

**MALAYSIAN SUSTAINABLE PALM OIL
- ANNUAL SURVEILLANCE ASSESSMENT (ASA) 1
Public Summary Report**

BOUSTEAD PLANTATIONS BERHAD
Client company Address: 19 th Floor Menara Boustead 69, Jalan Raja Chulan 50200 Kuala Lumpur, Malaysia
Certification Unit: Rimba Nilai Business Unit Rimba Nilai Palm Oil Mill & Sungai-Sungai 1 Estate Sungai-Sungai 2 Estate, Sungai-Sungai 3 Estate Lembah Paitan Estate, Kawananan Estate Location of Certification Unit: Jalan Nangoh Mukim Sugut 90100 Beluran, Sabah, Malaysia

Report prepared by: Hafriazhar Mohd. Mokhtar (Lead Auditor)

Report Number: 3282918

Assessment Conducted by:

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Section 1: Executive Summary

Organizational Information and Contact Person			
Company Name	Boustead Plantations Berhad		
Mill/Estate	MPOB License No.	Expiry Date	
Rimba Nilai Palm Oil Mill	508295404000	31/1/2022	
Sungai-Sungai 1 Estate	503941202000	30/4/2021	
Sungai-Sungai 2 Estate	503941202000	30/4/2021	
Sungai-Sungai 3 Estate	503941202000	30/4/2021	
Lembah Paitan Estate	503941202000	30/4/2021	
Kawananan Estate	503941202000	30/4/2021	
Address	19 th Floor Menara Boustead, 69 Jalan Raja Chulan, 50200 Kuala Lumpur, Malaysia		
Certification Unit	Jalan Nangoh Mukim Sugut, 90100 Beluran, Sabah, Malaysia		
Contact Person Name	Mr. Hafizi Boniran		
Website	www.bousteadplantationsberhad.com.my	E-mail	hafizi@bplant.com.my
Telephone	+603-2145 2121	Facsimile	N/A

Certification Information			
Certificate Number	Mill (MSPO Part 4): MSPO 705567 Estates (MSPO Part 3): MSPO 705568		
Issue Date	30/8/2019	Expiry date	29/8/2024
Scope of Certification	Mill: Production of Sustainable Palm Oil and Palm Oil Products Estates: Production of Sustainable Oil Palm Fruits		
Standard	MS 2530-4:2013: General principles for palm oil mills MS 2530-3:2013: General principles for oil palm plantations and organized smallholders		
Stage 1 Date	26 - 28/12/2018		
Stage 2/Initial Assessment Visit Date (IAV)	11 - 15/3/2019		
Continuous Assessment Visit Date (CAV) 1	7 - 11/9/2020		
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
Nil	N/A	N/A	N/A

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Location of Certification Unit			
Name of the Certification Unit (Palm Oil Mill/ Estate/ Smallholder/ Independent Smallholder)	Site Address	GPS Reference of the site office	
		Longitude	Latitude
Rimba Nilai Palm Oil Mill	Jalan Nangoh Mukim Sugut, 90100 Beluran, Sabah	117.31287	6.25761
Sungai-Sungai 1 Estate		117.30940	6.25080
Sungai-Sungai 2 Estate		117.12466	6.16350
Sungai-Sungai 3 Estate		117.32336	6.27381
Lembah Paitan Estate		117.24611	6.42539
Kawananan Estate		117.19312	6.40786

Certified Area					
Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Sungai-Sungai 1 Estate	1,615.30	208.98	148.82	1,973.10	81.87
Sungai-Sungai 2 Estate	2,286.50	28.70	27.10	2,342.30	97.62
Sungai-Sungai 3 Estate	1,473.70	274.30	7.60	1,755.60	83.94
Lembah Paitan Estate	999.50	124.76	299.28	1,423.54	70.21
Kawananan Estate	2,491.20	-	93.80	2,585.00	96.37
TOTAL	8,866.20	636.74	576.60	10,079.54	87.96

*Certified area changes due resurvey activities and findings from HCV assessment report.

Plantings & Cycle							
Estate	Age (Years)					Mature**	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
Sungai-Sungai 1 Estate	185.40	234.00	685.30	510.60	-	1,429.90	185.40
Sungai-Sungai 2 Estate	-	-	2,286.50	-	-	2,286.50	-
Sungai-Sungai 3 Estate	-	113.20	1,360.50	-	-	1,473.70	-
Lembah Paitan Estate	-	222.80	776.70	-	-	999.50	-
Kawananan Estate	380.70	-	1,266.60	843.90	-	2,110.50	380.70
Total (ha)	566.10	570.00	6,375.60	1,354.50	-	8,300.10	566.10

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Certified Tonnage of FFB			
Estate	Tonnage / year		
	Estimated (Sep 19 - Aug 20)	Actual (Sep 19 - Aug 20)	Forecast (Sep 20 - Aug 21)
Sungai-Sungai 1 Estate	25,500.00	16,409.58	26,300.00
Sungai-Sungai 2 Estate	39,000.00	17,632.01	29,600.00
Sungai-Sungai 3 Estate	24,300.00	9,749.46	16,100.00
Lembah Paitan Estate	30,200.00	9,739.82	15,900.00
Kawananan Estate	16,500.00	8,609.69	8,650.00
Total	135,500.00	62,140.56	96,550.00

Uncertified Tonnage of FFB			
Estate	Tonnage / year		
	Estimated (Sep 19 - Aug 20)	Actual (Sep 19 - Aug 20)	Forecast (Sep 20 - Aug 21)
Nam Wah Plantation S/B	2,400.00	2,419.55	1,200.00
Tongod Jaya Plantation S/B	400.00	343.83	420.00
Total	2,800.00	2,763.38	1,620.00

Certified Tonnage			
	Estimated (Sep 19 - Aug 20)	Actual (Sep 19 - Aug 20)	Forecast (Sep 20 - Aug 21)
	Mill Capacity: 40 MT/hr	FFB	FFB
	135,500.00	62,140.56	96,550.00
SCC Model: MB	CPO (OER: 21.00 %)	CPO (OER: 20.61 %)	CPO (OER: 21.00 %)
	28,455.00	12,807.17	20,275.50
	PK (KER: 4.50 %)	PK (KER: 4.43 %)	PK (KER: 4.50 %)
	6,097.50	2,752.83	4,344.75

Actual Sold Volume (CPO)					
CPO (MT)	MSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSPO		
12,500.00	Nil	Nil	Nil	12,500.00	12,500.00

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Actual Sold Volume (PK)					
PK (MT)	MSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSPO		
2,600.00	Nil	Nil	Nil	2,600.00	2,600.00

Section 2: Assessment Process

BSI is a leading global provider of management systems assessment and certification, with more than 80,000 certified locations and clients in over 190 countries. BSI Standards is the UK's National Standards Body. BSI provides independent, third-party certification of management systems.

Assessment Methodology, Programme, Site Visits

This on-site assessment was conducted from 7-11/9/2020. The audit programme is included in Section 2.3. The approach to the audit was to treat the Rimba Nilai Palm Oil Mill (Rimba Nilai Business Unit) as an MSPO Certification Unit. A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HBVs, declared conservation areas and local communities.

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

The estates or smallholders' sample were determined based on formula $S = r\sqrt{n}$ where n is the number of estates while when applicable, the smallholder's sample were determined following the MSPO Certification Requirement. The sampling of smallholders was 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 MSPO requirements and aspects where they considered that improvements could be made. At the start of each meeting, the interviewer explained the purpose of the audit followed by an evaluation of the relationship between the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and these have been incorporated into the assessment findings.

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

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

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.

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

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

Tentative Date of Next Visit: September 1, 2021 - September 5, 2021

Total No. of Mandays: 10 days

2.1 BSI Assessment Team

Team Member Name	Role <i>(Team Leader or Team member)</i>	Qualifications <i>(Short description of the team members)</i>
Hafriazhar Mohd. Mokhtar	Lead Assessor	Hafriazhar Mohd. Mokhtar is a Chemical Engineer by qualification. He has more than five years of direct work experience in the upstream processes of palm oil within the plantation industry. He is a qualified Lead Auditor for CDM, ISO 9001, ISO 14001, ISO 45001 and ISO 50001 and has accumulated more than 1000 audit days throughout his current career as the auditor for multiple disciplines covering Malaysia, Indonesia and Thailand. He has been trained in the MSP0 & RSPO P&C and SCCS standards since 2011 and completed his MSP0 & RSPO P&C and SCCS Lead Assessor courses successfully. He has been involved in RSPO audits within Malaysia, Papua New Guinea, Solomon Islands, Gabon, Nigeria and Pakistan. For this assessment, he covers the legal aspects, social aspects, employees' welfare and traceability.
Valence Shem	Team Member	He holds bachelor's 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 140001, 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 MSP0 Awareness Training in 2014. He had been

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		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 mill and estate best practices, legal, OHS, bio-diversity and environment aspects.
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2.2 Accompanying Persons

Nil

2.3 Assessment Plan

The Assessment plan was sent to the client prior to the assessment (attached assessment plan).

Date	Time	Subjects	HMM	VS
Sunday 6/9/2020	14:50 - 1745	Auditor travel to Sandakan via Malaysia Airlines MH 2668	✓	✓
Monday 7/9/2020	07:00 - 10:00	Travel to Rimba Nilai Business Unit Opening Meeting <ul style="list-style-type: none"> • Presentation by Boustead • Presentation by BSI Lead Auditor - introduction of team member and assessment agenda • Confirmation of assessment scope and finalizing audit scope 	✓	✓
	10:00 - 12:30	Sungai-Sungai 2 Estate Estate assessment: Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc.), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill etc.	✓	✓
	12:30 - 13:30	Lunch break		
	13:30 - 16:30	Sungai-Sungai 2 Estate Document Review (MS2530:2011 Part 3): P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement, P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services, P6: Best practices and P7: Development of New Planting	✓	✓
	16:30 - 17:00	Interim closing meeting	✓	✓
Tuesday 8/9/2020	08:30 - 12:30	Sungai-Sungai 1 Estate Estate assessment: Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc.), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill etc.	✓	✓
	10:00 - 12:00	Sungai-Sungai 1 Estate Stakeholder consultation	✓	-
	12:30 - 13:30	Lunch break		

Date	Time	Subjects	HMM	VS
	13:30 - 16:30	Sungai-Sungai 1 Estate Document Review (MS2530:2011 Part 3): P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement, P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services, P6: Best practices and P7: Development of New Planting	✓	✓
	16:30 - 17:00	Interim closing meeting	✓	✓
Wednesday 9/9/2020	08:30 - 12:30	Lembah Paitan Estate Estate assessment: Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc.), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill etc.	✓	
	10:00 - 12:00	Lembah Paitan Estate Stakeholder consultation	✓	-
	12:30 - 13:30	Lunch break		
	13:30 - 16:30	Lembah Paitan Estate Document Review (MS2530:2011 Part 3): P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement, P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services, P6: Best practices and P7: Development of New Planting	✓	✓
	16:30 - 17:00	Interim closing meeting	✓	
Thursday 10/9/2020	09:00 - 12:30	Rimba Nilai Palm Oil Mill Mill Assessment: FFB receiving, warehouse, workshop, wastes management & Landfill, Effluent Ponds, OSH & ERP, Environment issues, POME application, water treatment. Laboratory, weighbridge and palm product storage area, staff, workers and contractor interview, housing and facility inspection, clinic, etc.	✓	✓
	10:30 - 12:30	Rimba Nilai Palm Oil Mill Stakeholder consultation	✓	-
	12:30 - 13:30	Lunch break		
	13:30 - 16:30	Rimba Nilai Palm Oil Mill Document Review (MS2530 Part 4 & Part 3), P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement, P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services, P6 : Best practices	✓	✓
Friday 11/9/2020	09:00 - 12:30	Sungai-Sungai 3 Estate Estate assessment: Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc.), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill etc.	✓	✓

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Date	Time	Subjects	HMM	VS
	12:30 - 13:30	Lunch break		
	13:30 - 16:30	Sungai-Sungai 3 Estate Document Review (MS2530:2011 Part 3): P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement, P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services, P6: Best practices and P7: Development of New Planting	✓	✓
	16:30 - 17:00	Closing meeting • Presentation of findings by BSI Lead Auditor	✓	✓
Saturday 12/9/2020	12:15 - 15:15	Auditor travel back to KL via Malaysia Airlines MH 7429	✓	✓

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

The nonconformity is listed below.

During the Certification Assessment there were five (5) Major, three (3) Minor nonconformities and two (2) OFI raised. The Rimba Nilai Palm Oil Mill (Rimba Nilai Business Unit) Certification unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted.

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

Major Nonconformities:		
Ref: 1953926-202009-M1	Area/Process: Rimba Nilai Business Unit - Lembah Paitan Estate	Clause: 4.4.5.9 (MSPO Part 3)
	Issue Date: 11/9/2020	Due Date: 10/12/2020
Requirements:	Wages and overtime payment documented on the pay slips shall be in line with legal regulations and collective agreements.	
Statement of Nonconformity:	Wages payment documented on the pay slips was not in line with legal regulations.	
Objective Evidence:	Based on sample workers’ pay slip for the month of July 2020 for piece- rate workers at Lembah Paitan Estate as following: - Employee ID # 1007; Post: Harvester - Employee ID # 1016; Post: Harvester It was found that the harvesters were not paid according to entitled work on rest day payment as per Sabah Labour Ordinance Clause No. 104C. (5) "An employee employed on piece rates who works on a rest day shall be paid twice his ordinary rate per piece" for July 2020 salary payment.	
Corrections:	To review and re-pay the mentioned worker’s wages who worked on rest day as per Sabah Labour Ordinance Clause No. 104C. (5) "An employee employed on piece rates who works on a rest day shall be paid twice his ordinary rate per piece" as for July 2020 salary payment.	
Root cause analysis:	Wages payment method to worker who worked on rest day was not paid accordingly as per Sabah Labour Ordinance Clause No. 104C. (5).	

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Corrective Actions:	To conduct a briefing to all workers pertaining working on rest day which entitled to be paid twice his ordinary rate per piece. Management shall repay the mentioned workers' wages who worked on rest day as for July 2020 salary payment.
Assessment Conclusion:	<p>CAP has been accepted and verification of CAP implementation together with its effectiveness was conducted off-site due to COVID-19 pandemic travelling restrictions. Documented evidence submitted as following:</p> <ul style="list-style-type: none"> - Payslip records of repayment of unpaid rest day work for affected employees on October 2020 salary - Records of briefing to workers and staff on rest-day work payment method during muster roll-call on 9/11/2020 <p>The corrective action and evidence are found to be adequate to close the Major NC, hence, the Major NC was closed on 3/12/2020. Nonetheless, the continuous effective implementation of the corrective action shall be verified in the next assessment visit.</p>

Major Nonconformities:		
Ref: 1953926-202009-M2	Area/Process: Rimba Nilai Business Unit - Lembah Paitan Estate	Clause: 4.4.5.11 (MSPO Part 3)
	Issue Date: 11/9/2020	Due Date: 10/12/2020
Requirements:	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.	
Statement of Nonconformity:	Provision of basic amenities for water supplies not in compliance with Workers' Minimum Standards Housing and Amenities Act 1990 (Act 446)	
Objective Evidence:	No evidence to show that water supplies in compliance with Workers' Minimum Standards Housing and Amenities Act 1990 (Act 446) for water supplied to workers in Lembah Paitan Estate.	
Corrections:	To obtain the water sampling result and legal permission from DG of Labour Department regarding this matter.	
Root cause analysis:	There is no proper treatment/filtration and monitoring pertaining water supply for workers residential at 500 Division in compliance with Workers' Minimum Standards Housing and Amenities Act 1990 (Act 446).	
Corrective Actions:	Management shall monitor the quality of consumable water supplies or provide potable water to all worker's residential which in compliance with Worker Minimum Standards Housing and Amenities Act 1990 (Act 446).	
Assessment Conclusion:	<p>CAP has been accepted and verification of CAP implementation together with its effectiveness was conducted off-site due to COVID-19 pandemic travelling restrictions. Documented evidence submitted as following:</p> <ul style="list-style-type: none"> - Records of bottled water supply to affected workers on weekly basis - Records of estate's proposal letter and email dated 17/11/2020 to HQ to install water filtration system for application to DG of Labour Department 	

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	The corrective action and evidence are found to be adequate to close the Major NC, hence, the Major NC was closed on 3/12/2020. Nonetheless, the continuous effective implementation of the corrective action shall be verified in the next assessment visit.
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Major Nonconformities:		
Ref: 1953926-202009-M3	Area/Process: Rimba Nilai Business Unit - Rimba Nilai Palm Oil Mill	Clause: 4.6.4.1 (MSPO Part 4)
	Issue Date: 11/9/2020	Due Date: 10/12/2020
Requirements:	In case of the engagement of contractors, they shall be made to understand the MSPO requirements and shall provide the required documentation and information.	
Statement of Nonconformity:	The requirement was not in compliance.	
Objective Evidence:	No evidence to show that contractors/vendors engaged by Rimba Nilai Palm Oil Mill were made to understand the MSPO requirements and provided with the required documentation and information.	
Corrections:	To revise the present contract agreement and to include clause that contractors/vendors shall understand and comply with MSPO/RSPO requirements.	
Root cause analysis:	The present contract agreement did not state that the contractors/vendors shall understand and comply with MSPO/RSPO requirements.	
Corrective Actions:	To provide the revised contract agreement with included clause that contractors/vendors shall understand and comply with MSPO/RSPO requirements.	
Assessment Conclusion:	CAP has been accepted and verification of CAP implementation together with its effectiveness was conducted off-site due to COVID-19 pandemic travelling restrictions. Documented evidence submitted as following: <ul style="list-style-type: none"> - Records of briefing to contractors dated on 9/10/2020 - Records of revised (addendum) agreements template for contractors and sample acknowledgement dated on 9/10/2020 The corrective action and evidence are found to be adequate to close the Major NC, hence, the Major NC was closed on 3/12/2020. Nonetheless, the continuous effective implementation of the corrective action shall be verified in the next assessment visit.	

Major Nonconformities:		
Ref: 1953926-202009-M4	Area/Process: Rimba Nilai Business Unit - Sungai-Sungai 1 & Lembah Paitan Estate	Clause: 4.4.4.1 (MSPO Part 3)
	Issue Date: 11/9/2020	Due Date: 10/12/2020
Requirements:	An occupational safety and health policy and plan shall be documented, effectively communicated and implemented.	
Statement of Nonconformity:	The implementation of occupational safety and health policy was not satisfactorily demonstrated.	
Objective Evidence:	The following lapses against the company's safe operating procedure were found: <ul style="list-style-type: none"> - The MTG driver at LSS1 did not wear safety boots during work - An FFB loader at LPE did not wear safety boots during work - FFB loaders at LPE sat beside the tractor driver while tractors were moving 	

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	- A tractor driver at LPE was wearing bad condition safety boots during work
Corrections:	<p>LSS1:</p> <ul style="list-style-type: none"> - To ensure all workers comply to safety and health laws and regulations. <p>LPE:</p> <ul style="list-style-type: none"> - To conduct a safety training to all workers pertaining safe working practices - The management shall provide the appropriate personal protective equipment (PPE) to all workers to cover all potentially hazardous operations.
Root cause analysis:	Lack of training regarding safety and sustainability of workers.
Corrective Actions:	<p>LSS1:</p> <ul style="list-style-type: none"> - Conduct scheduled inspection and safety training for tractor drivers. <p>LPE:</p> <ul style="list-style-type: none"> - Improve awareness on safety work practice to all workers such as safety training and safety assessment. - Appropriate personal protective equipment (PPE) shall be provided to all workers.
Assessment Conclusion:	<p>CAP has been accepted and verification of CAP implementation together with its effectiveness was conducted off-site due to COVID-19 pandemic travelling restrictions. Documented evidence submitted as following:</p> <ul style="list-style-type: none"> - Records of PPE issuance to affected workers dated on 30/10/2020, 31/10/2020 and 19/11/2020 - Records of safety training to affected workers dated on 30/10/2020, 31/10/2020 and 19/11/2020 <p>The corrective action and evidence are found to be adequate to close the Major NC, hence, the Major NC was closed on 3/12/2020. Nonetheless, the continuous effective implementation of the corrective action shall be verified in the next assessment visit.</p>

Major Nonconformities:		
Ref: 1953926-202009-M5	Area/Process: Rimba Nilai Business Unit - Lembah Paitan Estate	Clause: 4.5.5.1 (MSPO Part 3)
	Issue Date: 11/9/2020	Due Date: 10/12/2020
Requirements:	<p>The management shall establish a water management plan to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include:</p> <p>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>	
Statement of Nonconformity:	The maintenance of riparian zone was not adequately demonstrated.	
Objective Evidence:	Trace of herbicides spraying was seen at riparian zone at LPE Div. 500 Block PM08A01 despite of having a signage restricting spraying of herbicides.	
Corrections:	Restoration of riparian zones condition	
Root cause analysis:	Employees / maintenance workers lack of training regarding riparian buffer zones along natural waterways within the estate.	

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Corrective Actions:	To conduct briefing to all workers pertaining the riparian & buffer zone protection policy and implement the buffer zone protection training to all sprayers.
Assessment Conclusion:	<p>CAP has been accepted and verification of CAP implementation together with its effectiveness was conducted off-site due to COVID-19 pandemic travelling restrictions. Documented evidence submitted as following:</p> <ul style="list-style-type: none"> - Records of buffer zone restoration work - Records of buffer zone training to sprayers dated on 24/10/2020 <p>The corrective action and evidence are found to be adequate to close the Major NC, hence, the Major NC was closed on 3/12/2020. Nonetheless, the continuous effective implementation of the corrective action shall be verified in the next assessment visit.</p>

Minor Nonconformities:		
Ref: 1953926-202009-N1	Area/Process: Rimba Nilai Business Unit - Rimba Nilai Palm Oil Mill	Clause: 4.6.4.3 (MSPO Part 4)
	Issue Date: 11/9/2020	Due Date: 10/9/2021
Requirements:	The management shall accept MSPO approved auditors to verify the assessments through a physical inspection, if required.	
Statement of Nonconformity:	The requirement was not in compliance.	
Objective Evidence:	No evidence to show that the Rimba Nilai Palm Oil Mill contractors/vendors' management accepted MSPO approved auditors to verify the assessments through a physical inspection if required.	
Corrections:	To revise the present contract agreement and to include clause that the MSPO approved auditors have access to verify the assessments through a physical inspection if required.	
Root cause analysis:	The present contract agreement with contractors/vendors did not state that the MSPO approved auditors have access to verify the assessments through a physical inspection if required.	
Corrective Actions:	To provide the revised contract agreement to contractors/vendors with included clause that the MSPO approved auditors have access to verify the assessments through a physical inspection if required.	
Assessment Conclusion:	CAP has been accepted and verification of CAP the implementation of the corrective action and its effectiveness will be verified in the next assessment visit.	

Minor Nonconformities:		
Ref: 1953926-202009-N2	Area/Process: Rimba Nilai Business Unit - Sungai-Sungai 1 & Lembah Paitan Estate	Clause: 4.5.3.5 (MSPO Part 3)
	Issue Date: 11/9/2020	Due Date: 10/9/2021
Requirements:	Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourses.	
Statement of Nonconformity:	The disposal of domestic waste in a manner of minimizing the risk of contamination of the environment and watercourses was not satisfactorily demonstrated.	

