

RSPO PRINCIPLE AND CRITERIA –
3rd ANNUAL SURVEILLANCE ASSESSMENT (ASA1_3)
Public Summary Report

Sime Darby Plantation Berhad
Client company Address: Main Block, Level 3, Plantation Tower, No. 2, Jalan PJU 1A/7, Ara Damansara, 47301 Petaling Jaya, Selangor, Malaysia
Certification Unit: Guadalcanal Plains Palm Oil Limited – Tetere Palm Oil Mill & Supply Base Location of Certification Unit: 2001 PO box Honiara, Guadalcanal Province Solomon Island

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Section 1: Scope of the Certification Assessment

1. Company Details			
RSPO Membership Number	1-0008-04-000-00	Membership Approval Date	30/11/2004
Parent Company Name	Sime Darby Plantation Berhad		
Address	Parent Company Address: Main Block, Level 3, Plantation Tower, No.2, Jalan PJU 1A/7, Ara Damansara, 47301 Petaling Jaya, Selangor Oil Mill Address: Head office: PO Kimbe West New Britain, Papua New Guinea Certification unit: Tetere Palm Oil Mill, P.O. Box 2001, Honiara, Solomon Islands		
Subsidiary (Certification Unit Name)	Guadalcanal Plains Palm Oil Limited Tetere Palm Oil Mill		
Address	Tetere Plantation PO Box 2001, North Guadalcanal, Solomon Islands		
Contact Name	Mr Craig Gibsone		
Website	www.nbpol.com.pg	E-mail	cgibsone@gppol.com.sb
Telephone	+677 21003	Facsimile	+677 21009

2. Certification Information			
Certificate Number	RSPO 666858	Date of First Certification	18/03/2011
		Certificate Start Date	18/03/2016
		Certificate Expiry Date	17/03/2021
Scope of Certification	Palm Oil and Palm Kernel Production from Tetere Palm Oil Mill and Supply Base		
Applicable Standards	RSPO Principles and Criteria 2013; RSPO Supply Chain Certification Standard 2017 (CPO Mill – Module D : Identity Preserved)		

3. Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
KC#202204-1	Kosher Std	Rabbi Mordechai Gutnick	01/01/2020

4. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base)	Location [Map Reference #]	GPS Coordinates	
		Latitude	Longitude
Tetere Palm Oil Mill	Guadalcanal, Solomon Islands	9° 26' 33.72" S	160° 13' 07.32" E
Tetere Estate	Guadalcanal, Solomon Islands	9° 26' 56.04" S	160° 13' 07.68" E

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Ngalimbiu Estate	Guadalcanal, Solomon Islands	9° 27' 48.24" S	160° 08' 48.84" E
Mbalisuna Estate	Guadalcanal, Solomon Islands	9° 26' 50.64" S	160° 15' 20.52" E
Scheme Smallholders – West Zone	Guadalcanal, Solomon Islands	9° 27' 01" S	160° 08' 24" E
Scheme Smallholders – Central Zone	Guadalcanal, Solomon Islands	9° 27' 36" S	160° 12' 36" E
Scheme Smallholders – MBA East Zone	Guadalcanal, Solomon Islands	9° 28' 05" S	160° 15' 14" E
Scheme Smallholders – MBE East Zone	Guadalcanal, Solomon Islands	9° 29' 03" S	160° 19' 20" E

5. Description of Supply Base

Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Tetere Estate	2,047.77	0	900.02	2,947.79	69.47
Ngalimbiu Estate	2,312.84	0	185.81	2,498.65	92.56
Mbalisuna Estate	2,403.77	0	464.70	2,868.47	83.90
Scheme Smallholders – West Zone	245.50	0	0	245.50	100
Scheme Smallholders – Central Zone	181.71	0	0	181.71	100
Scheme Smallholders – MBA East Zone	180.80	0	0	180.80	100
Scheme Smallholders – MBE East Zone	102.77	0	0	102.77	100
Total	7,475.16	0	1,550.53	9,025.69	92.28%

6. Plantings & Cycle

Estate	Age (Years)					Mature* *	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
Tetere Estate	320.14	677.96	387.3	517.16	145.21	1,727.63	320.14
Ngalimbiu Estate	322.13	1434.84	392.35	163.52	0	1,990.71	322.13
Mbalisuna Estate	235.57	383.61	1527.19	257.4	0	2,168.2	235.57
Scheme Smallholders – West Zone	0.68	177.01	50.21	17.6	0	244.82	0.68

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Scheme Smallholders – Central Zone	0	61.65	14.58	105.48	0	181.71	0
Scheme Smallholders – MBA East Zone	0	148.89	25.93	5.98	0	180.8	0
Scheme Smallholders – MBE East Zone	0	72.35	30.42	0	0	102.77	0
Total (ha)	878.52	2,956.31	2,427.98	1,067.14	145.21	6,596.64	878.52

7. Certified Tonnage of FFB (Own Certified Scope)			
Estate	Tonnage / year		
	Estimated (March 2018-Feb 2019)	Actual (Feb 2018- Jan 2019)	Forecast (March 2019 – Feb 2020)
Tetere Estate	40,805	47,979	49,094
Ngalimbiu Estate	44,926	44,097	48,310
Mbalisuna Estate	56,944	62,088	53,258
Scheme Smallholders – West Zone	2,140	2,117	2,446
Scheme Smallholders – Central Zone	1,746	873	1,257
Scheme Smallholders – MBA East Zone	2,036	2,309	2,215
Scheme Smallholders – MBE East Zone	1,146	1,313	1,259
Total	149,743	160,776	157,839

8. Certified Tonnage of FFB (from other certified unit(s)) if applicable *			
Estate	Tonnage / year		
	Estimated (March 2018-Feb 2019)	Actual (Feb 2018- Jan 2019)	Forecast (March 2019 – Feb 2020)
	N/A		N/A
Total			

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9. Non-Certified Tonnage of FFB (outside supplier – excluded from certificate) if applicable			
Independent FFB Supplier	Tonnage / year		
	Estimated (March 2018-Feb 2019)	Actual (Feb 2018- Jan 2019)	Forecast (March 2019 – Feb 2020)
N/A			
Total			

10. Certified Tonnage			
Mill Capacity: 45 MT/hr SCC Model: IP/MB	Estimated (March 2018-Feb 2019)	Actual (Feb 2018- Jan 2019)	Forecast (March 2019 – Feb 2020)
	FFB	FFB	FFB
	149,743 mt	160,776 mt	157,839 mt
	CPO (OER:24.74 %)	CPO (OER: 23.62%)	CPO (OER:23.92 %)
	37,039.35 mt	37,976 mt	37,755.09 mt
	PK (KER: 5.79%)	PK (KER: 5.77%)	PK (KER: 5.95%)
	8,565.29 mt	9,281 mt	9,391.42 mt

**Volume extension requested for 1,700 mt of CPO. Refer to sub-license CB 67609. FFB estimated is based on license period (March 2018 – February 2019). From March 2018 to January 2019 Actual FFB: 148.081 mt, CPO:34, 957 and PK: 8,544 (still within estimated volume)*

11. Actual Sold Volume (CPO)					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSB		
CPO (MT)	36,962.52 mt	0	0	0	36,962.52 mt

12. Actual Sold Volume (PK)					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSB		
PK (MT)	8,374 mt	0	0	0	8,374 mt

13. Actual Group certification Claims		
	Credit	Physical Volume (MT)
IS-CSPO	Nil	Nil
IS-CSPKO	Nil	Nil
IS-CSPKE	Nil	Nil

Section 2: Assessment Process

Certification Body:

BSI Services Malaysia Sdn Bhd,
(ASI Accreditation Number: ASI-ACC-067)
Unit 3, Level 10, Tower A
The Vertical Business Suites, Bangsar South
No. 8, Jalan Kerinchi
59200 Kuala Lumpur
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BSI is a leading global provider of management systems assessment and certification, with more than 80,000 certified locations and clients in over 180 countries. BSI Standards is the UK's National Standards Body. BSI provides independent, third-party certification of management systems. BSI is ASI Accredited (ASI-ACC-067) to conduct RSPO assessment since 31/10/2014 with accredited office located at Kuala Lumpur, Malaysia and an office at Jakarta and Australia which involve in RSPO Certification Program.

2.1 Assessment Methodology, Programme, Site Visits

The on-site surveillance assessment was conducted from 25/02 – 01/03/2019. The audit programme is included as Appendix D. The approach to the audit was to treat the mill and its supply base as an RSPO Certification Unit. Mill was audited together with the sample estates. A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HCVs, 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. RSPO P&C 2013 and RSPO Supply Chain Certification Standard 2017 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 approach to the audit was to treat the mill and its supply base as an RSPO Certification Unit. The mill was audited together with the estates (or smallholders) of its supply base.

- The minimum sample size is four estates. Sample size for certification unit with more than four (4) estates were determined based on formula $N = (0.8\sqrt{y}) \times (z)$ where y is the number of estates and where z is the multiplier defined by risk assessment
- As for the smallholders, the sample were determined following the RSPO Management System Requirements and Guidance for Group Certification of FFB Production (2016). The sampling of smallholders were based on the formula $(0.8\sqrt{y}) \times (z)$; where y is total number of independent group member and where z is the multiplier defined by the risk assessment. The sampled smallholder listed in Appendix I.

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Category	Samplings	Remark
CERTIFIED Smallholders (0.8√202 X RF 1.0)	~11.73	Risk Factor 1.0 (low risk) ; These members are existing certified members. There is no replanting and or expansion.
Total sampled smallholders	12	

Meetings were held with stakeholders to seek their views on the performance of the company with respect to the RSPO 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 Section 3.5.

All the previous nonconformities are remains closed. The assessment findings for the initial assessment/annual surveillance assessment are detailed in Section 3.4.

This report is structured to provide a summary of assessment finding as attached in the Appendix A. The assessment was based on random samples and therefore nonconformities may exist that have not been identified.

For Initial and Re-certification assessment, the report was externally reviewed by RSPO approved Certification Reviewer prior to certification decision by BSI.

For Annual surveillance assessment, the report was internally reviewed and approved by BSI qualified certification reviewer.

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

Assessment Program					
Name (Mill / Supply Base)	Year 1 (Recertification)	Year 2 (ASA 1)	Year 3 (ASA 2)	Year 4 (ASA 3)	Year 5 (ASA 4)
Tetere Palm Oil Mill	√	√	√	√	√
Tetere Estate		√		√	√
Ngalimbiu Estate	√		√	√	√
Mbalisuna Estate	√	√	√	√	√
Smallholders	√	√	√	√	√

Tentative Date of Next Visit: February 18, 2020 – February 22, 2020

Total No. of Mandays: 19

2.2 BSI Assessment Team:

Team Member Name	Role <i>(Team Leader or Team member)</i>	Qualifications <i>(Short description of the team members)</i>
Mohamed Zainal (MH) Hidhir Abidin	Team Leader	He holds Bachelor Degree in Chemical Engineering, graduated from National University of Malaysia on 2006. He has 7 years working experience in palm oil industry specifically on palm oil milling for 5 years. He also has the experiences as auditor for several standards including ISO 9001, ISO 140001, OHSAS 18001, MSPO and RSPO in his previous certification body. He completed the ISO 9001 Lead Auditor Course, ISO 14001 Lead Auditor Course and OHSAS 18001 Lead Auditor Course in 2012, Endorsed RSPO P&C Lead Auditor Course in 2013, MSPO Awareness Training in 2014 and Endorsed RSPO SCCS Lead Auditor Course in 2015. He had been involved in RSPO auditing since May 2012 in more than various companies in Malaysia. During this assessment, he assessed on the aspects of supply chain, legal, mill best practices, safety and health, environmental and workers and stakeholders consultation
Nicholas (NC) Cheong	Team Member	He holds Master of Environmental Management from the University Putra Malaysia and Bachelor of Science (Food Science) from Charles Sturt University Australia. He has more than 5 years of working experience in sustainability auditing and carbon emissions accounting. He has also 2 years of working experience in wastewater treatment construction and operations. He has completed the ISO9001, ISO14001 and RSPO P&C Lead Auditor course and MSPO Awareness Training. In his previous certification body he is a Assessor for Clean Development Mechanism and ISCC. He had been involved in Sustainable Palm Oil auditing for more than 2 years. During this assessment, he assessed on the environmental aspect, legal requirements, land legality and stakeholders consultation. He is fluent in Bahasa Malaysia and English languages
Valence Shem	Team Member	He holds Bachelor Degree in Industrial Technology, graduated from University of Science Malaysia in 1998 and has 9 years working experience in oil palm plantation industry. He has been in the management system auditing line since 2009 for various standards such as ISO 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 MSPO Awareness Training in 2014. He had been involved in RSPO auditing since 2009 in various companies in Malaysia. During this assessment, he assessed on the aspects of legal, environmental & biodiversity, agriculture best practices and the supply chain element. Able to communicate in Bahasa Malaysia and English.
Mohd Hussain Hafiz Mat	Team Member	He holds Bachelor Degree in Plantation Technology and Management, graduated from University Technology Mara (UiTM) on 2009. He has 4 years working experience in oil palm plantation industry. He also has the experiences as an auditor for several standards including ISO 9001, ISO 140001, OHSAS 18001, MSPO and RSPO in his previous

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		certification body. He completed the ISO 9001 Lead Auditor Course, ISO 14001 Lead Auditor Course and OHSAS 18001 Lead Auditor Course in 2013, Endorsed RSPO P&C Lead Auditor Course in 2014 and MSPO Awareness Training in 2014. He had been involved in RSPO auditing since May 2013 in more than various companies in Malaysia. During this assessment, he assessed on the aspects of legal, mill best practices, estate best practices, safety and health, environmental and workers and stakeholders consultation.
Emily Tataunga Vavanga	Translator/technical expert	She holds Bachelor of Arts in Environmental Studies from University of the South Pacific, Laucala Campus Fiji. She also has working experience as an Environmental/ Community Liaison Officer for about four years and familiar with the local regulations. She is a local Solomon Islander and able to speak English and local language

Accompanying Persons:

No.	Name	Role
1.	Azrul Azwar Wan Azizan	Compliance & Risk Manager, BSI Services Malaysia Sdn Bhd

2.3 Assessment Plan

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

Date	Time	Subjects	MHZ	MHM	NC	VC
Saturday 23/02/2019	15:30	Depart from Kuala Lumpur to Honiara (HIR) via SIN & POM	√	√	√	√
Sunday 24/02/2019	12:15	Arrival at HIR ETA 1215. Check in at access plus motel, Honiara	√	√	√	√
Monday 25/02/2019	0730	Depart from Honiara to site Tetere POM/centralized workshop office	√	√	√	√
Monday 25/02/2019	08:30 – 09:00	<p>Opening Meeting at centralized workshop office</p> <p>Safety briefing and presentation by GPPOL Team (if any)</p> <ul style="list-style-type: none"> • Presentation by BSI Lead Auditor -introduction of team member and assessment agenda • Confirmation of assessment scope and finalized stakeholders list for interview 	√	√	√	√
Tetere POM						

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Date	Time	Subjects	MHZ	MHM	NC	VC
	09:30 – 12:30	Tetere POM <ul style="list-style-type: none"> • Mill Visit covering FFB receiving, milling process, warehouse, workshop, wastes management (including Landfill is applicable), Effluent Ponds, OSH & ERP, environmental management, POME application, water treatment, chemical storage and laboratory. • Workers interview covering social elements 	-	√	√	√
	09:30 – 12:30	RSPO SCCS audit (Tetere POM) <ul style="list-style-type: none"> • General COC requirements • RSPO rules on communications and claims • Site visit at processing and storage (if required) 	√	-	-	-
	12:30- 13:30	Lunch break	√	√	√	√
	13:30 – 16:30	Tetere POM – Documentation review covering entire certification unit: P1 – Commitment to Transparency P1 – Company Policies and ethical business P2 – Compliance with Applicable Laws and Regulations / Land use rights P6: <ul style="list-style-type: none"> • Workers list and sampling • Social impact assessment / management plan • Communication and Grievance procedures • Freedom of association / equality • Smallholders payment and FFBS pricing • Local sustainability 	-	√	√	-
		P4: <ul style="list-style-type: none"> • Occupational health and safety plan • Worker trainings • Risk assessment and medical records • Chemical utilization risk • Medical surveillance records • PPE issuance and monitoring P5: <ul style="list-style-type: none"> • Environmental Impact assessment / Environmental Management plan for whole certification unit • Water management and consumptions 	-	√	-	√

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Date	Time	Subjects	MHZ	MHM	NC	VC
		<ul style="list-style-type: none"> • Environmental management plan • Pollution prevention plan 				
		P4: <ul style="list-style-type: none"> • Operational procedures and implementation • Soil analysis (mapping) and fertility • Road maintenance and peat soil • IPM and Pesticide usage plan • Planting and land statement • Water management plan • Medical check/health condition 	-	√	-	-
		P6: <ul style="list-style-type: none"> • Land use (customary) and land use rights. • Housing planning vs growth • Accessing to food • Work place harassment and equality 	-	-	√	-
		P7 Development of new planting (if applicable)	√	√	√	-
	16:00 – 16:30	Interim Meeting	√	√	√	√
Wednesday 27/02/2019	08:30 – 12:30	Ngalimbiu Estate Field visit covering boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, SEIA requirement. Line site/quarters and facilities inspection Smallholders field verification (5 smallholders) Field practices, boundary/buffer zone maintenance, environmental management/pollution prevention, HCV/biodiversity elements and social/welfare related aspects.	√	√	√	√
	1030:12:30	Interview with stakeholders Smallholders interview (samples from all 4 zones: West zone, central zone, MBA East and MBE East)	-	-	√	-
	12:30 – 13:30	Lunch break	√	√	√	√
	13:30 – 16:30	Ngalimbiu Estate - Documentation review continue P1 – Commitment to Transparency P1 – Company Policies and ethical business P2 – Compliance with Applicable Laws and Regulations / Land use rights P3 – Commitment to Long-Term Economic and Financial Viability	√	-	-	√

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Date	Time	Subjects	MHZ	MHM	NC	VC
		P4: <ul style="list-style-type: none"> • Health and safety plan • Risk Assessment and mitigation • Emergency preparedness and response • Workers insurance / Lost time accident records / clinical records 	√			√
		P5: <ul style="list-style-type: none"> • Environmental Aspect and impact • HCV / RTE and management plan • No use of fire • Environmental management plan Pollution prevention plan		√		√
		P4: <ul style="list-style-type: none"> • Soil analysis (mapping) and fertility • Road maintenance and peat soil • IPM and Pesticide usage plan • Planting and land statement • Water management plan • Medical check/health condition 	-	√	-	√
		P6: <ul style="list-style-type: none"> • Land use (customary) and land use rights. • Housing planning vs growth • Accessing to food • Work place harassment and equality 	-	-	√	-
		P7 Development of new planting (if applicable)	√	√	√	√
	16:30-17:00	Interim closing	√	√	√	√
Thursday 28/02/2019	08:30 – 12:30	Mbalisuna Estate Field visit covering boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, SEIA requirement. Line site/quarters and facilities inspection. including clinic/hospital/dispensary Smallholders field verification (5 smallholders) Field practices, boundary/buffer zone maintenance, environmental management/pollution prevention, HCV/biodiversity elements and social/welfare related aspects.	√	√	√	√
	12:30 – 13:30	Lunch break	√	√	√	√

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Date	Time	Subjects	MHZ	MHM	NC	VC
	13:30-16:30	Mbalisuna Estate - Documentation review continue P1 – Commitment to Transparency P1 – Company Policies and ethical business P2 – Compliance with Applicable Laws and Regulations / Land use rights P3 – Commitment to Long-Term Economic and Financial Viability	√	-	-	√
		P4: • Health and safety plan • Risk Assessment and mitigation • Emergency preparedness and response • Workers insurance / Lost time accident records / clinical records	√			√
		P5: • Environmental Aspect and impact • HCV / RTE and management plan • No use of fire • Environmental management plan Pollution prevention plan		√		√
		P4: • Soil analysis (mapping) and fertility • Road maintenance and peat soil • IPM and Pesticide usage plan • Planting and land statement • Water management plan Medical check/health condition	-	√	-	√
		P6: • Land use (customary) and land use rights. • Housing planning vs growth • Accessing to food Work place harassment and equality	-	-	√	√
	P7 Development of new planting (if applicable)	√	√	√	√	
	16:30-17.00	Interim closing	√	√	√	√
Friday 1/3/19 Smallholders	08:30-12:30	Smallholders field verification (2 samples) Field practices, boundary/buffer zone maintenance, environmental management/pollution prevention, HCV/biodiversity elements and social/welfare related aspects. Smallholders documentation review continue	-	√	-	√

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Date	Time	Subjects	MHZ	MHM	NC	VC
		P1 – Commitment to Transparency P1 – Company Policies and ethical business P2 – Compliance with Applicable Laws and Regulations / Land use rights P3 – Commitment to Long-Term Economic and Financial Viability P4: <ul style="list-style-type: none"> • Health and safety plan • Risk Assessment and mitigation • Emergency preparedness and response • Workers insurance / Lost time accident records / clinical records P5: <ul style="list-style-type: none"> • Environmental Aspect and impact • HCV / RTE and management plan • No use of fire • Environmental management plan • Pollution prevention plan P4: <ul style="list-style-type: none"> • Soil analysis (mapping) and fertility • Road maintenance and peat soil • IPM and Pesticide usage plan • Planting and land statement • Water management plan • Medical check/health condition P6: <ul style="list-style-type: none"> • Land use (customary) and land use rights. • Housing planning vs growth • Accessing to food • Work place harassment and equality P7 Development of new planting (if applicable)	√		√	
	12.30-13.30	Lunch break	√	√	√	√
	13.30 – 16.00	Continue with unfinished elements	√	√	√	√
	16:00-16:30	Audit team discussion	√	√	√	√
	16:30-17:00	Closing meeting and presentation of finding	√	√	√	√
Saturday 2/3/18	0800	Travelling to Kuala Lumpur via PX 85, ETD 950	√	√	√	√

Section 3: Assessment Findings

3.1 Normative requirement applied for this assessment:

- Sime Darby Plantation Berhad Time Bound Plan
- RSPO P&C 2013 Generic
- RSPO Group Certification Standard 2016
- RSPO Supply Chain Certification Standard 2017
- RSPO P&C GA-NIWG 2017
- RSPO P&C INA-NIWG 2016
- RSPO P&C MY-NIWG 2014
- RSPO P&C PNG-NIWG 2017

3.2 Time Bound Plan progress for multiple management units

Time Bound Plan		
Requirement	Remarks	Compliance
Does the plan include all current subsidiaries, estates and mills?	The time bound plan includes all SOUs in Malaysia and Indonesia. Malaysia - Effectively 34 SOUs: Sg Samak and Jeleta Bumi, Yong Peng, Sepang, Mostyn and Segaliud POM has been closed down. Indonesia - Effectively 25 SOUs. For Liberia operations, a new mill is being set up and commissioned in Feb 2016. Initial audit was carried out in March 2018 but unable to be completed due strike and unstable site condition. Audit was premature terminated and postponed to a later date in 2019. SDP management decided to postpone the time bound plan of RSPO Certification to 2019 until satisfactory resolution and demonstration of progress towards the 15 recommendations by the Special Legislative Committee of the House of Representative, Liberia in managing the potential risks resulting from the RSPO Certification process Solomon Islands – All operating units are certified except for the RSPO approved NPP area. Development has not initiated yet.	Yes
Have all the estates and mills certified within five years after obtaining RSPO membership?	For Liberia operations, a new mill is being set up and commissioned in Feb 2016. Initial audit was carried out in March 2018 but unable to be completed due strike and unstable site condition. Audit was premature terminated and postponed to a later date in 2019. Sime Darby has decided to re-audit on 1 st quarter of 2019.	Yes
Have there been any new acquisitions? If yes, the new acquisitions shall be certified within three-year from the date of acquisition.	In March 2015, Sime Darby Plantation completed the acquisition of New Britain Palm Oil Limited (NBPOL). NBPOL is managed under a separate entity and the reporting of timebound plan will be under NBPOL's	Yes

