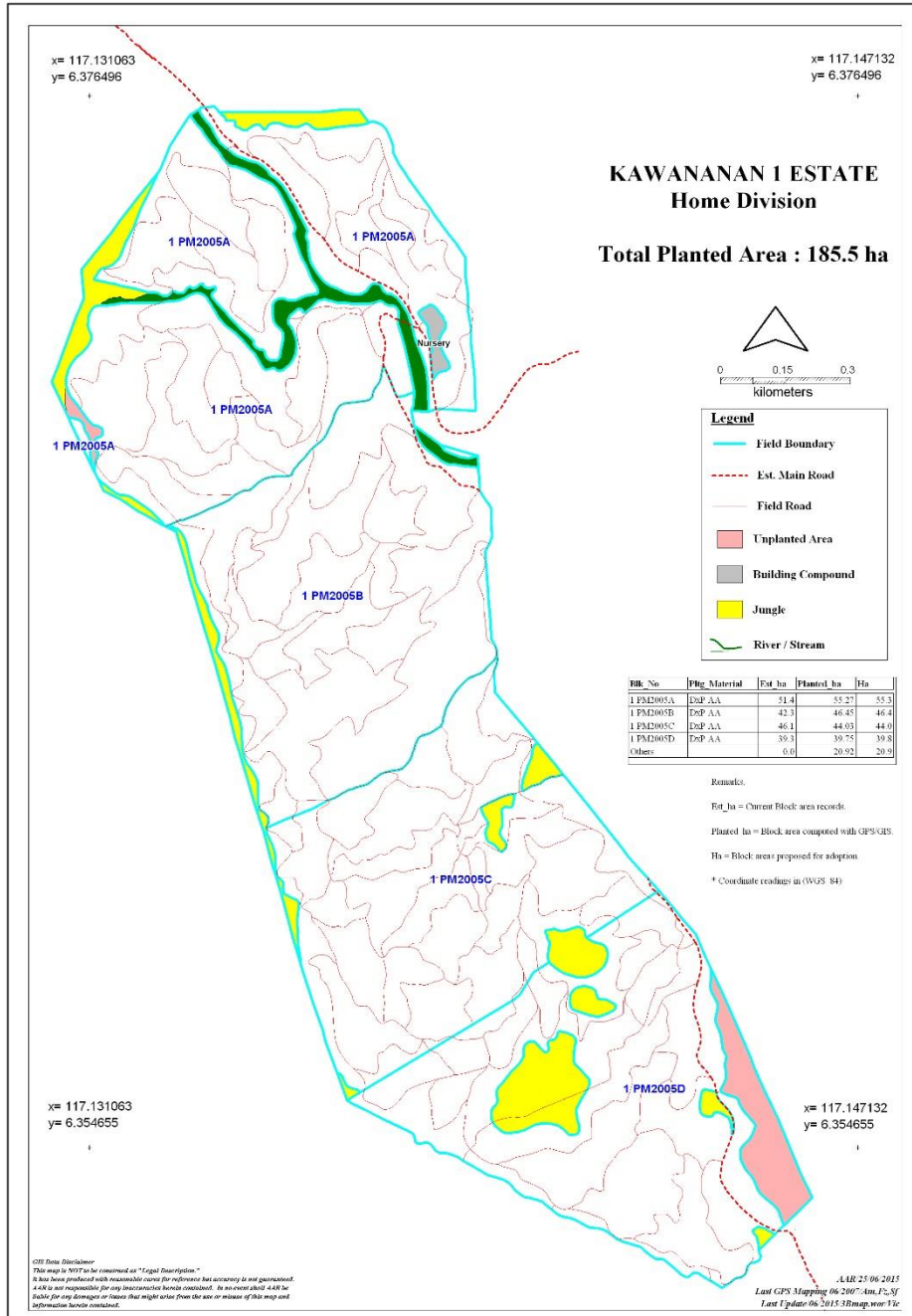
**Kawananan Estate**



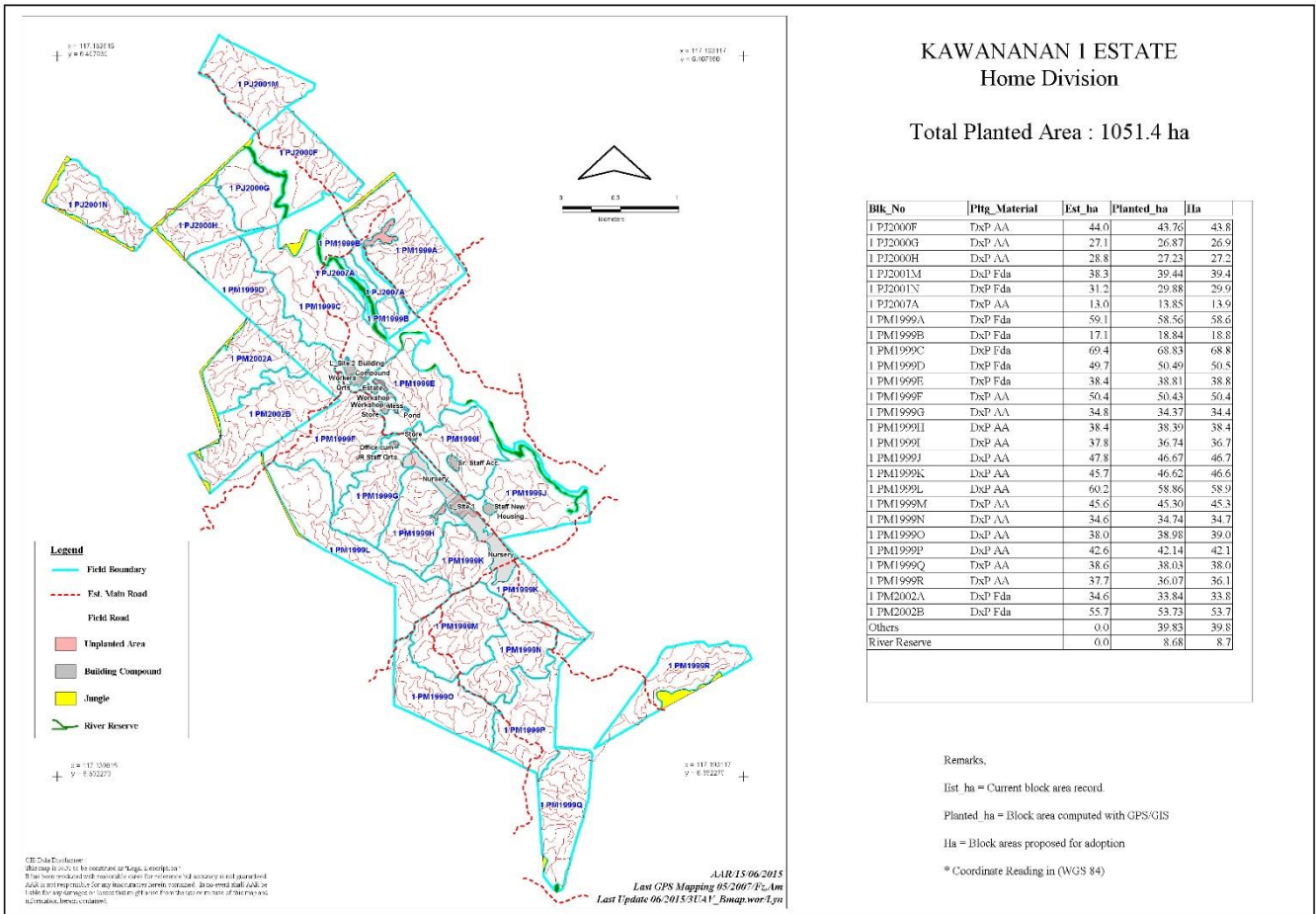
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**Appendix E: List of Abbreviations**

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
PQR	Performance Quality Rating
RC	Re-Certification
RED	Renewable Energy Directive
SEIA	Social & Environmental Impact Assessment
SIA	Social Impact Assessment
SOP	Standard Operating Procedure
SS	Suspended Solids
TN	Total Nitrogen
TS	Total Solids
VFA	Volatile Fatty Acids