Objective Evidence:	<p>The following lapses were found:</p> <ul style="list-style-type: none"> - LSS1 – landfill was found to be located adjacent to a patch of jungle and wastes such as empty chemical containers, plastics and metal were found to be disposed inside the waste pit - LSS1 – seen employees of a contractor were burning wastes at their workshop building - LPE Division 500 – domestic wastes pit is located within the housing area and the old pit was not covered and trace of burning was observed
Corrections:	<ul style="list-style-type: none"> - LSS1: To ensure that only domestic waste is disposed of into the landfill / waste pit. - LSS1: To ensure there was no open burning activities in the estate areas. - LPE: To establish proper landfill area at 500 Division as per requirement and conduct training to all workers pertaining landfill procedure.
Root cause analysis:	<ul style="list-style-type: none"> - LSS1: There was no wastes segregation on landfill. - LSS1: Contractor workers monitoring by management was lacking of open burning policy - LPE: Improper domestic wastes pit located near the housing area at 500 Division.
Corrective Actions:	<ul style="list-style-type: none"> - LSS1: To establish wastes segregation centre (for domestic waste and recyclable waste). - LSS1: Conduct training and briefing on contractor employees to give disclosure of law and regulations such as open burning policy, MSPO / RSPO policy and so on. - LPE: Management shall provide dedicated area for landfill and implement landfill procedure to all workers in spite of divisional area in the estate.
Assessment Conclusion:	<p>CAP has been accepted and verification of CAP the implementation of the corrective action and its effectiveness will be verified in the next assessment visit.</p>

Minor Nonconformities:		
Ref: 1953926-202009-N3	Area/Process: Rimba Nilai Business Unit - Lembah Paitan Estate	Clause: 4.5.3.3 (MSPO Part 3)
	Issue Date: 11/9/2020	Due Date: 10/9/2021
Requirements:	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.	
Statement of Nonconformity:	The disposal of spent oil in accordance to EQA Regulations (SW) 2005 was not adequately demonstrated.	
Objective Evidence:	<p>At LPE, the following lapses were found:</p> <ul style="list-style-type: none"> - Trace of oil spillage inside the drain connected to the scheduled wastes store - Trace of oil spillage inside the drain connected to the generator house at Division 500 workers quarters 	
Corrections:	<ul style="list-style-type: none"> - To clean the oil spillages in both drains immediately 	
Root cause analysis:	<ul style="list-style-type: none"> - Inappropriate oil trap system at schedule waste store and there is no oil trap at generator house at Division 500 worker quarters. - Lack of training for competent person pertaining oil trap maintenance. 	

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Corrective Actions:	<ul style="list-style-type: none"> - To construct proper oil trap at schedule waste store and generator house at 500 Division. - To conduct training to competent person regarding oil trap system and maintenance.
Assessment Conclusion:	CAP has been accepted and verification of CAP the implementation of the corrective action and its effectiveness will be verified in the next assessment visit.

Opportunity for Improvement		
Ref: 1953926-202009-I1	Area/Process: Rimba Nilai Business Unit - Rimba Nilai Palm Oil Mill	Clause: 4.3.1.4 (MSPO Part 4)
Details	Compliance monitoring by the mill against DOE licensed FFB processing capacity need to be observed further.	

Opportunity for Improvement		
Ref: 1953926-202009-I2	Area/Process: Rimba Nilai Business Unit - Sungai-Sungai 2 & Sungai-Sungai 3 Estate	Clause: 4.4.4.2 (e) (MSPO Part 3)
Details	The SDS at chemical store can be further improved by obtaining the copy of latest revision and produced by the same supplier of the pesticides.	

Noteworthy Positive Comments	
1	Overall good commitment given by all personnel involved
2	Overall positive comments by external stakeholders
3	Overall good business planning on management unit operations

3.3 Status of Nonconformities Previously Identified and OFI

Major Nonconformities:		
Ref: 1750491-201903-M1	Area/Process: Rimba Nilai Business Unit	Clause: 4.2.2.3 (MSPO Part 3)
	Issue Date: 15/3/2019	Due Date: 14/6/2019
Requirements:	List of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders should be properly maintained.	
Statement of Nonconformity:	Action taken in response to input from stakeholders was not properly maintained.	
Objective Evidence:	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.	
Corrections:	To properly documented details about land issue with Mr.Saimin from Kg. Munungan.	
Root cause analysis:	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)	
Corrective Actions:	To ensure Mr Saimin understand thoroughly pertaining complaint and grievance procedure for action taken by the Estate Management.	

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<p>Assessment Conclusion:</p>	<p>Evidence submitted:</p> <ol style="list-style-type: none"> 1) Documented details about land issue with Mr. Saimin from Kg. Munungan 2) An acknowledgement letter entitled "<i>Pengakuan Pemahaman Prosuder Komunikasi Ladang Sungai-Sungai 1</i>", which was signed by Mr. Saimin to indicate that he has been informed clearly on how implement the company's Complaints and Grievances Procedure <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>
<p>Verification Statement</p>	<p>ASA 1 verification:</p> <p>The list of internal and external stakeholders maintained with indication of category for external stakeholder among local communities, authorities, contractors, suppliers and vendors etc.</p> <p>Furthermore, 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 all operating units within Rimba Nilai Business Unit, attended by 27 participants from surrounding plantations, villages, suppliers, government clinic, PDRM, etc. Although the planned stakeholder meeting on April 2020 was unable to be conducted due to COVID-19 Movement Control Orders, however no any feedbacks and/or complaints received from external stakeholders since last audit except for those consulted during this assessment. Internal stakeholders among workers mainly requested on housing repair which found properly recorded and taken action by the management.</p> <p>Interview conducted with internal and external stakeholder during stakeholder consultation found that they were aware of the complaint procedure and were briefed by the management during stakeholder meeting.</p> <p>This confirmed the effectiveness of corrective action taken and no recurrence of issue. Hence, Major NC remained closed.</p>

<p>Major Nonconformities:</p>		
<p>Ref: 1750491-201903-M2</p>	<p>Area/Process: Rimba Nilai Business Unit</p> <p>Issue Date: 15/3/2019</p>	<p>Clause: 4.3.1.1 (MSPO Part 3)</p> <p>Due Date: 14/6/2019</p>
<p>Requirements:</p>	<p>All operations are in compliance with the applicable local, state, national and ratified international laws and regulations.</p>	
<p>Statement of Nonconformity:</p>	<p>The compliance of some legal requirements was not adequately demonstrated.</p>	
<p>Objective Evidence:</p>	<ol style="list-style-type: none"> 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) In LSS3, some workers were found having no documents such passport, work pass, etc.: <ul style="list-style-type: none"> o Arjun o Laping B Ali o Aming Rallah 	

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	<ul style="list-style-type: none"> o Marselus Ina Bambar o Iwan o Marzuki Muhammad o Shahrul Baharuddin o Musfikar Halim o Adi Sindrang o Baktiar Ontang <p>3) In LSS1, at contractor workshop Syarikat Hien Lee found:</p> <ul style="list-style-type: none"> o Oil barrel for Diesel and Lubricant is not store properly o Some scheduled waste is not disposed properly o Found oil spillage and without emergency response plan this evidence found that not followed as per OSH act 1994, EQA 1974 and Scheduled waste Reg 2005. <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>
<p>Corrections:</p>	<p>1) To establish the standard format of Monthly Generation Report as required by Suruhanjaya Tenaga.</p> <p>2) LSS3 - To send the workers for documentation on 18.04.2019</p> <p>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.</p> <p>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</p> <p>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.</p> <p>6) To appoint HA from LSS1 & LK</p>
<p>Root cause analysis:</p>	<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> <p>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)</p> <p>4) LSS2 - Bathroom for sprayer & chemical premixed area not available. LSS3 - Unavailable chemical premix area as new estate and scattered division.</p> <p>5) LSS3 - No appointment person to update monthly check up the contractor and casual workers.</p> <p>6) LK - Current Pre-Mix area for chemical mixing was found improper during time of audit</p>

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<p>Corrective Actions:</p>	<ol style="list-style-type: none"> 1) Each estate will appoint a person in-charge to prepare the Monthly Generation Report and update with Suruhanjaya Tenaga at monthly basis. 2) LSS3 - To ensure the appointment person update and documented all the contractor and casual workers 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. 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. 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. 6) To have monthly check-up from appointed HA to affected persons.
<p>Assessment Conclusion:</p>	<p>Evidence submitted:</p> <ol style="list-style-type: none"> 1) The Appoint letter for person in charge for monthly generation report: Monthly generation report for LSS3 was available Monthly generation report for LSS2 & Kawananan 2) A copy of valid documents (passports and work permit) for each worker 3) List of workers which has the information about names, passport no. and validity, work permit, period of insurance, policy no., and work category 4) The contractor training record with attendance list 5) For LSS2 – Approval letter For LSS3 – the evidence of proposal of establishment 6) Monthly routine medical check-up report” by HA and verified by VMO to show that sprayers were medically checked on monthly basis. <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>
<p>Verification Statement</p>	<p>ASA 1 verification:</p> <p>Standard Procedure referred to was 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 26 Feb 2020.</p> <p>This confirmed the effectiveness of corrective action taken and no recurrence of issue. Hence, Major NC remained closed.</p>

Major Nonconformities:		
Ref:	Area/Process: Rimba Nilai Business Unit	Clause: 4.4.5.11 (MSPO Part 3)

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1750491-201903-M3	Issue Date: 15/3/2019	Due Date: 14/6/2019
Requirements:	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.	
Statement of Nonconformity:	Some of the requirements under Workers' Minimum Standards Housing and Amenities Act 1990 were not adhered to.	
Objective Evidence:	<ul style="list-style-type: none"> - 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. - There has been no weekly housing inspection by HA or delegated personnel conducted at LSS2 and LSS3. 	
Corrections:	<ul style="list-style-type: none"> - Seeking approval to use natural water sources from Labour Dept. - LSS2 & LSS3 has appoint HA from LSS1 to liaise our person in-charge for weekly housing inspection. 	
Root cause analysis:	<ul style="list-style-type: none"> - The requirement to have permission from DG of Labour Dept. is not included into current Legal Register. - No appointment of HA to exercise the weekly house inspection. 	
Corrective Actions:	<ul style="list-style-type: none"> - To include the requirement of having permission from DG of Labour Dept. into Legal Register and the appointed person in-charge to monitor. - To liaise with appointment HA's from LSS1 to carry out weekly house inspection 	
Assessment Conclusion:	<p>Evidence submitted:</p> <ol style="list-style-type: none"> 1) A copy of weekly inspection report for LSS2 and LSS3 (which was done by HA from LSS1) 2) Evidence of application to use the natural water resource to Labour Dept. 3) The newly revised legal register that shows the requirement of having permission from DG has been included and monitored <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>	
Verification Statement	<p>ASA 1 verification:</p> <p>It was found during the visit that no evidence to show that water supplies in compliance with Workers' Minimum Standards Housing and Amenities Act 1990 (Act 446) for water supplied to workers in Lembah Paitan Estate.</p> <p>This indicated that provision of basic amenities for water supplies not in compliance with Workers' Minimum Standards Housing and Amenities Act 1990 (Act 446).</p> <p>Hence, another Major NC has been reissued on the matter.</p>	

Major Nonconformities:		
Ref: 1750491-201903-M4	Area/Process: Rimba Nilai Business Unit	Clause: 4.4.5.14 (MSPO Part 3)
	Issue Date: 15/3/2019	Due Date: 14/6/2019

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Requirements:	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.
Statement of Nonconformity:	Young persons were found to be recruited.
Objective Evidence:	Based on employees register extracted from Plantation Information Management Accounting System (PIMACS), there were some recruitments of young person found: LSS2: <ul style="list-style-type: none"> - 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
Corrections:	To terminate the underage workers immediately.
Root cause analysis:	Pimacs system failed to capture under age workers.
Corrective Actions:	Estate to send a request to BIT to upgrade Pimacs system.
Assessment Conclusion:	Evidence submitted: <ul style="list-style-type: none"> - A copy of the letter of termination as evidence for the affected employees - A copy of letter to The Director of Boustead Estate Agency Sdn Bhd to request upgrading of the PIMAC for underage workers detection <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>
Verification Statement	ASA 1 verification: <p>Boustead Plantations Berhad has developed the Employment of Child and Age Limit Policy dated 17/2/2017. The company adopted the Children and Young Persons (Employment) Act 1966 and ILO Convention 138 (1973) Article 1-3. Based on the records of all employees, no workers less than 16 years old recruited in all estates.</p> <p>This confirmed the effectiveness of corrective action taken and no recurrence of issue. Hence, Major NC remained closed.</p>

Major/Minor Nonconformities:		
Ref: 1750491-201903-M5	Area/Process: Rimba Nilai Business Unit	Clause: 4.5.4.1 (MSPO Part 3)
	Issue Date: 15/3/2019	Due Date: 14/6/2019
Requirements:	An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, scheduled wastes, solid wastes and effluent	
Statement of Nonconformity:	Found Environmental Aspect and Impact evaluations for some polluting activities were not conducted.	
Objective Evidence:	Found Environmental Aspect and Impact is been reviewed every year and all operation however: 1) In Kawananan estate found new activities Tarantula operation is not been assess.	

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	2) In Sungai – Sungai 2 and Sungai – Sungai 3 found construction is not been assess
Corrections:	1) Analyze impact of Tarantula to the environment. 2) LSS2 - Determine new estate activities into EIA criteria. LSS3 - To itemize new Estate activities into EAIA criteria.
Root cause analysis:	1) Late assessment on EAI due to the Tarantula still new in use during time of audit visit 2) LSS2 - Environmental Aspect & Impact evaluations for construction not available. LSS3 - No appointed person for documented to update the document accordingly
Corrective Actions:	1) To keep EAI for proper filing and review EAI when required. 2) LSS2 - To carry out EIA report. LSS3 - To liase with appointed person to carry out and documented new estate activity into EAIA report.
Assessment Conclusion:	Evidence submitted: - Kawan estate, LSS2 and LSS3; The EIA for tarantula and construction activities 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.
Verification Statement	ASA 1 verification: The assessment done by all estates for all polluting activities and recorded in the register of Environment Aspect and Impact assessment. Among identified sources were fertilizer, diesel and pesticide chemicals as the main GHG pollutants. This confirmed the effectiveness of corrective action taken and no recurrence of issue. Hence, Major NC remained closed.

Major Nonconformities:		
Ref: 1750491-201903-M6	Area/Process: Rimba Nilai Business Unit	Clause: 4.3.1.1 (MSPO Part 4)
	Issue Date: 15/3/2019	Due Date: 14/6/2019
Requirements:	All operations shall be in compliance with applicable local, state, national and ratified international laws and regulations.	
Statement of Nonconformity:	The compliance of one of the legal requirements was not adequately demonstrated.	
Objective Evidence:	The Permit " <i>Potongan Daripada Gaji Pekerja</i> ", in accordance to Section 113(4), Labour Ordinance (Sabah Cap 67) was not available.	
Corrections:	Mill already apply the " <i>Permit Potongan Gaji</i> " from JTK (Appendix 1).	
Root cause analysis:	Mill has no specific person to review the legal requirement.	
Corrective Actions:	Mill to appoint one staff to review and update the legal requirement properly.	
Assessment Conclusion:	Evidence submitted: - 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 - Letter of appointment of a staff from the mill manager which task is to review and update the legal requirements 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.	

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Verification Statement	<p>ASA 1 verification:</p> <p>Standard Procedure referred to was 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 26 Feb 2020.</p> <p>This confirmed the effectiveness of corrective action taken and no recurrence of issue. Hence, Major NC remained closed.</p>
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Major Nonconformities:		
Ref: 1750491-201903-M7	Area/Process: Rimba Nilai Business Unit	Clause: 4.4.5.14 (MSPO Part 4)
	Issue Date: 15/3/2019	Due Date: 14/6/2019
Requirements:	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.	
Statement of Nonconformity:	Young persons were found to be recruited.	
Objective Evidence:	Based on employees register extracted from PIMACS, there were some recruitments of young person found: - Adwincas Admiral, DOB 25/3/2000, joined 9/1/2018 - Ricx Ezuanlie Rasmin, DOB 20/8/2001, joined 2/2/2019	
Corrections:	Not applicable for En. Adwincas 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).	
Root cause analysis:	PIMACS has no system to detect underage worker.	
Corrective Actions:	Mill already sent a request to BIT (Boustead IT dept.) to upgrade the system	
Assessment Conclusion:	<p>Evidence submitted:</p> <ul style="list-style-type: none"> - 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 <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>	
Verification Statement	<p>ASA 1 verification:</p> <p>Boustead Plantations Berhad has developed the Employment of Child and Age Limit Policy dated 17/2/2017. The company adopted the Children and Young Persons (Employment) Act 1966 and ILO Convention 138 (1973) Article 1-3. Based on the records of all employees, no workers less than 16 years old recruited in all estates.</p> <p>This confirmed the effectiveness of corrective action taken and no recurrence of issue. Hence, Major NC remained closed.</p>	

Major Nonconformities:		
Ref: 1750491-201903-M8	Area/Process: Rimba Nilai Business Unit	Clause: 4.4.4.2 (MSPO Part 4)
	Issue Date: 15/3/2019	Due Date: 14/6/2019

Requirements:	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;
Statement of Nonconformity:	Found some occupational safety and health plan is not properly implemented
Objective Evidence:	Found no training for hearing conservation in Rimba Nilai POM.
Corrections:	Mill to record every training done properly.
Root cause analysis:	Mill has done training for hearing conservation by OHD but not been properly record
Corrective Actions:	Mill already recorded the previous training and keep the document in proper file. Mill already appoint En. Nehemia, currently positioned as Environmental supervisor as a secretary of mill's Occupational Safety, Health and Environment committee which responsible in preparation of reports or other documents relating to safety, health and environmental matters (Appendix 6).
Assessment Conclusion:	Evidence submitted: - The appointment letter of En Nehemia and record hearing conservation training dated 23/3/2018 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.
Verification Statement	ASA 1 verification: 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. Records of hearing conservation training conducted latest on the same day available. This confirmed the effectiveness of corrective action taken and no recurrence of issue. Hence, Major NC remained closed. However, an OFI has been raised on other issue within this same indicator.

Minor Nonconformities:		
Ref: 1750491-201903-N1	Area/Process: Rimba Nilai Business Unit	Clause: 4.4.1.1 (MSPO Part 3)
	Issue Date: 15/3/2019	Due Date: 14/3/2020
Requirements:	Social impact should be identified, and plans are implemented to mitigate the negative impacts and promote the positive ones.	
Statement of Nonconformity:	The Social Impact Assessment (SIA) report is not available yet.	
Objective Evidence:	The SEIA has been conducted by a consultant in Aug-Sep 2018. However, the assessment report has yet to be produced by the consultant.	
Corrections:	To execute the plan based on the recommendation made by consultant from the SIA final report.	
Root cause analysis:	Social Impact Assessment (SIA) report was not available during assessment due to time constraint for MEC to prepare the report.	
Corrective Actions:	To write in follow up by email to the consultant (MEC).	

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Assessment Conclusion:	The corrective action plan is accepted. The evidence and effectiveness of implementation shall be verified in the next assessment.
Verification Statement	<p>ASA 1 verification:</p> <p>Due to delay of initial certification since the client took longer period to resolve all findings, and the travel restrictions due to COVID-19 pandemic, the on-site verification was delayed for almost six months after due date. However, during the on-site visit conducted, it was verified that the implementation of CAP found effective to address the Minor NC.</p> <p>It was verified that social impacts have been identified as per records of Field Findings Social Impact Assessment (SIA) Boustead Plantation for Sungai-Sungai 1, Sungai-Sungai 2, Sungai-Sungai 3, Lembah Paitan and Kawananan estates presentation slides. Based on the findings and the full assessment report provided by the consultant (MEC); Social Impact Assessment; Boustead Rimba Nilai Sdn Bhd; Beluran District, Sabah Malaysia; October 2018, it was noted in the slide print out that the estate having some issues related to following:</p> <ul style="list-style-type: none"> - Legality of contractor’s workers - Own worker’s passport keeping - Workers’ housing conditions & availability of clean water, wastes & pollutants management and workers PPE compliance as per photos <p>The coverage of the SIA assessment has included relevant stakeholders among internal and external for the assessment. Boustead Rimba Nilai Business Unit has implemented the action plans to mitigate the negative impacts and promote the positive ones based on the assessment findings.</p> <p>Hence, the Minor NC has been closed on 7/9/2020.</p>

Minor Nonconformities:		
Ref: 1750491-201903-N2	Area/Process: Rimba Nilai Business Unit	Clause: 4.4.5.4 (MSPO Part 3)
	Issue Date: 15/3/2019	Due Date: 14/3/2020
Requirements:	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.	
Statement of Nonconformity:	The mechanism ensure employees of contractors are paid based on legal or industry minimum standards was not clear.	
Objective Evidence:	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.	
Corrections:	To issue warning letter for contractor which have workers that does not achieve productivity.	
Root cause analysis:	Lack monitoring on contract workers productivity.	
Corrective Actions:	To thoroughly monitor the productivity of contract workers by Field Staff thru Daily Record Book.	
Assessment Conclusion:	The corrective action plan is accepted. The evidence and effectiveness of implementation shall be verified in the next assessment.	

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Verification Statement	<p>ASA 1 verification:</p> <p>Due to delay of initial certification since the client took longer period to resolve all findings, and the travel restrictions due to COVID-19 pandemic, the on-site verification was delayed for almost six months after due date. However, during the on-site visit conducted, it was verified that the implementation of CAP found effective to address the Minor NC.</p> <p>It was verified that contractors and their employees were employed in harvesting operation including for FFB transporters and palm tree felling & chipping of replanting machinery operator.</p> <p>Sighted sample records in Sungai-Sungai 1 Estate of Perjanjian Kontrak di antara MC Contractor dan Pekerja as following:</p> <ul style="list-style-type: none"> - Employee ID # B2324071; Date joined: 14/10/2019; Post: Harvester; Nationality: Indonesia - Employee ID # AU263607; Date joined: 23/1/2019; Post: Sprayer; Nationality: Indonesia - Employee ID # AU114172; Date joined: 1/1/2018; Post: Manuring; Nationality: Indonesia <p>Based on the agreements and pay slip sampled, it was confirmed that the employees of contractors are paid based on Minimum Wage Order requirements.</p> <p>Hence, the Minor NC has been closed on 7/9/2020.</p>
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Minor Nonconformities:		
Ref: 1750491-201903-N3	Area/Process: Rimba Nilai Business Unit	Clause: 4.5.3.3 (MSPO Part 3)
	Issue Date: 15/3/2019	Due Date: 14/3/2020
Requirements:	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.	
Statement of Nonconformity:	The management not proper and safe handling, storage and disposal of chemical.	
Objective Evidence:	<ul style="list-style-type: none"> - At all the visited estates, found the label for each Scheduled waste 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 - Found the store in LSS2 and LK not build properly as per Guidelines for packaging, labelling and storage of scheduled wastes in Malaysia. 	
Corrections:	<ul style="list-style-type: none"> - LSS2: The estate had requested the additional cost to upgrade as per guideline. - LK: Labelling all chemical container available in scheduled waste store. 	
Root cause analysis:	<ul style="list-style-type: none"> - 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. 	
Corrective Actions:	<ul style="list-style-type: none"> - 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 	
Assessment Conclusion:	The corrective action plan is accepted. The evidence and effectiveness of implementation shall be verified in the next assessment.	