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<p>Certification plan for the new acquisition shall be available.</p>	<p>management. NBPOL is considered as a different entity/member under the RSPO and NBPOL is 100% RSPO Certified.</p> <p>A new mill has been set up in Liberia and planned for commissioning in Feb 2016. Preparation to undergo the RSPO Certification process is in progress and SDP targets to undergo RSPO Certification by end 2017. *RSPO NPP process has been completed in 2011. Internal assessment against the draft Liberia NI has been completed and closing of gaps is in completed. Initial audit was carried out in March 2018 but unable to be completed due strike and unstable site condition. Audit was premature terminated and postponed to a later date in 2019. Sime Darby has decided to re-audit in 2019.</p>	
<p>Have there been any changes to the time-bound plan since the last audit (both new acquisition and existing)? If yes, justification is required. Is this consistent with the ACOP reporting?</p>	<p>Sime Darby Plantation's time bound plan for certification is initially 3 years, starting 2008-2011. SDP has had all its SOUs (Malaysian & Indonesian) completing the RSPO Main Assessment by end Dec 2011 in accordance to the initial timebound plan. As at Dec 2011, all Malaysian SOUs have been RSPO certified (with the exception of 2 new oil mills commissioned to replace the current oil mills after the initial timebound plan targets). The 2 new mills have been RSPO Certified in Jan and Feb 2014.</p> <p>For Indonesian operations, currently, 1 SOU in Indonesia (PT MAS) is pending for RSPO Certification due to social legacy issues.</p> <p>SDP's is actively working on its certification targets given the span across a large geographical location and over 200 estates and mills in operation.</p> <p>97% of Sime Darby Plantation's upstream operations is RSPO certified, one SOU - PT MAS pending certification in Indonesia due to some social disputes and a new oil mill in Liberia has been commissioned in Feb 2016.</p> <p>SDP's time bound plan has been revised to take into consideration the social challenges encountered in Indonesia for the remaining SOU (PT MAS) yet to be certified.</p> <p>Sime Darby Plantation will proceed with the next steps of certification upon satisfactory resolution of the matter.</p> <p>For Indonesia operation, the reported Case No: DSF 007 between the parties PT Mistra Austral Sejahtera (a subsidiary of Sime Darby Plantation Sdn Bhd) and Kerunang/Entapang community. New status has been updated for dispute tracker for following case, http://www.rspo.org/members/dispute-settlement-facility/status-of-disputes#007</p>	<p>Yes</p>
<p>Have there been any isolated lapses in implementation of the plan? If yes a Minor non-compliance shall be raised</p>	<p>No lapses.</p>	<p>Yes</p>

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<p>Have there been any fundamental failure (e.g. unable to justify delay in planning the assessments) to proceed with implementation of the plan? If yes a Major non-compliance shall be raised</p>	<p>No.</p>	<p>Yes</p>																																																																									
<p>Have there been any stakeholder comments?</p>	<p>Up to date, there is no comment. SDP continues to engage all affected parties through regular discussions and progress reporting is being made to the RSPO Secretariat.</p>	<p>Yes</p>																																																																									
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<p>No replacement after dates defined in NIs Criterion 7.3: <ul style="list-style-type: none"> • Primary forest. • Any area required to maintain or enhance HCVs in accordance with RSPO P&C criterion 7.3. </p>	<p>HCV assessment has been conducted for uncertified units i.e. PT Mas (by Aksenta in March 2009) and Sime Darby Plantation Liberia operations (by RSPO approved assessors – Dr SK Yap in 2011).</p>	<p>Yes</p>																																																																									
<p>Any new plantings since January 1st 2010 shall comply with the RSPO New Plantings Procedure.</p>	<p>A new mill will be set up in Liberia and planned for commissioning in Feb 2016. Initial audit was carried out in March 2018 but unable to be completed due strike and unstable site condition. Audit was premature terminated and postponed to a later date in 2019. Sime Darby has decided to re-audit on 1st quarter of 2019. RSPO NPP process has been completed in 2011. Internal assessment against the draft Liberia NI has been completed and closing of gaps is in progress. *Note: RSPO NPP Announcements for SDP can be found at http://www.rspo.org/certification/new-planting-procedures/public-consultations/page/14?</p>	<p>Yes</p>																																																																									
<p>Any Land conflicts are being resolved through a mutually agreed process, such as RSPO Complaints System or Dispute Settlement Facility, in accordance with RSPO P&C criteria 2.2, 6.4, 7.5 and 7.6. The RSPO RaCP tracker shall be checked to confirm for any land conflicts/Liabilities https://www.rspo.org/certification/remediation-and-compensation/racp-tracker. The progress on the Liabilities shall be verified and reported.</p>	<p>Latest update based on RSPO Case Tracker (19 potential liabilities; 5 LUCA submitted, 1 LUCA is passed, 1 CN submitted, 1 CN approved) on LUCA submission status as per below table:</p> <p style="text-align: center;">SIME DARBY PLANTATION: LUCA SUBMISSION TIMELINE</p> <table border="1" data-bbox="695 1464 1286 1906"> <thead> <tr> <th>No.</th> <th>PT/ Company</th> <th>Report Submission to RSPO</th> <th>Current Status (14 Aug 2018)</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>PT Lahan Tani Sakti</td> <td>Submitted on 31 May 2017</td> <td>LUCA approved by reviewer</td> </tr> <tr> <td>2.</td> <td>PT Bina Sains Cemerlang</td> <td>Submitted on 29 Sept 2017</td> <td>Shapefiles submitted to RSPO</td> </tr> <tr> <td>3.</td> <td>PT Swadaya Andika</td> <td>Submitted on 6 Oct 2017</td> <td>Shapefiles submitted to RSPO</td> </tr> <tr> <td>4.</td> <td>PT Langgeng Muara Makmur</td> <td>Submitted on 8 Dec 2017</td> <td>Shapefiles submitted to RSPO</td> </tr> <tr> <td>5.</td> <td>PT Laguna Mandiri</td> <td>Submitted on 20 Dec 2017</td> <td>Shapefiles submitted to RSPO</td> </tr> <tr> <td>6.</td> <td>PT Kridatama Lancar</td> <td>Submitted on 22 Sept 2017</td> <td rowspan="19">Shapefiles to be submitted to RSPO by 17 Aug 2018</td> </tr> <tr> <td>7.</td> <td>PT Paripurna Swakarsa</td> <td>Submitted on 29 Sept 2017</td> </tr> <tr> <td>8.</td> <td>PT Sime Indo Agro</td> <td>Submitted on 10 Nov 2017</td> </tr> <tr> <td>9.</td> <td>PT Bhumireksa Nusa Sejati</td> <td>Submitted on 12 Dec 2017</td> </tr> <tr> <td>10.</td> <td>PT Budidaya Agro Lestari</td> <td>Submitted on 15 Dec 2017</td> </tr> <tr> <td></td> <td></td> <td>*Re-submitted on 29 Dec 2017</td> </tr> <tr> <td>11.</td> <td>PT Teguh Sempurna</td> <td>Submitted on 15 Dec 2017</td> </tr> <tr> <td></td> <td></td> <td>*Re-submitted on 29 Dec 2017</td> </tr> <tr> <td>12.</td> <td>PT Bahari Gembira Ria</td> <td>Submitted on 29 Dec 2017</td> </tr> <tr> <td>13.</td> <td>PT Guthrie Pecconina Indonesia</td> <td>Submitted on 29 Dec 2017</td> </tr> <tr> <td>14.</td> <td>PT Sajang Heulang</td> <td>Submitted on 29 Dec 2017</td> </tr> <tr> <td>15.</td> <td>PT Bersama Sejahtera Sakti</td> <td>Submitted on 29 Dec 2017</td> </tr> <tr> <td>16.</td> <td>PT Tunggal Mitra Plantation</td> <td>Submitted on 29 Dec 2017</td> </tr> <tr> <td>17.</td> <td>PT Ladangrumpun Suburabadi</td> <td>Submitted on 29 Dec 2017</td> </tr> <tr> <td>18.</td> <td>PT Aneka Inti Persada</td> <td>Submitted on 29 Dec 2017</td> </tr> <tr> <td>19.</td> <td>PT Mitra Austral Sejahtera</td> <td>Submitted on 29 Dec 2017</td> </tr> </tbody> </table> <p>Note: SDP's LUCA is still in queue for review process pending finalization of the contract between RSPO and the reviewer. Sime Darby Plantation has also submitted its RSPO Compensation Plan (CP) for evaluation by RSPO.</p>	No.	PT/ Company	Report Submission to RSPO	Current Status (14 Aug 2018)	1.	PT Lahan Tani Sakti	Submitted on 31 May 2017	LUCA approved by reviewer	2.	PT Bina Sains Cemerlang	Submitted on 29 Sept 2017	Shapefiles submitted to RSPO	3.	PT Swadaya Andika	Submitted on 6 Oct 2017	Shapefiles submitted to RSPO	4.	PT Langgeng Muara Makmur	Submitted on 8 Dec 2017	Shapefiles submitted to RSPO	5.	PT Laguna Mandiri	Submitted on 20 Dec 2017	Shapefiles submitted to RSPO	6.	PT Kridatama Lancar	Submitted on 22 Sept 2017	Shapefiles to be submitted to RSPO by 17 Aug 2018	7.	PT Paripurna Swakarsa	Submitted on 29 Sept 2017	8.	PT Sime Indo Agro	Submitted on 10 Nov 2017	9.	PT Bhumireksa Nusa Sejati	Submitted on 12 Dec 2017	10.	PT Budidaya Agro Lestari	Submitted on 15 Dec 2017			*Re-submitted on 29 Dec 2017	11.	PT Teguh Sempurna	Submitted on 15 Dec 2017			*Re-submitted on 29 Dec 2017	12.	PT Bahari Gembira Ria	Submitted on 29 Dec 2017	13.	PT Guthrie Pecconina Indonesia	Submitted on 29 Dec 2017	14.	PT Sajang Heulang	Submitted on 29 Dec 2017	15.	PT Bersama Sejahtera Sakti	Submitted on 29 Dec 2017	16.	PT Tunggal Mitra Plantation	Submitted on 29 Dec 2017	17.	PT Ladangrumpun Suburabadi	Submitted on 29 Dec 2017	18.	PT Aneka Inti Persada	Submitted on 29 Dec 2017	19.	PT Mitra Austral Sejahtera	Submitted on 29 Dec 2017	<p>Yes</p>
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a mutually agreed process, in accordance with RSPO P&C criterion 6.3.		
Any Legal non-compliance is being addressed through measures consistent with the requirements of RSPO P&C criteria 2.1	None noted. No stakeholder comments or complaints received.	Yes
Did the company conduct internal audit against the uncertified management units requirement? If yes, a positive assurance statement shall be available.	Yes	Yes

Time Bound Plan

Requirement	Remarks	Compliance
Does the plan include all current subsidiaries, estates and mills?	The time bound plan includes all SOUs in Malaysia and Indonesia. Malaysia - Effectively 34 SOUs: Sg Samak and Jeleta Bumi, Yong Peng, Sepang, Mostyn and Segaliud POM has been closed down. Indonesia - Effectively 25 SOUs. For Liberia operations, a new mill is being set up and commissioned in Feb 2016. Initial audit was carried out in March 2018 but unable to be completed due strike and unstable site condition. Audit was premature terminated and postponed to a later date in 2019. Sime Darby has decided to re-audit on 1 st quarter of 2019.	Yes
Have all the estates and mills certified within five years after obtaining RSPO membership?	For Liberia operations, a new mill is being set up and commissioned in Feb 2016. Initial audit was carried out in March 2018 but unable to be completed due strike and unstable site condition. Audit was premature terminated and postponed to a later date in 2019. Sime Darby has decided to re-audit on 1 st quarter of 2019.	Yes
Have there been any new acquisitions? If yes, the new acquisitions shall be certified within three-year from the date of acquisition. Certification plan for the new acquisition shall be available.	In March 2015, Sime Darby Plantation completed the acquisition of New Britain Palm Oil Limited (NBPOL). NBPOL is managed under a separate entity and the reporting of timebound plan will be under NBPOL's management. NBPOL is considered as a different entity/member under the RSPO and NBPOL is 100% RSPO Certified. A new mill has been set up in Liberia and planned for commissioning in Feb 2016. Preparation to undergo the RSPO Certification process is in progress and SDP targets to undergo RSPO Certification by end 2017. *RSPO NPP process has been completed in 2011. Internal assessment against the draft Liberia NI has been completed and closing of gaps is in completed. Initial audit was carried out in March 2018 but unable to be completed due strike and unstable site condition. Audit was premature terminated and postponed to	Yes

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Have there been any changes to the time-bound plan since the last audit (both new acquisition and existing)? If yes, justification is required. Is this consistent with the ACOP reporting?	<p>Sime Darby Plantation’s time bound plan for certification is initially 3 years, starting 2008-2011. SDP has had all its SOUs (Malaysian & Indonesian) completing the RSPO Main Assessment by end Dec 2011 in accordance to the initial timebound plan. As at Dec 2011, all Malaysian SOUs have been RSPO certified (with the exception of 2 new oil mills commissioned to replace the current oil mills after the initial timebound plan targets). The 2 new mills have been RSPO Certified in Jan and Feb 2014. For Indonesian operations, currently, 1 SOU in Indonesia (PT MAS) is pending for RSPO Certification due to social legacy issues. SDP’s is actively working on its certification targets given the span across a large geographical location and over 200 estates and mills in operation.</p> <p>97% of Sime Darby Plantation's upstream operations is RSPO certified, one SOU - PT MAS pending certification in Indonesia due to some social disputes and a new oil mill in Liberia has been commissioned in Feb 2016. SDP’s time bound plan has been revised to take into consideration the social challenges encountered in Indonesia for the remaining SOU (PT MAS) yet to be certified. Sime Darby Plantation will proceed with the next steps of certification upon satisfactory resolution of the matter. For Indonesia operation, the reported Case No: DSF 007 between the parties PT Mistra Austral Sejahtera (a subsidiary of Sime Darby Plantation Sdn Bhd) and Kerunang/Entapang community. New status has been updated for dispute tracker for following case, http://www.rspo.org/members/dispute-settlement-facility/status-of-disputes#007</p>	Yes
Have there been any isolated lapses in implementation of the plan? If yes a Minor non-compliance shall be raised	No lapses.	Yes
Have there been any fundamental failure (e.g. unable to justify delay in planning the assessments) to proceed with implementation of the plan? If yes a Major non-compliance shall be raised	No.	Yes
Have there been any stakeholder comments?	Up to date, there is no comment. SDP continues to engage all affected parties through regular discussions and progress reporting is being made to the RSPO Secretariat.	Yes
Un-Certified Units or Holdings		

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<p>No replacement after dates defined in NIs Criterion 7.3:</p> <ul style="list-style-type: none"> • Primary forest. • Any area required to maintain or enhance HCVs in accordance with RSPO P&C criterion 7.3. 	<p>HCV assessment has been conducted for uncertified units i.e. PT Mas (by Aksenta in March 2009) and Sime Darby Plantation Liberia operations (by RSPO approved assessors – Dr SK Yap in 2011).</p>	<p>Yes</p>																																																																									
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<p>Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO P&C criterion 6.3.</p>	<p>No stakeholder comments or complaints received.</p>	<p>Yes</p>																																																																									
<p>Any Legal non-compliance is being addressed through measures consistent with the requirements of RSPO P&C criteria 2.1</p>	<p>None noted. No stakeholder comments or complaints received.</p>	<p>Yes</p>																																																																									
<p>Did the company conduct internal audit against the uncertified management units requirement? If yes, a positive assurance statement shall be available.</p>	<p>Yes</p>	<p>Yes</p>																																																																									

Time Bound Plan

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Requirement	Remarks	Compliance
Does the plan include all current subsidiaries, estates and mills?	<p>The time bound plan includes all SOUs in Malaysia and Indonesia.</p> <p>Malaysia - Effectively 34 SOUs: Sg Samak and Jeleta Bumi, Yong Peng, Sepang, Mostyn and Segaliud POM has been closed down.</p> <p>Indonesia - Effectively 25 SOUs.</p> <p>For Liberia operations, a new mill is being set up and commissioned in Feb 2016. Initial audit was carried out in March 2018 but unable to be completed due strike and unstable site condition. Audit was premature terminated and postponed to a later date in 2019. Sime Darby has decided to re-audit on 1st quarter of 2019.</p>	Yes
Have all the estates and mills certified within five years after obtaining RSPO membership?	<p>For Liberia operations, a new mill is being set up and commissioned in Feb 2016. Initial audit was carried out in March 2018 but unable to be completed due strike and unstable site condition. Audit was premature terminated and postponed to a later date in 2019. Sime Darby has decided to re-audit on 1st quarter of 2019.</p>	Yes
Have there been any new acquisitions? If yes, the new acquisitions shall be certified within three-year from the date of acquisition. Certification plan for the new acquisition shall be available.	<p>In March 2015, Sime Darby Plantation completed the acquisition of New Britain Palm Oil Limited (NBPOL). NBPOL is managed under a separate entity and the reporting of timebound plan will be under NBPOL's management. NBPOL is considered as a different entity/member under the RSPO and NBPOL is 100% RSPO Certified.</p> <p>A new mill has been set up in Liberia and planned for commissioning in Feb 2016. Preparation to undergo the RSPO Certification process is in progress and SDP targets to undergo RSPO Certification by end 2017. *RSPO NPP process has been completed in 2011. Internal assessment against the draft Liberia NI has been completed and closing of gaps is in completed. Initial audit was carried out in March 2018 but unable to be completed due strike and unstable site condition. Audit was premature terminated and postponed to a later date in 2019. Sime Darby has decided to re-audit on 1st quarter of 2019.</p>	Yes
Have there been any changes to the time-bound plan since the last audit (both new acquisition and existing)? If yes, justification is required. Is this consistent with the ACOP reporting?	<p>Sime Darby Plantation's time bound plan for certification is initially 3 years, starting 2008-2011. SDP has had all its SOUs (Malaysian & Indonesian) completing the RSPO Main Assessment by end Dec 2011 in accordance to the initial timebound plan. As at Dec 2011, all Malaysian SOUs have been RSPO certified (with the exception of 2 new oil mills commissioned to replace the current oil mills after the initial timebound plan targets). The 2 new mills have been RSPO Certified in Jan and Feb 2014.</p> <p>For Indonesian operations, currently, 1 SOU in Indonesia (PT MAS) is pending for RSPO Certification due to social legacy issues.</p>	Yes

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	<p>SDP's is actively working on its certification targets given the span across a large geographical location and over 200 estates and mills in operation.</p> <p>97% of Sime Darby Plantation's upstream operations is RSPO certified, one SOU - PT MAS pending certification in Indonesia due to some social disputes and a new oil mill in Liberia has been commissioned in Feb 2016.</p> <p>SDP's time bound plan has been revised to take into consideration the social challenges encountered in Indonesia for the remaining SOU (PT MAS) yet to be certified.</p> <p>Sime Darby Plantation will proceed with the next steps of certification upon satisfactory resolution of the matter.</p> <p>For Indonesia operation, the reported Case No: DSF 007 between the parties PT Mistra Austral Sejahtera (a subsidiary of Sime Darby Plantation Sdn Bhd) and Kerunang/Entapang community. New status has been updated for dispute tracker for following case, http://www.rspo.org/members/dispute-settlement-facility/status-of-disputes#007</p>	
Have there been any isolated lapses in implementation of the plan? If yes a Minor non-compliance shall be raised	No lapses.	Yes
Have there been any fundamental failure (e.g. unable to justify delay in planning the assessments) to proceed with implementation of the plan? If yes a Major non-compliance shall be raised	No.	Yes
Have there been any stakeholder comments?	Up to date, there is no comment. SDP continues to engage all affected parties through regular discussions and progress reporting is being made to the RSPO Secretariat.	Yes
Un-Certified Units or Holdings		
No replacement after dates defined in NIs Criterion 7.3: <ul style="list-style-type: none"> • Primary forest. • Any area required to maintain or enhance HCVs in accordance with RSPO P&C criterion 7.3. 	HCV assessment has been conducted for uncertified units i.e. PT Mas (by Aksenta in March 2009) and Sime Darby Plantation Liberia operations (by RSPO approved assessors – Dr SK Yap in 2011).	Yes
Any new plantings since January 1 st 2010 shall comply with the RSPO New Plantings Procedure.	A new mill will be set up in Liberia and planned for commissioning in Feb 2016. Initial audit was carried out in March 2018 but unable to be completed due strike and unstable site condition. Audit was premature terminated and postponed to a later date in 2019. Sime Darby has decided to re-audit on 1st quarter of 2019. RSPO NPP process has been completed in 2011. Internal assessment against the draft Liberia NI has been completed and closing of gaps is in progress.	Yes