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Verification Statement	<p>ASA 1 verification:</p> <p>Due to delay of initial certification since the client took longer period to resolve all findings, and the travel restrictions due to COVID-19 pandemic, the on-site verification was delayed for almost six months after due date. However, during the on-site visit conducted, it was verified that the implementation of CAP found not effective to address the Minor NC.</p> <p>It was verified during the site visit at LPE, the following lapses were found:</p> <ul style="list-style-type: none"> i) Trace of oil spillage inside the drain connected to the scheduled wastes store ii) Trace of oil spillage inside the drain connected to the generator house at Division 500 workers quarters <p>Based on the evidence above, the disposal of spent oil in accordance to EQA Regulations (SW) 2005 was not adequately demonstrated.</p> <p>Hence, a Minor NC has been reissued on the matter.</p>
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Minor Nonconformities:		
Ref: 1750491-201903-N4	Area/Process: Rimba Nilai Business Unit	Clause: 4.4.4.2 (MSPO Part 3)
	Issue Date: 15/3/2019	Due Date: 14/3/2020
Requirements:	<p>The occupational safety and health plan shall cover the following:</p> <ul style="list-style-type: none"> 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. 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. 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. 	
Statement of Nonconformity:	Found some occupational safety and health plan is not properly implemented.	
Objective Evidence:	<ul style="list-style-type: none"> - 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. - At LK, found the latest OSH meeting is done on July 2018 and not done 3 monthly once. - At LK, 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. 	
Corrections:	<ul style="list-style-type: none"> - 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 	
Root cause analysis:	<ul style="list-style-type: none"> - LSS2: Unproper SDS not displaced at chemical. - LSS3: Unproper SDS were not display at Chemical store 	

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	<ul style="list-style-type: none"> - LK: Lack of training to person in charge for chemical storage handling OSH meeting not follows OSH requirement. No labelling in first aid box as required due to absent of EHA
Corrective Actions:	<ul style="list-style-type: none"> - LSS2: To prepare <i>dwibahasa</i> version of SDS. - 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.
Assessment Conclusion:	The corrective action plan is accepted. The evidence and effectiveness of implementation shall be verified in the next assessment.
Verification Statement	<p>ASA 1 verification:</p> <p>Due to delay of initial certification since the client took longer period to resolve all findings, and the travel restrictions due to COVID-19 pandemic, the on-site verification was delayed for almost six months after due date. However, during the on-site visit conducted, it was verified that the implementation of CAP found effective to address the Minor NC.</p> <p>It was verified that 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 2019. SOP for operational control has been established for identified high risk activities.</p> <p>OSH Meeting (Occupational Safety & Health Organization) 2.5 Meetings shall meet at least once in 3 months. Record latest OSH meeting is on 17 December 2019 and previously is on 25 Sept 2019 and 11 June 2019. Workplace inspection been done on 14 December 2019 and result have been discuss during meeting.</p> <p>First aid training record available dated on 20 & 21 November 2017 by Borneo First Response Sdn Bhd. where all field mandores will be person in-charge of keeping the first aid kit at worksite in field.</p> <p>Hence, the Minor NC has been closed on 7/9/2020.</p>

Minor Nonconformities:		
Ref: 1750491-201903-N5	Area/Process: Rimba Nilai Business Unit	Clause: 4.5.6.1 (MSPO Part 3)
	Issue Date: 15/3/2019	Due Date: 14/3/2020
Requirements:	<p>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"> a) Identification of high biodiversity value habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower(s) activities. b) 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. 	
Statement of Nonconformity:	Found no Information be collated that includes both the planted area itself and relevant wider landscape-level considerations.	

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Objective Evidence:	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.
Corrections:	<ul style="list-style-type: none"> - LSS3: To execute plan based on the recommendation from the Consultant and advised by Regional Office. - LK: To provide HCV report in estate
Root cause analysis:	<ul style="list-style-type: none"> - LSS3: Unavailable final report from the consultant as yet received by the Estate. - LK: Absent of HCV Assessment during time of audit
Corrective Actions:	<ul style="list-style-type: none"> - 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
Assessment Conclusion:	The corrective action plan is accepted. The evidence and effectiveness of implementation shall be verified in the next assessment.
Verification Statement	<p>ASA 1 verification:</p> <p>Due to delay of initial certification since the client took longer period to resolve all findings, and the travel restrictions due to COVID-19 pandemic, the on-site verification was delayed for almost six months after due date. However, during the on-site visit conducted, it was verified that the implementation of CAP found effective to address the Minor NC.</p> <p>It was verified that the High Conservation Value assessment report was available dated November 2018 by Malaysian Environmental Consultant Sdn Bhd. This HCV report cover the identification of high biodiversity value habitat in Segaria estate. From the report, there are HCV 1,2,3 and 4 in estates within Rimba Nilai Business Unit with a total of 143.9 Ha consist of following:</p> <ul style="list-style-type: none"> - Buffer zone/riparian – 71.9 Ha - Pocket Jungle – 33.3 ha - unplanted area/steep area – 38.7 ha <p>Hence, the Minor NC has been closed on 7/9/2020.</p>

Minor Nonconformities:		
Ref: 1750491-201903-N6	Area/Process: Rimba Nilai Business Unit	Clause: 4.4.1.1 (MSPO Part 4)
	Issue Date: 15/3/2019	Due Date: 14/3/2020
Requirements:	Social impact should be identified, and plans are implemented to mitigate the negative impacts and promote the positive ones.	
Statement of Nonconformity:	The Social Impact Assessment (SIA) report is not available yet.	
Objective Evidence:	The SEIA has been conducted by a consultant in Aug-Sep 2018. However, the assessment report has yet to be produced by the consultant.	
Corrections:	Mill to liaise with Sustainability team to follow up MEC to submit the SIA report to Rimba Nilai Mill.	
Root cause analysis:	Mill not received the SIA report due to late of submission from Malaysian Environmental Consultants Sdn Bhd (MEC)	
Corrective Actions:	Mill has liaised with sustainability team and MEC was released the SIA report in May 2019 (Appendix 7).	
Assessment Conclusion:	The corrective action plan is accepted. The evidence and effectiveness of implementation shall be verified in the next assessment.	

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Verification Statement	<p>ASA 1 verification:</p> <p>Due to delay of initial certification since the client took longer period to resolve all findings, and the travel restrictions due to COVID-19 pandemic, the on-site verification was delayed for almost six months after due date. However, during the on-site visit conducted, it was verified that the implementation of CAP found effective to address the Minor NC.</p> <p>It was verified that social impacts have been identified as per records of Field Findings Social Impact Assessment (SIA) Boustead Plantation for Sungai-Sungai 1, Sungai-Sungai 2, Sungai-Sungai 3, Lembah Paitan and Kawananan estates presentation slides. Based on the findings and the full assessment report provided by the consultant (MEC); Social Impact Assessment; Boustead Rimba Nilai Sdn Bhd; Beluran District, Sabah Malaysia; October 2018, it was noted in the slide print out that the estate having some issues related to following:</p> <ul style="list-style-type: none"> - Legality of contractor’s workers - Own worker’s passport keeping - Workers’ housing conditions & availability of clean water, wastes & pollutants management and workers PPE compliance as per photos <p>The coverage of the SIA assessment has included relevant stakeholders among internal and external for the assessment. Boustead Rimba Nilai Business Unit has implemented the action plans to mitigate the negative impacts and promote the positive ones based on the assessment findings.</p> <p>Hence, the Minor NC has been closed on 7/9/2020.</p>
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Minor Nonconformities:		
Ref: 1750491-201903-N7	Area/Process: Rimba Nilai Business Unit	Clause: 4.5.3.3 (MSPO Part 4)
	Issue Date: 15/3/2019	Due Date: 14/3/2020
Requirements:	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.	
Statement of Nonconformity:	Found Rimba Nilai POM not disposed Scheduled waste as per Environmental Quality Act 1974 (Scheduled Waste) Regulations, 2005.	
Objective Evidence:	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.	
Corrections:	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.	
Root cause analysis:	Lack of training and awareness of workers in scheduled waste management.	
Corrective Actions:	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).	

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Assessment Conclusion:	The corrective action plan is accepted. The evidence and effectiveness of implementation shall be verified in the next assessment.
Verification Statement	<p>ASA 1 verification:</p> <p>Due to delay of initial certification since the client took longer period to resolve all findings, and the travel restrictions due to COVID-19 pandemic, the on-site verification was delayed for almost six months after due date. However, during the on-site visit conducted, it was verified that the implementation of CAP found effective to address the Minor NC.</p> <p>It was sighted the SOP for Schedule Waste Management dated June 2017 available in the Mill. During the visit to the mill it was sighted that the waste was well managed and allocated at the schedule waste store available. No waste was seen around the vicinity of the mill.</p> <p>Records sighted for Schedule Waste were the e-Swiss (Fifth Schedule) (Regulation 11) Inventory of Schedule Waste recorded on monthly basis and submitted online.</p> <p>Mill generates waste under the category SW 409, 410, 305, 306, 109, 103 and 102. Sighted the consignment notes of the last disposed SW on 10.01.2020 by Lagenda Bumimas licensed under DOE (003440) Valid till 30 April 2020.</p> <p>Hence, the Minor NC has been closed on 7/9/2020.</p>

Opportunity for Improvement		
Ref: 1750491-201903-I1	Area/Process: Rimba Nilai Business Unit	Clause: 4.4.5.12 (MSPO Part 3)
Details	The sexual harassment policy can be further improved by including policy & guideline on violence.	
Verification Statement	<p>ASA 1 verification:</p> <p>It was verified that Boustead Plantations Berhad established a Policy of Sexual Harassment; dated 2/12/2019. Based on consultation made with sample women employees in the estates, no issue of sexual harassment occurred and they aware on how to report in case of any.</p> <p>Hence, the OFI has been resolved on 7/9/2020.</p>	

Opportunity for Improvement		
Ref: 1750491-201903-I2	Area/Process: Rimba Nilai Business Unit	Clause: 4.2.3.1 (MSPO Part 4)
Details	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.	
Verification Statement	<p>ASA 1 verification:</p> <p>It was verified that the mill established the MSPO Traceability Procedures; Issue 1; Date of issue: July 2016; Rev. # 2; Rev. date: March 2018 for the traceability operation. The procedure specified detail operations related to traceability of FFB.</p>	

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	The mill established the MSPO Supply Chain (SCC) Procedures; Issue 1; Date of issue: Oct 2018 for the supply chain operation. The procedure specified detail operations related to supply chain of CPO & PK products. Hence, the OFI has been resolved on 7/9/2020.
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Opportunity for Improvement		
Ref: 1750491-201903-I3	Area/Process: Rimba Nilai Business Unit	Clause: 4.4.2.1 (MSPO Part 4)
Details	The complaint handling flowchart can be further improved by providing the: <ul style="list-style-type: none"> - date of establishment - timeframe to resolve issue - the next step to be taken if complaint cannot be resolved 	
Verification Statement	ASA 1 verification: It was verified that there were procedures established and documented as <i>Carta Aliran Membuat Aduan Masalah</i> (7 days – at estate level) and <i>Carta Aliran Aduan Ke Pihak Atasan</i> (from day 7 until day 21 – HQ level) dated February 2018. Records being documented in the forms available in the mill. Hence, the OFI has been resolved on 7/9/2020.	

3.4 Summary of the Nonconformities and Status

CAR Ref.	CLASS	ISSUED	STATUS
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 & reissue on 7/9/2020
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	Closed on 7/9/2020
1750491-201903-N2	Minor	15/3/2019	Closed on 7/9/2020
1750491-201903-N3	Minor	15/3/2019	Closed on 7/9/2020 & reissue on 7/9/2020
1750491-201903-N4	Minor	15/3/2019	Closed on 7/9/2020
1750491-201903-N5	Minor	15/3/2019	Closed on 7/9/2020
1750491-201903-N6	Minor	15/3/2019	Closed on 7/9/2020
1750491-201903-N7	Minor	15/3/2019	Closed on 7/9/2020

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1953926-202009-M1	Major	11/9/2020	Closed on 3/12/2020
1953926-202009-M2	Major	11/9/2020	Closed on 3/12/2020
1953926-202009-M3	Major	11/9/2020	Closed on 3/12/2020
1953926-202009-M4	Major	11/9/2020	Closed on 3/12/2020
1953926-202009-M5	Major	11/9/2020	Closed on 3/12/2020
1953926-202009-N1	Minor	11/9/2020	Open
1953926-202009-N2	Minor	11/9/2020	Open
1953926-202009-N3	Minor	11/9/2020	Open

3.5 Issues Raised by Stakeholders

IS #	Description
1	Issues: Neighbour estate – having good relationship with estate management and staffs and often met each other. No issue with estate’s operation and boundary.
	Management Responses: Noted on feedbacks.
	Audit Team Findings: No further issue.
2	Issues: Workers’ representative – freedom was fully given by management for employee to involve and participate in union activities.
	Management Responses: Management always recognized freedom of association and support all activities related.
	Audit Team Findings: Info included in checklist.
3	Issues: Mill & estate vendors (suppliers & contractors) representatives – having long business relationship with company for more than 10 years. No issue in prices and payment.
	Management Responses: Noted on feedbacks.
	Audit Team Findings: No further issue.
4	Issues: Local school representative (SK Binsulung) – estate management very helpful when being asked for help by school. Prompt response was given to request made.
	Management Responses: Any requests made by school or other local community will be response soonest possible either approved or not.
	Audit Team Findings:

	Info on requests and responses included in checklist.
5	<p>Issues:</p> <p>Area Security Advisor (ASA)-MPOA Sandakan Region – all Boustead estates participated and cooperated very well in programs conducted by ASA-MPOA Sandakan Region. Issue related to security within company’s area promptly reported and acted by company. Recommended to increase the number of strengths of current security personnel.</p>
	<p>Management Responses:</p> <p>Management always pay full attention to security of Company’s properties through allocation of enough security personnel for patrolling and/or at gate. Recruitment to be done upon necessity and recently company has advertised to increase the number of strengths.</p>
	<p>Audit Team Findings:</p> <p>No further issue.</p>

Section 4: Assessment Conclusion and Recommendation

Acknowledgement of Internal Responsibility and Formal Sign-off of Assessment Findings	
Based on the findings during the assessment Rimba Nilai Palm Oil Mill Certification Unit (Rimba Nilai Business Unit) complies with the MS 2530-3:2013 (MSPO Part 3) and MS 2530-4:2013 (MSPO Part 4). It is recommended that the certification of Rimba Nilai Palm Oil Mill Certification Unit (Rimba Nilai Business Unit) Certification Unit is approved and/or continued.	
Acknowledgement of Assessment Findings	Report Prepared by
Name: Hafizi Boniran	Name: Hafriazhar Mohd. Mokhtar
Company name: Boustead Plantations Berhad	Company name: BSI Services Malaysia Sdn. Bhd.
Title: Sustainability Manager	Title: Client Manager
Signature:  Date: 17/2/2021	Signature:  Date: 15/2/2021

Appendix A: 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
4.1 Principle 1: Management commitment & responsibility			
Criterion 4.1.1 – Malaysian Sustainable Palm Oil (MSPO) Policy			
4.1.1.1	A policy for the implementation of MSPO shall be established. - Major compliance -	Established as <i>Boustead Plantations Berhad Polisi Pelaksanaan Dan Komitmen Terhadap Sijil Akuan MSPO</i> ; Dated 2/12/2019; Signed by Chief Operation Officer (CEO). On top of this, there's also a BPB Sustainability Policy dated 2/12/2020 also signed by the CEO.	Complied
4.1.1.2	The policy shall also emphasize commitment to continual improvement. - Major compliance -	The policy included with statement that Boustead Plantations Berhad runs its business in sustainable manner with continuous improvements towards its planting and milling operations by complying and implementing MSPO principles. Latest briefing of policies to all employees were conducted on 3 sessions on 10 th , 12 th and 17 February 2020.	Complied
Criterion 4.1.2 – Internal Audit			
4.1.2.1	Internal audit shall be planned and conducted regularly to determine the strong and weak points and potential area for further improvement. - Major compliance -	Based on the records, the MSPO internal audit was planned and conducted on 20-24/7/2020 for Rimba Nilai Business Unit. Based on the Internal Audit SOP; Issue # 1; Date of issue: July 2016, the frequency of internal audit to be conducted once a year guided by	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		the annual audit schedule. Follow-up audit to be carried out as and when required.	
4.1.2.2	<p>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.</p> <p>- Major compliance -</p>	<p>Internal audit procedure documented as the Internal Audit SOP; Issue # 1; Date of issue: July 2016. The procedure also specified few documented forms to be use in the internal audit as following:</p> <ul style="list-style-type: none"> - Appendix a: Audit Schedule - Appendix b: MSPO Standard Checklist - Appendix c: Audit Summary Report - Appendix d: Non-Conformance Report - Appendix e: Audit Notes - Appendix f: Audit Programme <p>For Sungai-Sungai 1 Estate, Internal audit results was also documented in the Audit Report (Lead Sheet). Summary of findings as following:</p> <ul style="list-style-type: none"> - 12 NCR (11 Major & 1 Minor) & 14 OFI <p>For Sungai-Sungai 3 Estate, Internal audit was conducted on 20/7/2020 and results was also documented in the Audit Report (Lead Sheet). Summary of findings as following:</p> <ul style="list-style-type: none"> - 6 NCR (3 Major & 0 Minor) & 3 OFI <p>All NCRs were recorded in the Non-Conformance Report Internal Audit MS2530; Procedure: MS 2530-3; Report # 01/2018-Part 3. Summary of all findings were recorded in the Audit Report Status Log. Appendix 2 (Audit Notes) and Appendix f (Audit Programme) also found been use in the internal audit records.</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
4.1.2.3	Report shall be made available to the management for their review. - Major compliance -	Internal audit reports were made available for review in the management review meeting which was last conducted on 24/7/2020.	Complied
Criterion 4.1.3 – Management Review			
4.1.3.1	The management shall periodically review the continuous suitability, adequacy and effectiveness of the requirements for effective implementation of MSPO and decide on any changes, improvement and modification. - Major compliance -	There's a memo of Rimba Nilai Business Unit Notice of Sustainability Management Review Meeting stated that the management review meeting was planned to be conducted as following: Date: 24/7/2020 Time: 12.00 pm Venue: Sungai-Sungai 1 Estate Meeting Room The meeting attended by Top Management i.e. Mr. Anuar Semail (Sustainability Chairman), estate managers, mill manager and representatives from Boustead Plantation sustainability unit and Rimba Nilai Business Unit. Agenda covered including internal audit findings, stakeholder feedbacks, changes and recommendations by top management which found sufficient to address the standard requirement.	Complied
Criterion 4.1.4 – Continual Improvement			
4.1.4.1	The action plan for continual improvement shall be based on consideration of the main social and environmental impact and opportunities of the company.	Action plan for continual improvement mainly based on the recommendation by the assessor of Social Impact Assessment as per report by Malaysian Environmental Consultants (MEC); Social Impact	Complied

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	<p>Assessment Boustead Rimba Nilai Sdn. Bhd.; Beluran Distict. Sabah Malaysia; October 2018.</p> <p>Amongst all, the Continual Improvement Plan for The Year 2020 established includes the following:</p> <ul style="list-style-type: none"> - Social: workstation facilities improvement – premix area, storage; workers housing and sanitation improvement – repair & painting - Environmental: domestic waste management, oil/chemical trap, river water sampling, open burning control, scheduled waste handling & waste recycle 	
4.1.4.2	<p>The company shall establish a system to improve practices in line with new information and techniques or new industry standards and technology (where applicable) that are available and feasible for adoption.</p> <p>- Major compliance -</p>	<p>Boustead Estates established the Crop Quality of Continuous Improvement Program (CQCIP) for its operational activities. Among improvements practiced including monitoring of oil palm harvesting and FFB quality at platform by field mandores.</p>	Complied
4.1.4.3	<p>An action plan to provide the necessary resources including training, to implement the new techniques or new industry standard or technology (where applicable) shall be established.</p> <p>- Major compliance -</p>	<p>Action plan to provide necessary resources available as per sample records of training was available for the implementation of new techniques as following:</p> <ul style="list-style-type: none"> - Introduction and handling training (<i>Latihan pengenalan dan pengendalian</i>) of Sam Poles Lock; Date: 5/12/2018 - Briefing and explanation (<i>Taklimat dan penerangan</i>) of Palm Pro Graphite Poles; Date: 8/3/2018 	Complied
4.2 Principle 2: Transparency			
Criterion 4.2.1 – Transparency of information and documents relevant to MSPO requirements			

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Criterion / Indicator		Assessment Findings	Compliance
4.2.1.1	The management shall communicate the information requested by the relevant stakeholders in the appropriate languages and forms, except those limited by commercial confidentiality or disclosure that could result in negative environmental or social outcomes. - Major compliance -	Boustead established BPB Sustainability Policy, dated 2/12/2019 that includes the traceability commitment. Briefing of policies to all employees were conducted on 3 sessions on 10 th , 12 th and 17 February 2020. Communication to external stakeholders was latest done on 25/2/2020 during the external stakeholder consultation meeting.	Complied
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 or social outcomes. - Major compliance -	All estates within Rimba Nilai Business Unit holds copies of each of the management documents that are required to be publicly available. Copies of the document such as documents related to environmental and social issues, plans for pollution prevention, records of complaints and grievances were available upon request. All the policies such as Pesticide Use Policy, Human Rights Policy, Foreign Workers Policy were properly documented and publicly available in the company's website: http://www.bousteadplantations.com.my/sustain_policy.html as well as other sustainability information practiced by the company.	Complied
Criterion 4.2.2 – Transparent method of communication and consultation			
4.2.2.1	Procedures shall be established for consultation and communication with the relevant stakeholders. - Major compliance -	Procedures for consultation and communication dated February 2018 was established as a flow chart (<i>Carta Aliran Membuat Aduan Masalah</i>) where issues need to be responded within 7 days at estate level. In case issues not resolved, it will be escalated to HQ level (<i>Carta Aliran Aduan Ke Pihak Atasan</i>) to be resolved from day 7 until day 21. All communications were recorded in External Communication Form (<i>Borang Komunikasi Luaran & Borang Aduan</i>); PKSJ-001 and Communication Record (PKSJ-002).	Complied

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Criterion / Indicator		Assessment Findings	Compliance
4.2.2.2	<p>A management official should be nominated to be responsible for issues related to Indicator 1 at each operating unit.</p> <p>- Minor compliance -</p>	<p>A panel called Complaint Panel (<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 organization charts have been documented and made available for verification. Sighted samples in Sungai-Sungai 1 Estate, the chairman was manager Ahmad Kamal Mohd. Yusof and in Sungai-Sungai 3 Estate was Mr. Muhamad Hasbulwafi bin Mansor, Senior Assistant Manager as per letter of appointment dated 1/1/2019.</p>	Complied
4.2.2.3	<p>List of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders should be properly maintained.</p> <p>- Major compliance -</p>	<p>The list of internal and external stakeholders maintained with indication of category for external stakeholder among local communities, authorities, contractors, suppliers and vendors etc.</p> <p>Furthermore, 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 all operating units within Rimba Nilai Business Unit, attended by 27 participants from surrounding plantations, villages, suppliers, government clinic, PDRM, etc.</p> <p>Interview conducted with internal and external stakeholder during stakeholder consultation found that they were aware of the complaint procedure and were briefed by the management during stakeholder meeting.</p>	Complied
Criterion 4.2.3 – Traceability			

Criterion / Indicator		Assessment Findings	Compliance
4.2.3.1	<p>The management shall establish, implement and maintain a standard operating procedure to comply with the requirements for traceability of the relevant product(s).</p> <p>- Major compliance -</p>	<p>The established procedure for all estates within Rimba Nilai Business Unit was MSPO Traceability Procedures; Issue 1; Date of issue: July 2016; Rev. # 2; Rev. date: March 2018 for the traceability operation. The procedure specified detail operations related to traceability of FFB. The procedure also includes appendices as following:</p> <ul style="list-style-type: none"> - Appendix A: Letter of Appointment - Appendix B: List of Supply Base (BU – Business Unit) - Appendix C (a): CSPO Sales Contract - Appendix C (b): CSPK Sales Contract - Appendix D (a): Weighbridge Ticket - Appendix D (b): DO for CSPO - Appendix D (c): DO for CSPK - Appendix E: List of Buyer/Transporter - Appendix F: Checklist CSPO, CSPK and Palm Shell - Appendix G: Quality Certificate 	Complied
4.2.3.2	<p>The management shall conduct regular inspections on compliance with the established traceability system.</p> <p>- Major compliance -</p>	<p>Based on the traceability procedure, inspections to be conducted on daily basis as per sample sighted as following:</p> <ul style="list-style-type: none"> - Sungai-Sungai 1 Estate: Form to be used i.e. FFB Harvesting System Traceability Form (<i>Borang Pemeriksaan Kebolehkesanan Sistem Penuaian Kelapa Sawit</i>) - Sungai-Sungai 3 Estate: Form to be used i.e. Fresh Fruit Bunches (FFB) Traceability Checklist Manual Loading Conventional System <p>Monitoring of implementation also conducted at planned interval (once a year) through internal audit.</p>	Complied
4.2.3.3	<p>The management should identify and assign suitable</p>	<p>Identified personnel for traceability sighted as per samples as following:</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
	employees to implement and maintain the traceability system. - Minor compliance -	<ul style="list-style-type: none"> - Sungai-Sungai 1 Estate: As per letter of Appointment as Traceability Panel Ladang Sungai-Sungai 1; Date: 4/1/2018; of Senior Assistant Manager, Assistant Managers and Field Officers - Sungai-Sungai 3 Estate: Mr. Lexchan Susuan; Sustainability Staff as per letter of appointment dated 1/1/2020. 	
4.2.3.4	Records of sales, delivery or transportation of FFB shall be maintained. - Major compliance -	<p>Records kept including Log Book for FFB Dispatched Daily Report, FFB Receiving Details Daily Report (by Mill) and FFB dispatch tickets. Sample tickets sighted as per samples as following:</p> <ul style="list-style-type: none"> - Sungai-Sungai 1 Estate: FFB dispatch ticket # 3013327; Date 30/8/2020; Net weight: 8,850kg; Field # PM00U/06; Vehicle # SSB/63V - Sungai-Sungai 2 Estate: FFB dispatch ticket # 391008; Date 4/9/2020; Net weight: 18,220kg; Field # TONGOD-2; Vehicle # SS6557/T - Sungai-Sungai 3 Estate: FFB dispatch ticket # 390823; Date 30/8/2020; Net weight: 19,010kg; Field # HK/16; Vehicle # SS621/L - Lembah Paitan Estate: FFB dispatch ticket # 391022; Date 4/9/2020; Net weight: 17,820kg; Field # PM07; Vehicle # SS8967/U 	Complied
4.3 Principle 3: Compliance to legal requirements			
Criterion 4.3.1 – Regulatory requirements			