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	*Note: RSPO NPP Announcements for SDP can be found at http://www.rspo.org/certification/new-planting-procedures/public-consultations/page/14?																																																																										
Any Land conflicts are being resolved through a mutually agreed process, such as RSPO Complaints System or Dispute Settlement Facility, in accordance with RSPO P&C criteria 2.2, 6.4, 7.5 and 7.6. The RSPO RaCP tracker shall be checked to confirm for any land conflicts/Liabilities https://www.rspo.org/certification/remediation-and-compensation/racp-tracker . The progress on the Liabilities shall be verified and reported.	<p>Latest update based on RSPO Case Tracker (19 potential liabilities; 5 LUCA submitted, 1 LUCA is passed, 1 CN submitted, 1 CN approved) on LUCA submission status as per below table:</p> <p style="text-align: center;">SIME DARBY PLANTATION: LUCA SUBMISSION TIMELINE</p> <table border="1"> <thead> <tr> <th>No.</th> <th>PT/ Company</th> <th>Report Submission to RSPO</th> <th>Current Status (14 Aug 2018)</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>PT Lahan Tani Sakti</td> <td>Submitted on 31 May 2017</td> <td>LUCA approved by reviewer</td> </tr> <tr> <td>2.</td> <td>PT Bina Sains Cemerlang</td> <td>Submitted on 29 Sept 2017</td> <td>Shapefiles submitted to RSPO</td> </tr> <tr> <td>3.</td> <td>PT Swadaya Andika</td> <td>Submitted on 6 Oct 2017</td> <td>Shapefiles submitted to RSPO</td> </tr> <tr> <td>4.</td> <td>PT Langgeng Muara Makmur</td> <td>Submitted on 8 Dec 2017</td> <td>Shapefiles submitted to RSPO</td> </tr> <tr> <td>5.</td> <td>PT Laguna Mandiri</td> <td>Submitted on 20 Dec 2017</td> <td>Shapefiles submitted to RSPO</td> </tr> <tr> <td>6.</td> <td>PT Kridatama Lancar</td> <td>Submitted on 22 Sept 2017</td> <td></td> </tr> <tr> <td>7.</td> <td>PT Paripurna Swakarsa</td> <td>Submitted on 29 Sept 2017</td> <td></td> </tr> <tr> <td>8.</td> <td>PT Sime Indo Agro</td> <td>Submitted on 10 Nov 2017</td> <td></td> </tr> <tr> <td>9.</td> <td>PT Bhumireksa Nusa Sejati</td> <td>Submitted on 12 Dec 2017</td> <td></td> </tr> <tr> <td>10.</td> <td>PT Budidaya Agro Lestari</td> <td>Submitted on 15 Dec 2017 <i>*Re-submitted on 29 Dec 2017</i></td> <td></td> </tr> <tr> <td>11.</td> <td>PT Teguh Sempurna</td> <td>Submitted on 15 Dec 2017 <i>*Re-submitted on 29 Dec 2017</i></td> <td></td> </tr> <tr> <td>12.</td> <td>PT Bahari Gembira Ria</td> <td>Submitted on 29 Dec 2017</td> <td rowspan="8">Shapefiles to be submitted to RSPO by 17 Aug 2018</td> </tr> <tr> <td>13.</td> <td>PT Guthrie Pecconina Indonesia</td> <td>Submitted on 29 Dec 2017</td> </tr> <tr> <td>14.</td> <td>PT Sajang Heulang</td> <td>Submitted on 29 Dec 2017</td> </tr> <tr> <td>15.</td> <td>PT Bersama Sejahtera Sakti</td> <td>Submitted on 29 Dec 2017</td> </tr> <tr> <td>16.</td> <td>PT Tunggal Mitra Plantation</td> <td>Submitted on 29 Dec 2017</td> </tr> <tr> <td>17.</td> <td>PT Ladangrumpun Suburabadi</td> <td>Submitted on 29 Dec 2017</td> </tr> <tr> <td>18.</td> <td>PT Aneka Inti Persada</td> <td>Submitted on 29 Dec 2017</td> </tr> <tr> <td>19.</td> <td>PT Mitra Austral Sejahtera</td> <td>Submitted on 29 Dec 2017</td> </tr> </tbody> </table> <p>Note: SDP's LUCA is still in queue for review process pending finalization of the contract between RSPO and the reviewer. Sime Darby Plantation has also submitted its RSPO Compensation Plan (CP) for evaluation by RSPO.</p>	No.	PT/ Company	Report Submission to RSPO	Current Status (14 Aug 2018)	1.	PT Lahan Tani Sakti	Submitted on 31 May 2017	LUCA approved by reviewer	2.	PT Bina Sains Cemerlang	Submitted on 29 Sept 2017	Shapefiles submitted to RSPO	3.	PT Swadaya Andika	Submitted on 6 Oct 2017	Shapefiles submitted to RSPO	4.	PT Langgeng Muara Makmur	Submitted on 8 Dec 2017	Shapefiles submitted to RSPO	5.	PT Laguna Mandiri	Submitted on 20 Dec 2017	Shapefiles submitted to RSPO	6.	PT Kridatama Lancar	Submitted on 22 Sept 2017		7.	PT Paripurna Swakarsa	Submitted on 29 Sept 2017		8.	PT Sime Indo Agro	Submitted on 10 Nov 2017		9.	PT Bhumireksa Nusa Sejati	Submitted on 12 Dec 2017		10.	PT Budidaya Agro Lestari	Submitted on 15 Dec 2017 <i>*Re-submitted on 29 Dec 2017</i>		11.	PT Teguh Sempurna	Submitted on 15 Dec 2017 <i>*Re-submitted on 29 Dec 2017</i>		12.	PT Bahari Gembira Ria	Submitted on 29 Dec 2017	Shapefiles to be submitted to RSPO by 17 Aug 2018	13.	PT Guthrie Pecconina Indonesia	Submitted on 29 Dec 2017	14.	PT Sajang Heulang	Submitted on 29 Dec 2017	15.	PT Bersama Sejahtera Sakti	Submitted on 29 Dec 2017	16.	PT Tunggal Mitra Plantation	Submitted on 29 Dec 2017	17.	PT Ladangrumpun Suburabadi	Submitted on 29 Dec 2017	18.	PT Aneka Inti Persada	Submitted on 29 Dec 2017	19.	PT Mitra Austral Sejahtera	Submitted on 29 Dec 2017	Yes
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Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO P&C criterion 6.3.	No stakeholder comments or complaints received.	Yes																																																																									
Any Legal non-compliance is being addressed through measures consistent with the requirements of RSPO P&C criteria 2.1	None noted. No stakeholder comments or complaints received.	Yes																																																																									
Did the company conduct internal audit against the uncertified management units requirement? If yes, a positive assurance statement shall be available.	Yes	Yes																																																																									

3.3 Progress of scheme smallholders and/or outgrowers (if applicable to this assessment)

Progress of scheme smallholders or outgrowers towards compliance with relevant standards		
Requirement	Remarks	Compliance
Has 100% of scheme smallholders and/or scheme outgrowers comply with the standard within three years of the mill's initial certification?	Yes	Yes

3.4 Details of findings

The nonconformity is listed below. The summary report of the assessment by criteria is listed in Appendix A.

During the 3rd Annual Surveillance Assessment there was one (1) minor nonconformity raised. The Tetere Palm Oil Mill Certification unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted.

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

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1744595-201902-N1	Clause & Category (Major / Minor)	Indicator 5.1.3 Major
Date Issued	1/3/19	Due Date	Next assessment
Closed (Yes / No)	No	Date of nonconformity Closure	"Open"
Statement of Nonconformity:	Monitoring protocol used to monitor the effectiveness of the mitigation measures was not consistently demonstrated.		
Requirement Reference:	This plan shall incorporate a monitoring protocol, adaptive to operational changes, which shall be implemented to monitor the effectiveness of the mitigation measures. The plan shall be reviewed as a minimum every two years to reflect the results of monitoring and where there are operational changes that may have positive and negative environmental impacts		
Objective Evidence:	i) Monitoring of buffer zone at mature area (2016 planting) near Mbalasuna river, location: water sampling point WM08 - no effective monitoring protocol used and the current procedure and checklist is developed only for immature area @ replant. ii) Discharge of rinsed water from premix activity - as per current practice, rinsed water from premix is connected to soak away sump/filter before discharge. According to MSDS, discharge to waterway is not allowed and yet no evidence to show that soak away sump/filter is effective to mitigate the risk of water pollution.		
Corrections:	<p>1. Revised Buffer monitoring SOP to include mature planted areas next to streams to have buffer zone demarcations. Buffer zone maintenance and monitoring practices will be implemented at concern areas as practiced for replanted areas where applicable. Relevant best practices set in the SOP for mature palm zones. Also revise and include concerned best practice for mature palm areas in related SOP's for ESH and Plantation.</p> <p>Locations identified on survey done on the 08th March 2019 –</p> <p>a. Mbalisuna - Block DA0100, DA0610 and DA0620</p> <p>b. Tetere 1 - Blocks CA0740 and CA0770</p> <p>2. Four additional water sampling locations will be mandated for the relevant chemical parameter tests done per GPPOL Water Management Plan relatively near or at closest water proximity to any of the existing GPPOL mixing chemical sheds. Added location sample results will verify any high exposure for chemicals to the surrounding ecosystem.</p>		

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<p>Root Cause Analysis:</p>	<p>1. All current establishment of buffer zones around existing water ways were focused on replanting areas. Previously planted areas (now mature areas) did not have buffer zones established. Practice however is standard to not apply chemicals towards a watercourse depending on its width size.</p> <p>2. All chemical mixing soak pits are designed to utilize natural filtration. Dilution is expected to occur in the process to the soak pits and as per practice, no high concentration of chemicals used is flushed down the waste water system</p>
<p>Corrective Actions:</p>	<p>1. Include inspections of the mature demarcated buffer areas in the established monthly inspection and quarterly audit checks practiced for all palm blocks/areas adjacent to a watercourse.</p> <p>Revised SOP's - GPPOL SOP ESH-007 Buffer Zone Demarcation and Maintenance. - Other related SOP's associated with chemical application in the field are revised accordingly.</p> <p>All changes and best practices will be in reference to RSPO Document Code: RSPO-GUI-T03-003 V1.0 ENG.</p> <p>"BUFFER ZONE" signs put up on all identified locations on the 13th March 2019.</p> <p>2. GPPOL Water Management Plan revised. First test at added locations to be done in Quarter 1 of 2019 with other usual required locations. This is schedule at the end of March 2019.</p> <p>Locations added are:</p> <p>CM01 – Ngalimbiu, GPS Coordinates: 0626455° S: 8953478° E CM02 – Okea, GPS Coordinates: 0622482° S: 8955379° E CM03 – Mbalisuna, GPS Coordinates: 0637726° S: 8952140° E CM04 – Tetere, GPS Coordinates: 0633805° S: 8955348° E</p>
<p>Assessment Conclusion:</p>	<p>The corrective action plan is accepted. Effectiveness of corrective action taken will be further verified in the next audit.</p>

<p>Opportunity for Improvements</p>	
<p>OFI #</p>	<p>Description</p>
<p>OFI 1</p>	<p>1744595-201902-11</p> <p>Indicator 6.6.2 Minutes of meetings with main trade unions or workers representatives shall be documented.</p> <p>Details: GPPOL shall retained a copy of the meeting minutes that was held with GPPOWA.</p>
<p>OFI 2</p>	<p>1744595-201902-12</p> <p>Indicator 6.10.1 Current and past prices paid for Fresh Fruit Bunches (FFB) shall be publicly available.</p> <p>Details: During the smallholder interview, the smallholder had concern regarding the strategic location of the price publication. The smallholders will have challenges to know the price if they did not visit the smallholder office or unable to telephone the GPPOL smallholder office. The price list shall also be published at several strategic locations.</p>

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OFI 3	<p>1744595-201902-I3 Indicator 4.1.1 Standard Operating Procedures (SOPs) for estates and mills shall be documented.</p> <p>Details: Documentation records and retention required by the company procedures at operating sites shall improve.</p>
OFI 4	<p>1744595-201902-I4 Indicator 6.5.3 Growers and millers shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible.</p> <p>Details: According to the Compound Upkeep Practices (NBPOL-EMP-MG14) the inspection shall be conducted monthly using PF29. However the documentation of PF29 is not consistent implemented and documented which links to inconsistent documentation of EMS013.</p>

Positive Findings	
PF #	Description
PF 1	

3.4.1 Status of Nonconformities Previously Identified and Observations

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1590313-201802-N1	Clause & Category (Major / Minor)	Indicator 4.1.2 Minor
Closed (Yes / No)	Yes	Date of nonconformity Closure	01/03/2019
Statement of Nonconformity:	The mechanism to check consistent implementation of procedures for the smallholders found to be inadequate		
Requirement Reference:	A mechanism to check consistent implementation of procedures shall be in place.		
Objective Evidence:	Tetere has the mechanism to check consistent implementation of procedures for the smallholders. Based on the checking report [ref.: Smallholder Fields Visit Report], it was noted that only the element of good agriculture practice was covered. The checking coverage on other RSPO's aspects such as occupational safety & health, environment, social was not evident in the report.		
Corrective Actions:	1. SHA Manager (i) Review and update field inspection checklist (ii) Annual schedule updated and implemented (iii) Attendance records to be completed and filed		
Assessment Conclusion:	ASA1_3 verification: The newly revised Field Inspection Checklist which elements of ESH have been included, has been utilized. This has been further confirmed through verification of the checklist for all the sampled 12 smallholders. Based on interview and field visit, the sampled smallholders were able to demonstrate acceptable		

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	understanding on zero burning, safety aspects in herbicides usage and child labor. Based on the objective evidence, the implementation of the corrective action was found to be effective. Therefore, this minor NCR is closed on 1/3/19.
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Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1590313-201802-N2	Clause & Category (Major / Minor)	Indicator 4.1.3 Minor
Closed (Yes / No)	Yes	Date of nonconformity Closure	1/03/2019
Statement of Nonconformity:	Records of monitoring and actions taken were inappropriately maintained and available.		
Requirement Reference:	Records of monitoring and any actions taken shall be maintained and available, as appropriate.		
Objective Evidence:	Based on the records of Housing Maintenance Checklist; PF 29; Mar 2015 and Inter-company Stores/Work Requisition, no prior records of monitoring and actions to repair leakage from main pipe under the main water tank in Mbalisuna estate workers compound. Report (Inter-company Stores/Work Requisition # A 115555; dated 22/2/2018) and action only taken upon audit site visit finding of the leaked pipe that was only wrapped with rubber sheets although according to the person in-charge (Power Boi) leakages detected for about a week		
Corrective Actions:	Section Leader: (i) Ensure that incidents are reported, recorded in PF29 (ii) Should the incident requires repair or maintenance then it shall be forwarded to the Assistant Manager to raise Requisition Assistant Manager: (i) Input status of incident onto ESH 013 (ii) Ensure that requisition is raised, signed and sent to responsible department (iii) Should work order be slow, a follow up email to be sent (iv) Managers to record work completed in ESH 13 stating the status of the reported incidents Evidence: (i) Records of PF 29 and ESH 013 (ii) Records of requisition		
Assessment Conclusion:	ASA3_1 verification: The usage of the form ESH013 on reporting on the repair & maintenance progress form has been observed in Ngalimbiu estate. At Ngalimbiu estate (Okea Division) inspection was conducted on 07-09/02/2019. The PF029 form was used during the inspection on 07-09/02/2019 and maintenance requested are transfer to ESH013 form and request for repair to the Construction department was made. At Mbalisuna estate, the last inspection conducted was on 27/02/2018 and the form PF29 was used. The required fixing was identified and transferred to form ESH013 for monitoring and the repair request was made to Plumbing /		

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	Construction & Electrical Department on 28/02/2019.
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Opportunity for Improvement	
OFI#	Description
OFI 1	Nil
OFI 2	
OFI 3	

3.4.2 Summary of the Nonconformities and Status

CAR Ref.	Category (Major / Minor)	P&C Indicator	Issued Date	Status & Date (Closure)
Non Conformity Number 1 – 4.7.2	Minor	4.7.2	21/01/2016	Closed on 19/01/2017
Non Conformity Number 1 – 4.8.2	Minor	4.8.2	21/01/2016	Closed on 19/01/2017
1430457-201701-M1	Major	6.5.1	19/01/2017	Closed on 17/02/2017
1430457-201701-N1	Minor	4.7.3	19/01/2017	Closed on 22/02/2018
1430457-201701-N2	Minor	4.7.5	19/01/2017	Closed on 22/02/2018
1430457-201701-N3	Minor	5.6.3	19/01/2017	Closed on 24/01/2017
1590313-201802-N1	Minor	4.1.2	22/2/2018	Closed out on 1/3/19
1590313-201802-N2	Minor	4.1.3	22/2/2018	Closed out on 1/3/19
1744595-201902-N1	Minor	5.1.3	01/03/2019	“Open”

3.5. Stakeholders Consultation

Stakeholder consultation involved internal and external stakeholders. External stakeholders were contacted by telephone to arrange meetings at a location convenient to them to discuss Tetere Palm Oil Mill Certification Unit’s environmental and social performance, legal and any known dispute issues.

Meetings were conducted with stakeholders to seek their views on the performance of the company with respect to the RSPO 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 later was verified with the management team. Any comment which is not complying to the RSPO P&C requirements have been incorporated as an assessment finding.

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 below.



List of Stakeholders Contacted	
Internal Stakeholders Mill workers/operators (male and female) Field workers GPPS securities Main yard/workshop workers	Union/Contractors/Local Communities Smallholders/land owners
Government Departments	NGO

IS #	Description
1	<p>Feedbacks: Workers: Female workers informed the assessment team that the housing arrangement for single women are mixed with single man or married couple which has caused inconvenience. Solomon Islands Chamber of Commerce (SCCI) and International Finance Corporation (IFC): Living space is too small causes domestic violence.</p> <p>Management Responses: GPPOL has in the Social improvement plan with a new design. Compounds are strategizing in the housing arrangement of its employees. Domestic Violence Policy and its current procedure is very effective to address such issues.</p> <p>Audit Team Findings: The assessment team had evaluated the social improvement plan. One of the plan is to improve housing condition and build new houses. This is with the planning for strategic arrangement of housing for workers.</p>
2	<p>Feedbacks: Guadalcanal Plains Securities Services (GPSS) Securities: Their company GPSS has delay the payment of their NPF.</p> <p>Management Responses: GPPOL follows up periodically to monitor whether the contractor is fulfilling their respective legal requirements. This is also stipulated in the contracts that are signed.</p> <p>Audit Team Findings: The assessment team had sighted that GPPOL at their effort had brought this up to GPSS. GPPOL had held a meeting with GPSS in June 2018 and subsequently follow up the progress of the payment in February 2019.</p>
3	<p>Feedbacks: Smallholders / landowners: There is a challenge to know what is the price of the FFB prior selling to GPPOL.</p> <p>Management Responses: More effort to distribute the price to out growers on a monthly basis to be done. This may be done either through radio or newspaper announcements or a combination of both.</p> <p>Audit Team Findings: The FFB pricing of the previous and current month are made publically available by GPPOL and published at the GPPOL smallholder office. The smallholders could also communicate directly with the Smallholder</p>

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	Affairs Officer to know the price. The assessment team had raise an OFI as the FFB pricing should be published at more strategic location.
4	<p>Feedbacks: Smallholders / landowners: There was a case of drainage system in plantation causes flood in 2016.</p>
	<p>Management Responses: Efforts are underway to ensure that the community is aware of any operations that may be underway on the plantations. There is an SOP created in ensuring that any activities that might affect the surrounding communities are communicated to them.</p>
	<p>Audit Team Findings: The assessment team had evaluated the grievance records and found that there was grievance received regarding flooding due to drainage digging by GPPOL on 05/12/2017. Due to this GPPOL has developed the GPPOL has developed the External / Community Communication procedures (SOP-SUS-004) stipulating the list of activities that required to be communicated with surrounding communities to ensure in future there are no unannounced activities which may affect the surrounding community.</p>
5	<p>Feedbacks: Smallholders / landowners: There was a case of drainage system in plantation causes flood in 2016.</p>
	<p>Management Responses: Efforts are underway to ensure that the community is aware of any operations that may be underway on the plantations. There is an SOP created in ensuring that any activities that might affect the surrounding communities are communicated to them.</p>
	<p>Audit Team Findings: The assessment team had evaluated the grievance records and found that there was grievance received regarding flooding due to drainage digging by GPPOL on 05/12/2017. Due to this GPPOL has developed the GPPOL has developed the External / Community Communication procedures (SOP-SUS-004) stipulating the list of activities that required to be communicated with surrounding communities to ensure in future there are no unannounced activities which may affect the surrounding community.</p>

**RSPO Public Summary Report
Revision 7 (Aug /2018)**

Formal Signing-off of Assessment Conclusion and Recommendation	
<p>The audit objectives have been achieved and the certificate scope remains appropriate. Based on the results of this audit, it is concluded that Tetera Palm Oil Mill Certification Unit has complied with RSPO P&C 2013, RSPO Supply Chain Certification Standard 2017 and audit criteria identified within the audit report. It is deemed that the management system continues to achieve its intended outcomes. Therefore, it is recommended that the certification of Tetera Palm Oil Mill is continued.</p>	
Report prepared by	Acceptance of Assessment Conclusion
<p>Name: Mohamed Hidhir Zainal Abidin</p>	<p>Name: Craig Gibsone</p>
<p>Company Name: BSI Services Malaysia Sdn Bhd</p>	<p>Company Name: New Britain Palm Oil - Guadalcanal Plains</p>
<p>Title: Lead auditor</p>	<p>Title: General Manager</p>
<p>Signature: </p>	<p>Signature: <i>(I the undersigned, being the most senior relevant management representative of the operation seeking or holding certification, agree with the contents of this report and accept the liability in execution of the procedure in the report.)</i> </p>
<p>Date: 3rd April 2019</p>	<p>Date: 4th April 2019</p>

Appendix A: Summary of Findings

Criterion / Indicator		Assessment Findings	Compliance
PRINCIPLE 1: COMMITMENT TO TRANSPARENCY			
Criterion 1.1: Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.			
1.1.1	There shall be evidence that growers and millers provide adequate information on (environmental, social and/or legal) issues relevant to RSPO Criteria to relevant stakeholders for effective participation in decision making. - Minor compliance -	GPPOL has publically announced to the stakeholders regarding their rights to obtain publicly available documents from GPPOL. The announcement revised on 12/11/2018 is observed to be published at notice board within the vicinity of GPPOL operating units. The SOP (SOP-SUS-002) dated 29/12/2015 provides the procedure on how to manage information request. As per the SOP, information request shall be dealt within 5 working days.	Complied
1.1.2	Records of requests for information and responses shall be maintained. - Major compliance -	The records of request are maintained at the Sustainability office. Samples of request verified: 1. Information request by Ministry of Environment, Climate Change and Disaster Management dated 19/11/2018 was provided by GPPOL on 19/11/2018. The information requested includes – chemical usage, HCS and HCV assessment, GPPOL operation data and land cover, management for Rhinoceros Beatle. 2. Information request by Jashwini Narayan dated 07/08/2018 received on 20/08/2018 was provided by GPPOL on 20/08/2018. The information provided includes – Grievance Procedures and GPPOL fact sheet.	Complied
Criterion 1.2: Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes			
1.2.1	Publicly available documents shall include, but are not necessarily limited to:	GPPOL has published the list of available document that could be shared with stakeholders. The list was published on 12/11/2018	Complied

	<ul style="list-style-type: none"> • Land titles/user rights (Criterion 2.2); • Occupational health and safety plans (Criterion 4.7); • Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8); • HCV documentation (Criteria 5.2 and 7.3); • Pollution prevention and reduction plans (Criterion 5.6); • Details of complaints and grievances (Criterion 6.3); • Negotiation procedures (Criterion 6.4); • Continual improvement plans (Criterion 8.1); • Public summary of certification assessment report; • Human Rights Policy (Criterion 6.13). <p>- Major compliance -</p>	<p>including land title/user rights, Operational Safety Management plan, OSH plan, SEIA and SEIA plan, HCV documentation, pollution prevention and reduction plans, Details of complaints and grievances, Negotiation procedures, Continual improvement plans, Public summary of certification assessment report, employee rights and equal opportunity policy, EMS and consultation and communication procedure.</p>	
<p>Criterion 1.3: Growers and millers commit to ethical conduct in all business operations and transactions.</p>			
<p>1.3.1</p>	<p>There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions, which shall be documented and communicated to all levels of the workforce and operations.</p> <p>- Minor compliance -</p>	<p>GPPOL has established the local Code of Conduct. Currently the Code of Conduct of Sime Darby Plantations is being reviewed to be incorporated into GPPOL operation context.</p> <p>The current GPPOL Code of Conduct includes – Conflict of Interest, illegal gratification and Corrupt practice, gifts, entertainment, insider trading and disclosure of information.</p> <p>The Code of Conduct is communicated to all workforce during the induction training. The records of inductions of the sampled workers are maintained at operating units.</p> <p>Sample of business contract – Contract for security services was contracted through open tender. The tender process was in November 2012. The contract was sign with Guadalcanal Plains Security Services on 16/01/2013.</p>	<p>Complied</p>
<p>PRINCIPLE 2: COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS</p>			

Criterion 2.1															
There is compliance with all applicable local, national and ratified international laws and regulations.															
2.1.1	Evidence of compliance with relevant legal requirements shall be available. - Major compliance –	<p>Although there are no legal requirements available in Solomon on POM operations (e.g. pressure vessel inspection, treating of POME and its legal limits, boiler stake emissions, electricity generation license, competent persons), the mill is implementing the best milling practices which development was inspired by the legal requirements from other countries processing palm oil e.g. Malaysia and PNG. The Labour Act and Land and Titles Law has been sampled and assessed against. The compliance is being addressed in respective criteria.</p> <p>Some other examples of legal compliance observed were:</p> <p>i) Application for registration of pesticides based on Safety at Work (Pesticide) Regulations 1982 – Legal notice No. 60</p> <p>ii) Certificate of Registration (Pesticides) dated 2/3/18. 3 types of approved chemicals as per below:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Chemical name</th> <th style="width: 33%;">Pesticides Group</th> <th style="width: 33%;">Registration number</th> </tr> </thead> <tbody> <tr> <td>Chlorpyrifos</td> <td>Insecticide</td> <td>I113/0218/4F</td> </tr> <tr> <td>Imidacloprid</td> <td>Insecticide</td> <td>I114/0218/4F</td> </tr> <tr> <td>Cypermethrin</td> <td>Insecticide</td> <td>I115/0218/4F</td> </tr> </tbody> </table> <p>iii) Section 39 – Application for license to discharge waste or emit noise, odour or electromagnetic radiation. Refer to form 6, dated 2/10/18 application to discharge waste (burning hydrocarbon waste oil)</p>	Chemical name	Pesticides Group	Registration number	Chlorpyrifos	Insecticide	I113/0218/4F	Imidacloprid	Insecticide	I114/0218/4F	Cypermethrin	Insecticide	I115/0218/4F	Complied
Chemical name	Pesticides Group	Registration number													
Chlorpyrifos	Insecticide	I113/0218/4F													
Imidacloprid	Insecticide	I114/0218/4F													
Cypermethrin	Insecticide	I115/0218/4F													

		iv) Section 39 (4) – Application for license to discharge waste (effluent discharge – residential/industrial). Refer to form 8, dated 22/10/18.	
2.1.2	A documented system, which includes written information on legal requirements, shall be maintained. - Minor compliance –	The list of legal requirements applicable to the POM and estates operations are kept in the central server. The location of the legal requirements in the server is “Sustainability Management systems\Reference Documents\Legislation”. The list is updated from time to time whenever necessary by the Sustainability Department.	Complied
2.1.3	A mechanism for ensuring compliance shall be implemented. - Minor compliance –	The required documents are maintained using their centralized server system. Environmental Legislation and Permits Listing issue no. 3, dated 25/1/2018. All employees have access to the shared folder. The updating and document management of the required regulations are done by the Sustainable Department. The person responsible for the managing the documents is the Sustainability Manager. The server was verified to contained the required and update list of legal requirements for all the operations of the mill and estates. However, due to the limitations of local requirements relating to palm oil industries, the company took the initiative to implement best milling practice and adopting environmental and safety requirements set up other countries (e.g. Malaysia and PNG). On the environmental compliance monitoring, annual environmental inspection carried out by Ministry of Environment and Conservation Department for GPOL operation units in October 2018.	Complied
2.1.4	A system for tracking any changes in the law shall be implemented. - Minor compliance –	A Legal Officer was assigned to track any change in legal. Methods of tracking could be via website e.g. Solomon Island Parliament website where information about update. PaLII – contains changes of law. After information of changes is obtained, the GM will be updated and legal list is updated thereafter	Complied

Criterion 2.2 The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights.			
2.2.1	Documents showing legal ownership or lease, history of land tenure and the actual legal use of the land shall be available. - Major compliance -	<p>All lands developed under GPPOL (except Smallholders) are leased lands (state lease) and it was previously developed with oil palm by SIPL. Total of 60 leases or MOUs were signed in 2005. Lease period is 50 years and ended on 1/1/2055. Verified under that legal use of land is estate/agriculture based on the final term in the MOU. There is no acquisition of land by GPPOL. No dispute was recorded on the estate lands leased by GPPOL.</p> <p><u>Smallholder</u> All the sampled smallholders obtained their rights to use their lands by inheriting from their parents through customary rights. GPPOL had developed the procedure in engaging smallholders (Doc: SOP GPPOL SOP-SHA-01 Smallholder Operation Procedure issue 1 v2 20/12/2016). The procedure includes public notification within the tribe and approval/consent from the Tribe Chief prior to acceptance by GPPOL.</p>	Complied
2.2.2	Legal boundaries shall be clearly demarcated and visibly maintained. - Minor compliance –	<p>Legal boundaries were clearly demarcated using the road. Site visit to the boundary area at Tetera Estate (09° 27' 09.9" S, 160° 13' 56.30" E) with smallholders and Ngalimbiu Estate (09° 29' 28.0" S, 160° 09' 48.4" E)</p> <p>Based on interview, among the smallholders, their demarcation of lands is normally through mutual understanding without the need the have physical demarcation. In some cases, frond stacking or simple pegs would do just fine.</p>	Complied
2.2.3	Where there are or have been disputes, additional proof of legal acquisition of title and evidence that fair compensation has been made to previous owners and occupants shall be available, and that	There was no records of land dispute for the past 1 year. The concessions that are operated by GPPOL are previously land developed by Solomon Island Plantation Limited (SIPL). Interview with previous land owners that leased the land to SIPL	Complied

	these have been accepted with free, prior and informed consent (FPIC). - Minor compliance –	(subsequently inherited by GPPOL after taking over the operations) confirmed that there was no land dispute. Any land dispute will go through the Grievance Mechanism of GPPOL. GPPOL has recently completed an NPP. For the NPP, the FPIC procedure has been established. The procedure identified that boundary survey shall be involved by the landowners.	
2.2.4	There shall be an absence of significant land conflict, unless requirements for acceptable conflict resolution processes (see Criteria 6.3 and 6.4) are implemented and accepted by the parties involved. - Minor compliance –	Please refer to 2.2.3 and 6.4 (for smallholders)	Complied
2.2.5	For any conflict or dispute over the land, the extent of the disputed area shall be mapped out in a participatory way with involvement of affected parties (including neighboring communities where applicable). - Minor compliance –	Please refer to 2.2.3 and 6.4 (for smallholders)	Complied
2.2.6	To avoid escalation of conflict, there shall be no evidence that palm oil operations have instigated violence in maintaining peace and order in their current and planned operations. - Major compliance -	Interview with police officers and stakeholders confirmed that there are no instigated violence used by GPPOL.	Complied
Criterion 2.3			
Use of the land for oil palm does not diminish the legal, customary or user rights of other users without their free, prior and informed consent.			
2.3.1	Maps of an appropriate scale showing the extent of recognized legal, customary or user rights (Criteria 2.2, 7.5 and 7.6) shall be developed through participatory mapping involving affected parties (including neighboring communities where applicable, and relevant authorities). - Major compliance –	The map for the GPPOL developed lands was sighted. The maps are remained in the GPPOL server. The printed map shown to the assessment team is approx. 1:20,000. However the size of the map could be resized as GPPOL has the GIS and trained staffed. The remapping completed by GPPOL was according to the data and maps provided by SIPL previously.	Complied

<p>2.3.2</p>	<p>Copies of negotiated agreements detailing the process of free, prior and informed consent (FPIC) (Criteria 2.2, 7.5 and 7.6) shall be available and shall include:</p> <ul style="list-style-type: none"> a) Evidence that a plan has been developed through consultation and discussion with all affected groups in the communities, and that information has been provided to all affected groups, including information on the steps that shall be taken to involve them in decision making; b) Evidence that the company has respected communities' decisions to give or withhold their consent to the operation at the time that this decision was taken; c) Evidence that the legal, economic, environmental and social implications for permitting operations on their land have been understood and accepted by affected communities, including the implications for the legal status of their land at the expiry of the company's title, concession or lease on the land. <p>- Minor compliance –</p>	<p>All land under the GPPOL development are leased lands. The copy of the land lease registers are remained in the server.</p> <p>The consent practice is Solomon Islands is regulated in Land and Titles Law. Prior leasing the land, the owner is required to provide their consent and advertise their intent of leasing the land. As all the leasing had the Lease Register, this means all the leasing had gone through the consent procedure.</p> <p>GPPOL has signed agreement with the landowners which was inherited from SIPL. Sample reviewed:</p> <ol style="list-style-type: none"> 1. Memorandum in Relation to the Proposal Guadalcanal Plains Palm Oil Project between NBPOL and Guadalcanal Plains Resource Development Association on 28/10/2004 with Deeds on Variation on 26/09/2018 (land rental review). 2. Land lease agreement between Kautoga Cooperative Society and GPPOL dated 01/08/2012. <p><i>Per say</i> there, landowners are aware about palm oil planting since SIPL. Any land that is leased to GPPOL goes through tribunal process and Land & Title regulations. GPPOL has been observing the regulation and the landowners are the leasing the land to GPPOL with consent.</p>	<p>Complied</p>
<p>2.3.3</p>	<p>All relevant information shall be available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements.</p> <p>- Minor compliance –</p>	<p>The lease agreement is in English. English is the official language of Solomon Islands. The sharing benefits of leasing the land and royalties are stated in the MOUs and Lease agreement. The benefits are subject to review. The current rental rate is SBD265.30/ha (the original agreement was SBD100/ha). While the royalties payout is according to World oil price with 10% of farm gate price.</p> <p>The payment proved was reviewed.</p>	<p>Complied</p>

2.3.4	Evidence shall be available to show that communities are represented through institutions or representatives of their own choosing, including legal counsel. - Major compliance -	In each land leasing, there will be 5 trustees nominated by the Tribe council. The communities has their rights to appoint any representative of their own. Prior to the land lease, the landowners are required to obtain approval from Land Council in which all necessary consent shall be given within the tribe. Hence the landowners are well represented by the authorities.	Complied						
PRINCIPLE 3: COMMITMENT TO LONG-TERM ECONOMIC AND FINANCIAL VIABILITY									
Criterion 3.1 There is an implemented management plan that aims to achieve long-term economic and financial viability.									
3.1.1	A business or management plan (minimum three years) shall be documented that includes, where appropriate, a business case for scheme smallholders. - Major compliance -	Tetere POM and supply bases have established and implemented its commitment to long term sustainability and improvements through a capital expenditure programme. Budget and 5 years' management plan (projections 2018 to 2022) in the GPP Open Budget was verified during the audit. Tetere Palm Oil Mill and supply bases have made progress towards achieving their performance production targets for the current financial year. In the budget there was also projection of crop and cost per tonne CPO produced.	Complied						
3.1.2	An annual replanting programme projected for a minimum of five years (but longer wherenecessary to reflect the management of fragile soils, see Criterion 4.3), with yearly review, shall be available. - Minor compliance –	Annual replanting programme projected for a minimum of five years. General policy of replanting is 20 years. Other criteria such as yield performance is also considered for replanting. Summary of replanting programme for 2019 and 2020 as per the following table: <table border="1" data-bbox="1106 1145 1886 1305"> <thead> <tr> <th data-bbox="1106 1145 1326 1209">Estate</th> <th data-bbox="1339 1145 1550 1209">Total Area</th> <th data-bbox="1563 1145 1886 1209">Field/Block no.</th> </tr> </thead> <tbody> <tr> <td data-bbox="1106 1216 1326 1305">Mbalasuna (2019)</td> <td data-bbox="1339 1216 1550 1305">257.40 ha</td> <td data-bbox="1563 1216 1886 1305">P98 (DA0120-DA0200)</td> </tr> </tbody> </table>	Estate	Total Area	Field/Block no.	Mbalasuna (2019)	257.40 ha	P98 (DA0120-DA0200)	Complied
Estate	Total Area	Field/Block no.							
Mbalasuna (2019)	257.40 ha	P98 (DA0120-DA0200)							

		<p>Ngalimbiu (2020)</p> <p>163.52</p> <p>P95 BO 0370 – BO 0410)</p>	
		<p>Smallholders: NA to smallholders.</p>	
<p>PRINCIPLE 4: USE OF APPROPRIATE BEST PRACTICES BY GROWERS AND MILLERS</p>			
<p>Criterion 4.1 Operating procedures are appropriately documented, consistently implemented and monitored.</p>			
4.1.1	<p>Standard Operating Procedures (SOPs) for estates and mills shall be documented.</p> <ul style="list-style-type: none"> - Major compliance - 	<p>Plantation Management Guidelines was established to cover all the estate operations. Sighted some guidelines;</p> <ol style="list-style-type: none"> 1) MG-01A New Development Practices, issue 5, June 2014 2) MG-01B Replanting Practices, issue 5, June 2014 3) MG-02 Nursery Practices, issue 5, June 2014 4) MG-03 Pesticides Practices, issue 5, June 2014 5) MG-04 Upkeep Practices, issue 5, June 2014 6) MG-05 Harvesting, issues 5, June 2014 <p>Standard Operating Procedure, Version:2, dated: 20/12/16, was established to cover all the station. Verified some of the procedures related to laboratory, weighbridge, ramp and FFB conveyors, sterilizer, capstan, threshing, press, clarification room, kernel recovery, kernel crushing plant, boiler, FFB grading, oil dispatch, reverse osmosis plant, pollution control devise, POME treatment, oil discharge, diesel discharge, LPG decanting on site, etc.</p> <p>Safe operation Instructions have been derived from SOPs and are displayed at work stations at the mill and at certain locations at the estates such as the Muster Notice Boards, e.g. entering FFB conveyers, threshing and pressing station, clarification station,</p>	<p>Complied</p>

		<p>kernel recovery station, kernel crushing plant, boiler plant operation, power generation station, etc.</p> <p>Operation Guidelines, GPPOL TOM-OG-03, version:1 dated 31/8/2017 for Log Out Tag Out (LOTO) Systems Operation Guidelines has been documented for LOTO system implementation. Other related SOP for centralized workshop were verified:</p> <ul style="list-style-type: none"> • GPPOL SOP-WS-01: Machine Operation • GPPOL SOP-WS-02: Truck Driver • GPPOL SOP-WS-03: Tyre Repair • GPPOL SOP-WS-04: Welding Operation • GPPOL SOP-WS-05: Handling of Hydrocarbon • GPPOL SOP-WS-06: Daily Tractor Pre-Start • GPPOL SOP-WS-07: Testing of Repaired Machinery • GPPOL SOP-WS-08: Usage a Chain Block 	
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<p>4.1.2</p>	<p>A mechanism to check consistent implementation of procedures shall be in place. - Minor compliance –</p>	<p>The mechanism to check consistent implementation of procedures was through:</p> <ol style="list-style-type: none"> 1. Operations Manager/Sr. Manager field Visit – the visit was done on quarterly basis by Operation Manager, Sr. Managers for plantation, e.g. GM (Craig Gisbone), Sr. Plantation Manager (Mesach), Operation Manager (Azahar Saat). Last report was on 22/8/2018 (Tetere Estate) – covering the matters of productivity, administration, harvesting standard, upkeep standard (weeding, roads, bridges, fertilizer application, PPE), P&D. 2. GPP- Field Inspection for Ngalmibiu Estate was carried out on 17-18/1/2019 by the Operation Manager. From the report, the Ngalmibiu Estate implemented HPG (High Performance Gang) system. The estate need to improvised the HPG system with roll over wheeler/stacker and LFC. 3. Harvesting standard – daily checking by field staff (recorded in Section Leaders Daily Report), Crop Availability Count (CAC), Divisional Crop Record Sheet, mill’s grading (recorded in FFB Grading form) <p>Mechanism to check consistent implementation of procedures carried out by sustainability and safety team on monthly, quarterly and annual basis. The latest sustainability audit was carried out in December 2018 for bulk terminal and Tetere POM. Monthly inspection was conducted by Sustainability Team using RSPO/ISO inspection checklist. The inspection covers all area within the mill and estates operation. The inspection results were used as input for quarterly OSH meeting. Mill evaluation report consists of all station in the mill, which was conducted on monthly basis by Mill Manager/Assistant Mill Manager.</p>	<p>Complied</p>
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4.1.3	Records of monitoring and any actions taken shall be maintained and available, as appropriate. - Minor compliance –	Records of monitoring such as internal audit report and monthly inspection checklist were well maintained in the company's computer shared folders and available for verification.	Complied
4.1.4	The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB). - Major compliance -	The mill records the origins of all third-party sourced Fresh Fruit Bunches (FFB). Among the records maintained are weigh bridge tickets and delivery notes. List of third party supplier is available and verified under list of register smallholders. The FFB supplier contract requires the supplier to declare the origin of FFB.	Complied
Criterion 4.2 Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.			
4.2.1	There shall be evidence that good agriculture practices, as contained in Standard Operating Procedures (SOPs), are followed to manage soil fertility to a level that ensures optimal and sustained yield, where possible. - Minor compliance –	Plantation Management Guidelines (MG 04: Upkeep dated June 14), Indicator 4.1.1 mentioned about the implementation of good agriculture practices, eg: managing soil fertility. Generally, the information about nutrient content will be analysed through leaf sampling analysis prior to recommendation of fertilizer application. The fertilizer recommendation will be done by PNG OPRA. Based on interview, generally the smallholders were able to demonstrate their understanding with regards to soil fertility. Due to budget constraint, most of the smallholders can only afford to apply fertilisers once a year.	Complied
4.2.2	Records of fertiliser inputs shall be maintained. - Minor compliance –	The estates maintained the record of the fertiliser application in the fields in order to monitor and ensure the application is carried out as recommended by the PNG OPRA. Among the information available in the records was field number, date of application and type & quantity of fertilisers. Based on the agronomist recommendations, the average dosage of fertiliser for the visited estates. The dosage depends on the type of fertilizer. The types of fertiliser were Urea, MOP, TSP, Kieserite and Boron.	Complied

		<p>Sighted the Manual Fertilizer Application Program Tetera Estate, The MOP (rate: 1kg/palm) at field ABC, block CA005R was completed apply on 19/1/2019.</p> <p>Sighted the Fertilizer Application Cost Book (PF 12), the MOP was applied at rate 1.50kg/palm for field 24 and 25 on 2/1/2019.</p> <p>Smallholders: N/A</p>							
4.2.3	<p>There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status.</p> <p>- Minor compliance –</p>	<p>Leaf and soil nutrient analysis are the common method used in obtaining information of fertilizer requirements in oil palm plantation. The frequency for leaf sampling is normally once a year while for soil analysis is once in 5 years. The leaf sampling for all visited estates were conducted on 22 June 2018 by third party lab (Hill Laboratories) while the last soil analysis report is dated 31/10/2014. The leaf analysis report (Lab No: 1997935 and 19999763, dated 22/6/2018) was sighted.</p> <p>Smallholders: N/A</p>	Complied						
4.2.4	<p>A nutrient recycling strategy shall be in place, and may include use of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), and palm residues after replanting.</p> <p>- Minor compliance –</p>	<p>Application of EFB is recommended according to GPPOL's Plantation Management Guidelines.</p> <p>Based on the EFB application records, the estates applied the EFB in the estate as per recommendation. Sighted the record as follow:</p> <table border="1"> <thead> <tr> <th>Estate</th> <th>Tonnage (2018)</th> </tr> </thead> <tbody> <tr> <td>Tetera Estate</td> <td>18,452 mt</td> </tr> <tr> <td>Mbalisuna</td> <td>800 mt</td> </tr> </tbody> </table> <p>Smallholders: N/A</p>	Estate	Tonnage (2018)	Tetera Estate	18,452 mt	Mbalisuna	800 mt	Complied
Estate	Tonnage (2018)								
Tetera Estate	18,452 mt								
Mbalisuna	800 mt								

Criterion 4.3 Practices minimise and control erosion and degradation of soils.			
4.3.1	Maps of any fragile soils shall be available. - Major compliance -	<p>Estate: Soil map was available for verification. There was no soil categorised as fragile or problematic. The major soil type of the visited estates were of Metapona Grass, Metapona Bush, Konga Grass and Konga Grass</p> <p>Smallholder: N/A</p>	Complied
4.3.2	A management strategy shall be in place for plantings on slopes above a certain limit (this needs to be soil and climate specific). - Minor compliance –	<p>Estate: The visited estates were generally flat, undulating and no hilly area</p> <p>Smallholders: For the sampled smallholders, generally the areas were of flat terrain.</p>	Complied
4.3.3	A road maintenance programme shall be in place. - Minor compliance –	<p>Estate: Road maintenance programme for 2019 dated 5/1/2019 was available for Tetere Estate. At the Ngalimbiu Estate, the programme dated 17/1/19 was sighted, the work will be started on April 2019. Activities include gravelling, grading, compacting. Progress was 0% due to Oma Cyclone in January 2019.</p> <p>Smallholder: N/A</p>	Complied
4.3.4	Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover management programme shall be in place. - Major compliance –	<p>Estate: There is no peat soil or soil categorized as problematic or fragile soil at all estate visited.</p> <p>Smallholder: N/A</p>	Complied

4.3.5	Drainability assessments shall be required prior to replanting on peat to determine the longterm viability of the necessary drainage for oil palm growing. - Minor compliance –	Estate: There is no peat soil or soil categorized as problematic or fragile soil at all estate visited. Smallholder: N/A	Complied
4.3.6	A management strategy shall be in place for other fragile and problem soils (e.g. sandy, low organic matter, acid sulphate soils). - Minor compliance –	Estate: There is no peat soil or soil categorized as problematic or fragile soil at all estate visited. Smallholder: N/A	Complied
Criterion 4.4 Practices maintain the quality and availability of surface and ground water.			
4.4.1	An implemented water management plan shall be in place. - Minor compliance –	Estate: Water Management Plan 2019 dated 13/2/2019 for GPPOL was sighted. The Environment and conservation Division (ECD) monitoring was conducted on 7/8/2018 by Ministry of Environment Climate Change Disaster Management and Meteorology (MECCDMM). The report was sighted. Based on the report, there was an increase of coliform count. A further investigation need to be done by GPPOL. The management had taken an initiative to send the drinking water for analyze. The drinking water analysis report (Report No: GPPOL 01_19) dated 8/10/2018 was sighted. There was 4 parameters were tested eg: Total Coliform, E. Coli, Odour and Taste. From the report the parameter for Coliform and E.coli were above than GPPOL target as stated in the GPPOL SMP 02 Water Management Plan (Issue:5, dated: 13/2/2019). The management had done the	Complied