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Criterion / Indicator		Assessment Findings	Compliance
4.3.1.1	All operations are in compliance with the applicable local, state, national and ratified international laws and regulations. - Major compliance -	Standard Procedure referred to was 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 26 Feb 2020.	Complied
4.3.1.2	The management shall list all laws applicable to their operations in a legal requirement register. - Major compliance -	The management already have all laws that applicable for their operation in LORR such as per sample sighted as following: <ul style="list-style-type: none"> - License to operate estate from Trading License Ordinance 1948 referred to license A 267772 produce on 12 April 2018. - 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 covers 6350.09 (Ldg. Sungai-Sungai 1 & Kawananan 1) - 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. - PPDNKK.SDK.25/2016 (SK) BL22018039540 (No Siri: S012841) for Diesel storage (40,000L) valid from 15/10/2018 – 4/10/2019 - Energy Commission Private Installation License referred 2018/03657 (Serial # 33780) valid from 12/12/2018 to 11/12/2019. 	Complied

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Criterion / Indicator		Assessment Findings	Compliance
4.3.1.3	The legal requirements register shall be updated as and when there are any new amendments or any new regulations coming into force. - Major compliance -	The new amendment is been communicated with all dated 23 June 2020 regarding the Occupational Safety and Health (Noise Exposure) Regulations 2019.	Complied
4.3.1.4	The management should assign a person responsible to monitor compliance and to track and update the changes in regulatory requirements. - Minor compliance -	In Boustead Plantations Berhad, Mr. Amrul Nizam, Safety Manager from Boustead HQ is a person responsible to monitor compliance and to track and to advise operating units on update of any changes in regulatory requirements. Latest update was the Occupational Safety and Health (Noise Exposure) Regulations 2019.	Complied
Criterion 4.3.2 – Lands use rights			
4.3.2.1	The management shall ensure that their oil palm cultivation activities do not diminish the land use rights of other users. - Major compliance -	All estates within Rimba Nilai Business Unit cultivated their oil palm within company’s own land without diminishing the land use rights of other users. Copies of ownership available as per sample land titles sighted as following: Sungai-Sungai 1 Estate: Holds a combined of 418 land titles divided by 10 groups as following: - Ting Bin Kuap Group: 10 titles – samples: - Title # Native Title 083167471; Area: 5.070 ha - Title # Native Title 083167480; Area: 5.730 ha - Title # Native Title 083167499; Area: 5.920 ha - Minsu Tambahan Group: 28 titles – samples: - Title # Native Title 083082197; Area: 4.877 ha - Title # Native Title 084009076; Area: 4.785 ha	Complied

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	<ul style="list-style-type: none"> - Title # Native Title 083082222; Area: 5.010 ha - Hajah Parantia Group: 77 titles - samples: <ul style="list-style-type: none"> - Title # Native Title 083071596; Area: 4.669 ha - Title # Native Title 083072119; Area: 4.501 ha - Title # Native Title 083071890; Area: 4.919 ha - Minsu Pamintar Group: 37 titles – samples: <ul style="list-style-type: none"> - Title # Native Title 083073161; Area: 5.240 ha - Title # Native Title 083073170; Area: 5.270 ha - Title # Native Title 083073189; Area: 5.400 ha - Hashim Kaih Group: 118 titles – samples: <ul style="list-style-type: none"> - Title # Native Title 083088224; Area: 5.350 ha - Title # Native Title 083088279; Area: 5.310 ha - Title # Native Title 083088288; Area: 5.430 ha - Lot 6A Group: 50 titles – samples: <ul style="list-style-type: none"> - Title # Native Title 083172105; Area: 4.735 ha - Title # Native Title 083172114; Area: 4.708 ha - Title # Native Title 083172123; Area: 4.810 ha - Lot 04 Group: 15 titles – samples: <ul style="list-style-type: none"> - Title # Native Title 083080460; Area: 5.440 ha - Title # Native Title 083080479; Area: 5.430 ha - Title # Native Title 083080488; Area: 5.360 ha 	

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Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> - Weko Erik Group: 14 titles – samples: - Title # Native Title 083139217; Area: 4.035 ha - Title # Native Title 083139646; Area: 4.087 ha - Title # Native Title 083139708; Area: 4.503 ha - Martin Selamat Group: 30 titles – samples: - Title # Native Title 083037850; Area: 2.866 ha - Title # Native Title 083067921; Area: 3.247 ha - Title # Native Title 083067501; Area: 2.958 ha - Francis Wong Group: 39 titles – samples: - Title # Native Title 083131337; Area: 5,710 ha - Title # Native Title 083131355; Area: 5.360 ha - Title # Native Title 083131364; Area: 5.360 ha Sungai-Sungai 3 Estate: Hold a combined of 308 land titles divided by 5 groups as following: 1) Hashim Kaih Group (Zone 2 & 3): 133 titles – samples: - Title # Native Title 083087076; Area: 4.929 ha - Title # Native Title 083087085; Area: 4.958 ha - Title # Native Title 083087094; Area: 5.010 ha - Title # Native Title 083087101; Area: 4.821 ha 2) Kandangan Panduan Group (Zone 4): 50 titles – samples: - Title # Native Title 083091801; Area: 4.48 ha - Title # Native Title 083091543; Area: 4.50 ha - Title # Native Title 083091730; Area: 4.57 ha 	

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Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> - Title # Native Title 083091632; Area: 4.63 ha 3) Lot 136 Group (Zone 4 – 05C): 1 title: <ul style="list-style-type: none"> - Title # Native Title 085336536; Area: 105.350 ha 4) Hashim Kaih Group (HK Div.): 63 titles – samples: <ul style="list-style-type: none"> - Title # Native Title 083096851; Area: 5.110 ha - Title # Native Title 083097081; Area: 5.070 ha - Title # Native Title 083097009; Area: 5.620 ha - Title # Native Title 083097312; Area: 4.841 ha 5) Mokmin Jaafar Group (MJ Div.): 61 titles – samples: <ul style="list-style-type: none"> - Title # Native Title 083162190; Area: 6.020 ha - Title # Native Title 083162207; Area: 6.020 ha - Title # Native Title 083162252; Area: 5.800 ha - Title # Native Title 083162476; Area: 5.880 ha Lembah Paitan Estate: Holds a combined of 291 land titles divided by 6 groups as following: <ol style="list-style-type: none"> 1) James Tambong Group: 20 titles – samples: <ul style="list-style-type: none"> - Title # Native Title 083029056; Area: 5.498 ha - Title # Native Title 083029065; Area: 5.335 ha - Title # Native Title 083029074; Area: 5.526 ha 2) Apuh Bagambung Group: 20 titles – samples: <ul style="list-style-type: none"> - Title # Native Title 083060717; Area: 5.93 ha - Title # Native Title 083060726; Area: 6.07 ha 	

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Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> - Title # Native Title 083060735; Area: 5.45 ha 3) Abu Gais Bakara Group: 20 titles - samples: <ul style="list-style-type: none"> - Title # Native Title 083157000; Area: 5.45 ha - Title # Native Title 083157019; Area: 5.60 ha - Title # Native Title 083157028; Area: 5.99 ha 4) 200 Division Group: 18 titles – samples: <ul style="list-style-type: none"> - Title # Native Title 084008408; Area: 5.188 ha - Title # Native Title 084008417; Area: 5.185 ha - Title # Native Title 084008426; Area: 5.236 ha 5) 500 Division Group: 22 titles – samples: <ul style="list-style-type: none"> - Title # Native Title 083060799; Area: 5.83 ha - Title # Native Title 083060806; Area: 5.68 ha - Title # Native Title 083060815; Area: 5.82 ha 6) Home Division/Kutit Bior Group: 191 titles – samples: <ul style="list-style-type: none"> - Title # Native Title 083064519; Area: 4.53 ha - Title # Native Title 083064528; Area: 4.614 ha - Title # Native Title 083064537; Area: 4.511 ha 	
4.3.2.2	<p>The management shall provide documents showing legal ownership or lease, history of land tenure and the actual use of the land.</p> <p>- Major compliance -</p>	<p>Management has provided all documents showing legal ownership as per sample land titles sighted as per indicator 4.3.2.1 above.</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
4.3.2.3	Legal perimeter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable. - Major compliance -	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 Kg. Melapi.	Complied
4.3.2.4	Where there are, or have been, disputes, documented proof of legal acquisition of land title and fair compensation that have been or are being made to previous owners and occupants; shall be made available and that these should have been accepted with free prior informed consent (FPIC). - Minor compliance -	There is no land dispute in all estates within Rimba Nilai Business Unit at the time of audit. The lands are country leased and provisional lease to Boustead via verified with the land titles. The surrounding was owned by either smallholders or other plantation's companies. Based on the stakeholder interviews and field visit, there was no encroachment of land by the estates.	Complied
Criterion 4.3.3 – Customary rights			
4.3.3.1	Where lands are encumbered by customary rights, the company shall demonstrate that these rights are understood and are not being threatened or reduced. - Major compliance -	There is no land encumbered by customary rights in all estates within Rimba Nilai Business Unit. Hence, this requirement is not applicable.	N/A
4.3.3.2	Maps of an appropriate scale showing extent of recognized customary rights land, if any, should made available. - Minor compliance -	There is no land encumbered by customary rights in all estates within Rimba Nilai Business Unit. Hence, this requirement is not applicable.	N/A
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 in all estates within Rimba Nilai Business Unit. Hence, this requirement is not applicable.	N/A

Criterion / Indicator	Assessment Findings	Compliance	
4.4 Principle 4: Social responsibility, health, safety and employment condition			
Criterion 4.4.1: Social Impact Assessment (SIA)			
4.4.1.1	Social impact should be identified, and plans are implemented to mitigate the negative impacts and promote the positive ones. - Minor compliance -	Social impacts have been identified as per records of Field Findings Social Impact Assessment (SIA) Boustead Plantation for Sungai-Sungai 1, Sungai-Sungai 2, Sungai-Sungai 3, Lembah Paitan and Kawananan estates presentation slides. Based on the findings and the full assessment report provided by the consultant (MEC); Social Impact Assessment; Boustead Rimba Nilai Sdn Bhd; Beluran District, Sabah Malaysia; October 2018, it was noted in the slide print out that the estate having some issues related to following: <ul style="list-style-type: none"> - Legality of contractor’s workers - Own worker’s passport keeping - Workers’ housing conditions & availability of clean water, wastes & pollutants management and workers PPE compliance as per photos The coverage of the SIA assessment has included relevant stakeholders among internal and external for the assessment. Boustead Rimba Nilai Business Unit has implemented the action plans to mitigate the negative impacts and promote the positive ones based on the assessment findings.	Complied
Criterion 4.4.2: Complaints and grievances			
4.4.2.1	A system for dealing with complaints and grievances shall be established and documented.	Based on sample sighted in Sungai-Sungai 1 and Sungai-Sungai 3 estates, procedures established and documented as <i>Carta Aliran</i>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	<i>Membuat Aduan Masalah</i> (7 days – at estate level) and <i>Carta Aliran Aduan Ke Pihak Atasan</i> (from day 7 until day 21 – HQ level) dated February 2018. Records being documented in the forms available in all visited estates including Lembah Paitan Estate.	
4.4.2.2	The system shall be able to resolve disputes in an effective, timely and appropriate manner that is accepted by all parties. - Major compliance -	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	Complied
4.4.2.3	A complaint form should be made available at the premises, where employees and affected stakeholders can make a complaint. - Minor compliance -	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.	Complied
4.4.2.4	Employees and the surrounding communities should be made aware that complaints or suggestions can be made any time. - Minor compliance -	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 all operating units within Rimba Nilai Business Unit, attended by 27 participants from surrounding plantations, villages, suppliers, government clinic, PDRM, etc.	Complied

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		Interview conducted with internal and external stakeholder during stakeholder consultation found that they were aware of the complaint procedure and were briefed by the management during stakeholder meeting.	
4.4.2.5	Complaints and resolutions for the last 24 months shall be documented and made available to affected stakeholders upon request. - Major compliance -	All the visited estates maintained their records of complaint in a complain file. Records since establishment of procedure (Feb 2018) were still well maintained.	Complied
Criterion 4.4.3: Commitment to contribute to local sustainable development			
4.4.3.1	Growers should contribute to local development in consultation with the local communities. - Minor compliance -	Contributions to local development were demonstrated as per consultation with local communities. Based on stakeholder consultation, it was noted that local communities are always been prioritized in case of vacancy within mill and estate. Almost 90% of mill employee are local Beluran and/or nearby districts residents. Interviewed estate contractors revealed that they are local Sandakan contractor and some from Tawau, Sabah. Other contributions made sighted as per sample as following: <ul style="list-style-type: none"> - Yearly Badminton Match competition - Labour Day celebration - Majlis buka puasa - Free transport to clinic/hospital in case of emergency - Hari raya korban buffalo contribution - Rice incentives 	Complied
Criterion 4.4.4: Employees safety and health			

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Criterion / Indicator		Assessment Findings	Compliance
4.4.4.1	<p>An occupational safety and health policy and plan shall be documented, effectively communicated and implemented.</p> <p>- Major compliance -</p>	<p>The following lapses against the company’s safe operating procedure were found:</p> <ul style="list-style-type: none"> - The MTG driver at LSS1 did not wear safety boots during work - An FFB loader at LPE did not wear safety boots during work - FFB loaders at LPE sat beside the tractor driver while tractors were moving - A tractor driver at LPE was wearing bad condition safety boots during work <p>Based on the evidence above, the implementation of occupational safety and health policy was not satisfactorily demonstrated.</p> <p>Hence, a Major NC has been raised on the matter.</p>	Major NC
4.4.4.2	<p>The occupational safety and health plan shall cover the following:</p> <ul style="list-style-type: none"> a) A safety and health policy, which is communicated and implemented. b) The risks of all operations shall be assessed and documented. c) An awareness and training programme which includes the following requirements for employees exposed to pesticides: <ul style="list-style-type: none"> i. all employees involved shall be adequately trained on safe working practices ii. all precautions attached to products shall be properly observed and applied d) The management shall provide the appropriate PPE at the place of work to cover all potentially hazardous operations as 	<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 2019. SOP for operational control has been established for identified high risk activities.</p> <p>OSH committee (OSH Manual Chapter 4; Occupational & 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 latest for July 2020 issuance.</p> <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>	OFI

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Criterion / Indicator	Assessment Findings	Compliance
<p>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 and the concerns of the employees and any remedial actions taken are recorded.</p> <p>h) Accident and emergency procedures shall exist, and instructions shall be clearly understood by all employees.</p> <p>i) Employees trained in First Aid should be present at all field operations. A First Aid Kit equipped with approved contents should be available at each worksite.</p> <p>j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.</p> <p>- Major compliance -</p>	<p>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.</p> <p>OSH Meeting (Occupational Safety & Health Organization) 2.5 Meetings shall meet at least once in 3 months. Record latest OSH meeting is on 17 December 2019 and previously is on 25 Sept 2019 and 11 June 2019. Workplace inspection been done on 14 December 2019 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 & 21 November 2017 by Borneo First Response Sdn Bhd. where all field mandores will be person in-charge of keeping the first aid kit at worksite in field.</p> <p>Notwithstanding, the SDS at chemical store can be further improved by obtaining the copy of latest revision and produced by the same supplier of the pesticides.</p> <p>Hence, and OFI has been raised on the matter.</p>	

Criterion / Indicator	Assessment Findings	Compliance	
Criterion 4.4.5: Employment conditions			
4.4.5.1	<p>The management shall establish policy on good social practices regarding human rights in respect of industrial harmony. The policy shall be signed by the top management and effectively communicated to the employees.</p> <p>- Major compliance -</p>	<p>Boustead Plantations Berhad has developed Human Rights Policy dated 11/1/2016 signed by Senior General Manager. The company is committed to ensure every individual are treated with fairness, dignity and respect. The company will respect the rights of every individual. They also recognize their responsibilities to respect human rights and avoid complicity in human rights abuses.</p> <p>Briefing of policies to all employees were conducted on 3 sessions on 10th, 12th and 17 February 2020. Communication to external stakeholders was latest done on 25/2/2020 during the external stakeholder consultation meeting.</p>	<p>Complied</p>
4.4.5.2	<p>The management shall not engage in or support discriminatory practices and shall provide equal opportunity and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics.</p> <p>- Major compliance -</p>	<p>Boustead Plantations Berhad has established Equal Opportunities Policy dated 11/1/2011 signed by Senior General Manager. The company will ensure all the relevant parties will be treated equally and no discrimination based on race, caste, nationalities, religion, gender, age etc. Interviewed with the workers from different nationalities, gender and age confirmed that no discrimination was occurred in the estate.</p>	<p>Complied</p>
4.4.5.3	<p>Management shall ensure that employees' pay, and conditions meet legal or industry minimum standards and as per agreed Collective Agreements. The living wage should be sufficient to meet basic needs and provide some discretionary income based on minimum wage.</p> <p>- Major compliance -</p>	<p>Documentations of pay available in the form of Monthly Pay Slip and conditions as per Work Agreement Contract as per sample sighted as following:</p> <p>Sungai-Sungai 1 Estate:</p> <ul style="list-style-type: none"> - Employee ID # C6235467 (Peter); Date joined: 1/1/2020; Post: Harvester; Nationality: Indonesia 	<p>Complied</p>

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Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> - Employee ID # C6235462 (Hairul Muntu); Date joined: 1/1/2020; Post: Harvester; Nationality: Indonesia - Employee ID # 0125B; Date joined: 21/10/2013; Post: Creche Ayah; Nationality: Indonesia - Employee ID # 2641G; Date joined: 1/7/2019; Post: Security; Nationality: Indonesia – Jaminah Contractor - Employee ID # 2635G; Date joined: 2/5/2019; Post: Security; Nationality: Malaysia <p>Sungai-Sungai 3 Estate:</p> <ul style="list-style-type: none"> - Employee ID # Nil – No Passport (Romeo Palar); Date joined: 10/3/2020; Post: Harvester; Nationality: Philippine - Employee ID # 2037G; Date joined: 2/1/2020; Post: Ramp Loader; Nationality: Indonesia - Employee ID # AT876340; Date joined: 22/12/2001; Post: Creche Ayah; Nationality: Indonesia - Employee ID # 2046G; Date joined: 1/12/2018; Post: Line Sweeper; Nationality: Indonesia - Employee ID # 2043G; Date joined: 1/2/2016; Post: Tractor Driver; Nationality: Indonesia <p>Lembah Paitan Estate:</p> <ul style="list-style-type: none"> - Employee ID # 06; Date joined: 14/3/2007; Post: Gardener; Nationality: Philippine 	

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Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> - Employee ID # 1030; Date joined: 12/5/2012; Post: Tractor Driver; Nationality: Indonesia - Employee ID # 1007; Date joined: 17/7/2019; Post: Harvester; Nationality: Indonesia - Employee ID # 1067; Date joined: 4/5/2016; Post: Line Sweeper; Nationality: Indonesia - Employee ID # 1016; Date joined: 12/12/2018; Post: Harvester; Nationality: Indonesia 	
4.4.5.4	<p>Management should ensure employees of contractors are paid based on legal or industry minimum standards according to the employment contract agreed between the contractor and his employee.</p> <p>- Minor compliance -</p>	<p>Contractors and their employees were employed in harvesting operation including for FFB transporters and palm tree felling & chipping of replanting machinery operator.</p> <p>Sighted sample records in Sungai-Sungai 1 Estate of Perjanjian Kontrak di antara MC Contractor dan Pekerja as following:</p> <ul style="list-style-type: none"> - Employee ID # B2324071; Date joined: 14/10/2019; Post: Harvester; Nationality: Indonesia - Employee ID # AU263607; Date joined: 23/1/2019; Post: Sprayer; Nationality: Indonesia - Employee ID # AU114172; Date joined: 1/1/2018; Post: Manuring; Nationality: Indonesia <p>Based on the agreements and pay slip sampled, it was confirmed that the employees of contractors are paid based on Minimum Wage Order requirements.</p>	Complied
4.4.5.5	<p>The management shall establish records that provide an accurate account of all employees (including seasonal workers</p>	<p>Info provided in workers registration card with information consist of employee number, name, division, pay, NRIC/Passport no,</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
	and subcontracted workers on the premises). The records should contain full names, gender, date of birth, date of entry, a job description, wage and the period of employment. - Major compliance -	employment category, nationality, DOB, age, race and status in the payroll system.	
4.4.5.6	All employees shall be provided with fair contracts that have been signed by both employee and employer. A copy of employment contract is available for each and every employee indicated in the employment records. - Major compliance -	All estate employees were provided with fair contracts that have been signed by both employee and employer. A copy of employment contract is available for all employees indicated in the employment records as per sample sighted in indicator 4.4.5.3 above.	Complied
4.4.5.7	The management shall establish a time recording system that makes working hours and overtime transparent for both employees and employer. - Major compliance -	Management has established proper time recording system that makes working hours and overtime transparent for both employees and employer as per sample sighted in indicator 4.4.5.3 above.	Complied
4.4.5.8	The working hours and breaks of each individual employee as indicated in the time records shall comply with legal regulations and collective agreements. Overtime shall be mutually agreed and shall always be compensated at the rate applicable and shall meet the applicable legal requirement. - Major compliance -	The working hour and break time have been clearly stated in the employment contract. Besides, the attendance record was available and able to trace through Field & General Workers Daily Attendance Record and Oil Palm Harvester Reception Data sheet.	Complied
4.4.5.9	Wages and overtime payment documented on the pay slips shall be in line with legal regulations and collective agreements. - Major compliance -	Based on sample workers' pay slip for the month of July 2020 for piece-rate workers at Lembah Paitan Estate as following: - Employee ID # 1007; Post: Harvester - Employee ID # 1016; Post: Harvester	Major NC

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Criterion / Indicator		Assessment Findings	Compliance
		<p>It was found that the harvesters were not paid according to entitled work on rest day payment as per Sabah Labour Ordinance Clause No. 104C. (5) "An employee employed on piece rates who works on a rest day shall be paid twice his ordinary rate per piece" for July 2020 salary payment.</p> <p>This indicated that wages payment documented on the pay slips was not in line with legal regulations.</p> <p>Hence, a Major NC has been raised on the matter.</p>	
4.4.5.10	<p>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.</p> <p>- Minor compliance -</p>	<p>The social benefits for:</p> <p>Local - incentives for good work performance by giving hampers for general workers during annual dinner and for staff is based on KPI eligible for incentive, bonus payment, professional development for only executive and above, medical care and health provisions are for entire work force.</p> <p>Foreigner – new employees arriving from overseas are given the necessities and food as starter pack.</p> <p>For both local and foreign workers, mandatory SOCSO contribution was consistently provided by the company.</p>	Complied
4.4.5.11	<p>In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities in compliance with the Workers' Minimum Standards Housing and Amenities Act 1990 (Act 446) or any other applicable legislation.</p>	<p>No evidence to show that water supplies in compliance with Workers' Minimum Standards Housing and Amenities Act 1990 (Act 446) for water supplied to workers in Lembah Paitan Estate.</p>	Major NC

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Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	This indicated that provision of basic amenities for water supplies not in compliance with Workers' Minimum Standards Housing and Amenities Act 1990 (Act 446). Hence, a Major NC has been raised on the matter.	
4.4.5.12	The management shall establish a policy and provide guidelines to prevent all forms of sexual harassment and violence at the workplace. - Major compliance -	Boustead Plantations Berhad established a Policy of Sexual Harassment; dated 2/12/2019. Based on consultation made with sample women employees in the estates, no issue of sexual harassment occurred and they aware on how to report in case of any.	Complied
4.4.5.13	The management shall respect the right of all employees to form or join trade union and allow workers own representative(s) to facilitate collective bargaining in accordance with applicable laws and regulations. Employees shall be given the freedom to join a trade union relevant to the industry or to organize themselves for collective bargaining. Employees shall have the right to organize and negotiate their work conditions. Employees exercising this right should not be discriminated against or suffer repercussions. - Major compliance -	Boustead Plantations Berhad established a Policy for Freedom of Association; dated 2/12/2019 which allow all employees to freely associating among themselves. Employees of mill and estates within Rimba Nilai Business Unit form an employee consultative committee with workers representatives from each foreign county mainly Indonesia and Philippine. Latest employee consultative committee meeting with management was conducted on 2/9/2020.	Complied
4.4.5.14	Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation. 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.	Boustead Plantations Berhad has developed the Employment of Child and Age Limit Policy dated 17/2/2017. The company adopted the Children and Young Persons (Employment) Act 1966 and ILO Convention 138 (1973) Article 1-3. Based on the records of all employees, no workers less than 16 years old recruited in all estates.	Complied

Criterion / Indicator		Assessment Findings	Compliance												
	- Major compliance -														
Criterion 4.4.6: Training and competency															
4.4.6.1	<p>All employees, contractors and relevant smallholders are appropriately trained. A training programme (appropriate to the scale of the organization) that includes regular assessment of training needs and documentation, including records of training shall be kept.</p> <p>- Major compliance -</p>	<p>Records of training were maintained and sighted as below:</p> <table border="1"> <thead> <tr> <th>Training</th> <th>Date</th> <th>Attendees</th> </tr> </thead> <tbody> <tr> <td>Latihan Cara Kerja Di Stesen Water Treatment</td> <td>16.07.2020</td> <td>17 workers</td> </tr> <tr> <td>Latihan Cara Kerja Di Stesen Loading Ramp</td> <td>09.07.2020</td> <td>14 Workers</td> </tr> <tr> <td>Latihan Cara Kerja Di Stesen Sterilizer</td> <td>20.06.2020</td> <td>16 Workers</td> </tr> </tbody> </table>	Training	Date	Attendees	Latihan Cara Kerja Di Stesen Water Treatment	16.07.2020	17 workers	Latihan Cara Kerja Di Stesen Loading Ramp	09.07.2020	14 Workers	Latihan Cara Kerja Di Stesen Sterilizer	20.06.2020	16 Workers	Complied
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Latihan Cara Kerja Di Stesen Sterilizer	20.06.2020	16 Workers													
4.4.6.2	<p>Training needs of individual employees shall be identified prior to the planning and implementation of the training programmes in order to provide the specific skill and competency required to all employees based on their job description.</p> <p>- Major compliance -</p>	<p>Training needs of individual employees have been identified prior to the planning and implementation of the training programs in order to provide the specific skill and competency required to all employees based on their job description.</p>	Complied												
4.4.6.3	<p>A continuous training programme should be planned and implemented to ensure that all employees are well trained in their job function and responsibility, in accordance to the documented training procedure.</p> <p>- Minor compliance -</p>	<p>Training programme planned for year 2020 was available during the visit. The OSH program generated by the Mill for the year 2020 covers the important aspects of OSH such as Safety Trainings, OSH Meetings, Fire Extinguisher Inspections, HIRARC Reviews, Workplace Inspections, ERP Trainings, Fire Drills and Medical Surveillance & Audiometric Test.</p>	Complied												
4.5 Principle 5: Environment, natural resources, biodiversity and ecosystem services															

Criterion / Indicator		Assessment Findings	Compliance
Criterion 4.5.1: Environmental Management Plan			
4.5.1.1	An environmental policy and management plan in compliance with the relevant country and state environmental laws shall be developed, effectively communicated and implemented. - Major compliance -	Boustead Plantations Berhad have displayed their commitment towards protecting the environment via the Polisi Alam Sekitar & Biodeversiti (Environmental & Biodiversity Policy); dated 11 th January 2011; signed by Pengurus Besar Kanan of Boustead Estates Agency Sdn Bhd. The policy indicates the commitment of the organization to comply with all regulations and laws pertaining to environmental and diversity, avoid all negative impacts towards the environment and biodiversity that are generated from estate operations.	Complied
4.5.1.2	The environmental management plan shall cover the following: a) An environmental policy and objectives; b) The aspects and impacts analysis of all operations. - Major compliance -	On top of the above biodiversity management plan and objectives, the environmental management plan covered in the established action plan of significant environmental aspects identified and impacts evaluated as per documents sighted as following: Established based on the procedure for Environmental Aspect/Impact Evaluation; Issue 1; Dated Dec 2011 and documented as following: -Environmental Aspect and Impact Identification 2019/2020; Serial # EAI/2018/001-1 to EAI/2019/013-4 dated 3/1/2019 -Environmental Impact Evaluation Form Serial # EIE/2018/001-1 to EIE/2019/014-4 dated 3/1/2019 Sighted the aspect identified and impact evaluated covered all estate operations including spraying, manuring, rat baiting etc.	Complied

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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. - Major compliance -	As specified in indicator 4.5.1.1 & 4.5.1.2 above, the visit confirmed that the developed environmental improvement plan to mitigate the negative impacts and to promote the positive ones were effectively implemented and monitored. Sighted the Schedule Waste Inventory Records as one of the environmental improvement plans.	Complied				
4.5.1.4	A programme to promote the positive impacts should be included in the continual improvement plan. - Minor compliance -	Few environmental plans have been established including waste management action plan, continuous improvement environmental plan etc. The following was sighted: - Scheduled wastes management procedure; Issue # 1; Dated June 2017 - Continuous Improvement Environmental Plan 2019-2020 such as 3R Waste Management Practices Campaign.	Complied				
4.5.1.5	An awareness and training programme shall be established and implemented to ensure that all employees understand the policy and objectives of the environmental management and improvement plans and are working towards achieving the objectives. - Major compliance -	The above programs were regularly communicated by estate management to all employees on regular basis during the morning briefings.	Complied				
4.5.1.6	Management shall organize regular meetings with employees where their concerns about environmental quality are discussed. - Major compliance -	Environmental Quality of the estates within Rimba Nilai Business Unit were regularly discussed amongst the management and workers during the Health & Safety Meeting as one of the Agendas. The meetings were done on a regular basis (3 months Interval) to address the environmental issues in the estates. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Meeting</th> <th style="width: 40%;">Date</th> </tr> </thead> <tbody> <tr> <td>Environment Meeting 01/2020</td> <td>27th March 2020</td> </tr> </tbody> </table>	Meeting	Date	Environment Meeting 01/2020	27 th March 2020	Complied
Meeting	Date						
Environment Meeting 01/2020	27 th March 2020						

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Criterion / Indicator		Assessment Findings		Compliance
		Environment Meeting 02/2020	25 th June 2020	
Criterion 4.5.2: Efficiency of energy use and use of renewable energy				
4.5.2.1	<p>Consumption of non-renewable energy shall be optimized and closely monitored by establishing baseline values and trends shall be observed within an appropriate timeframe. There should be a plan to assess the usage of non-renewable energy including fossil fuel, electricity and energy efficiency in the operations over the base period.</p> <p>- Major compliance -</p>	<p>A plan for improving efficiency of the use of fossil fuels was established to include housing quarters, office, meeting room, workshop, fuel consumption at estate Diesel use per mt FFB was monitored every month. The Plan for Improving Fossil Fuel and Palm GHG includes the following:</p> <ul style="list-style-type: none"> - To minimize and limit electrical usage - Replace bulb with an energy saving bulb last 10 times longer with 75% less energy - Switch off or unplug any charges or appliances not in use - To put in hibernate or sleep mode for all pc not in use <p>There was also a monitoring of diesel consumption as part of program to ensure efficient use of fossil fuel.</p>		Complied
4.5.2.2	<p>The oil palm premises shall estimate the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations. This shall include fuel use by contractors, including all transport and machinery operations.</p> <p>- Major compliance -</p>	<p>All estates have a yearly estimation of energy usage. This estimation is compared to the actual usage monthly and reported to the head office.</p>		Complied
4.5.2.3	<p>The use of renewable energy should be applied where possible.</p> <p>- Minor compliance -</p>	<p>All estates are using grid supply as their source of electricity with diesel genset as a back-up power supply. There's no renewable energy generation or application of the time being except that the estate</p>		Complied

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Criterion / Indicator		Assessment Findings	Compliance
		adopted utilization of renewable biomass source of their own EFB to be applied within the estate fields.	
Criterion 4.5.3: Waste management and disposal			
4.5.3.1	All waste products and sources of pollution shall be identified and documented. - Major compliance -	All waste products and sources of pollution had been identified in Waste Management Action Plan Year 2020 for the estate. Based on the Waste Management Action Plan Year 2020 the following wastes and its sources were identified: - Domestic waste: Rubbish from linesite, office and etc. at Field PM99A - Scheduled waste: SW305, SW306, SW 410 & SW 102 - Recyclable waste: Empty chemical container, empty fertilizer bag, palm fronds, etc.	Complied
4.5.3.2	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 - Major compliance -	As above, all waste products and sources of pollution had been identified in Waste Management Action Plan Year 2020 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.	Complied
4.5.3.3	The management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environment Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and	At LPE, the following lapses were found: iii) Trace of oil spillage inside the drain connected to the scheduled wastes store iv) Trace of oil spillage inside the drain connected to the generator house at Division 500 workers quarters	Minor NC

Criterion / Indicator		Assessment Findings	Compliance
	safe handling, storage and disposal. - Major compliance -	Based on the evidence above, the disposal of spent oil in accordance to EQA Regulations (SW) 2005 was not adequately demonstrated. Hence, a Minor NC has been raised on the matter.	
4.5.3.4	Empty pesticide containers shall be punctured and disposed in an environmentally and socially responsible way, such that there is no risk of contamination of water sources or to human health. The disposal instructions on manufacturer's labels should be adhered to. Reference should be made to the national programme on recycling of used HDPE pesticide containers. - Major compliance -	Triple rinsing procedure is available in estate under Title <i>Prosedur 3 kali Pembilasan Bekas Simpanan</i> , the training was conducted on 9/4/2020 in Sungai-Sungai 1 Estate. The disposal of empty container (SW 409) was latest made in Sungai-Sungai 3 Estate on 13/2/2020 (referred consignment note: B003785) at Lagenda Bumimas Sdn Bhd Disposal of empty container (39kg) in Lembah Paitan Estate was done 13/2/2020 at Lagenda Bumimas refer consignment note B003738 for SW 409. In Sungai-Sungai 2 estate, they generated SW 410,409,102 and 305.	Complied
4.5.3.5	Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourses. - Minor compliance -	During the field visit conducted, the following lapses were found: <ul style="list-style-type: none"> - LSS1 – landfill was found to be located adjacent to a patch of jungle and wastes such as empty chemical containers, plastics and metal were found to be disposed inside the waste pit - LSS1 – seen employees of a contractor were burning wastes at their workshop building - LPE Division 500 – domestic wastes pit is located within the housing area and the old pit was not covered and trace of burning was observed 	Minor NC

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Criterion / Indicator		Assessment Findings	Compliance
		Based on the evidence above, the disposal of domestic waste in a manner of minimizing the risk of contamination of the environment and watercourses was not satisfactorily demonstrated. Hence, a Minor NC has been raised on the matter.	
Criterion 4.5.4: Reduction of pollution and emission			
4.5.4.1	An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, scheduled wastes, solid wastes and effluent. - Major compliance -	The assessment done by all estates for all polluting activities and recorded in the register of Environment Aspect and Impact assessment. Among identified sources were fertilizer, diesel and pesticide chemicals as the main GHG pollutants.	Complied
4.5.4.2	An action plan to reduce identified significant pollutants and emissions shall be established and implemented. - Major compliance -	Action plan was established to reduce identified significant pollutants including IPM implementation, empty chemical container & empty fertilizer bags recycle and electricity supply rationing to housing quarters.	Complied
Criterion 4.5.5: Natural water resources			
4.5.5.1	The management shall establish a water management plan to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include: a. Assessment of water usage and sources of supply. b. Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the estate's current activities.	During the field visit conducted, I was found a trace of herbicides spraying was seen at riparian zone at LPE Div. 500 Block PM08A01 despite of having a signage restricting spraying of herbicides. Based on the evidence above, the maintenance of riparian zone was not adequately demonstrated. Hence, a Major NC has been raised on the matter.	Major NC

Criterion / Indicator	Assessment Findings	Compliance
<p>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.).</p> <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>- Major compliance -</p>		
<p>4.5.5.2 No construction of bunds, weirs and dams across main rivers or waterways passing through an estate.</p> <p>- Minor compliance -</p>	<p>During the field visit conducted, it was found that there is no construction of bunds, weirs and dams across main rivers or waterways passing through estates within Rimba Nilai Business Unit.</p>	<p>Complied</p>
<p>4.5.5.3 Water harvesting practices should be implemented (e.g. water from road-side drains can be directed and stored in conservation terraces and various natural receptacles).</p> <p>- Minor compliance -</p>	<p>The estate practice water harvesting at strategic locations. They also maintained monitoring records of water usage which recorded every day and summarized on monthly basis including the monitoring of rainfall water, which has been an alternative source of water as mitigation plan during draught season.</p>	<p>Complied</p>
<p>Criterion 4.5.6: Status of rare, threatened, or endangered species and high biodiversity value</p>		

Criterion / Indicator	Assessment Findings	Compliance
<p>4.5.6.1 Information shall be collated that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). This information should cover:</p> <ul style="list-style-type: none"> 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. <p>- Major compliance -</p>	<p>The High Conservation Value assessment report was available dated November 2018 by Malaysian Environmental Consultant Sdn Bhd. This HCV report cover the identification of high biodiversity value habitat in Segaria estate. From the report, there are HCV 1,2,3 and 4 in estates within Rimba Nilai Business Unit with a total of 143.9 Ha consist of following:</p> <ul style="list-style-type: none"> - Buffer zone/riparian – 71.9 Ha - Pocket Jungle – 33.3 ha - unplanted area/steep area – 38.7 ha 	<p>Complied</p>
<p>4.5.6.2 If rare, threatened or endangered species, or high biodiversity value, are present, appropriate measures for management planning and operations should include:</p> <ul style="list-style-type: none"> a) Ensuring that any legal requirements relating to the protection of the species are met. b) Discouraging any illegal or inappropriate hunting, fishing or collecting activities; and developing responsible measures to resolve human-wildlife conflicts. <p>- Major compliance -</p>	<p>Their management plan such as:</p> <ul style="list-style-type: none"> - To ensure no agrichemical activities carried out near the riparian area. - To cover any bare soil with planting of vetiver grasses, groundcovers and to reduce soil erosion. - Establishment of safety/awareness signages - To give briefing during muster to include HCV related. - HCV awareness training for estate management. 	<p>Complied</p>
<p>4.5.6.3 A management plan to comply with Indicator 1 shall be established and effectively implemented, if required.</p> <p>- Major compliance -</p>	<p>The above programs were regularly communicated by estate management to all employees from time to time during routine workers assembly. The recent specific biodiversity and environmental</p>	<p>Complied</p>

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		policy briefing was conducted on August 2020 attended by all estate staff and employees.	
Criterion 4.5.7: Zero burning practices			
4.5.7.1	Use of fire for waste disposal and for preparing land for oil palm cultivation or replanting shall be avoided except in specific situations, as identified in regional best practice. - Major compliance -	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.	Complied
4.5.7.2	A special approval from the relevant authorities shall be sought in areas where the previous crop is highly diseased and where there is a significant risk of disease spread or continuation into the next crop. - Major compliance -	During site verification in field replanting area no trace of burn was sighted. No need any special approval to DOE.	Complied
4.5.7.3	Where controlled burning is allowed, it shall be carried out as prescribed by the Environmental Quality (Declared Activities) (Open Burning) Order 2003 or other applicable laws. - Major compliance -	No trace of fire been using during replanting was verified during site verification.	Complied
4.5.7.4	Previous crops should be felled or mowed down, chipped and shredded, windrowed or pulverized or ploughed and mulched. - Minor compliance -	The old pam was mowed down, chipped and shredded during replanting progress verified during site visit in replanting area.	Complied

Criterion / Indicator		Assessment Findings	Compliance
4.6 Principle 6: Best Practices			
Criterion 4.6.1: Site Management			
4.6.1.1	Standard operating procedures shall be appropriately documented and consistently implemented and monitored. - Major compliance -	Boustead Plantations Bhd has established the agriculture manual (Oil Palm Circular) covers felling and clearing, planting material, weeding, lalang, manuring, pest & disease, census & thinning out, drains, road & bridges, soil/water conservation, boundaries, fences & survey, supplying, pruning, collection (harvesting) and external transport.	Complied
4.6.1.2	Where oil palm is grown within permitted levels on sloping land, appropriate soil conservation measures shall be implemented to prevent both soil erosion as well as siltation of drains and waterways. Measures shall be put in place to prevent contamination of surface and groundwater through runoff of either soil, nutrients or chemicals. - Major compliance -	Boustead Plantations Bhd has established SOP related to planting on slope namely Soil Conservation/Water Management was sighted. All the strategy including soil conservation practices, type of vegetation, ground cover establishment were found implemented accordingly in the field.	Complied
4.6.1.3	A visual identification or reference system shall be established for each field. - Major compliance -	As sample, a field marking was sighted at Sungai-Sungai 1 Estate. Sighted field marking at PR18A. The management using palm trunk marking or signboard as visual identification or reference system.	Complied
Criterion 4.6.2: Economic and financial viability plan			
4.6.2.1	A documented business or management plan shall be established to demonstrate attention to economic and financial viability through long-term management planning.	All estates established and implemented its commitment to long term sustainability and improvements through a capital expenditure programme. This budget consists of area statement, replanting cost,	Complied

Criterion / Indicator		Assessment Findings	Compliance															
	- Major compliance -	FFB budget, capital expenditures, vehicle and heavy plant running schedule, upkeep and cultivation, harvesting, nursery, production cost etc. Budget 2020 and 5-years planning horizon (projections 2020-2025) was verified during the audit.																
4.6.2.2	<p>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.</p> <p>- Major compliance -</p>	<p>The revised replanting program was established which was updated. The replanting programme sighted as follow:</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Replanting (Ha)</th> <th>Estate</th> </tr> </thead> <tbody> <tr> <td>2020</td> <td>196.90</td> <td>LSS1, LSS2</td> </tr> <tr> <td>2021</td> <td>122.60</td> <td>LSS3, LK</td> </tr> <tr> <td>2022</td> <td>243.40</td> <td>LSS1, LPE</td> </tr> <tr> <td>2023</td> <td>319.70</td> <td>LSS1, LSS2, LPE, LK</td> </tr> </tbody> </table>	Year	Replanting (Ha)	Estate	2020	196.90	LSS1, LSS2	2021	122.60	LSS3, LK	2022	243.40	LSS1, LPE	2023	319.70	LSS1, LSS2, LPE, LK	Complied
Year	Replanting (Ha)	Estate																
2020	196.90	LSS1, LSS2																
2021	122.60	LSS3, LK																
2022	243.40	LSS1, LPE																
2023	319.70	LSS1, LSS2, LPE, LK																
4.6.2.3	<p>The business or management plan may contain:</p> <ul style="list-style-type: none"> a) Attention to quality of planting materials and FFB b) Crop projection: site yield potential, age profile, FFB yield trends c) Cost of production : cost per tonne of FFB d) Price forecast e) e) Financial indicators : cost benefit, discounted cash flow, return on investment <p>- Major compliance -</p>	<p>All estates established and implemented its commitment to long term sustainability and improvements through a capital expenditure programme. This budget consists of area statement, replanting cost, FFB budget, capital expenditures, vehicle and heavy plant running schedule, upkeep and cultivation, harvesting, nursery, production cost etc. Budget 2020 and 5-years planning horizon (projections 2020-2025) was verified during the audit.</p>	Complied															

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Criterion / Indicator		Assessment Findings	Compliance
4.6.2.4	The management plan shall be effectively implemented, and the achievement of the goals and objectives shall be regularly monitored, periodically reviewed and documented. - Major compliance -	The Head of Business Unit monitors the estate performance against the targets. He also recommends changes to the plans if necessary.	Complied
Criterion 4.6.3: Transparent and fair price dealing			
4.6.3.1	Pricing mechanisms for the products and other services shall be documented and effectively implemented. - Major compliance -	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.	Complied
4.6.3.2	All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner. - Major compliance -	Fair contracts were transparently agreed and paid in timely manner as per sample sighted as following: Sungai-Sungai 1 Estate: - Form of Agreement between Boustead Rimba Nilai Sdn. Bhd., Sungai-Sungai 1 Estate and YS Enterprise; Contract Agreement # SS1/YS-13(B)/2018; dated: 15/12/2017 - Harvesting & Maintenance Work Agreement between Rimba Nilai Sdn. Bhd., Sungai-Sungai 1 Estate; Contract Agreement # SS1/MC-(1)2/2018; dated 1/1/2018	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> - Memorandum of Agreement Harvesting, Field Upkeep & Maintenance between Boustead Rimba Nilai Sdn. Bhd. and Andy Enterprise; Contractor Agreement # LSS3/AE/2017; dated: 1/1/2017 <p>Sungai-Sungai 3 Estate:</p> <ul style="list-style-type: none"> - Supplementary Agreement between Boustead Rimba Nilai Sdn. Bhd., Sungai-Sungai 3 Estate and Dataran Daiman Sdn. Bhd.; Contract Agreement # LSS3/DDSB/2017; dated: 1/9/2017 - Memorandum of Agreement Harvesting, Field Upkeep & Maintenance between Boustead Rimba Nilai Sdn. Bhd. and Andy Enterprise; Contractor Agreement # LSS3/AE/2017; dated: 1/1/2017 <p>Lembah Paitan Estate:</p> <ul style="list-style-type: none"> - FFB Harvesting Agreement between Boustead Rimba Nilai Sdn. Bhd. and ZNT Bersatu Sdn. Bhd.; Contract Agreement # 06/LPE/ZNT/HV/2020; Contract period: 1/1/2020 – 31/12/2020 	
Criterion 4.6.4: Contractor			
4.6.4.1	<p>Where contractors are engaged, they shall understand the MSPO requirements and shall provide the required documentation and information.</p> <p>- Major compliance -</p>	<p>The obligations for the contractors to comply with MSPO were stated in Clause 8 of the contract agreement and as per letter of Additional Caluse MSPO& RSPO In Contract Agreement; Dated 28/8/2020 sighted for sample contractors as following:</p> <ul style="list-style-type: none"> - ZNT Bersatu Sdn. Bhd. - Kontraktor Bakri Bersaudara - Paulus Enterprise 	Complied

Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> - Syarikat Hien Lee - Max Enterprise - Milik Ria Sdn. Bhd. 	
4.6.4.2	<p>The management shall provide evidence of agreed contracts with the contractor.</p> <p>- Major compliance -</p>	The contractors have signed on the contract agreement prior to provide services as per sample contract agreements sighted in indicator 4.6.3.2 above.	Complied
4.6.4.3	<p>The management shall accept MSPO approved auditors to verify assessments through a physical inspection if required.</p> <p>- Minor compliance -</p>	All estates within Rimba Nilai Business Unit has no objection to allow BSI auditors to verify the assessment through physical inspection if required.	Complied
4.6.4.4	<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>- Major compliance -</p>	The contractor will issue the working chit for every work done on daily basis as stated in the contract agreement. During the month end, the contractor will issue the tax invoice to the company for all the work done to proceed for payment.	Complied
4.7 Principle 7: Development of new planting			
Criterion 4.7.1: High biodiversity value			
4.7.1.1	<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>- Major compliance -</p>	There is no development of new planting at all the visited estates within Rimba Nilai Business Unit.	N/A