		<p>cleaning and treatment of compound water supply tank on 11/10/2018. This will be verified further during next analysis.</p> <p>Smallholders: Based on interview, the sampled smallholders carried out the weeding works by manual using bush knives. Herbicides were not used. This was seen through the field visit where no trace of chemical spraying was observed. The smallholders were also able to demonstrate their understanding about the risk of ground water contamination if herbicides were used.</p>	
4.4.2	<p>Protection of water courses and wetlands, including maintaining and restoring appropriate riparian and other buffer zones (refer to national best practice and national guidelines) shall be demonstrated.</p> <p>- Major compliance -</p>	<p>Estate: Water Quality Analysis of natural springs, creeks and river sources was done on quarterly basis. The last analysis was done on 20/12/2018. The report (GPPOL 15_18 dated 28/12/2018) was sighted. There was 8 parameters tested eg: pH, Dissolved Oxygen, Nitrate, Phosphate (P), Phosphate (PO4), TSS and Turbidity. The analysis was done for upstream and downstream for Ngalimbiu Plantation (sape creek), Okea Plantation (main drain), Mbalasuna Plantation (Mbalasuna river, kema stream), Teterere Plantation (Bamboo creek, Matapona River, Soso Stream)</p> <p>Smallholders : There was no natural waterways crossing the visited smallholders plantations. Nonetheless, based on interview, the smallholders were able to demonstrate their understanding on contamination risks of creeks/river.</p>	Complied
4.4.3	<p>Appropriate treatment of mill effluent to required levels and regular monitoring of discharge quality, especially Biochemical Oxygen Demand (BOD), shall be in compliance with national regulations (Criteria 2.1 and 5.6).</p> <p>- Minor compliance –</p>	<p>The mill applies the biological system with several ponds in series and a tertiary treatment plant for its treatment of effluent. The quality of discharged effluent was analysed every week and the parameters are T, pH and DO. Last 12 months results were verified where majority of the BOD results were below 20 ppm and never exceed 90 ppm. Nonetheless, the analysis could not be carried out</p>	Complied

		from April 2018 to January 2019 due to part of the equipment to do the analysis was out of order and under repair. Effluent is discharged to the environmental under the permission from the Environment and Conservation Division, Ministry of Environment, Climate Change, Disaster Management and Meteorology, dated 22/10/2018.	
4.4.4	Mill water use per tonne of Fresh Fruit Bunches (FFB) (see Criterion 5.6) shall be monitored. - Minor compliance –	Tetere Oil Mill continued to monitor its water consumption on monthly basis for its milling process. Based on the records, the consumption per month was around 1 m ³ /mt FFB Process.	Complied
Criterion 4.5			
Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.			
4.5.1	Implementation of Integrated Pest Management (IPM) plans shall be monitored. - Major compliance -	<p>SOP namely “Cypermethrin spraying for bagworms, nettle caterpillars and other leaf eating pests in immature and newly mature oil palm areas” (CP-SOP-M-29 dated 3/3/2018) was established to identify the pest in the estate.</p> <p>The GPPOL Integrated Pest Management (IPM) Plan- (GPPOL SMP 03, dated 20/2/2019, Issue No:8) was established. The plan was include the IPM techniques use, use of IPM in GPPOL Plantations and the methods of reducing pesticide usage.All the implementation of IPM was monitored through the internal audit and visit by Operational Manager/Sr. Plantation Manager:</p> <ol style="list-style-type: none"> 1. Operations Manager/Sr. Manager Field Visit – the visit was done on quarterly basis by Operation Manager, Sr. Managers for plantation, e.g. GM (Craig Gisbone), Sr. Plantation Manager (Mesach), Operation Manager (Azahar Saat). Last report was on 22/8/2018 (Tetere Estate) – covering the matters of productivity, administration, harvesting standard, upkeep standard (weeding, roads, bridges, fertilizer application, PPE), P&D. 2. GPP- Field Inspection for Ngalimbiu Estate was carried out on 17-18/1/2019 by the Operation Manager. From the report, the 	Complied

		<p>Ngalimbiu Estate implemented HPG (High Performance Gang) system. The estate need to improvise the HPG system with roll over wheeler/stacker and LFC.</p> <p>Smallholders: Based on interview, the smallholders acknowledged that they have been inform through training conducted by GPOL about minimising the usage of pesticides and to maintain soft vegetation in their fields.</p>																							
<p>4.5.2</p>	<p>Training of those involved in IPM implementation shall be demonstrated. - Minor compliance –</p>	<p>Estate: The training was as follow:</p> <table border="1" data-bbox="1104 719 1865 1121"> <thead> <tr> <th>Date</th> <th>Topic</th> <th>Estate</th> </tr> </thead> <tbody> <tr> <td>20/2/2019</td> <td>Pesticide handling</td> <td rowspan="6">Tetere Estate</td> </tr> <tr> <td>20/2/2019</td> <td>Chemical handling</td> </tr> <tr> <td>2/2/2019</td> <td>Pesticide & hydrocarbon dispose</td> </tr> <tr> <td>16/1/2019</td> <td>PPE and safety training</td> </tr> <tr> <td>17/7/2018</td> <td>Mixer training</td> </tr> <tr> <td>7/3/2018</td> <td>Palm chipping</td> </tr> <tr> <td>19/2/2019</td> <td>Chemical Handling</td> <td>Ngalimbiu Estate</td> </tr> <tr> <td>6/2/2019</td> <td>Cypermethrin Spray</td> <td></td> </tr> </tbody> </table> <p>Smallholders: Training on IPM was given to the smallholders through weekly meetings or field visits by the GPOL Sustainability Team. Interview with the smallholders showed that they have a good understanding in IPM.</p>	Date	Topic	Estate	20/2/2019	Pesticide handling	Tetere Estate	20/2/2019	Chemical handling	2/2/2019	Pesticide & hydrocarbon dispose	16/1/2019	PPE and safety training	17/7/2018	Mixer training	7/3/2018	Palm chipping	19/2/2019	Chemical Handling	Ngalimbiu Estate	6/2/2019	Cypermethrin Spray		<p>Complied</p>
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<p>Criterion 4.6 Pesticides are used in ways that do not endanger health or the environment.</p>																									

4.6.1	<p>Justification of all pesticides used shall be demonstrated. The use of selective products that are specific to the target pest, weed or disease and which have minimal effect on non-target species shall be used where available.</p> <p>- Major compliance -</p>	<p>Justification of pesticides applied is available in GPPOL Integrated Pest Management (IPM) Plan, Issue:8, Dated:20/2/19 – Section 5.2: Justification of pesticide usage at GPPOL. The use of pesticide is specific to the target pest, weed and disease. Justification takes consideration to minimize effect on non-target species. The new chemical has been introduced for Rhinoceros Beetle (RB) treatment namely Cypermethrin.</p>																													
4.6.2	<p>Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) shall be provided.</p> <p>- Major compliance -</p>	<p>Records of pesticides used (including active ingredients used and area treated, amount of active ingredients applied per ha and number of applications) were established and monitored. The records of weeding programme and herbicide master list was sighted.</p> <table border="1" data-bbox="1106 751 1868 1393"> <thead> <tr> <th colspan="2">As at December 2018</th> </tr> <tr> <th>Tetere Estate</th> <th>Ai/Ha</th> </tr> </thead> <tbody> <tr> <td>Glyphosate</td> <td>3.563</td> </tr> <tr> <td>Carbofuran</td> <td>0.051</td> </tr> <tr> <td>Dimehypo</td> <td>0.482</td> </tr> <tr> <th>Ngalimbiu Estate</th> <th>Ai/ha</th> </tr> <tr> <td>Glyphosate</td> <td>1.649</td> </tr> <tr> <td>Metsulfuron Methyl</td> <td>2.75</td> </tr> <tr> <td>Carbofuran</td> <td>0.048</td> </tr> <tr> <td>Dimehypo</td> <td>0.527</td> </tr> <tr> <th>Mbalisuna Estate</th> <th>Ai/ha</th> </tr> <tr> <td>Carbofuran</td> <td>0.011</td> </tr> <tr> <td>2, 4-D dimethyl ammonium</td> <td>0.456</td> </tr> <tr> <td>Glyphosate</td> <td>1.95</td> </tr> </tbody> </table>	As at December 2018		Tetere Estate	Ai/Ha	Glyphosate	3.563	Carbofuran	0.051	Dimehypo	0.482	Ngalimbiu Estate	Ai/ha	Glyphosate	1.649	Metsulfuron Methyl	2.75	Carbofuran	0.048	Dimehypo	0.527	Mbalisuna Estate	Ai/ha	Carbofuran	0.011	2, 4-D dimethyl ammonium	0.456	Glyphosate	1.95	
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4.6.3	Any use of pesticides shall be minimised as part of a plan, and in accordance with Integrated Pest Management (IPM) plans. There shall be no prophylactic use of pesticides, except in specific situations identified in national Best Practice guidelines. - Major compliance -	The quantity of agrochemicals required for various field conditions are documented and justified in GPPOL Integrated Pest Management (IPM) Plan, Issue: 8, Dated: 20/2/19. The implementation in the field is consistent with the manual. There is no prophylactic use of pesticides at all visited estate.				
4.6.4	Pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat, are not used, except in specific situations identified in national Best Practice guidelines. The use of such pesticides shall be minimised and eliminated as part of a plan, and shall only be used in exceptional circumstances. - Minor compliance -	The pesticides that are categorized as Class 1A and 1B was not used in both estates. Alternatives systemic pesticide such as Glyphosate and Glofusinate Ammonium were used. During site visit at Chemical Store, found that there is no stock of Class 1A and 1B pesticides. No contact chemical used such as paraquat at all visited estate.				
4.6.5	Pesticides shall only be handled, used or applied by persons who have completed the necessary training and shall always be applied in accordance with the product label. Appropriate safety and application equipment shall be provided and used. All precautions attached to the products shall be properly observed, applied, and understood by workers (see Criterion 4.7). - Major compliance -	Chemical/trade name	Active ingredient	Chemical Class	Revision	Complied
		Glyphosate	Glyphosate Isopropyl Amine (41% w/w)	III	1/4/15	
		Dimehypo (Bisultap)25% (soluble liquid)	Dimehypo	III	20/5/16	
		Agritox 3G	Carbofuran	III	26/10/16	
		Amicide 700	2,4-D-dimethyl amine	III	21/3/14	
		All precautions attached to the products (MSDS, notice board etc) were properly observed, applied, and understood by workers based on the interview with staff and workers at visited estates.				
4.6.6	Storage of all pesticides shall be according to recognised best practices. All pesticide containers shall be properly disposed of and not used for other purposes (see Criterion 5.3). - Major compliance -	The operating units were stored the remaining solution at the store that kept under lock and key. During visit it was noted that all the remaining pesticides are kept in the store and securely locked and				Complied

		<p>comply. The empty containers were recycled back as a mixing container and painted with red line.</p>																		
<p>4.6.7</p>	<p>Application of pesticides shall be by proven methods that minimise risk and impacts. - Minor compliance –</p>	<p>The quantity of agrochemicals required for various field conditions are documented and justified in GPPOL Integrated Pest Management (IPM) Plan, Issue:8, Dated:20/2/19. Example of the method and application in field is consistent with the IPM plan as per the following:</p> <table border="1" data-bbox="1104 619 1883 1177"> <thead> <tr> <th>Pest and disease (P&D)</th> <th>Ai of Chemical</th> <th>Method and application</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Domestic coconut Rhinoceros beetle</td> <td>Agritox 3G (Carbofuran 3% of 4 kg)</td> <td>3 gm per palm</td> </tr> <tr> <td>Cypermethrin</td> <td>140-160 ml per palm using semi mechanized (boom sprayer) or knapsack sprayer</td> </tr> <tr> <td>Dimehyppo 25 SL</td> <td>Dimehyppo</td> <td>10-20 ml of dimehyppo per palm/injection</td> </tr> <tr> <td>Thiram</td> <td>Thiram</td> <td>2.5 gram per liter</td> </tr> <tr> <td>Farmicon 10% WP @ ICON</td> <td>Lambda-cyhalothrin</td> <td>250 gram per 4 liter for 128 palm/ha</td> </tr> </tbody> </table>	Pest and disease (P&D)	Ai of Chemical	Method and application	Domestic coconut Rhinoceros beetle	Agritox 3G (Carbofuran 3% of 4 kg)	3 gm per palm	Cypermethrin	140-160 ml per palm using semi mechanized (boom sprayer) or knapsack sprayer	Dimehyppo 25 SL	Dimehyppo	10-20 ml of dimehyppo per palm/injection	Thiram	Thiram	2.5 gram per liter	Farmicon 10% WP @ ICON	Lambda-cyhalothrin	250 gram per 4 liter for 128 palm/ha	<p>Complied</p>
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<p>4.6.8</p>	<p>Pesticides shall be applied aerially only where there is documented justification. Communities shall be informed of impending aerial pesticide applications with all relevant information within reasonable time prior to application.</p>	<p>No aerial spray at GPPOL estates.</p>																		

	- Major compliance -		
4.6.9	Maintenance of employee and associated smallholder knowledge and skills on pesticide handling shall be demonstrated, including provision of appropriate information materials (see Criterion 4.8). - Minor compliance –	The knowledge and skills on pesticides of the employees and associated smallholders were maintained through various ways such as meetings, trainings, briefing, field visits, etc. Based on interview with the workers and sampled smallholders, it was noted that their knowledge in handling pesticides was good The latest awareness session was done on 28/1/19 by smallholder Manager. Topics covered during PPE usage, circle weeding and disposal of chemical.	Complied
4.6.10	Proper disposal of waste material, according to procedures that are fully understood by workers and managers shall be demonstrated (see Criterion 5.3). - Minor compliance –	The waste material especially the empty chemical containers were recycled for spraying activity and consistent with established procedure GPPOL SOP ESH-008: Chemical Handling and Storage and Waste Management Plan, issue: 7 dated 30/1/18.	Complied
4.6.11	Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated. - Major compliance -	The medical surveillance for sprayers and pesticide operators were conducted twice a year (1 st round : June 2018 and 2 nd round: December 2018). Medical examination programme established for those who exposed to chemical for upkeep and P&D activity. Some workers were found to be unfit and medical removal protection has been initiated by the medical doctor.	Complied
4.6.12	No work with pesticides shall be undertaken by pregnant or breast-feeding women. - Major compliance –	There are women works with pesticides at all visited estates. For those female sprayer, urine pregnancy test (UPT) will be conducted by company's medical doctor to confirm and check the pregnancy status for those who exposed to chemical. For example at Mbalasuna Estate, <u>one</u> female worker, Ruby * medical screening on 5/12/18 (tested positive) pregnant. Medical removal protection has initiated and she was transferred to selective weeding gang. Record shown based on pocket check roll starting from 6/12/18 onwards she no longer work as chemical sprayer.	Complied
Criterion 4.7			

An occupational health and safety plan is documented, effectively communicated and implemented.			
4.7.1	A health and safety policy shall be in place. A health and safety plan covering all activities shall be documented and implemented, and its effectiveness monitored. - Major compliance -	GPPOM continued to implement the occupational health and safety policy which was signed by the General Manager of Guadalcanal Plains Palm Oil Limited on 31/1/2019. GPPOL Safety Management plan for 2019, issue: 7 dated 31/1/2019 comprises of Site entry conditions, Induction and registration, Training, Hazard/Risk register, Electrical work/installation/tools and equipment, Lifting gear, Hot work, work place safety check, emergency and accidents. Sample of OSH management system activities as follows: i) Risk Assessment Latest risk assessment register, GPPOL SMP 008 dated 2/1/2019, Issue no: 6. No new changes to the risk assessment. Appropriate control measures have been identified in the risk assessment register for risk rate high and very high. ii) Inspection Checklist Mill evaluation report consists of all station in the mill. The inspection was conducted on monthly basis by Sustainability team. The latest mill evaluation report was conducted on 22/1/2019. iii) Chemical Assessment (Chemical Inventory) The assessment was conducted annually by Lab Supritendant. The latest assessment was conducted on 30/1/2019. All the safety precautions were identified in the assessment. iv) Permit to Work implementation Permit to work covers activities for working at height and confined space. Sample of permits checked: a) Check and change steam gasket at CPO tank, date issued: 17/2/2019. Complete date: 17/2/2019. b) Inspection of Steam/Mud Drum/ Furnace for Boiler no.2, date issued: 30/1/2019, Completion date: 30/1/19.	Complied
4.7.2	All operations where health and safety is an issue shall be risk assessed, and procedures and actions shall be documented and	Latest risk assessment register, GPPOL SMP 008 dated 31/1/2019, Issue no: 7. No new changes to the risk assessment.	Complied

	<p>implemented to address the identified issues. All precautions attached to products shall be properly observed and applied to the workers. - Major compliance -</p>	<p>The risk register was incorporated in the Operational Safety Management plan for 2019, issue: 7 dated 31/1/2019. The latest version dated 2/1/2019, issue:06 was available for review. All work units and activities in the mill have been risk assessed; for example boiler operation, mill effluent treatment, reception, sterilizer station, laboratory, handling chemical. Appropriate control measures have been identified in the risk assessment register for risk rate high and very high.</p> <p>Chemicals were handled, used or applied by trained workers applied in accordance with the product label. Appropriate safety and application equipment were provided and used, i.e 3M 6300, anti-fog goggles, goggles and nitrile rubber gloves. Sample of chemical safety data sheet (SDS) checked and available during site visit:</p> <table border="1" data-bbox="1102 874 1883 1209"> <thead> <tr> <th>Trade Name</th> <th>Active Ingredient</th> <th>Revision</th> </tr> </thead> <tbody> <tr> <td>Spirax Sarco Alpha 1</td> <td>Sodium Hydroxide Solution</td> <td>5/9/2018</td> </tr> <tr> <td>Hydrochloric Acid</td> <td>Hydrochloric Acid</td> <td>10/11/2017</td> </tr> <tr> <td>n-Hexane</td> <td>Hexane</td> <td>19/1/2018</td> </tr> <tr> <td>Ken-Glyphosate</td> <td>Glyphosate Isopropylammonium</td> <td>10/6/2014</td> </tr> <tr> <td>Collide 700</td> <td>Metsulfuron Methyl</td> <td>7/6/2016</td> </tr> <tr> <td>Amicide Advance 700</td> <td>Amicide</td> <td>21/3/2014</td> </tr> </tbody> </table> <p>All precautions attached to the products (Safety Data Sheet, notice board etc) were properly observed, applied, and understood by workers based on the interview with staff and workers at visited estates.</p>	Trade Name	Active Ingredient	Revision	Spirax Sarco Alpha 1	Sodium Hydroxide Solution	5/9/2018	Hydrochloric Acid	Hydrochloric Acid	10/11/2017	n-Hexane	Hexane	19/1/2018	Ken-Glyphosate	Glyphosate Isopropylammonium	10/6/2014	Collide 700	Metsulfuron Methyl	7/6/2016	Amicide Advance 700	Amicide	21/3/2014	
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<p>4.7.3</p>	<p>All workers involved in the operation shall be adequately trained in safe working practices (see Criterion 4.8). Adequate and appropriate protective equipment shall be available to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, and land preparation, harvesting and, if it is used, burning. - Major compliance -</p>	<p>Training Scheduled for 2018 and 2019 was established. Awareness and training programme had been carried out. All workers involved had been adequately trained in safe working practices. Example of training carried out in 2018 and 2019 were:</p> <table border="1" data-bbox="1102 523 1848 965"> <thead> <tr> <th>Date</th> <th>Training topic</th> </tr> </thead> <tbody> <tr> <td>7/1/19</td> <td>Workplace safety and PPE compliance</td> </tr> <tr> <td>13/2/2019</td> <td>Tetere Oil Mill Operations</td> </tr> <tr> <td>19/1/2019</td> <td>Laboratory procedure</td> </tr> <tr> <td>21/1/2019</td> <td>Emergency response</td> </tr> <tr> <td>14/2/2019</td> <td>Hazard in hot works</td> </tr> <tr> <td>20/2/2019</td> <td>Chemical handling</td> </tr> <tr> <td>2/2/2019</td> <td>Pesticide & hydrocarbon dispose</td> </tr> <tr> <td>16/1/2019</td> <td>PPE and safety training</td> </tr> <tr> <td>17/7/18</td> <td>Mixer training</td> </tr> <tr> <td>7/3/2018</td> <td>Palm chipping</td> </tr> <tr> <td>19/2/2019</td> <td>Chemical Handling</td> </tr> <tr> <td>6/2/2019</td> <td>Cypermethrin Spray</td> </tr> </tbody> </table>	Date	Training topic	7/1/19	Workplace safety and PPE compliance	13/2/2019	Tetere Oil Mill Operations	19/1/2019	Laboratory procedure	21/1/2019	Emergency response	14/2/2019	Hazard in hot works	20/2/2019	Chemical handling	2/2/2019	Pesticide & hydrocarbon dispose	16/1/2019	PPE and safety training	17/7/18	Mixer training	7/3/2018	Palm chipping	19/2/2019	Chemical Handling	6/2/2019	Cypermethrin Spray	<p>Complied</p>
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<p>4.7.4</p>	<p>The responsible person/persons shall be identified. There shall be records of regular meetings between the responsible person/s and workers. Concerns of all parties about health, safety and welfare shall be discussed at these meetings, and any issues raised shall be recorded. - Major compliance -</p>	<p>EHS meeting conducted on monthly basis and meeting minutes includes accident report (injury), Health, safety, risk assessment, environment, training and any other business. Latest meeting dated 17/12/2018 (TOM), 18/2/2019 (TE) and 26/2/2019 (NE). No major and minor issue was raised. For Tetere POM, Tetere estate and Ngalimbiu Estate: EHS officer, GIS Officer (Kenneth) and Assistant Manager (Hugh Deverish) were appointed as safety representative @ secretary during safety meeting and will be responsible on all EHS related matters as well as incident reporting to HQ.</p>																											

<p>4.7.5</p>	<p>Accident and emergency procedures shall exist and instructions shall be clearly understood by all workers. Accident procedures shall be available in the appropriate language of the workforce. Assigned operatives trained in First Aid should be present in both field and other operations, and first aid equipment shall be available at worksites. Records of all accidents shall be kept and periodically reviewed.</p> <p>- Minor compliance –</p>	<p>Incident Reporting procedures (SOP-EMS-025,Issue:04, dated 29/1//2018), emergency drills procedure (SOP-EHS-003, issue:v1, dated 12/1/2017) and Emergency Response Plan have been established and communicated to employees, contractors and visitors. Latest full compound fire and evacuation drill was last conducted on 7/1/19 (Tetere POM), 26/10/2018 (Tetere Estate), 20/11/18 (Ngalimbiu Estate) to test the state of readiness during emergency situation. The report of drill was sighted.</p> <p>Accident and emergency procedures was made in the appropriate language of the workforce. The GPPOL emergency response plan, issue: 2, dated 12th January 2017. The procedure was communicated to the employee accordingly. Assigned operatives trained in First Aid were present at visited work sites eg: boiler, workshop, engine room, process station, harvesting activity and spraying activity. The sampled first aid equipment has been replenished and checked on monthly basis. No expired item found in the first aid box during site visit.</p> <p>Incidents reported via Incident/Accident Report Form (GPPOL SMS FRM ESH-007) to HQ. Internal investigation for major accident will be reported back to HQ. Minor accident will be reported in a different format and reported by GPPOL Medical Doctor. Sighted the incident/accident report from for the accident happened on 27/8/2019. All the corrective action was established by the management.</p> <p>List of first aiders sampled at visited operating units:</p> <table border="1" data-bbox="1102 1284 1848 1359"> <thead> <tr> <th data-bbox="1102 1284 1323 1359">Operating Unit</th> <th data-bbox="1323 1284 1541 1359">Certificate Number</th> <th data-bbox="1541 1284 1848 1359">Validity</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Operating Unit	Certificate Number	Validity				<p>Complied</p>
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		<table border="1"> <tr> <td rowspan="3">Tetere Oil Mill</td> <td>EFA19012</td> <td>15 Feb 2021</td> </tr> <tr> <td>EFA19016</td> <td>15 Feb 2021</td> </tr> <tr> <td>EFA19030</td> <td>15 Feb 2021</td> </tr> <tr> <td rowspan="4">Tetere Estate</td> <td>EFA19010</td> <td>15 Feb 2021</td> </tr> <tr> <td>EFA19027</td> <td>15 Feb 2021</td> </tr> <tr> <td>EFA19009</td> <td>15 Feb 2021</td> </tr> <tr> <td>EFA19029</td> <td>15 Feb 2021</td> </tr> <tr> <td rowspan="3">Ngalimbiu Estate</td> <td>EFA19022</td> <td>15 Feb 2021</td> </tr> <tr> <td>EFA19004</td> <td>15 Feb 2021</td> </tr> <tr> <td>EFA19021</td> <td>15 Feb 2021</td> </tr> </table>	Tetere Oil Mill	EFA19012	15 Feb 2021	EFA19016	15 Feb 2021	EFA19030	15 Feb 2021	Tetere Estate	EFA19010	15 Feb 2021	EFA19027	15 Feb 2021	EFA19009	15 Feb 2021	EFA19029	15 Feb 2021	Ngalimbiu Estate	EFA19022	15 Feb 2021	EFA19004	15 Feb 2021	EFA19021	15 Feb 2021	
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4.7.6	<p>All workers shall be provided with medical care, and covered by accident insurance. - Minor compliance –</p>	<p>Medical care is provided to all the employees for free which was handle by the GPPOL doctor. GPPOL has insured the local workers under group insurance scheme through Capital Insurance (SI) Ltd.</p> <table border="1"> <thead> <tr> <th>Insurance</th> <th>Period</th> </tr> </thead> <tbody> <tr> <td>Policy number 46043 MARSH</td> <td>31st Dec 2017 – 31st Dec 2018</td> </tr> </tbody> </table> <p>The new policy has been renewed by the GPPOL, however the policy yet to be received. The email communication between GPPOL and United Risk Services regarding the renewal policy.</p>	Insurance	Period	Policy number 46043 MARSH	31st Dec 2017 – 31st Dec 2018	Complied																			
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4.7.7	<p>Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics. - Minor compliance –</p>	<p>Records on Lost Time Accident (LTA) metrics was maintained and summarized by GPPOL Medical Doctor (MD). The report will be send to Sustainability Department for Key Performance Index (KPI) reporting. Summary of LTA as follow:</p> <table border="1"> <thead> <tr> <th>Year</th> <th>TOM</th> <th>TE</th> <th>NE</th> <th>ME</th> </tr> </thead> <tbody> <tr> <td>2018</td> <td>104</td> <td>5</td> <td>7</td> <td>6</td> </tr> </tbody> </table>	Year	TOM	TE	NE	ME	2018	104	5	7	6	Complied													
Year	TOM	TE	NE	ME																						
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Criterion 4.8 All staff, workers, smallholders and contract workers are appropriately trained.																																			
4.8.1	A formal training programme shall be in place that covers all aspects of the RSPO Principles and Criteria, and that includes regular assessments of training needs and documentation of the programme. - Major compliance –	A formal training programme is in place that covers all aspects of the RSPO Principles and Criteria. The plan is developed based training need assessment by each operating units. As for the training plan developed by sustainability department, the focus is more on awareness training towards RSPO Principles and Criteria requirements. Training plan for 2019 entitled GPPOL Awareness and Training Schedule was verified. All pertinent elements of RSPO Principles and Criteria included in the said plan.	Complied																																
4.8.2	Records of training for each employee shall be maintained. - Minor compliance –	<table border="1"> <thead> <tr> <th>Date</th> <th>Training Topic</th> </tr> </thead> <tbody> <tr><td>22/2/19</td><td>Circle Weeding</td></tr> <tr><td>21/2/19</td><td>Harvesting</td></tr> <tr><td>20/2/19</td><td>Sick leave indicators</td></tr> <tr><td>16/2/19</td><td>Maternal Policy</td></tr> <tr><td>18/2/19</td><td>First Aid Training</td></tr> <tr><td>12/2/19</td><td>Emergency response</td></tr> <tr><td>21/1/19</td><td>Health awareness & clinic matters</td></tr> <tr><td>31/1/19</td><td>Waste segregation: Green and General Waste</td></tr> <tr><td>14/1/19</td><td>Grievance Procedure Training</td></tr> <tr><td>4/2/19</td><td>Refresher training for harvester</td></tr> <tr><td>8/1/19</td><td>Cypermethrin sprayers and mixers training</td></tr> <tr><td>10/1/19</td><td>Buffer zones/creeks/rivers awareness training</td></tr> <tr><td>28/1/19</td><td>Road Safety and vehicle interaction</td></tr> <tr><td>9/1/19</td><td>Pregnant & Breast Feeding Women/Chemical Handler</td></tr> <tr><td>30/1/19</td><td>Workplace Safety and PPE compliance</td></tr> </tbody> </table>	Date	Training Topic	22/2/19	Circle Weeding	21/2/19	Harvesting	20/2/19	Sick leave indicators	16/2/19	Maternal Policy	18/2/19	First Aid Training	12/2/19	Emergency response	21/1/19	Health awareness & clinic matters	31/1/19	Waste segregation: Green and General Waste	14/1/19	Grievance Procedure Training	4/2/19	Refresher training for harvester	8/1/19	Cypermethrin sprayers and mixers training	10/1/19	Buffer zones/creeks/rivers awareness training	28/1/19	Road Safety and vehicle interaction	9/1/19	Pregnant & Breast Feeding Women/Chemical Handler	30/1/19	Workplace Safety and PPE compliance	Complied
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		20/2/19	Family Protection Act by community counselor	
		15/1/19	Incident/accident reporting	
PRINCIPLE 5: ENVIRONMENTAL RESPONSIBILITY AND CONSERVATION OF NATURAL RESOURCES AND BIODIVERSITY				
Criterion 5.1				
Aspects of plantation and mill management, including replanting, that have environmental impacts are identified, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.				
5.1.1	An environmental impact assessment (EIA) shall be documented. - Major compliance -	<p>Estate: NBPOL had conducted to produce the Environment Report after taking over the plantation. The Environment Report has reviewed and accepted by the Department of Forests, Environment and Conservation on 07/01/2005. The risk assessment register for plantation (GPPOL) was reviewed accordingly. The last review was done on 4/2/2019 (Rev:10). The assessment include the activity of administration, building and construction, field upkeep, new development/replanting, nursery, operations, resource management and waste disposal. There was no changes to the assessment.</p> <p>Smallholders: The Environmental Aspect and Impacts has been established by the company covering Administration office, Building & Constructions, Bulk Storage Facility, Field Upkeep, Housing, Mill, Replanting, Resources Management, Chemical Storages, Transports and Waste Disposal (Doc: GPPOL Risk Register 2019). As per the last assessment, there was no significant changes noted the in register. The coverage of environmental aspect has included:</p> <ol style="list-style-type: none"> 1. Earthwork, Building Maintenance, mills and estates 2. Water table management 3. New Development / Replanting 		Complied

		<p>4. The management of POME treatment 5. IPM approach</p> <p>The Environmental Aspect Impact assessment has been conducted. As stated above, GPPOL (the parent company of GPPOL is New Britain Palm Oil Limited (NBPOL) took over the plantation (through Land Office Commissioner) that was previously managed by Solomon Island Plantation Ltd. Therefore, there were no initial EIA has been conducted prior stated the plantation. However, NBPOL had taken initiatives to produce and Environment Report after taking over the plantation. The Environment Report has reviewed and accepted by the Department of Forests, Environment and Conservation on 07/01/2005.</p>	
5.1.2	<p>Where the identification of impacts requires changes in current practices, in order to mitigate negative effects, a timetable for change shall be developed and implemented within a comprehensive management plan. The management plan shall identify the responsible person/persons. - Minor compliance –</p>	<p>The GPPOL SMS Environmental Monitoring Management Plan dated 12/01/2017 was reviewed to confirm a management plan for 2017 is in place covering the item:</p> <ul style="list-style-type: none"> i. Register of Environmental Impacts which provides the potential impacts from the practices and its mitigations. ii. Legal and other requirements iii. Objective and Targets iv. Legal compliance v. Emergency Preparedness and Response vi. Internal Audits vii. Internal Inspections viii. Drinking Water Biological Testing ix. Local Water chemical testings x. PCD Inspections xi. Fire Extinguishers xii. Mill POME BOD Monitoring xiii. Smoke Density Monitoring xiv. KPI Monitoring xv. SMS System Audit 	Complied

		<p>The management plan was issued by the Sustainability Manager. The implementation of the management plan was in continuous.</p> <p>The risk assessment register for plantation (GPPOL) was reviewed accordingly. The last review was done on 4/2/2019 (Rev:10). The assessment include the activity of administration, building and construction, field upkeep, new development/replanting, nursery, operations, resource management and waste disposal. There was no changes to the assessment.</p>	
5.1.3	<p>This plan shall incorporate a monitoring protocol, adaptive to operational changes, which shall be implemented to monitor the effectiveness of the mitigation measures. The plan shall be reviewed as a minimum every two years to reflect the results of monitoring and where there are operational changes that may have positive and negative environmental impacts.</p> <p>- Minor compliance –</p>	<p>The monitoring of the Management Plan implementation is depended on the Frequency stated in the plan. The effectiveness of the mitigation measures especially those in the Aspect/Impact register will be monitored through internal audit and annual management review. As stated in the Management Plan and Environmental Procedure EMS-001 Identification of Environmental Aspects Procedures, the environmental impact will be changed as required for change process management. The internal audit reports were sighted. The internal audit was conducted accordingly by Sustainability Management System Department on 19/12/2018 (TE) ,22/1/2019 (TOM) and 20/12/2019 (NE). The internal audit reports were sighted. Sample of audit report sighted – audit report for Tetere Estate, Tetere Oil Mill and Ngalmibiu Estate. The management plan was reviewed by the Sustainability Manager and the GM.</p> <p>It was found that monitoring protocol used to monitor the effectiveness of the mitigation measures was not consistently demonstrated as per the following issues:</p> <p>i) Monitoring of buffer zone at mature area (2016 planting) near Mbalasuna river, location: water sampling point WM08 - no</p>	<p>Minor nonconformance</p>

		<p>effective monitoring protocol used and the current procedure and checklist is developed only for immature area @ replant.</p> <p>ii) Discharge of rinsed water from premix activity - as per current practice, rinsed water from premix is connected to soak away sump/filter before discharge. According to MSDS, discharge to waterway is not allowed and yet no evidence to show that soak away sump/filter is effective to mitigate the risk of water pollution.</p> <p>Thus, a minor non-conformity was issued.</p>	
<p>Criterion 5.2 The status of rare, threatened or endangered species and other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and operations managed to best ensure that they are maintained and/or enhanced.</p>			
5.2.1	<p>Information shall be collated in a High Conservation Value (HCV) assessment that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). - Major compliance -</p>	<p>Estate: When GPPOL took over the development from SIPL, a Rapid Conservation Assessment was conducted by A.J.F.M Dekker on 14-25 April 2009 and 26 July-3 August 2009. The assessment report was completed in March 2010. The methodology applied for this conservation assessment on developed area follows the 6 HCV indicators. There were no RTE identified within the GPPOL operating areas with reference to the IUCN status. HCV 1, HCV 2, HCV 3 and HCV 6 was not identified by the Conservation assessor. As the Conservation Report conducted by GPPOL is not a full HCV assessment and the purpose was to evaluate the conservation status after taking over the plantation developed by SIPL, only ad hoc consultation with several local residents. As stated in the report, the adjacent lands are mainly grassland due to longing human interference for cultivation and plantation. The potential present HCV are mapped in the assessment report. As this was only</p>	Complied

		<p>a rapid assessment, no survey was conducted to map the potentially present HCV.</p> <p>Smallholders: Based on interview, the smallholders were able to demonstrate their basic understanding on wildlife species and their habitats. Generally, there was no sighting of any wild animals so far apart from wild boar once in a while by the smallholders.</p>	
5.2.2	<p>Where rare, threatened or endangered (RTE) species, or HCVs, are present or are affected by plantation or mill operations, appropriate measures that are expected to maintain and/or enhance them shall be implemented through a management plan.</p> <p>- Major compliance -</p>	<p>There was no HCV 1, HCV 2, HCV 3 and HCV 6 identified. Sighted the Rapid Conservation Assessment Report. There was only potential of HCV 4 and HCV 5 were identified. There was no RTE species as per assessment report, therefore no management plan was necessary. GPPOL has established buffer zones along rivers, streams, creeks and springs within estates areas. Signboards has been established at respective main tributary locations and identified as buffer zone areas. Ongoing monitoring was conducted by respective estate management to ensure no illegal or inappropriate hunting and the buffer zones were well maintained. The quarterly audit reported was sighted. During the interview with the employee especially sprayers, they understood about the restriction of spraying activity near to the buffer zone.</p> <p>Smallholders: N/A</p>	Complied

<p>5.2.3</p>	<p>There shall be a programme to regularly educate the workforce about the status of these RTE species, and appropriate disciplinary measures shall be instigated in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect or kill these species. - Minor compliance –</p>	<p>Estates: The training related to HCV was done accordingly to the sprayers:</p> <table border="1" data-bbox="1104 427 1848 596"> <thead> <tr> <th>Date</th> <th>Training topic</th> <th>Estate</th> </tr> </thead> <tbody> <tr> <td>20/2/2019</td> <td>Chemical handling</td> <td>Tetere Estate</td> </tr> <tr> <td>02/2/2019</td> <td>Pesticide</td> <td></td> </tr> <tr> <td>19/2/2019</td> <td>Chemical Handling</td> <td>Ngalimbiu Estate</td> </tr> <tr> <td>06/2/2019</td> <td>Cypermethrin Spray</td> <td></td> </tr> </tbody> </table> <p>Smallholders: The smallholders were given awareness by GPPOL Sustainability Team though weekly meetings and field visits.</p>	Date	Training topic	Estate	20/2/2019	Chemical handling	Tetere Estate	02/2/2019	Pesticide		19/2/2019	Chemical Handling	Ngalimbiu Estate	06/2/2019	Cypermethrin Spray		<p>Complied</p>
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<p>5.2.4</p>	<p>Where a management plan has been created there shall be ongoing monitoring:</p> <ul style="list-style-type: none"> • The status of HCV and RTE species that are affected by plantation or mill operations shall be documented and reported; • Outcomes of monitoring shall be fed back into the management plan. <p>- Minor compliance –</p>	<p>Estates: The monitoring mechanism and its frequency had been included in the management plan. Quarterly internal audit and monthly inspections were scheduled and carried out accordingly. The monthly monitoring reports and internal audit reports were available for verification. The internal audit was conducted accordingly by Sustainability Management System Department on 19/12/2018 (TE) and 20/12/2019 (NE). The internal audit reports were sighted. Sample of audit report sighted – audit report for Tetere Estate and Ngalimbiu Estate. The inputs of the monitoring were reported in the Management Review Meetings. The latest buffer zone monitoring was conducted in January 2019 by the Sustainability Management System Team. The report namely "Buffer Zone Management Updates for January 2019" was sighted. The work plan for February 2019 was established accordingly as per this report.</p> <p>Smallholders: N/A for smallholders</p>	<p>Complied</p>															

5.2.5	Where HCV set-asides with existing rights of local communities have been identified, there shall be evidence of a negotiated agreement that optimally safeguards both the HCVs and these rights. - Minor compliance –	There was no area of HCV that needs to be set-asides for local communities at GPPOL. Smallholders: N/A for smallholders	Complied						
Criterion 5.3 Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.									
5.3.1	All waste products and sources of pollution shall be identified and documented. - Major compliance –	<p>Mill: Generally the waste products and sources of pollution is identified through Hazard Identification & Risk Assessment. The assessment results are later listed in the GPPOL Risk Register. The Waste Management Plan; dated 13/2/2019 listed the type of waste that generated by the mill & estates operations.</p> <p>Estates: The Waste Management Improvement Plan issue: 8 dated 13th February 2019 listed the type of waste that will be generated from this operations. 2 categories of waste identified;</p> <p>i) Contaminated waste – hydrocarbon waste (solid and liquid), pesticides waste and IT waster</p> <p>ii) Non-contaminated waste – kitchen (putrescible waste), green waste (weeds and pruned branches), general waste (waste packaging, plastic and tins etc)</p> <p>Waste disposal and management plan;</p> <table border="1" data-bbox="1102 1230 1883 1394"> <thead> <tr> <th>Type of waste</th> <th>Requirement for disposal</th> <th>Waste management</th> </tr> </thead> <tbody> <tr> <td>Pesticide and hydrocarbon waste</td> <td>i) Disposal at designated landfill</td> <td>i) Hydrocarbon waste stored at designated bin/containment</td> </tr> </tbody> </table>	Type of waste	Requirement for disposal	Waste management	Pesticide and hydrocarbon waste	i) Disposal at designated landfill	i) Hydrocarbon waste stored at designated bin/containment	Complied
Type of waste	Requirement for disposal	Waste management							
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			located at Mbalasuna. ii) Location is 50m away from compound and at elevated area	Solid – disposed at hydrocarbon pit Liquid – incineration ii) Pesticide container waste triple rinsed, cut into pieces/smashed – disposed at pesticides pit	
		Liquid waste from laboratory	Disposed within internal drainage system	Flushed down through the sink and moves through a hydrocarbon interceptor trap.	
		Medical waste	“In a manner” cannot present a risk to any person or environment	i)Transported to Honiara Hospital for incineration (sharps) ii)Other waste (gauze, bandage etc) – incinerated and ash disposed at landfill	
		General Waste (non-biodegradable)	General waste landfill sites located at elevated areas	The general waste disposal area at the site refuse facilities is the disposal location for all general waste generated at GPPOL locations. Maintenance of the general waste area of the site refuse facility will be in accordance with the planned procedure	

		<p>Kitchen (putrescibles) waste (Biodegradable Waste)</p>	<p>GPPOL disposed off this waste in the designated land filled site located at Mbalasuna Plantation which was more than 50meters from the compound and is located in elevated area</p>	<p>The putrescible waste disposal areas at the landfill facilities are the disposal locations for all domestic scraps generated at GPPOL. Maintenance of the domestic waste area of the landfill sites is undertaken in accordance with the planned procedure.</p>	
<p>5.3.2</p>	<p>All chemicals and their containers shall be disposed of responsibly. - Major compliance -</p>	<p>Mill: At the mill, most chemicals used were for boiler water treatment, lubricants and laboratory. The empty containers were normally kept at a store and later sent to the centralised landfill to be buried at Mbalusina. The spent lubricants were incinerated at the boilers' combustion furnace and this has been permitted by the Environment and Conservation Division, Ministry of Environment, Climate Change, Disaster Management and Meteorology, dated 2/10/2018.</p> <p>Estates: The relevant operators are required to record the amount of waste generated and disposed. The inventory records are maintained at each operating site. The records were verified. The sighted record including: i)Tetere Mill / Vehicle Workshop – Hydrocarbon Waste Disposal Record ii)Tetere, Ngalimbiu, Mbalasuna Estate - Hydrocarbon Waste Disposal Record, Pesticide Waste Disposal Record.</p>			<p>Complied</p>

		<p>The inventory records for the chemicals are retained by each of the operating sites. Summary of recycled containers as per below:</p> <table border="1" data-bbox="1104 427 1883 691"> <thead> <tr> <th>Estate</th> <th>Number of recycled containers</th> <th>Purpose</th> </tr> </thead> <tbody> <tr> <td>Tetere</td> <td>477 as at 20/2/19</td> <td>Pre-mix of agrochemical</td> </tr> <tr> <td>Ngalimbiu (Okea Division)</td> <td>361 as at 20/2/19</td> <td>Pre-mix of agrochemical</td> </tr> <tr> <td>Mbalasuna</td> <td>554 as at 28/2/19</td> <td>Pre-mix of agrochemical</td> </tr> </tbody> </table> <p>Disposal of pesticide waste (triple rinsed, cut into pieces/smashed used containers) done at designated pesticide pit located at Mbalasuna Estate.</p>	Estate	Number of recycled containers	Purpose	Tetere	477 as at 20/2/19	Pre-mix of agrochemical	Ngalimbiu (Okea Division)	361 as at 20/2/19	Pre-mix of agrochemical	Mbalasuna	554 as at 28/2/19	Pre-mix of agrochemical	
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5.3.3	<p>A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented. - Minor compliance –</p>	<p>Mill: Addressed in the documents mentioned on Indicator 5.3.1 above. The Waste Management Plan issue:7 dated 13/2/2019 had identified the source of the waste and pollution. The Risk Register has identified the method to reduce/avoid for Resources Management which includes fuel usage, water usage, recycling of EFB, recycling of oil, recycling of water, recycling of fibre/shell/EFB and recycling of metal waste.</p> <p>Estates: Waste Management Plan issue: 8 dated 13 February 2019 has incorporated the disposal plan for all identified waste and source of pollution. Management and continuous improvement plan included the prioritized actions for waste management. 10 prioritized action includes;</p> <table border="1" data-bbox="1104 1305 1883 1342"> <thead> <tr> <th>Priority</th> <th>Action</th> <th>Section Responsible</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Priority	Action	Section Responsible				Complied						
Priority	Action	Section Responsible													

		1	Improve pesticide disposal pit	Sustainability/ plantation	
		2	Awareness training for chemical handler	Sustainability	
		3	Awareness on waste segregation at source	Sustainability/ plantation	
		4	Monitor tertiary treatment pond quality	Mill	
		5	Review waste disposal methodology	Sustainability	
		6	Waste oil incineration at TOM incinerator/boiler	Sustainability	
		7	Risk assessment review	Sustainability/ plantation	
		8	Improvement of waste segregation at compound	Sustainability/ plantation	
		9	Improvement of hydrocarbon solid waste disposal	Sustainability/ plantation	
		10	Improve data collection for GHG	Sustainability	
Criterion 5.4 Efficiency of fossil fuel use and the use of renewable energy is optimised.					
5.4.1	A plan for improving efficiency of the use of fossil fuels and to optimise renewable energy shall be in place and monitored. - Minor compliance –	All palm oil mills generate electricity from biomass. The renewable energy generated from Tetere Mill will powers the mill operations, offices within the mill vicinity, housing surrounding the mill vicinity and workshop. The Tetere mill have 2 biomass boilers which 1 will be on standby. Only during the non-milling hours, the diesel generator will be used to generate power or sometime to top up the biomass boiler power generation. Based on the Risk Register, the diesel generator will be service periodically to ensure its			Complied

		<p>efficiency. According to the Risk Register, the steam turbine shall be prioritized power generation during milling hours. Also as provided in the Risk Register, control measures on resources management (e.g. fuel usage for transport) are in place to maintain the efficiency of the vehicle by regular service.</p> <p>The monthly fossil utilization was being monitored and recorded. The electricity consumed by the facilities are either produced from diesel or biomass. The diesel will be captured in the GHG calculation.</p> <p>GPPOL operations do not rely on external contractors. However, all other fossil fuel consumptions (e.g. in estates) were included in the GHG calculations.</p>	
<p>Criterion 5.5 Use of fire for preparing land or replanting is avoided, except in specific situations as identified in the ASEAN guidelines or other regional best practice.</p>			
<p>5.5.1</p>	<p>There shall be no land preparation by burning, other than in specific situations as identified in the 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions.</p> <p>- Major compliance -</p>	<p>Estates: No land preparation by burning implemented at GPPOL. Site visit to Block 33, planted in 2016 (newly mature area), the old palm trunks were chipped and stacked at stacking area.</p> <p>Smallholders: Based on the interview, the smallholders were able to demonstrate their understanding on the restriction of using fire for replanting land preparation. There was no replanting operation at all the visited smallholders plantation.</p>	<p>Complied</p>
<p>5.5.2</p>	<p>Where fire has been used for preparing land for replanting, there shall be evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions.</p> <p>- Minor compliance –</p>	<p>Estates: No land preparation by burning implemented at GPPOL. Site visit to Block 33, planted in 2016 (newly mature area), the old palm trunks were chipped and stacked at stacking area.</p> <p>Smallholders:</p>	<p>Complied</p>