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Criterion / Indicator		Assessment Findings	Compliance
4.7.1.2	No conversion of Environmentally Sensitive Areas (ESAs) to oil palm as required under Peninsular Malaysia's National Physical Plan (NPP) and the Sabah Forest Management Unit under the Sabah Forest Management License Agreement. For Sabah and Sarawak, new planting or replanting of an area 500ha or more requires an EIA. For areas below 500ha but above 100ha, a Proposal for Mitigation Measures (PMM) is required. - Major compliance -	There is no development of new planting at all the visited estates within Rimba Nilai Business Unit.	N/A
Criterion 4.7.2: Peat Land			
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. - Major compliance -	There is no development of new planting at all the visited estates within Rimba Nilai Business Unit.	N/A
Criterion 4.7.3: Social and Environmental Impact Assessment (SEIA)			
4.7.3.1	A comprehensive and participatory social and environmental impact assessment shall be conducted prior to establishing new plantings or operations. - Major compliance -	There is no development of new planting at all the visited estates within Rimba Nilai Business Unit.	N/A
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.	There is no development of new planting at all the visited estates within Rimba Nilai Business Unit.	N/A

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -		
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. - Major compliance -	There is no development of new planting at all the visited estates within Rimba Nilai Business Unit.	N/A
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 documented and a plan to manage the impacts developed, implemented, monitored and reviewed. - Minor compliance -	There is no development of new planting at all the visited estates within Rimba Nilai Business Unit.	N/A
Criterion 4.7.4: Soil and topographic information			
4.7.4.1	Information on soil types shall be adequate to establish the long-term suitability of the land for oil palm cultivation. - Major compliance -	There is no development of new planting at all the visited estates within Rimba Nilai Business Unit.	N/A
4.7.4.2	Topographic information shall be adequate to guide the planning of planting programmes, drainage and irrigation systems, roads and other infrastructure. - Major compliance -	There is no development of new planting at all the visited estates within Rimba Nilai Business Unit.	N/A
Criterion 4.7.5: Planting on steep terrain, marginal and fragile soils			

Criterion / Indicator		Assessment Findings	Compliance
4.7.5.1	Extensive planting on steep terrain, marginal and fragile soils shall be avoided unless permitted by local, state and national laws. - Major compliance -	There is no development of new planting at all the visited estates within Rimba Nilai Business Unit.	N/A
4.7.5.2	Where planting on fragile and marginal soils is proposed, plans shall be developed and implemented to protect them and to minimize adverse impacts (e.g. hydrological) or significantly increased risks (e.g. fire risk) in areas outside the plantation. - Major compliance -	There is no development of new planting at all the visited estates within Rimba Nilai Business Unit.	N/A
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 within Rimba Nilai Business Unit.	N/A
Criterion 4.7.6: Customary land			
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 within Rimba Nilai Business Unit.	N/A

Criterion / Indicator		Assessment Findings	Compliance
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 within Rimba Nilai Business Unit.	N/A
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 within Rimba Nilai Business Unit.	N/A
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. - Major compliance -	There is no development of new planting at all the visited estates within Rimba Nilai Business Unit.	N/A
4.7.6.5	Identification and assessment of legal and recognised customary rights shall be documented. - Major compliance -	There is no development of new planting at all the visited estates within Rimba Nilai Business Unit.	N/A
4.7.6.6	A system for identifying people entitled to compensation and for calculating and distributing fair compensation shall be established and implemented. - Major compliance -	There is no development of new planting at all the visited estates within Rimba Nilai Business Unit.	N/A

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4.7.6.7	The process and outcome of any compensation claims shall be documented and made publicly available. - Major compliance -	There is no development of new planting at all the visited estates within Rimba Nilai Business Unit.	N/A
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. - Minor compliance -	There is no development of new planting at all the visited estates within Rimba Nilai Business Unit.	N/A

B) MS 2530-4:2013 Malaysian Sustainable Palm Oil (MSPO) Part 4: General principles for Palm Oil Mill – Rimba Nilai Palm Oil Mill

Criterion / Indicator		Assessment Findings	Compliance
4.1 Principle 1: Management commitment & responsibility			
Criterion 4.1.1 – Malaysian Sustainable Palm Oil (MSPO) Policy			
4.1.1.1	Policy for the implementation of MSPO shall be established. - Major compliance -	Established as <i>Boustead Plantations Berhad Polisi Pelaksanaan Dan Komitmen Terhadap Sijil Akuan MSPO</i> ; Dated 2/12/2019; Signed by Chief Operation Officer (CEO). On top of this, there’s also a BPB Sustainability Policy dated 2/12/2020 also signed by the CEO.	Complied
4.1.1.2	The policy shall also emphasize on the commitment to continual improvement with the objective of improving the milling operation. - Major compliance -	The policy included with statement that Boustead Plantations Berhad runs its business in sustainable manner with continuous improvements towards its planting and milling operations by complying and implementing MSPO principles.	Complied
Criterion 4.1.2 – Internal Audit			
4.1.2.1	Internal audit shall be planned and conducted regularly to determine the strong and weak points and potential area for further improvement. - Major compliance -	Based on the records, the MSPO internal audit was planned and conducted on 20-24/7/2020 for Rimba Nilai Business Unit. Based on the Internal Audit SOP; Issue # 1; Date of issue: July 2016, the frequency of internal audit to be conducted once a year guided by the annual audit schedule. Follow-up audit to be carried out as and when required.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
4.1.2.2	<p>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.</p> <p>- Major compliance -</p>	<p>Internal audit procedure documented as the Internal Audit SOP; Issue # 1; Date of issue: July 2016. The procedure also specified few documented forms to be use in the internal audit as following:</p> <ul style="list-style-type: none"> - Appendix a: Audit Schedule - Appendix b: MSPO Standard Checklist - Appendix c: Audit Summary Report - Appendix d: Non-Conformance Report - Appendix e: Audit Notes - Appendix f: Audit Programme <p>For mill, latest internal audit was conducted on 21-24 July 2020. Internal audit result was documented in the Audit Report (Lead Sheet) # 01/2020. Summary of findings as following:</p> <ul style="list-style-type: none"> - 9 Major NCR (6 MSPO P&C & 3 MSPO SCCS) & 6 OFI 	Complied
4.1.2.3	<p>Reports shall be made available to the management for their review.</p> <p>- Major compliance -</p>	<p>Internal audit reports were made available for review in the management review meeting.</p>	Complied
Criterion 4.1.3 – Management Review			
4.1.3.1	<p>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.</p> <p>- Major compliance -</p>	<p>There’s a memo of Rimba Nilai Business Unit Notice of Sustainability Management Review Meeting stated that the management review meeting was planned to be conducted as following:</p> <p>Date: 24/7/2020 Time: 12.00 pm Venue: Sungai-Sungai 1 Estate Meeting Room</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		The meeting attended by Top Management i.e. Mr. Anuar Semail (Sustainability Chairman), estate managers, mill manager and representatives from Boustead Plantation sustainability unit and Rimba Nilai Business Unit. Agenda covered including internal audit findings, stakeholder feedbacks, changes and recommendations by top management which found sufficient to address the standard requirement.	
Criterion 4.1.4 – Continual Improvement			
4.1.4.1	The action plan for continual improvement shall be based on a consideration of the main social and environmental impact and opportunities for the company. - Major compliance -	Action plan for continual improvement mainly based on the recommendation by the assessor of Social Impact Assessment as per report by Malaysian Environmental Consultants (MEC); Social Impact Assessment Boustead Rimba Nilai Sdn. Bhd.; Beluran District. Sabah Malaysia; October 2018. Amongst all, the Continual Improvement Plan for The Year 2020 established includes the following: - Social: workstation facilities improvement – premix area, storage; workers housing and sanitation improvement – repair & painting - Environmental: lower BOD limit for POME final discharge, fuel burning equipment emission control compliance, scheduled waste handling & waste recycle	Complied

Criterion / Indicator		Assessment Findings	Compliance
4.1.4.2	<p>The company should establish a system to improve practices in line with new information and techniques; and for disseminating this information throughout the workforce.</p> <p>- Major compliance -</p>	<p>The mill has been certified with ISO 9001:2015 by Sirim QAS International Sdn. Bhd. (Cert. # QMS 02891; Validity period: 29/6/2018 – 29/5/2021) and implemented the management system to improve practices in-line with new information and techniques as per requirements of ISO 9001:2015.</p>	Complied
4.2 Principle 2: Transparency			
Criterion 4.2.1 – Transparency of information and documents relevant to MSPO requirements			
4.2.1.1	<p>The management shall communicate adequate information to other stakeholder on environmental, social and legal issues relevant to sustainable practices in the relevant languages and forms.</p> <p>- Major compliance -</p>	<p>Boustead established BPB Sustainability Policy, dated 2/12/2019 that includes the traceability commitment. Internal and external stakeholder communication on policies were done based on request of information by any stakeholder as per ISO Quality Assurance Manual – 7.4 Communication; Issue # 1 QAM; Date: Oct 2017.</p> <p>Communication with internal stakeholders among mill management with staff and employee was done directly through mill assembly and meeting as per sample records sighted i.e. <i>Minit Mesyuarat Pihak Pengurusan Dan Pihak Berkepentingan Dalaman Bil.: 01/2020</i>; Dated 2/3/2020.</p> <p>Communication with external stakeholders by mill management was done through meeting as per sample records sighted i.e. <i>Mesyuarat MSPO (External Stakeholder – Syarikat Kejiranan & Pihak Berkepentingan</i>; Dated 25/2/2020; Venue: Sungai-Sungai 1 Estate Meeting Room.</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
4.2.1.2	<p>The management documents shall be publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.</p> <p>- Major compliance -</p>	<p>Rimba Nilai POM holds copies of each of the management documents that are required to be publicly available. Copies of the document such as documents related to environmental and social issues, plans for pollution prevention, records of complaints and grievances were available upon request. All the policies such as Pesticide Use Policy, Human Rights Policy, Foreign Workers Policy were properly documented and publicly available in the company's website: http://www.bousteadplantations.com.my/sustain_policy.html as well as other sustainability information practiced by the company.</p>	Complied
Criterion 4.2.2 – Transparent method of communication and consultation			
4.2.2.1	<p>Procedures shall be established for consultation and communication with the relevant stakeholders.</p> <p>- Major compliance -</p>	<p>Procedures for consultation and communication dated February 2018 was established as a flow chart (<i>Carta Aliran Membuat Aduan Masalah</i>) where issues need to be responded within 7 days at estate level. In case issues not resolved, it will be escalated to HQ level (<i>Carta Aliran Aduan Ke Pihak Atasan</i>) to be resolved from day 7 until day 21.</p> <p>All communications were recorded in External Communication Form (<i>Borang Komunikasi Luaran & Borang Aduan</i>); PKSJ-001 and Communication Record (PKSJ-002).</p>	Complied
4.2.2.2	<p>The management shall nominate management officials at the operating unit responsible for issues related to <i>indicator 1</i>.</p> <p>- Minor compliance -</p>	<p>Management has appointed few management officials responsible for relevant issues as per Complaints Organization Chart chaired by Mill Manager and his committee as following:</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> - Mill Manager - Letter of Appointment – Sustainability Chairman; Ref. # BEA/SUST/281-18; Date: 5/12/2018 - <i>Surat Lantikan Naib Pengerusi Panel Aduan Dalam dan Luaran Kilang Kelapa Sawit Rimba Nilai Sesi 2018/2019</i> of Mohamad Azam Jasni (Cadet); Date: 20/8/2018 - <i>Surat Lantikan AJK Panel Aduan Dalam dan Luaran Kilang Kelapa Sawit Rimba Nilai Sesi 2018/2019</i> of Ismail Yusop (Boilerman), Mazlan Roslan (Supervisor), Suzeana Sakai (Chief Clerk), Aripudin (Mandore), Admiral Ating (Storekeeper); Date: 2/7/2018 	
4.2.2.3	<p>A list of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders shall be properly maintained.</p> <p>- Major compliance -</p>	<p>Register of stakeholders was documented as List of Stakeholders FY 2018 Boustead Rimba Nilai Sdn. Bhd. Rimba Nilai Palm Oil Mill which listed the stakeholders among contractors/suppliers, FFB suppliers, FFB smallholders, transporter for CPO & PK, Refineries of CPO & PK (Buyers), Sister Companies within Boustead Group and other interested parties including government agencies, school and hospital as well as local communities/neighbors.</p> <p>In case of any complaints and action need to be taken, it will be recorded in <i>Borang Aduan/Pendapat Pekerja Kilang, Ladang, Orang Awam, Masyarakat Sekitar & Lain-lain</i> for complaints related to damage, safety, pollution and social. No complaints received from any stakeholders since the last audit.</p>	Complied
Criterion 4.2.3 – Traceability			

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Criterion / Indicator		Assessment Findings	Compliance
4.2.3.1	<p>The management shall commit itself to implement and maintain the requirements for the traceability and shall establish a standard operation procedure for traceability.</p> <p>- Major compliance -</p>	<p>The mill established the MSPO Traceability Procedures; Issue 1; Date of issue: July 2016; Rev. # 2; Rev. date: March 2018 for the traceability operation. The procedure specified detail operations related to traceability of FFB.</p> <p>The mill established the MSPO Supply Chain (SCC) Procedures; Issue 1; Date of issue: Oct 2018 for the supply chain operation. The procedure specified detail operations related to supply chain of CPO & PK products.</p>	Complied
4.2.3.2	<p>The management shall conduct regular inspections on compliance with the established traceability system.</p> <p>- Major compliance -</p>	<p>Regular inspections on compliance with traceability system conducted through internal audit. Daily implementation monitoring was done by the mill manager and assistant manager.</p>	Complied
4.2.3.3	<p>The management shall identified and assign suitable employees to implement and maintain traceability system.</p> <p>- Minor compliance -</p>	<p>The mill assigned specific personnel among weighbridge operators, lab assistant and management staff to implement and maintain traceability system with assistance of HQ's sustainability unit personnel.</p>	Complied
4.2.3.4	<p>Records of storage, sales, delivery or transportation of crude palm oil and palm kernel shall be maintained.</p> <p>- Major compliance -</p>	<p>Records of storage for CPO and PK available in daily production report. Delivery and dispatch records of both CPO and PK maintained as per sample as following:</p> <ul style="list-style-type: none"> - CPO dispatch ticket # 391382; Date: 10/9/2020; DO # CPO 315202004668; Tank # DST 1; Buyer: Mewah Datu Sdn. Bhd.; Net weight: 40,060 kg; Vehicle # SAB4428D/ST6386U 	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		- PK dispatch ticket # 391386; Date: 10/9/2020; DO # PK 315202004670; Tank # KB 1, KB 2, KB 4; Buyer: IOI Edible Oils Sdn. Bhd.; Net weight: 34,810 kg; Vehicle # SMB8168/TS551	
4.3 Principle 3: Compliance to legal requirements			
Criterion 4.3.1 – Regulatory requirements			
4.3.1.1	All operations shall be in compliance with applicable local, state, national and ratified international laws and regulations. - Major compliance -	Standard Procedure referred to was 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 26 Feb 2020.	Complied
4.3.1.2	The management shall list all relevant laws related to their operations in a legal requirement register. - Major compliance -	The management already have all laws that applicable for their operation in LORR such as per sample as following: - License for Diesel available permission 4th 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 liters diesel. Mill already apply the license referred letter JBPM/SB/ZSD:700/1/7-35Jld.2 form BOMBA for fire certificate. - MPOB license referred 5082954044000 valid from 1 Feb 2020 until 31 Jan 2021 with 120000mt, to date FFB process is 24538.25 mt.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> - License from Suruhanjaya Tenaga (Siri:31583) license no. 2018/02422 valid from 20/10/2020 until 19/10/2021 for generate electric 3450 kW. - SB PMT 9963, valid until 9 July 2021 (PMT-SB/18 12258), SB PMT 968, valid until 9 July 2021 (PMT-SB/18 12261), SB PMD 143, valid until 9 July 2021 (PMD-SB/18 12758) 	
4.3.1.3	The legal requirements register shall be updated as and when there are any new amendments or any new regulations coming into force. - Major compliance -	The new amendment is been communicated with all dated 23 June 2020 regarding to Occupational Safety and Health (Noise Exposure) Regulations 2019.	Complied
4.3.1.4	The management should assign a person responsible to monitor compliance and to track update the changes in regulatory requirements. - Minor compliance -	In Boustead Plantations Berhad, Mr. Amrul Nizam, Safety Manager from Boustead HQ is a person responsible to monitor compliance and to track and to advise operating units on update of any changes in regulatory requirements. However, compliance monitoring by the mill against DOE licensed FFB processing capacity need to be observed further. Hence, an OFI has been raised on the matter.	OFI
Criterion 4.3.2 – Lands use rights			
4.3.2.1	The management shall ensure that their oil palm milling activities do not diminish the land use rights of other users. - Major compliance -	<p>Rimba Nilai POM located within Sungai-Sungai 1 estate area. All estates within Rimba Nilai Business Unit cultivated their oil palm within company's own land without diminishing the land use rights of other users. The mill Occupying Sungai-Sungai 1 Estate area of 7 plots as following:</p> <ul style="list-style-type: none"> - Title # Native Title 083071747; Area: 4.728 ha - Title # Native Title 083071738; Area: 4.847 ha 	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> - Title # Native Title 083071952; Area: 5.13 ha - Title # Native Title 083071783; Area: 4.924 ha - Title # Native Title 083071774; Area: 5.46 ha - Title # Native Title 083071701; Area: 4.732 ha - Title # Native Title 083071694; Area: 5.07 ha 	
4.3.2.2	<p>The management shall provide documents showing legal ownership or lease, history of land tenure and the actual legal use of the land.</p> <p>- Major compliance -</p>	Layout plan available indicated the whole mill area within Sungai-Sungai 1 estate area.	Complied
4.3.2.3	<p>Legal parameter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable.</p> <p>- Major compliance -</p>	Layout plan available indicated the whole mill area within Sungai-Sungai 1 estate area. Boundary with other land owners available at the estate.	Complied
4.3.2.4	<p>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).</p> <p>- Minor compliance -</p>	There is no land dispute in all estates within Rimba Nilai Business Unit at the time of audit. The lands are country leased and provisional lease to Boustead via verified with the land titles. The surrounding was owned by either smallholders or other plantation's companies. Based on the stakeholder interviews and field visit, there was no encroachment of land by the estates.	Complied
Criterion 4.3.3 – Customary rights			
4.3.3.1	<p>Where lands are encumbered by customary rights, the company shall demonstrate that these rights are understood and are not being threatened or reduced.</p> <p>- Major compliance -</p>	There is no land encumbered by customary rights in all estates within Rimba Nilai Business Unit. Hence, this requirement is not applicable.	N/A

Criterion / Indicator		Assessment Findings	Compliance
4.3.3.2	Maps of an appropriate scale showing extent of recognized customary rights shall be made available. - Minor compliance -	There is no land encumbered by customary rights in all estates within Rimba Nilai Business Unit. Hence, this requirement is not applicable.	N/A
4.3.3.3	Negotiation and FPIC shall be recorded and copies of the relevant agreements should be made available. - Major compliance -	There is no land encumbered by customary rights in all estates within Rimba Nilai Business Unit. Hence, this requirement is not applicable.	N/A
4.4 Principle 4: Social responsibility, health, safety and employment condition			
Criterion 4.4.1: Social Impact Assessment (SIA)			
4.4.1.1	Social impacts should be identified and plans should be implemented to mitigate the negative impacts and promote the positive ones. - Minor compliance -	Social impacts have been identified as per records of Field Findings Social Impact Assessment (SIA) Boustead Plantation for Sungai-Sungai 1, Sungai-Sungai 2, Sungai-Sungai 3, Lembah Paitan and Kawananan estates presentation slides. Based on the findings and the full assessment report provided by the consultant (MEC); Social Impact Assessment; Boustead Rimba Nilai Sdn Bhd; Beluran District, Sabah Malaysia; October 2018, it was noted in the slide print out that the estate having some issues related to following: - Legality of contractor’s workers - Own worker’s passport keeping - Workers’ housing conditions & availability of clean water, wastes & pollutants management and workers PPE compliance as per photos	Complied

Criterion / Indicator		Assessment Findings	Compliance
		The coverage of the SIA assessment has included relevant stakeholders among internal and external for the assessment. Boustead Rimba Nilai Business Unit has implemented the action plans to mitigate the negative impacts and promote the positive ones based on the assessment findings.	
Criterion 4.4.2: Complaints and grievances			
4.4.2.1	A system for dealing with complaints and grievances shall be established and documented. - Major compliance -	There were procedures established and documented as <i>Carta Aliran Membuat Aduan Masalah</i> (7 days – at estate level) and <i>Carta Aliran Aduan Ke Pihak Atasan</i> (from day 7 until day 21 – HQ level) dated February 2018. Records being documented in the forms available in the mill.	Complied
4.4.2.2	The system shall be able to resolve dispute in an effective, timely and appropriate manner, which is accepted by all parties. - Major compliance -	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	Complied
4.4.2.3	A complaint form should be made available at the premises, where employees and affected stakeholders can make complaints. - Minor compliance -	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.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
4.4.2.4	<p>Employees and surrounding communities should be made aware of its existence and that complaints or suggestions may be made at any time.</p> <p>- Minor compliance -</p>	<p>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 all operating units within Rimba Nilai Business Unit, attended by 27 participants from surrounding plantations, villages, suppliers, government clinic, PDRM, etc.</p> <p>Interview conducted with internal and external stakeholder during stakeholder consultation found that they were aware of the complaint procedure and were briefed by the management during stakeholder meeting.</p>	Complied
4.4.2.5	<p>Complaints and solutions within the past 24 months shall be documented and be made available to affected stakeholders upon request.</p> <p>- Major compliance -</p>	<p>The mill maintained its records of complaint in a complain file. Records since establishment of procedure (Feb 2018) were still well maintained.</p>	Complied
Criterion 4.4.3: Commitment to contribute to local sustainable development			
4.4.3.1	<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>- Minor compliance -</p>	<p>Contributions to local development were demonstrated as per consultation with local communities. Based on stakeholder consultation, it was noted that local communities are always been prioritized in case of vacancy within mill and estate. Almost 90% of mill employee are local Beluran and/or nearby districts residents. Interviewed estate contractors revealed that they are local</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<p>Sandakan contractor and some from Tawau, Sabah. Other contributions made sighted as per sample as following:</p> <ul style="list-style-type: none"> - Yearly Badminton Match competition - Labour Day celebration - Majlis buka puasa - Free transport to clinic/hospital in case of emergency - Hari raya korban buffalo contribution - Rice incentives 	
Criterion 4.4.4: Employees safety and health			
4.4.4.1	<p>An occupational safety and health policy and plan which is in line with Occupational Safety and Health Act 1994 and Factories and Machinery Act 1967 (Act 139) shall be documented, effectively communicated and implemented.</p> <p>- Major compliance -</p>	<p>OSH manual is available in Rimba Nilai Palm Oil Mill referred to Occupational Safety and Health Manual dated 1 January 2018. OSH Policy also available dated 1 June 2012 approved by Tan Sri Dato' Seri Lodin Wok Kamaruddin (Deputy Chairman/Group Managing Director).</p>	Complied
4.4.4.2	<p>The occupational safety and health plan should cover the following:</p> <ol style="list-style-type: none"> a) A safety and health policy, which is communicated and implemented. b) The risk of all operations shall be assessed and documented. c) An awareness and training programme which includes the following requirements for employees exposed to chemicals used at the palm oil mill: <ol style="list-style-type: none"> i. All employees involved are adequately trained on safe working practices; 	<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 2019. SOP for operational control has been established for identified high risk activities.</p> <p>OSH committee (OSH Manual Chapter 4; Occupational & 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 latest for July 2020 issuance.</p>	Complied

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Criterion / Indicator	Assessment Findings	Compliance
<ul style="list-style-type: none"> ii. All precautions attached to products should be properly observed and applied; d) The management shall provide the appropriate PPE at the place of work to cover all potentially hazardous operations as identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC). e) The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labeling) Regulation 1997 Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000. f) The management shall appoint responsible person(s) for workers' safety and health. The appointed person(s) of trust shall have knowledge and access to latest national regulations and collective agreements. g) The management shall conduct regular two-way communication with their employees where issues that affect their business such as those related to employees' safety, health and welfare are discussed openly. Records from such meeting shall be kept and the concerns of employees and any remedial actions taken shall be recorded. h) Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees. i) Employees trained in First Aid shall be present at all mill operations. First Aid equipment should be available at each worksite. 	<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. Records of hearing conservation training conducted latest on the same day available.</p> <p>OSH Meeting (Occupational Safety & Health Organization) 2.5 Meetings shall meet at least once in 3 months. Record latest OSH meeting is on 17 December 2019 and previously is on 25 Sept 2019 and 11 June 2019. Workplace inspection been done on 14 December 2019 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 & 21 November 2017 by Borneo First Response Sdn Bhd. where all field mandores will be person in-charge of keeping the first aid kit at worksite in field.</p>	

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Criterion / Indicator		Assessment Findings	Compliance
	<p>j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.</p> <p>- Major compliance -</p>		
Criterion 4.4.5: Employment conditions			
4.4.5.1	<p>The management shall establish a policy on good social practice regarding human rights in respect of industrial harmony. The policy shall be signed by the top management and communicated to the employees.</p> <p>- Major compliance -</p>	<p>Boustead Plantations Berhad has developed Human Rights Policy dated 11/1/2016 signed by Senior General Manager. The company is committed to ensure every individual are treated with fairness, dignity and respect. The company will respect the rights of every individual. They also recognize their responsibilities to respect human rights and avoid complicity in human rights abuses.</p> <p>Briefing of policies to all employees were conducted on 3 sessions on 10th, 12th and 17 February 2020. Communication to external stakeholders was latest done on 25/2/2020 during the external stakeholder consultation meeting.</p>	Complied
4.4.5.2	<p>The management shall not engage in or support discriminatory practices and shall provide equal opportunity and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics.</p> <p>- Major compliance -</p>	<p>Boustead Plantations Berhad has established Equal Opportunities Policy dated 11/1/2011 signed by Senior General Manager. The company will ensure all the relevant parties will be treated equally and no discrimination based on race, caste, nationalities, religion, gender, age etc. Interviewed with the workers from different nationalities, gender and age confirmed that no discrimination was occurred in the estate.</p>	Complied
4.4.5.3	<p>Management shall ensure that employees' pay, and conditions meet legal or industry minimum standards as per Collective Agreements.</p>	<p>Management has ensured that employees' pay, and conditions met legal or industry minimum standards as per work agreements sample sighted as following:</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
	<p>The living wage should be sufficient to meet basic needs and provide some discretionary income based on minimum wage.</p> <p>- Major compliance -</p>	<ul style="list-style-type: none"> - Employee ID # 0352B; Date joined: 11/11/2014; Post: Boiler Firemen; Nationality: Malaysia - Employee ID # 0372H; Date joined: 1/6/2016; Post: Cleaner; Nationality: Indonesia - Employee ID # 0464J; Date joined: 8/10/2019; Post: Security; Nationality: Malaysia - Employee ID # 0428F; Date joined: 16/5/2018; Post: SBR Operator; Nationality: Malaysia - Employee ID # 0472I; Date joined: 3/2/2020; Post: Mill Operator; Nationality: Malaysia - Employee ID # 0409C; Date joined: 3/11/2011; Post: Cleaner; Nationality: Indonesia 	
4.4.5.4	<p>Management should ensure employees of contractors are paid based on legal or industry minimum standards according to the employment contract agreed between the contractor and his employee.</p> <p>- Minor compliance -</p>	<p>There's no contractor hired for the mill's routine tasks. However, for other contract works, management ensured the contractor to comply Minimum Wage Orders as specified in the contract agreement as per sample sighted. Details included in criterion 4.6.4 below.</p>	Complied
4.4.5.5	<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>- Major compliance -</p>	<p>Info established as Staff List, NCS List and General Workers List detailing on name, type of work, gender, nationality, ID # (IC/Passport), age & station of work.</p> <p>Information of date of birth, date of entry, wage and period of employment included in individual work agreement (<i>Kontrak Pekerjaan / Perjanjian</i>) and Workers Registration Card.</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
4.4.5.6	<p>All employees shall be provided with fair contracts that have been signed by both employee and employer. A copy of employment contract shall be made available for each and every employee indicated in the employment records.</p> <p>- Major compliance -</p>	<p>All mill employees provided with fair contracts that have been signed by both employee and employer as per sample sighted as following:</p> <ul style="list-style-type: none"> - Employee ID # 0352B; Date joined: 11/11/2014; Post: Boiler Firemen; Nationality: Malaysia - Employee ID # 0372H; Date joined: 1/6/2016; Post: Cleaner; Nationality: Indonesia - Employee ID # 0464J; Date joined: 8/10/2019; Post: Security; Nationality: Malaysia - Employee ID # 0428F; Date joined: 16/5/2018; Post: SBR Operator; Nationality: Malaysia - Employee ID # 0472I; Date joined: 3/2/2020; Post: Mill Operator; Nationality: Malaysia - Employee ID # 0409C; Date joined: 3/11/2011; Post: Cleaner; Nationality: Indonesia 	Complied
4.4.5.7	<p>The management shall establish a time recording system that makes working hours and overtime transparent for both the employees and employers.</p> <p>- Major compliance -</p>	<p>Management has established proper time recording through thumb print attendance system that makes working hours and overtime transparent for both employees and employer as per sample sighted in indicator 4.4.5.3 above.</p>	Complied
4.4.5.8	<p>The working hours and breaks of the individual worker indicated in the time records shall comply with legal regulations and collective agreements. Overtime shall be mutually agreed upon and shall meet the legal requirements applicable.</p>	<p>The working hour and break time have been clearly stated in the employment contract. Besides, the thumb print attendance record was available and able to trace from the computer system.</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -		
4.4.5.9	<p>Wages and overtime payment documented on the pay slips shall be in line with legal regulations and collective agreements.</p> <p>- Major compliance -</p>	<p>Documented payslip was distributed to individual workers on the day of payment. Wages and overtime were paid according to the "Electronic Time Card". Total hours of overtime and daily attendance has recorded in the time card. Payslips sighted available for samples of employees in indicator 4.4.5.3 above.</p>	Complied
4.4.5.10	<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>- Minor compliance -</p>	<p>The social benefits for:</p> <p>Local - incentives for good work performance by giving hampers for general workers during annual dinner and for staff is based on KPI eligible for incentive, bonus payment, professional development for only executive and above, medical care and health provisions are for entire work force.</p> <p>Foreigner – new employees arriving from overseas are given the necessities and food as starter pack.</p> <p>For both local and foreign workers, mandatory SOCSO contribution was consistently provided by the company.</p>	Complied
4.4.5.11	<p>In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities.</p> <p>- Major compliance -</p>	<p>During site visit to the linesite found that playground, football field, church, mosque and etc were available and free access to all the workers and dependents. Sundry shop and crèche were available at housing compound.</p> <p>The workers quarters have adequate clean water supply by estate management, the management also done the analysis to ensure water was safe for domestic use. From the analysis done by</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		DYNAKEY Laboratories Sdn Bhd dated 27 November 2019 the water was safe for drinking as per analysis report ref. # 191113-01B.	
4.4.5.12	The management shall establish a policy to prevent all forms of sexual harassment and violence at the workplace. - Major compliance -	Boustead Plantations Berhad established a Policy of Sexual Harassment; dated 2/12/2019. Based on consultation made with sample women employees in the mill, no issue of sexual harassment occurred and they aware on how to report in case of any.	Complied
4.4.5.13	The management shall respect the right of all employees to form and join trade union and allow workers' own representative(s) to facilitate collective bargain in accordance with applicable laws and regulations. Employees shall be given freedom to join trade unions relevant to the industry or organize themselves for collective bargaining. Employees shall have the right to organize and negotiate their work conditions. Employees exercising this right should not be discriminated against or suffer repercussions. - Major compliance -	Boustead Plantations Berhad established a Policy for Freedom of Association; dated 2/12/2019 which allow all employees to freely associating among themselves. Employees of mill and estates within Rimba Nilai Business Unit form an employee consultative committee with workers representatives from each foreign county mainly Indonesia and Philippine. Latest employee consultative committee meeting with management was conducted on 2/9/2020.	Complied
4.4.5.14	Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation. - Major compliance -	Boustead Plantations Berhad has developed the Employment of Child and Age Limit Policy dated 17/2/2017. The company adopted the Children and Young Persons (Employment) Act 1966 and ILO Convention 138 (1973) Article 1-3. Based on the records of all employees, no workers less than 16 years old recruited in all estates.	Complied
Criterion 4.4.6: Training and competency			

Criterion / Indicator		Assessment Findings	Compliance												
4.4.6.1	All employees and contractors shall be appropriately trained. A training programme shall include regular assessment of training needs and documentation, including records of training. - Major compliance -	Records of training were maintained and sighted as below: <table border="1"> <thead> <tr> <th>Training</th> <th>Date</th> <th>Attendees</th> </tr> </thead> <tbody> <tr> <td>Latihan Cara Kerja Di Stesen Water Treatment</td> <td>16.07.2020</td> <td>17 workers</td> </tr> <tr> <td>Latihan Cara Kerja Di Stesen Loading Ramp</td> <td>09.07.2020</td> <td>14 Workers</td> </tr> <tr> <td>Latihan Cara Kerja Di Stesen Sterilizer</td> <td>20.06.2020</td> <td>16 Workers</td> </tr> </tbody> </table>	Training	Date	Attendees	Latihan Cara Kerja Di Stesen Water Treatment	16.07.2020	17 workers	Latihan Cara Kerja Di Stesen Loading Ramp	09.07.2020	14 Workers	Latihan Cara Kerja Di Stesen Sterilizer	20.06.2020	16 Workers	Complied
Training	Date	Attendees													
Latihan Cara Kerja Di Stesen Water Treatment	16.07.2020	17 workers													
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Latihan Cara Kerja Di Stesen Sterilizer	20.06.2020	16 Workers													
4.4.6.2	Training needs of individual employees shall be identified prior to the planning and implementation of the training programmes in order to provide the specific skill and competency required to all employees based on their job description. - Major compliance -	Training needs of individual employees have been identified prior to the planning and implementation of the training programs in order to provide the specific skill and competency required to all employees based on their job description.	Complied												
4.4.6.3	A continuous training programme shall be planned and implemented to ensure that all employees are well trained in their job function and responsibility in accordance to the documented training procedure. - Minor compliance -	Training programme planned for year 2020 was available during the visit. The OSH program generated by the mill for the year 2020 covers the important aspects of OSH such as Safety Trainings, OSH Meetings, Fire Extinguisher Inspections, HIRARC Reviews, Workplace Inspections, ERP Trainings, Fire Drills and Medical Surveillance & Audiometric Test.	Complied												
4.5 Principle 5: Environment, natural resources, biodiversity and ecosystem services															
Criterion 4.5.1: Environmental Management Plan															
4.5.1.1	An environmental policy and management plan shall be in line with the relevant country and state environmental laws shall be	Boustead Plantations Berhad have displayed their commitment towards protecting the environment via the Polisi Alam Sekitar &	Complied												

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Criterion / Indicator		Assessment Findings	Compliance
	<p>established, effectively communicated and implemented.</p> <p>- Major compliance -</p>	<p>Biodeversiti (Environmental & Biodiversity Policy); dated 11th January 2011; signed by Pengurus Besar Kanan of Bousted Estates Agency Sdn Bhd.</p> <p>The policy indicates the commitment of the organization to comply with all regulations and laws pertaining to environmental and diversity, avoid all negative impacts towards the environment and biodiversity that are generated from mill operations.</p>	
4.5.1.2	<p>The environmental management plan shall cover the following:</p> <p>a) An environmental policy and objectives;</p> <p>b) The aspects and impacts analysis of all operations</p> <p>- Major compliance -</p>	<p>On top of the above biodiversity management plan and objectives, the environmental management plan covered in the established action plan of significant environmental aspects identified and impacts evaluated as per documents sighted as following:</p> <p>Established based on the procedure for Environmental Aspect/Impact Evaluation; Issue 1; Dated Dec 2011 and documented as following:</p> <p>-Environmental Aspect and Impact Identification 2019/2020; Serial # EAI/2018/001-1 to EAI/2019/013-4 dated 3/1/2019</p> <p>-Environmental Impact Evaluation Form Serial # EIE/2018/001-1 to EIE/2019/014-4 dated 3/1/2019</p> <p>Sighted the aspect identified and impact evaluated covered all mill operational stations activities including operation of weighbridge, FFB Ramp, vertical sterilizer, maintenance of crude oil pumps, sludge pumps, waste pumps, effluent treatment plant etc.</p>	Complied

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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, implemented and monitored. - Major compliance -	As specified in indicator 4.5.1.1 & 4.5.1.2 above, the visit confirmed that the developed environmental improvement plan to mitigate the negative impacts and to promote the positive ones were effectively implemented and monitored. Sighted the Schedule Waste Inventory Records as one of the environmental improvement plans.	Complied				
4.5.1.4	A programme to promote the positive impacts should be included in the continual improvement plan. - Minor compliance -	Few environmental plans have been established including waste management action plan, continuous improvement environmental plan etc. The following was sighted: <ul style="list-style-type: none"> - Scheduled wastes management procedure; Issue # 1; Dated June 2017 - Continuous Improvement Environmental Plan 2019-2020 such as 3R Waste Management Practices Campaign. 	Complied				
4.5.1.5	An awareness and training programme shall be established and implemented to ensure that employees understand the policy, objectives and management plans and are working towards achieving objectives. - Major compliance -	The above programs were regularly communicated by estate management to all employees on regular basis during the morning briefings.	Complied				
4.5.1.6	The management shall organize regular meetings with workers where concerns of workers about the environmental quality are discussed. - Major compliance -	Environmental Quality within the Mill were regularly discussed amongst the management and workers during the Health & Safety Meeting as one of the Agendas. The meetings were done on a regular basis (3 months Interval) to address the environmental issues in the Mill. <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th>Meeting</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Environment Meeting 01/2020</td> <td>27th March 2020</td> </tr> </tbody> </table>	Meeting	Date	Environment Meeting 01/2020	27 th March 2020	Complied
Meeting	Date						
Environment Meeting 01/2020	27 th March 2020						

Criterion / Indicator		Assessment Findings		Compliance
		Environment Meeting 02/2020	25 th June 2020	
Criterion 4.5.2: Efficiency of energy use and use of renewable energy				
4.5.2.1	<p>Consumption of non-renewable energy shall be optimized and closely monitored by establishing baseline values and trends shall be observed within 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>- Major compliance -</p>	<p>A plan for improving efficiency of the use of fossil fuels was established to include Mill quarters, office, meeting room, weighbridge, laboratory and mill operation, fuel consumption at estate Diesel use per mt FFB was monitored every month. The Plan for Improving Fossil Fuel and Palm GHG includes the following:</p> <ul style="list-style-type: none"> - To minimize and limit electrical usage - Replace bulb with an energy saving bulb last 10 times longer with 75% less energy - Switch off or unplug any charges or appliances not in use - To put in hibernate of sleep mode for all pc not in use <p>There was also a monitoring of diesel consumption as part of program to ensure efficient use of fossil fuel.</p>		Complied
4.5.2.2	<p>The oil palm premises shall estimate the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations. This shall include fuel use by contractors, including all transport and machinery operations.</p> <p>- Major compliance -</p>	<p>The mill has a yearly estimation of energy usage based on FFB received. This estimation is compared to the actual usage monthly and reported to the head office.</p>		Complied
4.5.2.3	<p>The use of renewable energy should be applied where possible.</p> <p>- Minor compliance -</p>	<p>There consumed mostly mesocarp fibres together with dried shells and shredded EFB fires as its main source of energy as the steam</p>		Complied

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Criterion / Indicator		Assessment Findings	Compliance
		boiler fuel. Steam turbine was fully in operation when the process runs.	
Criterion 4.5.3: Waste management and disposal			
4.5.3.1	All waste products and sources of pollution shall be identified and documented. - Major compliance -	All waste products and sources of pollution had been identified in Waste Management Action Plan Year 2017 for the mill. Based on the Waste Management Action Plan Year 2017 the following wastes and its sources were identified: - Domestic waste: Rubbish from linesite, office and etc. - Industrial waste: POME, EFB, scrap metal, compost, reused empty container, used tires & tubes - Scheduled waste: SW109, SW 305, SW306, SW 410 & SW 102	Complied
4.5.3.2	A waste management plan shall be developed and implemented, to avoid or reduce pollution. The waste management plan should include measure for: 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. - Major compliance -	As above, all waste products and sources of pollution had been identified in Waste Management Action Plan Year 2020 for the mill. 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 mill.	Complied
4.5.3.3	The palm oil mill management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environmental Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe handling, storage and disposal. Scheduled waste shall be disposed	It was sighted the SOP for Schedule Waste Management dated June 2017 available in the Mill. During the visit to the mill it was sighted that the waste was well managed and allocated at the schedule	Complied

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Criterion / Indicator		Assessment Findings	Compliance
	<p>as per Environmental Quality Act 1974 (Scheduled Waste) Regulations, 2005</p> <p>- Major compliance -</p>	<p>waste store available. No waste was seen around the vicinity of the mill.</p> <p>Records sighted for Schedule Waste were the e-Swiss (Fifth Schedule (Regulation 11) Inventory of Schedule Waste recorded on monthly basis and submitted online.</p> <p>Mill generates waste under the category SW 409, 410, 305, 306, 109, 103 and 102. Sighted the consignment notes of the last disposed SW on 10.01.2020 by Lagenda Bumimas licensed under DOE (003440) Valid till 30 April 2020.</p>	
4.5.3.4	<p>Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourse.</p> <p>- Minor compliance -</p>	<p>The mill practiced waste segregation, i.e. general wastes and scheduled wastes was verified to be satisfactory. Proper storage areas were identified for the storage of the recyclable wastes with clear signage.</p>	Complied
Criterion 4.5.4: Reduction of pollution and emission			
4.5.4.1	<p>An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, particulate and soot emissions, scheduled wastes, solid wastes and effluent.</p> <p>- Major compliance -</p>	<p>Based on the assessment done by the mill of all polluting activities as of the Environment Aspect and Impact assessment, identified sources were boiler chimney, POME treatment & diesel as the main GHG pollutants.</p> <p>Current monitoring was through online boiler smoke density and alarm and quarterly boiler stack monitoring of dust particulate. Other environmental assessment carried out as per Action Plan for Environmental Assessment 2019 established.</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance																								
		<p>Sampled boiler stack emission monitoring sighted was carried out on 26th February 2020 by Multi-Serve Enterprise. Verified draft report, Ref MS/SEGARIA POM/2019/BOILER NO.2(S2)-1ST HALF.</p> <p>The average dust emission result, 287.1mg/Nm3 , dry @ 12 % CO2 vs regulatory limit of 400 mg/Nm3 , dry @ 12 % CO2.</p>																									
4.5.4.2	<p>An action plan to reduce identified significant pollutants and emissions shall be established and implemented.</p> <p>- Major compliance -</p>	<p>Significant pollutants identified are SW generated, POME discharge and boiler stack emissions. These pollutants impact to GHG were calculated through the Palm GHG calculator. Sighted the calculation for previous (2019) year i.e. Palm GHG Report – Segaria Business Unit recorded an overall total GHG emission of 0.94 tCO2e/mt of both CPO and PK products.</p>	Complied																								
4.5.4.3	<p>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.</p> <p>- Major compliance -</p>	<p>Monitoring of POME discharge conducted on monthly basis through sample analysis by external lab, Dynakey Laboratories Sdn. Bhd. Sighted sample Certificate of Analysis for the Final Discharge from the POME Pond are as below</p> <table border="1"> <thead> <tr> <th>Type of Test</th> <th>06.2.2020</th> <th>05.1.2020</th> <th>08.12.2019</th> </tr> </thead> <tbody> <tr> <td>pH Value</td> <td>8.6 @ 25°</td> <td>8.5 @ 25°</td> <td>8.6 @ 25°</td> </tr> <tr> <td>BOD</td> <td>18.8</td> <td>22.7</td> <td>19.2</td> </tr> <tr> <td>COD</td> <td>297</td> <td>267</td> <td>287</td> </tr> <tr> <td>NH3-N</td> <td>47.6</td> <td>35.6</td> <td>33.9</td> </tr> <tr> <td>Total N</td> <td>54.1</td> <td>38.2</td> <td>43.8</td> </tr> </tbody> </table>	Type of Test	06.2.2020	05.1.2020	08.12.2019	pH Value	8.6 @ 25°	8.5 @ 25°	8.6 @ 25°	BOD	18.8	22.7	19.2	COD	297	267	287	NH3-N	47.6	35.6	33.9	Total N	54.1	38.2	43.8	Complied
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Criterion / Indicator		Assessment Findings				Compliance
		Oil and Grease	Nd<2	Nd<2	Nd<2	
		Suspended Soils	29	28	20	
		Analysis done by Dynakey Laboratories shown all results found within the limits of Raw Water Quality Standard.				
Criterion 4.5.5: Natural water resources						
4.5.5.1	<p>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:</p> <ul style="list-style-type: none"> a) Assessment of water usage and sources. b) Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the mill's current activities. c) Ways to optimize water and nutrient usage and reduce wastage (e.g. having in place systems for re-use, night application, maintenance of equipment to reduce leakage, collection of rainwater, etc.). <p>- Major compliance -</p>	<p>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:</p> <ul style="list-style-type: none"> - 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 - Demarcation of wetlands areas - Soil and water conservation measures - No construction of bunds/weirs/dam across main rivers <p>Sampled implementation in place including the following monitoring was sighted:</p>				Complied

Criterion / Indicator		Assessment Findings	Compliance																																
		<p>- Yearly estate river inlet and outlet analysis; Analysis cert. # E191209/07A-07C; dated: 14/12/2019 by Dynakey Laboratories Sdn Bhd</p> <p>Boustead also maintained monitoring records of water usage which recorded every day and summarized on monthly basis including the monitoring of rainfall water.</p>																																	
4.5.5.2	<p>Where open discharge of POME into water course is practiced, mills should undertake to gradually phase it out in accordance to the applicable state or national regulations.</p> <p>- Major compliance -</p>	<p>Monitoring of POME discharge conducted on monthly basis through sample analysis by external lab, Dynakey Laboratories Sdn. Bhd. Sighted sample Certificate of Analysis for the Final Discharge from the POME Pond are as below</p> <table border="1"> <thead> <tr> <th>Type of Test</th> <th>06.2.2020</th> <th>05.1.2020</th> <th>08.12.2019</th> </tr> </thead> <tbody> <tr> <td>pH Value</td> <td>8.6 @ 25°</td> <td>8.5 @ 25°</td> <td>8.6 @ 25°</td> </tr> <tr> <td>BOD</td> <td>18.8</td> <td>22.7</td> <td>19.2</td> </tr> <tr> <td>COD</td> <td>297</td> <td>267</td> <td>287</td> </tr> <tr> <td>NH3-N</td> <td>47.6</td> <td>35.6</td> <td>33.9</td> </tr> <tr> <td>Total N</td> <td>54.1</td> <td>38.2</td> <td>43.8</td> </tr> <tr> <td>Oil and Grease</td> <td>Nd<2</td> <td>Nd<2</td> <td>Nd<2</td> </tr> <tr> <td>Suspended Soils</td> <td>29</td> <td>28</td> <td>20</td> </tr> </tbody> </table>	Type of Test	06.2.2020	05.1.2020	08.12.2019	pH Value	8.6 @ 25°	8.5 @ 25°	8.6 @ 25°	BOD	18.8	22.7	19.2	COD	297	267	287	NH3-N	47.6	35.6	33.9	Total N	54.1	38.2	43.8	Oil and Grease	Nd<2	Nd<2	Nd<2	Suspended Soils	29	28	20	Complied
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Criterion / Indicator		Assessment Findings	Compliance
		Analysis done by Dynakey Laboratories shown all results found within the limits of Raw Water Quality Standard.	
4.6 Principle 6: Best Practices			
Criterion 4.6.1: Mill Management			
4.6.1.1	Standard operating procedures shall be appropriately documented and consistently implemented and monitored. - Major compliance -	The standard operating procedure is available as documented as per Boustead Rimba Nilai POM Operation Manual 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.	Complied
4.6.1.2	All palm oil mills shall implement best practices. - Major compliance -	Visiting Engineering Visit for Rimba Nilai POM was conducted on 12/2/2020 by Deputy Group Engineer, Group Engineering Department. This visit to ensure POM implement and followed as per company guidelines and standard.	Complied
Criterion 4.6.2: Economic and financial viability plan			
4.6.2.1	A documented business or management plan shall be established to demonstrate attention to economic and financial viability through long-term management planning.	Rimba Nilai POM has established and implemented its commitment to long term sustainability and improvements through a capital expenditure programme. Budget 202 and 4-years planning horizon (projections 2021- 2024) was verified during the audit. Rimba Nilai	Complied