		There was no replanting operation at all the visited smallholders plantation.	
Criterion 5.6			
Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.			
5.6.1	An assessment of all polluting activities shall be conducted, including gaseous emissions, particulate/soot emissions and effluent (see Criterion 4.4). - Major compliance -	The polluting activities and its gaseous emissions are documented and registered in the Risk Register 2019. This includes the gaseous emissions, particulate/soot emissions and effluent.	Complied
5.6.2	Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented. - Major compliance -	Significant pollutants were identified through evaluation of aspect and impact. Emission of GHG was identified and the main sources were generation of mill effluent and consumption of diesel. Smoke density meter for boiler # 2 found to be out of order by Sigma Steam Engineering & Electrical Services on 6/2/2019 and submitted a quotation (ref.: SSE/QUO/19A00080, dated 20/2/2019) to replace the SDM. As at the point of assessment, the quotation is still under the management review.	Complied
5.6.3	A monitoring system shall be in place, with regular reporting on progress for these significant pollutants and emissions from estate and mill operations, using appropriate tools. - Minor compliance -	RSPO GHG calculator was used to calculate the GHG emission of the certification unit. The report had been submitted to RSPO on 1/9/2018 for 2017 performance. Verification of data through inspection of various records such as - RSPO Palm_GHG-Calculator Records (2018) - Fuel Usage Records	Complied
PRINCIPLE 6: RESPONSIBLE CONSIDERATION OF EMPLOYEES AND OF INDIVIDUALS AND COMMUNITIES AFFECTED BY GROWERS AND MILLERS			

Criterion 6.1			
Aspects of plantation and mill management that have social impacts, including replanting, are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.			
6.1.1	A social impact assessment (SIA) including records of meetings shall be documented. - Major compliance -	The SIA was completed in November 2012 by Wild Asia. Five key findings of possible social impact were identified. The findings had included smallholders. The SIA report also provided recommendations for addressing the social impacts as well as key indicators. The summary of the meetings with stakeholders are provided in chapter 9 of the report.	Complied
6.1.2	There shall be evidence that the assessment has been done with the participation of affected parties.. - Major compliance -	The SIA report had provided information on the groups that has been consulted during the rapid assessment mainly – women group specifically at Ngalimbiu, land owners, managers at Mbalisuna. The summary of the meetings with stakeholders are provided in chapter 9 of the report.	Complied
6.1.3	Plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts identified, shall be developed in consultation with the affected parties, documented and timetabled, including responsibilities for implementation. - Major compliance -	GPPOL has implemented an integrated the social management plan into the Social Impact Improvement plan. The impacts are following the recommendation of the Rapid SIA conducted by Wild Asia in 2012. On periodic basis, new impacts will be review through community engagement, during awareness training, compounds meeting, grievances and monthly inspections. The management plan includes mitigation strategy, responsibility, targets of completion, and expected achievement of the mitigation strategy.	Complied
6.1.4	The plans shall be reviewed as a minimum once every two years and updated as necessary, in those cases where the review has concluded that changes should be made to current practices. There shall be evidence that the review includes the participation of affected parties. - Minor compliance –	The last review was conducted on 23/01/2018 with updating where it is relevant on a 6 monthly basis. Sample of mitigation plan carried out verified: 1. Periodic house census. 2. Training records on social related at compound. The review of the mitigations are through receiving of collection data through community engagement, during awareness training, compounds meeting, grievances and monthly inspections.	Complied

6.1.5	Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme). - Minor compliance –	The social improvement plan has identified a continuous improvement plan shall be provided to smallholders. This plan is continuous plan. Field days and awareness program has been conducted by the Smallholder Affair Officers. Through the training and awareness, it could be seen that the productivity and the engagement of the smallholder has increased from 2015 – 2018. In 2015, the total productivity was 4,526tons while in 2018 the total productive was 6,688.79tons.	Complied
Criterion 6.2 There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.			
6.2.1	Consultation and communication procedures shall be documented. - Major compliance -	External / Community Communication procedures (SOP-SUS-004) dated 28/01/2019 established the procedure of consultation and communication with stakeholders and landowners. The external communication procedures is supplemented with the Grievance & Complaint Procedure (SOP-SUS-003) dated 22/03/2016. The smallholders attached to GPPOL are made aware on this procedure through the field days.	Complied
6.2.2	A management official responsible for these issues shall be nominated. - Minor compliance -	The responsible person in addressing the communication is stated in the External Communication procedures (SOP DOC 003) dated 01/12/2012.	Complied
6.2.3	A list of stakeholders, records of all communication, including confirmation of receipt and that efforts are made to ensure understanding by affected parties, and records of actions taken in response to input from stakeholders, shall be maintained. - Minor compliance -	The list of stakeholders is maintained. The stakeholders identified includes – Land owners, NGOs, Business suppliers, Government Officials, Schools and GPPOL internal society. GPPOL provide appropriate communication to the stakeholders regarding their activities which can affects the communities. Samples of communication: 1. Usage of Agritox for Rhinoceros Beetles battle was communicated on 24/10/2017 with market place, all workers, families, children, visiting friends, people from surrounding village community.	Complied

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		<p>There was grievance received from Samuel Baroe regarding flooding due to drainage digging by GPPOL on 05/12/2017. In the GPPOL assessment report it mentioned that the flooding was effected due to newly dug and incomplete drainage directing water to Gavagha area. The activity conducted by GPPOL has affected the surrounding community. There were no records that GPPOL has engaged and/or communicated with the community prior conducting the drainage digging. Due to this, GPPOL has developed the External / Community Communication procedures (SOP-SUS-004) stipulating the list of activities that required communication to surrounding communities.</p>	
<p>Criterion 6.3 There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all affected parties.</p>			
<p>6.3.1</p>	<p>The system, open to all affected parties, shall resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistleblowers, where requested. - Major compliance -</p>	<p>The SOP (SOP-SUS-003) Grievance & Complaint Procedure dated 22/03/2016 has been established to manage complaints. The procedures has stipulated 4 steps of lodging a complaint. In Step 1, employees can refers grievance to their immediate executive / supervisor and with 10 days it shall be resolved. In Step 2 if no actions is taken by the immediate executive / supervisor, the employee can escalate the grievance to the Department General Manager / Manager / Assistant. If there is further no actions within 7 days from Step 2, in Step 3 the employee can escalated to Division / Department Director. In the final step, the employee can directly lodge the grievance to the Human Resource if Step 1 to Step 3 fails to resolve his / her grievance. This Grievance & Complaint Procedure is supplemented by Social Procedure dated 21/11/2016.</p>	<p>Complied</p>
<p>6.3.2</p>	<p>Documentation of both the process by which a dispute was resolved and the outcome shall be available. - Major compliance -</p>	<p>Specific operating units complaints are recorded and documented at the locations' offices. The Sustainability Department keeps the registration of all grievances of the operating units. The Sustainability receives, records and documents external grievances / complaints; sexual harassment and domestic violence.</p>	<p>Complied</p>

		<p>Samples of the complaints reviewed:</p> <ol style="list-style-type: none"> 1. Grievance received from Peter Paso regarding dead fish at Nini Stream on 25/05/2018. The resolution was the GPPOL sustainability team had conducted satellite imagery analysis and water analysis at the mill and at the location of the fish was found death. The results shows that the logging activities at Sirobiru Log causes the fishes death. The report on analysis was provided on 26/05/2018 and explained to the complainant. 2. Grievance received from Charles Saemanea regarding access and beneficiary rights over parcel n 86/87/88 on 14/02/2018. There were 3 grievance raised by the complainant. GPPOL General Manager has officially responded to the grievance 20/02/2018. In the respond, the GM has informed the complainant that 1) his community are provided with other benefits such as medical attention, maintenance of roads, access to apply for GPPOL contracts 2) GPPOL is not currently in the position to fund community power supply while GPPOL has corresponded with Solomon Power to electrify Guadalcanal Plains 3) requested for clarification from the complainant regarding one of the grievance. There is so far no records of the complainant responded to the response provided by GPPOL. 3. Grievance received from Samuel Baroe regarding flooding due to drainage digging by GPPOL on 05/12/2017. Assessment on the condition was conducted by the Sustainability Team and reported on 06/12/2017. 4. Internal parties grievance record at Ngalmibiu estate on 13/03/2017 regarding social issue was addressed on 13/03/2017. 5. Grievance received from Solomon Soni regarding drainage block due to replanting program on 10/01/2017. The blockage was cleared by GPPOL and resolved n 12/01/2017. 	
<p>Criterion 6.4</p>			

Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.			
6.4.1	A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be in place. - Major compliance –	Land usage and Customary rights are regulated by Land and Titles Law. The Act provides the regulated procedure in identification of legal, customary and user rights to ensure dealings with customary landowners. GPPOL has been complying with this regulation and it is identified in the legal register. Hence any supplementary procedures is not necessary. <u>Smallholders:</u> Land ownership are identified through customary process.	Complied
6.4.2	A procedure for calculating and distributing fair compensation (monetary or otherwise) shall be established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation. This procedure shall take into account: gender differences in the power to claim rights, ownership and access to land; differences of transmigrants and long-established communities; and differences in ethnic groups' proof of legal versus communal ownership of land. - Minor compliance –	According to the MOU and Lease Agreements, GPPOL is paying land rent. The land rented by GPPOL are all land belongs to land owner. Hence the portion or area of the land that rented to GPPOL are all determined by the landowners. There is no land compensation <i>per say</i> as GPPOL does not take over any land. Lands are still belonging to landowners. <u>Smallholders:</u> In Guadalcanal Province the customary land system is maternal landownership system. The women holds the rights to the land. However the male is the leader of the family that could be managing the land. Samples of the smallholders engage by GPPOL shows a mixture of male and female that is managing the oil palm planting.	Complied
6.4.3	The process and outcome of any negotiated agreements and compensation claims shall be documented, with evidence of the participation of affected parties, and made publicly available. - Major compliance –	Any dispute of land between GPPOL and landowners are deal with the Grievance Procedures. During the point of the assessment, there were no records of dispute. <i>Per say</i> there is no land compensation as GPPOL does not take over land from the community. GPPOL is leasing land from the community for their oil palm operations and this operation is taken over from SIPL. <u>Smallholder:</u> Any smallholder internal dispute, it will be resolved within clans using the tribunal and customary process. GPPOL has no	Complied

		interference in the resolution. However GPPOL will maintain any dispute. As to date there are no dispute reported to GPPOL.	
Criterion 6.5			
Pay and conditions for employees and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.			
6.5.1	Documentation of pay and conditions shall be available. - Major compliance -	The workers received salary slips. Samples of salary slips for workers group – harvesters, LFC, general workers, truck workers, compound cleaner was verified with their productivity sheets. The salary payment for November 2018 was verified and it is consistent with the productivity sheets.	Complied
6.5.2	Labour laws, union agreements or direct contracts of employment detailing payments and conditions of employment (e.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.) shall be available in the languages understood by the workers or explained carefully to them by a management official. - Major compliance -	Employment Contracts for 11 samples from the mill and 26 samples from estates were reviewed. The contract terms includes working hours, wage and grade at the point of employment, termination conditions, overtime rates, accommodation, medical leaves, annual leave and company’s regulations which includes maternity leave. According to the section 39 Labor Act, female shall not be shall not be employed during the night in any undertaking. There are 3 samples found in the mill that female workers are undertaking night shift work from 10/04/2018 – 16/04/2018 and 31/04/2018 with the exception condition of has to do with raw materials or materials in course of treatment which are subject to rapid deterioration. The FFB has been considered as material that is rapid deterioration. <u>Smallholder:</u> The smallholders do not employ permanent workers. Work are carried out by family members.	Complied
6.5.3	Growers and millers shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible. - Minor compliance –	The housing compound at Ngalimbiu Estate (main division) and Mbalisuna Estate was visited during this assessment. The compound are kept clean. Each house are provided with clean water, electricity and toilet. Sanitation and refuse collection are scheduled to be ones a week. Other amenities include clinics, sports facilities and churches are observed. The housing provided by GPPOL to its workers obtained	OFI raised

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		<p>the Occupancy Permit granted by the Lands and Physical Planning Office for residential building for GPPOL 2 & 3 on 05/04/2016. The new housing plan and design was reviewed during this audit. The new design meets the requirement of Labor (Housing Standards) Rules 1971. The new design of the houses are side by side housing rather than back to back. The design of the house will be 323ft² which defines minimum 96ft² for a family with 2 children and 144ft² for a family with more than 4 children.</p> <p>OFI - According to the Compound Upkeep Practices (NBPOL-EMP-MG14) the inspection shall be conducted monthly using PF29. However the documentation of PF29 is not consistent implemented and documented which links to inconsistent documentation of EMS013.</p>	
6.5.4	<p>Growers and millers shall make demonstrable efforts to monitor and improve workers' access to adequate, sufficient and affordable food.</p> <p>- Minor compliance –</p>	<p>GPPOL had allowed locals to setup markets within the vicinity of the operating units. While locals can also setup stores on their land to sell grocery goods. At the estate/mill vicinity, convenient stores and market are made available for the workers to access to food. The market and stores at Mbalisuna and Ngalimbu are operated by locals while at Teterere the store is operated by GPPOWA while the markets are operated by locals.</p> <p>Land are set aside for the workers to go gardening for staple food. The price of the grocery products are controlled. However due to the location is outskirts, the price are higher. Interview with the workers confirmed that the prices are acceptable and not burdening.</p> <p>The location of the certification unit is not remote as it is still accessible to local markets.</p>	Complied
<p>Criterion 6.6 The employer respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.</p>			
6.6.1	<p>A published statement in local languages recognizing freedom of association shall be available.</p>	<p>The published statement of GPPOL recognizing freedom of association was re-established through the Employee Rights &</p>	Complied

	<p>- Major compliance –</p>	<p>Equal Opportunities Policy dated 21/06/2017. The Policy is stated in English which is the official language understood by the locals. English is the official teaching language in school.</p> <p>There is no National Trade Union within GPPOL. The union that is established within GPPOL is Guadalcanal Plains Palm Oil Workers Association (GPPOWA). The current president is Junita Pige with 2 years presidential term starting 2018. The union is controlled under GPPOWA Constitution dated 12/06/2017. The selection of the presidents and committee members are by election as per Article 9 of the constitution. The constitution explicitly emphasize the application, nominations and elections process.</p> <p>As per Article 6, the president (chairperson) has the rights to negotiate employment term and conditions with employer.</p> <p>The smallholders are being inducted with the policy during field days. Samples of the field days have been observed and records are maintained at the Smallholder Office. Interview with the smallholders confirmed that the field days are conducted by GPPOL.</p>	
<p>6.6.2</p>	<p>Minutes of meetings with main trade unions or workers representatives shall be documented.</p> <p>- Minor compliance –</p>	<p>The meeting minutes of GPPOWA are maintained by the Secretary of GPPOWA. The last minute was conducted on 15/02/2019. As per the GPPOWA constitution, periodic meeting are held between the committee while meeting between GPPOWA and GPPOL are subject to request by GPPOWA. Prior to 15/02/2019, the last meeting was on 26/06/2019.</p> <p>The last meeting between GPPOL and GPPOWA was on 19/02/2019 regarding MOU on the GPPOWA Stores. The meeting of minutes was not completed at the time of this assessment. However the memorandum dated 15/02/2019 was verified that the meeting was requested by the GPPOWA president.</p> <p>OFI - GPPOL shall retained a copy of the meeting minutes that was held with GPPOWA.</p>	<p>OFI raised</p>
<p>Criterion 6.7 Children are not employed or exploited.</p>			

6.7.1	There shall be documentary evidence that minimum age requirements are met. - Major compliance –	The company maintained the workers information is SAP and NBPOL Check-roll software system. As according to the Labor Act 1996, the minimum wage for plantation workers is 18 year old. The records at the mill was verified. The youngest worker was born on 18/06/2000 and employed on 12/11/2018. During the employment the worker has passed 18 years old.	Complied
Criterion 6.8 Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.			
6.8.1	A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment shall be documented. - Major compliance –	The published statement of GPPOL recognizing equal opportunities was re-established through the Employee Rights & Equal Opportunities Policy dated 21/06/2017. The policy includes the commitment of no discrimination based on race caste national origin, religion, disability, gender, sexual orientation, union membership, political affiliation or age. The policy is observed to be published at notice boards within the vicinity of operating units of GPPOL. The smallholders are being inducted with the policy during field days. Samples of the field days have been observed and records are maintained at the Smallholder Office. Interview with the smallholders confirmed that the field days are conducted by GPPOL.	Complied
6.8.2	Evidence shall be provided that employees and groups including local communities, women, and migrant workers have not been discriminated against. - Major compliance –	As of January 2019, the main workforce of GPPOL are hired from Guadalcanal Province making up 43% of total employee (448 people). The breakdown of workers are 388 on Grade 1-2 and 60 junior staff on Grade 3-7. As of January 2019, the female workforce of GPPOL is 37% of the total employee (497 people). GPPOL practices annual pay rates review. The rates review are applicable to all non-executive and piece rates workers. On top of the annual rates review, each workers may have salary increase	Complied

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		<p>subject to their grade are promoted after the annual appraisal. Sample the appraisal reviewed:</p> <ol style="list-style-type: none"> 1. Nickson Kepi (Press Operator) was promoted from Grade 1-1 to Grade 2-1 for year 2018 appraisal. 2. Florence Tuke (Data Clerk) was promoted from Grade 3-2 to Grade 3-3 for year 2018 appraisal. 3. Dorah Lakei (LFC) was promoted from Grade 1-1 to Grade 1-2 for year 2018 appraisal. 4. Michael Vaele (Section leader) Grade was maintained for year 2018 appraisal. 5. Emmanuel Tavake (section leader) was promoted from Grade 1-1 to Grade 1-3 for year 2018 appraisal. 6. Francis Garimane (Trade assistant) was promoted from Grade 1-1 to Grade 1-2 for year 2018 appraisal. 	
6.8.3	<p>It shall be demonstrated that recruitment selection, hiring and promotion are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available. - Minor compliance –</p>	<p>The hiring process for workers are established in the Recruitment & Engagement of Staff Procedures (GPPOL Company Regulations revised on 20/07/2010). Sample of recent employment verified:</p> <ol style="list-style-type: none"> 1. Recruitment for Junior Accountant (Grade 6-5) – The recruitment was advertised on Solomon Star on 09/06/2017, 12/06/2017, 14/06/2017 and 19/06/2017. There were 16 candidates applied for the position and 4 was shortlisted for interview. After the interview there was 2 candidates final shortlisted. The evaluation of the of the 2 candidates was sighted. The evaluation includes qualification, work experience, Interview impression, referee feedback and risk. The offer letter was issued on 20/07/2017 while the employment contract was dated 31/07/2017. The employment contract for Norman Palmer Tanen was dated 31/07/2017. <p>All recruitment are subjected to pre-employment medical checks. The medical checks are subject to the type of works applied. Pre-employment bloody testing is only applicable for workers who applied as chemical handles. The results of the blood tests are</p>	Complied

		retained in the clinic. The company doctor will only provide the conclusion in the workers application form as "fit" or "unfit" to be further process by HR.	
Criterion 6.9			
There is no harassment or abuse in the work place, and reproductive rights are protected.			
6.9.1	A policy to prevent sexual and all other forms of harassment and violence shall be implemented and communicated to all levels of the workforce. - Major compliance –	<p>The published statement of GPPOL committing to prevent sexual and all forms of harassment and violence was re-established through the Domestic Violence & Sexual Harassment Policy dated 21/06/2017.</p> <p>The records of the grievance had demonstrated that the policy has been effective communicated especially when grievance are received from female workers. The receiving of the grievance does not show the failure of the policy implementation but rather shows that the female workers have understood their rights and the commitment of GPPOL towards protection of women and resolution of the grievances.</p> <p>GPPOL is in cooperation with Solomon Islands Chamber of Commerce (SCCI) and International Finance Corporation (IFC) to promote gender equality in workplace. The initiatives is to benefit women to move into jobs once exclusively for men, creating respectful workplaces that address domestic and family violence. Continuous internal awareness and promotion of speaking up violence and harassment is in place.</p> <p>The smallholders are being inducted with the policy during field days. Samples of the field days have been observed and records are maintained at the Smallholder Office. Interview with the smallholders confirmed that the field days are conducted by GPPOL.</p>	Complied
6.9.2	A policy to protect the reproductive rights of all, especially of women, shall be implemented and communicated to all levels of the workforce. - Major compliance –	<p>The published statement of GPPOL recognizing reproductive rights was re-established through the Maternal Policy dated 21/06/2017.</p> <p>The policy is observed to be published at notice boards within the vicinity of operating units of GPPOL.</p>	Complied

		The smallholders are being inducted with the policy during field days. Samples of the field days have been observed and records are maintained at the Smallholder Office. Interview with the smallholders confirmed that the field days are conducted by GPPOL.	
6.9.3	A specific grievance mechanism which respects anonymity and protects complainants where requested shall be established, implemented, and communicated to all levels of the workforce. - Minor compliance –	<p>The specific mechanism to report grievance related to sexual harassment and domestic violence is directly to Regina Pokana (Sustainability Manager) and managed using the Grievance & Complaint Procedure (SOP-SUS-003) dated 22/03/2016.</p> <p>All details and records of the grievance and complainant are made confidential and kept at the Sustainability office. Records of the grievance registry shared within the company shows that no names of the complainant was provided.</p> <p>The timeframe to investigate and resolve the grievances were observed to be appropriate considering the complexity of such grievances. Samples of grievances:</p> <ol style="list-style-type: none"> 1. Grievance received on 17/12/2018 regarding verbal abuse. The case attended on 20/11/2018 and resolved on 17/12/2018. 2. Grievance received on 01/01/2019 regarding domestic violence. The case was attended on 01/01/2019 and resolved on 17/01/2019. 3. Grievance received on 19/11/2018 regarding domestic violence. The case was attended on 19/11/2018 and resolved on 06/12/2018. <p>It was noted that there are still on-going issues that needs time for resolution. From the evidence and records, it shows that the management system of GPPOL is able to manage to resolve grievances raised.</p>	Complied
Criterion 6.10			
Growers and millers deal fairly and transparently with smallholders and other local businesses.			
6.10.1	Current and past prices paid for Fresh Fruit Bunches (FFB) shall be publicly available. - Minor compliance –	The past months and current month FFB prices are published by GPPOL at the smallholder office notice board. The published priced observed during this assessment are Dec 2018 Farm gate price	OFI raised

		<p>(SBD 345.59/ton), Mill gate price (SBD 537.50/ton); Jan 2019 Farm gate price (SBD 372.19/ton), Mill gate price (SBD 556.56/ton); Feb 2019 Farm gate price (SBD 434.99/ton), Mill gate price (SBD 612.51/ton).</p> <p>During the interview with the smallholders, it was informed that the price is available at the smallholder office and when necessary, the smallholder will telephone the GPPOL Smallholder office to obtain the FFB price for that month.</p> <p>OFI - During the smallholder interview, the smallholder had concern regarding the strategic location of the price publication. The smallholders will have challenges to know the price if they did not visit the smallholder office or able to telephone the GPPOL smallholder office. The price list shall be published at several strategic locations.</p>	
6.10.2	<p>Evidence shall be available that growers/millers have explained FFB pricing, and pricing mechanisms for FFB and inputs/services shall be documented (where these are under the control of the mill or plantation)</p> <p>- Major compliance -</p>	<p>The pricing mechanism adopted by GPPOL has been reviewed and supported by World Bank. The pricing mechanism is explain to the smallholders prior joining GPPOL smallholder program. The pricing mechanism was also made available at the smallholder office notice board.</p> <p>The pricing mechanism has also been periodically educated to the smallholders during field days (samples - conducted on 13/09/2018 at Kautoga; conducted on 10/01/2019 at Siroa; conducted on 08/03/2018 at East Zone).</p>	Complied
6.10.3	<p>Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent.</p> <p>- Minor compliance -</p>	<p>Contracts for all the 12 sampled smallholders are maintained. The contract includes the GPPOL's obligations; smallholder's obligations, summary of payment structure, payment period and deductions.</p>	Complied
6.10.4	<p>Agreed payments shall be made in a timely manner.</p> <p>- Minor compliance -</p>	<p>As per the latest payment arrangement agreed, the smallholders will be paid every fortnight. Samples of the payment was verified that GPPOL is observing this agreement.</p>	Complied
<p>Criterion 6.11 Growers and millers contribute to local sustainable development where appropriate</p>			