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Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	POM and supply base have made progress towards achieving their performance production targets for the current financial year.	
Criterion 4.6.3: Transparent and fair price dealing			
4.6.3.1	Pricing mechanisms for the products and other services shall be documented and effectively implemented. - Major compliance -	Pricing mechanisms for the FFB was properly documented and effectively implemented by the mill based on agreements sample as following: - Offer to Purchase Fresh Fruit Bunch (FFB); Letter ref. # beamktg/MNZ/wt/mpomffb092020; Date: 28/7/2020; Supplier: TH Plantations Berhad (Mamahat Estate) - Fresh Fruit Bunch Agreement between Boustead Rimba Nilai Sdn. Bhd. and Laba Utama Sdn. Bhd.; 2017 - Fresh Fruit Bunch Agreement between Boustead Rimba Nilai Sdn. Bhd. and Nam Wah Plantation Sdn. Bhd.; 2016	Complied
4.6.3.2	All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner. - Major compliance -	As per records of Computation of Payment for FFB Purchased letter Boustead Marketing Department.	Complied
Criterion 4.6.4: Contractor			
4.6.4.1	In case of the engagement of contractors, they shall be made to understand the MSPO requirements and shall provide the required documentation and information. - Major compliance -	Visit to the mill found that no evidence to show that contractors/vendors engaged by Rimba Nilai Palm Oil Mill were made to understand the MSPO requirements and provided with the required documentation and information. This indicated that the requirement was not in compliance.	Major NC

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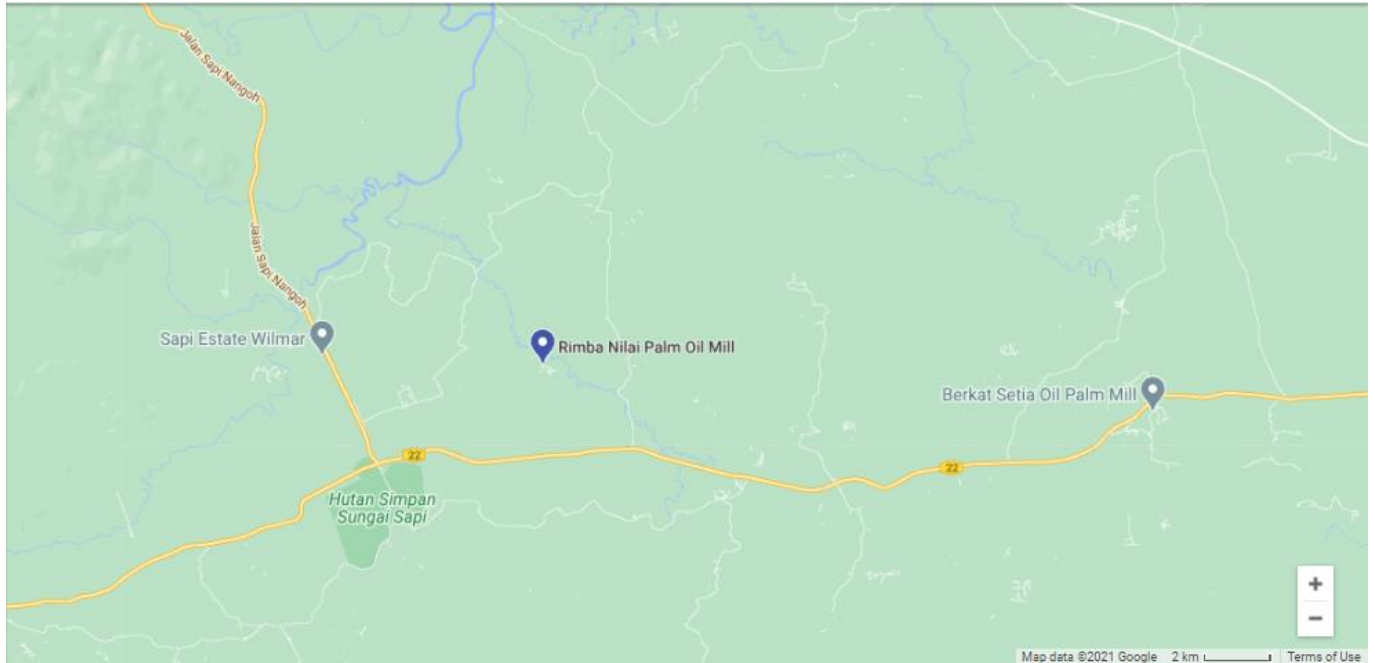
Criterion / Indicator		Assessment Findings	Compliance
		Hence, a Major NC has been raised on the matter.	
4.6.4.2	The management shall provide evidence of agreed contracts with the contractor. - Major compliance -	The mill has provided evidence of agreed contracts with the contractor as per sample as following: - Transport Agreement (Crude Palm Oil) between Boustead Rimba Nilai Business Unit and Pengangkutan Dagang Tera Sdn. Bhd. 2019 - Transport Agreement (Crude Palm Oil) between Boustead Rimba Nilai Business Unit and UE Truckway Sdn. Bhd. 2018	Complied
4.6.4.3	The management shall accept MSPO approved auditors to verify the assessments through a physical inspection, if required. - Minor compliance -	Visit to the mill found that no evidence to show that the Rimba Nilai Palm Oil Mill contractors/vendors' management accepted MSPO approved auditors to verify the assessments through a physical inspection if required. This indicated that the requirement was not in compliance. Hence, a Minor NC has been raised on the matter.	Minor NC

Appendix B: List of Stakeholders Contacted

<p>Government Officer/NGO: SK Binsulung Area Security Advisor (ASA)-MPOA Sandakan Region</p>	<p>Community/neighbouring village: Neighbouring estate Sundry shop owner</p>
<p>Suppliers/Contractors/Vendors: Estate field contractors Mill & estate spare part suppliers</p>	<p>Internal Stakeholders Workers' representative Mill operator Field supervisor/ mandore Creche ayah Harvester Sprayer Hospital Assistant (HA)</p>

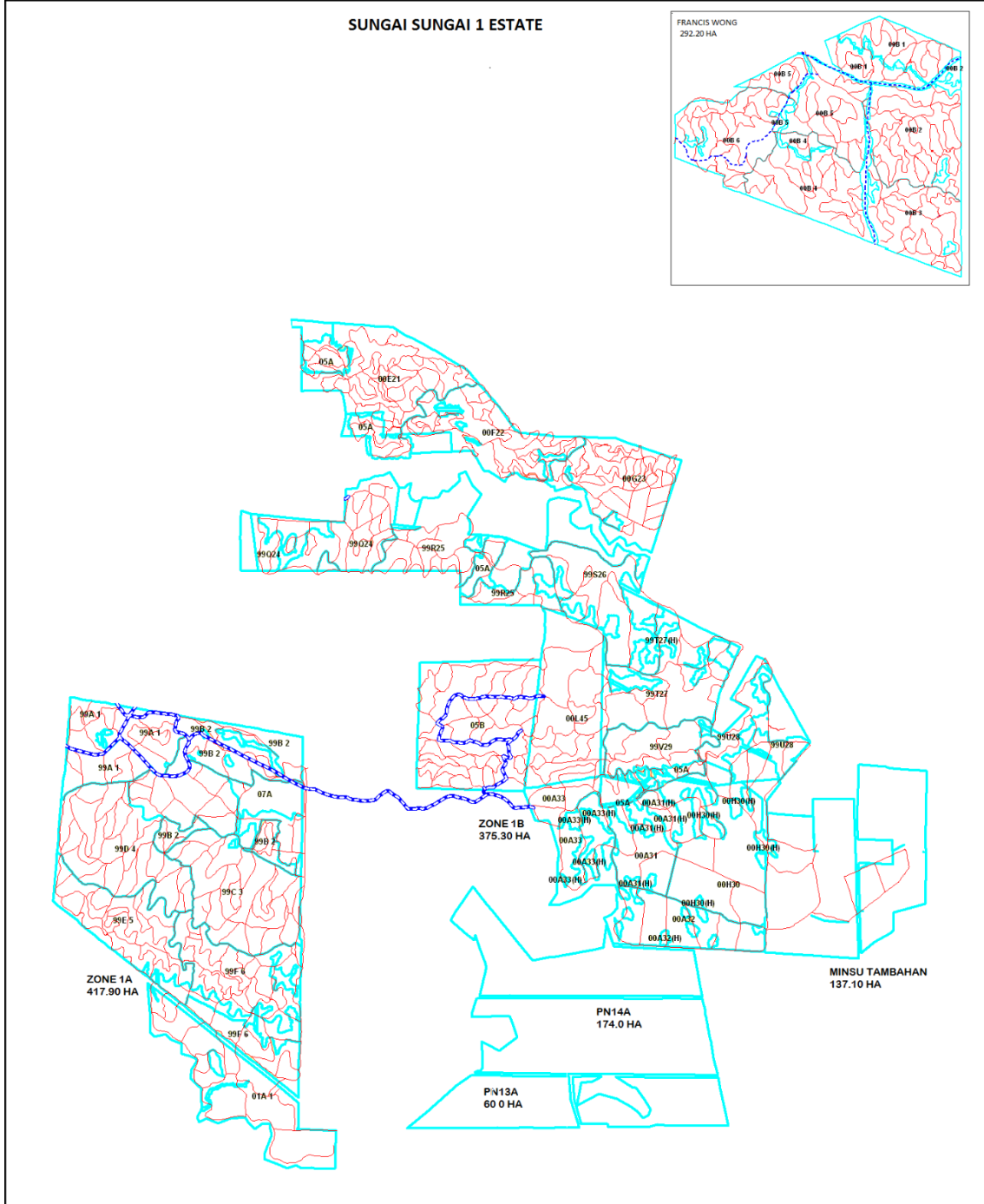
Appendix D: Location and Field Map

Rimba Nilai Palm Oil Mill:

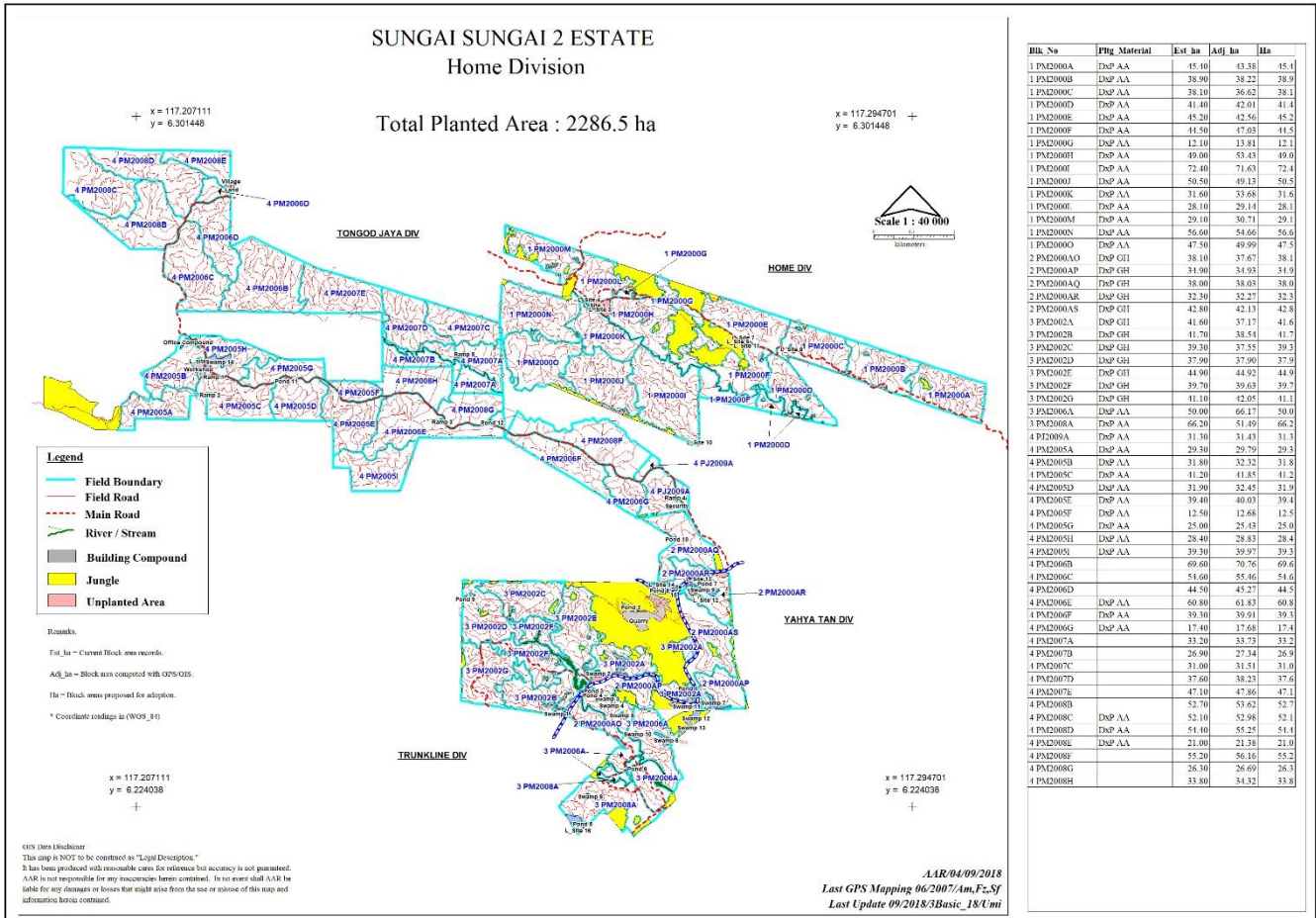


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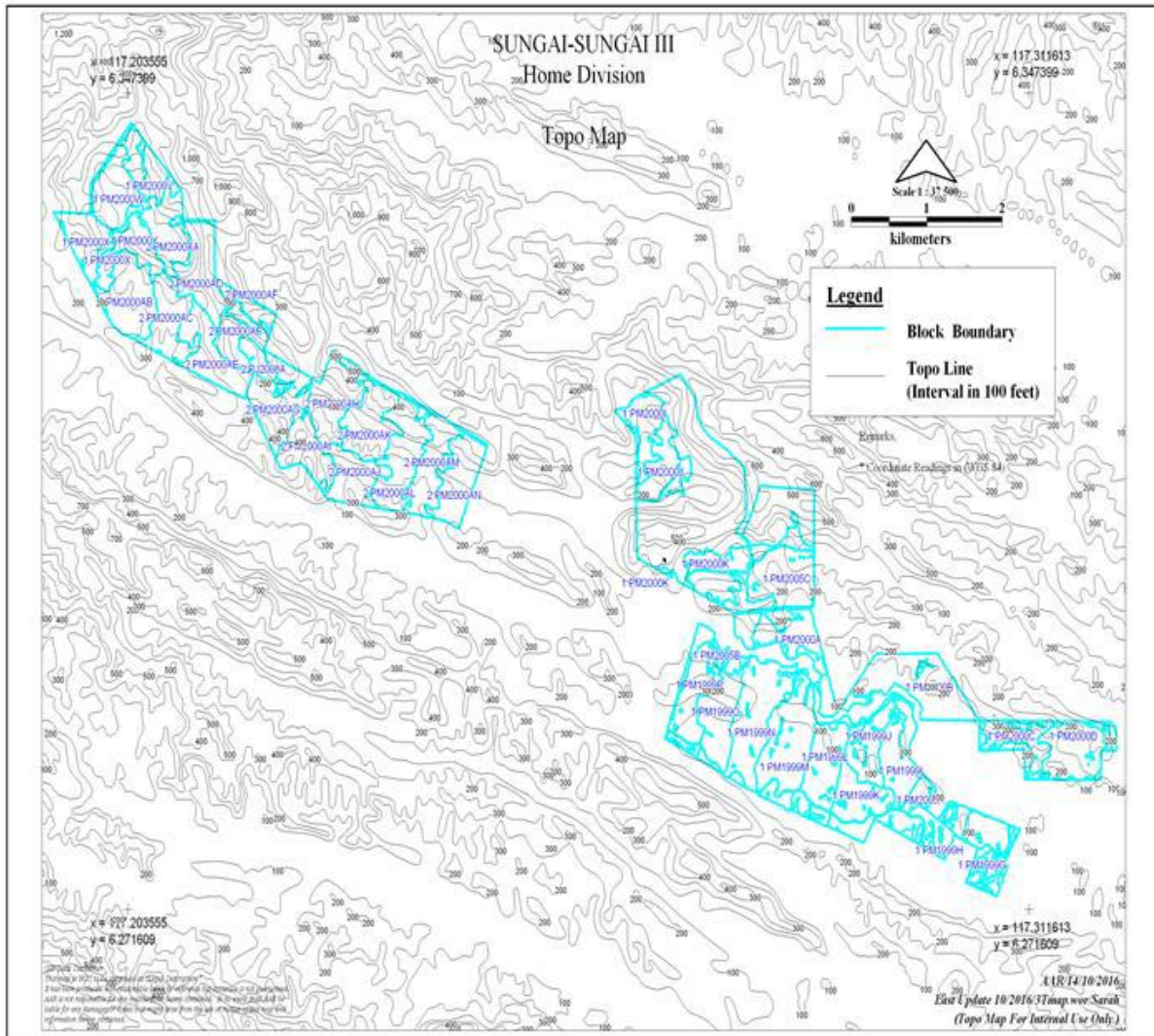
Sungai-Sungai 1 Estate:



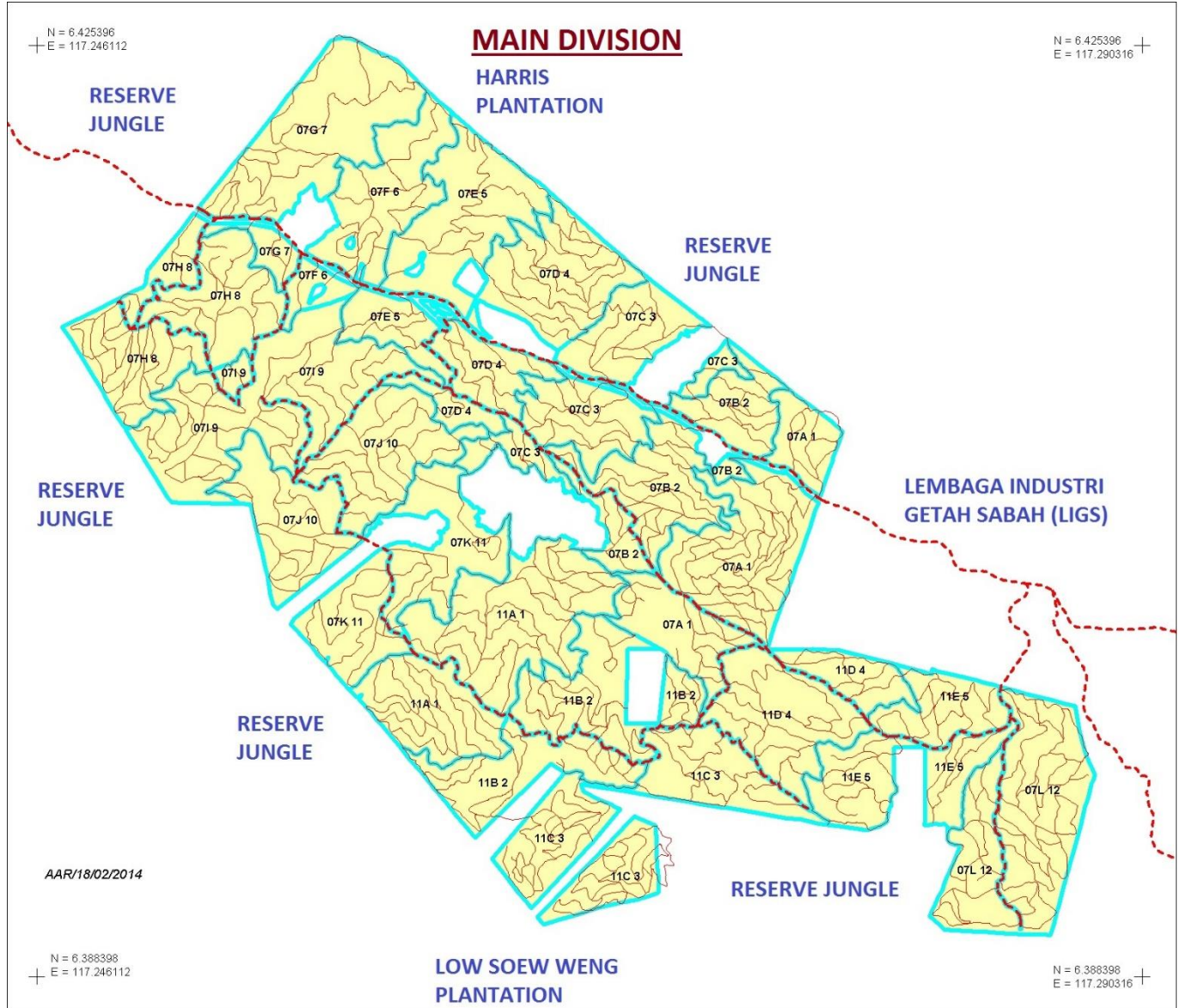
Sungai-Sungai 2 Estate:



Sungai-Sungai 3 Estate:



Lembah Paitan Estate:



Appendix E: List of Abbreviations

BOD	Biochemical Oxygen Demand
CB	Certification Bodies
CHRA	Chemical Health Risk Assessment
COD	Chemical Oxygen Demand
CPO	Crude Palm Oil
EFB	Empty Fruit Bunch
EHS	Environmental, Health and Safety
EIA	Environmental Impact Assessment
EMS	Environmental Management System
FFB	Fresh Fruit Bunch
FPIC	Free, Prior, Informed and Consent
GAP	Good Agricultural Practice
GHG	Greenhouse Gas
GMP	Good Manufacturing Practice
GPS	Global Positioning System
HCV	High Conservation Value
IPM	Integrated Pest Management
ISCC	International Sustainable Carbon Certification
LD50	Lethal Dose for 50 sample
LPE	Lembah Paitan Estate
LSS1	Sungai-Sungai 1 Estate
LSS2	Sungai-Sungai 2 Estate
LSS3	Sungai-Sungai 3 Estate
MSP0	Malaysian Sustainable Palm Oil
MSDS	Material Safety Data Sheet
MT	Metric Tonnes
OER	Oil Extraction Rate
OSH	Occupational Safety and Health
PK	Palm Kernel
PKO	Palm Kernel Oil
POM	Palm Oil Mill
POME	Palm Oil Mill Effluent
PPE	Personal Protective Equipment
RTE	Rare, Threatened or Endangered species
SEIA	Social & Environmental Impact Assessment
SIA	Social Impact Assessment
SOP	Standard Operating Procedure