6.11.1	Contributions to local development that are based on the results of consultation with local communities shall be demonstrated. - Minor compliance –	There are 2 parts of local contributions by GPPOL. 1. Contribution by request from the surrounding communities mainly are constructions, maintenance and request for electrification of the area. For the electrification, GPPOL does not have the capacity to provide such contribution. However, GPPOL has been facilitating with Solomon Power for rolling out on any electrification at the Guadalcanal Plains. 2. National projects including – violence preventions, promotion gender equality in workplace with Solomon Islands Chamber of Commerce (SCCI) and International Finance Corporation (IFC).	Complied
6.11.2	Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve smallholder productivity. - Minor compliance –	The Smallholder Affairs department is setup to manage and support smallholders activities including providing advices during Field Days. Training provided to the smallholders includes – field up-keeping; fertilizer usage and determining of factory working well in palms. In recognizing the effort of the smallholders, GPPOL shares profit from the RSPO premium with the smallholders. As for year 2017, the profit shared with the smallholders is SBD33/ton of FFB (converted at current exchange rate from Kina). The announcement was made by Ian Orrell on 29/01/2018 and the payment was made in February 2018.	Complied
Criterion 6.12 No forms of forced or trafficked labour are used.			
6.12.1	There shall be evidence that no forms of forced or trafficked labour are used. - Major compliance -	There is no form of forced or trafficked labor identified in GPPOL. GPPOL does not hire foreigner workers while during the interview with workers, there was no evidence found that there are forced to work. Workers are paid according to their daily productivity. Despite there are targets for that day, the workers will be paid according to what they have achieved and no retention of salary if they have not completed their assigned task. Samples of productivity sheets and salary slips confirmed of no retention.	Complied

		Workers are free to work and take annual leave as and when they needed. There are no evidence of workers being retained in the operating sites.	
6.12.2	Where applicable, it shall be demonstrated that no contract substitution has occurred. - Major compliance –	No contract substitution is observed. Any workers that are transferred from estate to mill vice versa, transfer form are observed.	Complied
6.12.3	Where temporary or migrant workers are employed, a special labour policy and procedures shall be established and implemented. - Minor compliance –	There is not temporary or migrant workers that are employed in GPPOL. All workers are nationals while there are foreign executives expatriates .	Complied
Criterion 6.13			
Growers and millers respect human rights			
6.13.1	A policy to respect human rights shall be documented and communicated to all levels of the workforce and operations (see Criteria 1.2 and 2.1). - Major compliance -	The Human Rights policy has been established under NBPOL (GPPOL is a subsidiary of NBPOL) in June 2011. In the policy NBPOL is committed to FPIC, Right to Health and Rights to Workers. The communication is done through publication of the policy at notice boards of the operating units. The smallholders are being inducted with the policy during field days. Samples of the field days have been observed and records are maintained at the Smallholder Office. Interview with the smallholders confirmed that the field days are conducted by GPPOL.	Complied
PRINCIPLE 8: COMMITMENT TO CONTINUAL IMPROVEMENT IN KEY AREAS OF ACTIVITY			
Criterion 8.1			
Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.			
8.1.1	The action plan for continual improvement shall be implemented, based on a consideration of the main social and environmental impacts and opportunities of the grower/mill, and shall include a range of Indicators covered by these Principles and Criteria. As a minimum, these shall include, but are not necessarily be limited to:	The social impact improvement plan dated 23/01/2018 is the continuous improvement plan which has identify the impact including – Social related issues (substance abuse at compound, housing, education), improvement of infrastructure, comfortable compound environment, environmental protection for buffer and pesticide usage, training for workers and smallholders, security	Complied

	<ul style="list-style-type: none"> • Reduction in use of pesticides (Criterion 4.6); • Environmental impacts (Criteria 4.3, 5.1 and 5.2); • Waste reduction (Criterion 5.3); • Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8); • Social impacts (Criterion 6.1); • Optimising the yield of the supply base; <p>- Major compliance –</p>	<p>improvement, conduct study on cost of living and environmental hazard and risk.</p> <p>The continual improvement were implemented at GPPOL, such as:</p> <ol style="list-style-type: none"> 1. Chipping the old palm trunk 2. Implementation of the pheromone trap 3. Implementation of High Performance Gang for harvesting activity 	
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Appendix B: Approved Time Bound Plan

No	Management Unit	Supply Base	Time Bound Plan	Location	Status	Certified Date
	SOU Name					
1	Guadalcanal Plains Palm Oil Limited (GPPOL)	Tetere Oil Mill	NA	Guadalcanal Province, Solomon Islands	Certified	18-Mar-11
		Tetere Estate				
		Ngalimbiu Estate				
		Mbalisuna Estate				
		Outgrowers – West Zone				
		Outgrowers – Central Zone				
		Outgrowers – MBA East Zone				
Outgrowers – MBE East Zone						
2	Milne Bay Estates (MBE)	Hagita Oil Mill	NA	Milne Bay Province, Papua New Guinea	Certified	15-Feb-18
		Giligili Estate				
		Waigani Estate				
		Sagarai Estate				
		Padipadi Estate				
		Mariawatte Estate				
		East Gurney Estate				
		West Gurney Estate				
		East Sagarai Estate				
		West Sagarai Estate				
3	Poliamba (POL)	Poliamba Oil Mill	NA	New Ireland Province, Papua New Guinea	Certified	19-Mar-12
		Kara Estate				
		Nalik Estate				
		West Coast Estate				
		Noatsi Estate				
		Madak Estate				
		North Smallholders (613)				
		South Smallholders (863)				
		West Smallholders (309)				
4	Ramu Agricultural Industries Ltd (RAIL)	Gusap Mill	NA	Morobe Province, Papua New Guinea	Certified	5-Aug-10
		Gusap East (Gusap) Estate				
		Gusap West (Paddox) Estate				
		Surinam Estate				
		Dumpu Estate				
		Ngaru Estate				
J Estate (Jephcott) Estate						

5	Higaturu Oil Palm (HOP)	Sangara Oil Mill	NA	Oro Bay Province, Papua New Guinea	Certified	1-Feb-13
		Mamba Oil Mill				
		Embi Estate				
		Ambogo Estate				
		Sangara Estate				
		Sumbiripa Estate				
		Mamba Estate				
		Mosa Oil Mill				
		Kumbango Oil Mill				
		Kapiura Mill				
		Numundo Mill				
		Waraston Mill				
		Bebere Estate				
		Kumbango Estate				
		Togulo Estate				
		Dami Estate				

No	Management Unit	Supply Base	Time Bound Plan	Location	Status	Certified Date
	SOU Name					
6	West New Britain (WNB)	Waisisi Estate	NA	Kimbe, West New Britain, Papua New Guinea	Certified	10-Sep-08
		Kautu Estate				
		Karaisu Estate				
		Moroa Estate				
		Bilomi Estate				
		Loata Estate				
		Haella Estate				
		Garu Estate				
		Daliavu Estate				
		Sapuri Estate				
		Malilimi Estate				
		Rigula Estate				
		Nomundo Estate				
		Navarai / Karato ME /KDC EU Estate				
		Volupai / Lotomgam / Natupi / Goruru Estate				
		Lolokoru Estate				
		Ove Estate				
Tamare Estate						

Appendix C: GHG Reporting Executive Summary

The GHG emissions that were produced in **2018** for **Tetere POM** and supply base was calculated using the PalmGHG Calculator version 3.0.1. The assessment team had verified the data input in the PalmGHG Calculator against operations records. PalmGHG Calculation Options selected 'Full version' and 'Exclude LUC Emission' calculation option is not applied. The records verified includes:

- i. Estates area planted data
- ii. Fuel consumed
- iii. Mill datas include CPO produced, PKO Produced and FFB Processed
- iv. Fertilizer consumed data for both estates and smallholders.

The summary of the Net GHG emitted in **2018** for **Tetere POM** and supply base are as following:

Emission per product	tCO ₂ e/tProduct
CPO	3.59
PK	3.59

Extraction	%
OER	21.62
KER	5.77

Production	t/yr
FFB Process	154,240.16
CPO Produced	38,032.23
PK Produced	9,292.23

Land Use	Ha
OP Planted Area	7,479.74
OP Planted on peat	0
Conservation (forested)	1,107
Conservation (non-forested)	0
Total	8,586.74

Summary of Field Emission and Sink

	Own Crop*		Group		3 rd Party		Total	
	tCO ₂ e	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e / FFB
Emission								
Land Conversion	58,203.49	0.38	0	0	2,933.67	0.43	61,137.15	0.82
CO ₂ Emission from fertilizer	48,912.56	0.32	0	0	263.66	0.04	49,176.22	0.36
NO ₂ Emmision	134,503	0.87	0	0	0	0	134,503	0.87
Fuel Consumption	1,746.24	0.01	0	0	66.79	0.01	1,813.03	0.02
Peat Oxidation	0	0	0	0	0	0	0	0
Sink								
Crop Sequestration	-60,543.62	-0.39	0	0	-6,682.87	-0.99		

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Conservation Sequestration	0	0	0	0	0	0	0	0
Total	182,281.72	1.19	0	0	-3,418.55	-0.51	178,863.17	0.68

*Note: Includes both estates and smallholders

Summary of Mill Emission and Credit

	tCO ₂ e	tCO ₂ e/tFFB
Emission		
POME	181.79	0
Fuel Consumption	82.2	0
Grid Electricity Utilisation	24.04	0
Credit		
Export of Grid Electricity	-524.77	0
Sales of PKS	-8,994.88	-0.06
Sales of EFB	-790.26	0
Total	-9,319.87	-0.06

Summary of Kernel Crusher Emission and Credit (if applicable)

Emissions	tCO ₂ e
PK from own mill	33,396.11
PK from other source	37,051.7
Fuel Consumptions	952.99
Total Crusher emissions	71,400.8

*This mill has kernel crusher operation (integrated KCP)

Palm Oil Mill Effluent (POME) Treatment:	
Divert to Compost (%)	0
Divert to anaerobic diversion (%)	100

POME Diverted to Anaerobic Digestion:	
Divert to anaerobic pond (%)	100
Divert to methane captured (flaring) (%)	0
Divert to methane captured (energy generation) (%)	0

Appendix D: General Chain of Custody Requirements for the Supply Chain

General Chain of Custody Requirements for the Supply Chain			
Requirement	Evidence	Compliance (Yes/No/N/A)	
5.1 Applicability of the general chain of custody requirements for the supply chain			
5.1.1	The General Chain of Custody requirements of the RSPO Supply Chain Standard shall apply to any organization throughout the supply chain that takes legal ownership and physically handles RSPO Certified Sustainable oil palm products at a location under the control of the organization including outsourced contractors. After the end product manufacturer, there is no further requirement for certification.	GPPOL Tetera Palm Oil Mill takes legal ownership and physically handles its RSPO certified oil palm products i.e. CPO and PK.	Yes
5.1.2	Traders and distributors require a licence obtained from RSPO Secretariat to sell RSPO certified product but do not themselves require certification. When selling RSPO certified products, a licensed trader and/or distributor shall pass on the certification number of the product manufacturer and the applicable supply chain model.	Tetera Palm Oil Mill is not a trading company. Therefore, this requirement is not applicable.	Yes
5.1.3	Either the operator at site level or its parent company seeking certification shall be a member of the RSPO and shall register on the RSPO IT platform.	GPPOL is one of the subsidiary under Sime Darby Plantation Bhd and held RSPO membership number: 2 10008-04-000-00 since 06 September 2004. Company has registered in palmTrace system as follows: Members ID – Tetera Palm Oil Mill: RSPO_PO1000000131. Licensee valid until 17/03/2019 Member category : Oil Mill	Yes
5.1.4	Processing aids do not need to be included within an organization’s scope of certification.	Processing aids are not used in the milling process.	Yes
5.2 Supply chain model			

5.2.1	The site can only use the same supply chain model as its supplier or go to a less strict system. Declassification/downgrading can only be done in the following order: Identity Preserved -> Segregated -> Mass Balance.	The FFB suppliers are of RSPO certified estates under GPPOL which consists of Tetera POM supply base and other surrounding associated smallholders. Declassification of the CPO or PK was done in accordance to the correct order.	Yes
5.2.2	The site can use one (1) or a combination of supply chain models as audited and certified by the CB.	Tetera POM only produced IP certified palm product and the sales of product were IP or conventional.	Yes
5.3. Documented Procedures			
5.3.1	<p>The site shall have written procedures and/or work instructions or equivalent to ensure the implementation of all elements of the applicable supply chain model specified. This shall include at minimum the following:</p> <ul style="list-style-type: none"> • Complete and up to date procedures covering the implementation of all the elements of the supply chain model requirements. 	<p>Procedure for supply chain has been established entitled TOM Supply Chain Guidelines, GPPOL SOP MGT-001, issue: 3 dated 29/1/18. Among the subjects covered in the procedure are</p> <ul style="list-style-type: none"> • Roles and Responsibilities • Applicability • Supply chain model • Purchasing and Goods In • Outsourcing activities • Sales and Goods Out • Registration of transaction • Training • Record keeping • Conversion factor • Claims • Complaints <p>Management review</p>	Yes
	<ul style="list-style-type: none"> • Complete and up to date records and reports that demonstrate compliance with the supply chain model requirements (including training records). 	<p>Among the records included in the procedures are:</p> <ul style="list-style-type: none"> • Weighbridge tickets • Dispatch of CPO/PK – weighbridge ticket, delivery order, shipping document • Daily production report • Record and balance 	Yes

	<ul style="list-style-type: none"> Identification of the role of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the organization’s procedures for the implementation of this standard. 	<p>All the records were found to be up-to-date.</p> <p>Addressed in the TOM Supply Chain Guidelines under 4.0. The assigned person is the General Manager. Other assigned persons are the TOM manager, Operation Manager, PT Cruz Bulking Station Supervisor and Sustainability Manager. Based on interview, the person in-charge was able to demonstrate the implementation of their procedures in accordance to the standard requirements.</p>	Yes
5.3.2	<p>The site shall have a written procedure to conduct annual internal audit to determine whether the organization;</p> <p>i) Conforms to the requirements in the RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents.</p>	<p>Ref.: Internal Audit Procedure, RSPOSC/SOP/IA/1, rev. 1, dated 1/8/2017. The procedure consists of the following elements:</p> <p>i) Purpose</p> <p>ii) Scope</p> <p>iii) Responsibility</p> <p>iv) Procedure details – frequency, sampling, reporting, handling of non-conformities (issuing and closing), records keeping</p>	Yes
	<p>ii) Effectively implements and maintains the standard requirements within its organization.</p>	<p>Internal audit for supply chain was last conducted on 5/1/19 by internal auditor sourced from sustainability department. RSPO SCC Standard checklist, issue no. 2 was utilised to record the audit findings. The coverage of the internal audit was found to be sufficient to reflect the current RSPO SCC conformity status of the facility. No nonconformity raised by the internal audit team.</p>	Yes
5.4. Purchasing and goods in			
5.4.1	<p>The receiving site shall ensure that purchases of RSPO certified oil palm products are in compliance and the following minimum information for RSPO certified products is made available by the supplier in document form:</p> <ul style="list-style-type: none"> The name and address of the buyer; The name and address of the seller; 	<p>When FFB delivered to the mill from the estates, the transporters presented FFB field docket to the mill weighbridge clerk in order the FFB to be received by the mill.</p> <p>E.g. of information available in the FFB field docket is as follows:</p>	Yes

	<ul style="list-style-type: none"> • The loading or shipment/delivery date; • The date on which the documents were issued; • A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations); • The quantity of the products delivered; • Any related transport documentation; • Supply Chain certificate number of the seller; • A unique identification number 	<ul style="list-style-type: none"> • Docket no. (38902) • Estate’s names (Tetere – E761) • Date & time of delivery (28/1/19) • Field/block No. (CAO 040, div 1) • No. of bunches (275 bunches) • Vehicle no. (D23) <p>E.g. of information available in the mill’s weighbridge tickets is as follows:</p> <ul style="list-style-type: none"> • Weighbridge ticket no.:26899 • Name of estates (Tetere – E761) • Field No. (CAO 040, div 1) • Name of driver (anonymous) • Vehicle no. (D23) • Date & time in/out (28/1/19, 6:50 PM, 6:56 PM) • Total bunches (275 bunches) • Net weight (7.52 mt) <p>For smallholders, details of FFB delivery recorded in the FFB receipt docket for each registered members. Details in the FFB receipt docket as per the following:</p> <ul style="list-style-type: none"> • Smallholder ID: P57000700001 • Card ID: 238 • FFB docket number: 2043510 • Field number: 7 central VOP, block 007-0002 • Vehicle no. (C01) • Date & time in/out (22/2/19, 6:50 PM, 6:56 PM) • Net weight (2.264 mt) 	
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	<ul style="list-style-type: none"> Information shall be complete and can be presented either on a single document or across a range of documents issued for RSPO certified oil palm products (for example, delivery notes, shipping documents and specification documentation). 	The information was available in various documents such as FFB field docketts and weighbridge tickets.	Yes
	<ul style="list-style-type: none"> The site receiving RSPO certified oil palm products shall ensure that the products are verified as being RSPO certified. For sites that are required to announce and confirm trades in the RSPO IT platform, this shall include making Shipping Announcements/Announcements and Confirmations on the RSPO IT platform per shipment or group shipments. Refer to section 5.7.1 of this document for further guidance. 	Not applicable. The facility is a palm oil mill.	Yes
	<ul style="list-style-type: none"> A check of the validity of the Supply Chain Certification of suppliers is required for all sites that are SC certified. This shall be checked via the list of RSPO Supply Chain Certified sites on the RSPO website (www.rspo.org) at least annually or through the RSPO IT Platform by confirmation of (shipping) announcements. 	Not applicable. Suppliers of Tetere POM is their own supply base which consist of GPPOL's estates and associated smallholders. All suppliers are certified under Tetere POM certificate, RSPO 666858 valid until 17/3/21.	Yes
	<ul style="list-style-type: none"> The validity of license for traders and distributors shall also be checked via the RSPO website at least annually or through the RSPO IT platform by confirmation of shipping announcements / announcements. 	Not applicable – this part is applicable for supply chain actor after refinery.	Yes
5.4.2	The site shall have a mechanism in place for handling non-conforming oil palm products and/or documents.	<p>Addressed in the Addressed in Clause 5.4 of the RSPO/SOP/COC/3 – Handling RSPO Products and/or Documents. Based on the procedure, where there is contamination of RSPO certified material during receiving, processing, storage and dispatch, the mill shall downgrade the materials in such order: IP to MB to conventional.</p> <p>Material received with insufficient information shall be treated as non-conforming documents. The documents shall be investigated, verified and corrected in order to allow</p>	Yes

		processing of material. Authorization for release shall be by the mill manager.	
5.5. Outsourcing activities –			
5.5.1	In cases where an operation seeking or holding certification outsources activities to independent third parties (e.g. subcontractors for storage, transport or other outsourced activities), the operation seeking or holding certification shall ensure that the independent third party complies with the requirements of the RSPO Supply Chain Certification Standard. A CPO mill and independent mil cannot outsource processing activities like refining or crushing. This requirement is not applicable to outsourced storage facilities where the management of the oil palm product(s) and instructions for tank movements are controlled by the certified organization (not the tank farm manager).	Not applicable. No outsourcing activity.	Yes
5.5.2	Sites which include outsourcing within the scope of their RSPO Supply Chain certificate shall ensure the following: a. The site has legal ownership of all input material to be included in outsourced processes;	Not applicable. No outsourcing activity.	Yes
	b. The site has an agreement or contract covering the outsourced process with each contractor through a signed and enforceable agreement with the contractor. The onus is on the site to ensure that certification bodies (CBs) have access to the outsourcing contractor or operation if an audit is deemed necessary.	Not applicable. No outsourcing activity.	Yes
	c. The site has a documented control system with explicit procedures for the outsourced process which is communicated to the relevant contractor.	Not applicable. No outsourcing activity.	Yes
	d. The site seeking or holding certification shall furthermore ensure (e.g. through contractual arrangements) that independent third parties	Not applicable. No outsourcing activity.	Yes

	engaged provide relevant access for duly accredited CBs to their respective operations, systems, and any and all information, when this is announced in advance.		
5.5.3	The site shall record the names and contact details of all contractors used for the processing or physical handling of RSPO certified oil palm products.	Not applicable. No outsourcing activity.	Yes
5.5.4	The site shall at its next audit inform its CB of the names and contact details of any new contractor used for the processing or physical handling of RSPO certified oil palm products.	Not applicable. No outsourcing activity.	Yes
5.6. Sales and goods out			
5.6.1	<p>The supplying site shall ensure that the following minimum information for RSPO certified products is made available in document form.</p> <ul style="list-style-type: none"> • The name and address of the buyer; • The name and address of the seller; • The loading or shipment/ delivery date; • The date on which the documents were issued; • A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations); • The quantity of the products delivered; • Any related transport documentation; • Supply chain certificate number of the seller; • A unique identification number 	<p>Tetere POM ensured the required information is available in document form. Sampled of CPO contract: GPPOL/CPO/00130 dated 6/9/18, quantity 4,500 mt (delivery month – December 2018)</p> <ul style="list-style-type: none"> • The name and address of the buyer; XXX • The name and address of the seller: Guadalcanal Plains Palm Oil Limited, Tetere POM • The loading or shipment/ delivery date; e.g. 16/12/18 • The date on which the documents were issued; Tanker bill of lading, B/L HIR/LIV-01 dated 16/12/18 • A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations); Crude Palm Oil (CPO) RSPO IP • The quantity of the products delivered; e.g. 4,501.283 mt • Any related transport documentation; e.g. tanker bill of lading e.g. no. HIR/LIV-01 	Yes

		<ul style="list-style-type: none"> Supply chain certificate number of the seller; e.g. On manufacturer declaration/provisional invoice/tanker bill of lading e.g. RSPO 666858 A unique identification number: palm trace no. TR-2e4c7273-d089 Available in a few forms e.g. manufacturer declaration/provisional invoice/tanker bill of lading 	
	<ul style="list-style-type: none"> Information shall be complete and can be presented either on a single document or across a range of documents issued for RSPO certified oil palm products (for example, delivery notes, shipping documents and specification documentation). 	Information is complete and available in various documents such as sales contract, mill weighbridge ticket, delivery note, transporter collection order.	Yes
	<ul style="list-style-type: none"> For sites that are required to announce and confirm trades in the RSPO IT platform, this shall include making Shipping Announcements / Announcements and Confirmations on the RSPO IT platform per shipment or group of shipments. Refer to section 5.7.1 of this document for further guidance. 	Shipping announcements were sufficiently made and summary of the announcement which was extracted from RSPO Palmtrace system was made available for verification for review period from February 2018 to January 2019	Yes
5.7. Registration of transactions			
5.7.1	<p>Supply chain actors who:</p> <ul style="list-style-type: none"> Are mills, traders, crushers and refineries and; Take legal ownership and/or physically handle RSPO Certified Sustainable oil palm products that are available in the yield scheme of the RSPO IT Platform (Figure 2 and 3, Refer Annex 1) shall register their transaction in the RSPO IT platform and confirm upon receipt where applicable. 	The registration of Palm Trace is carried out by the NBPOL Logistic and Shipping Department based in Singapore. All transactions will be registered in the Palm Trace.	Yes
5.7.2	<p>The involved supply chain actors mentioned in 5.7.1 shall do the following actions in the RSPO IT Platform:</p> <ul style="list-style-type: none"> Shipping Announcement / Announcement: When RSPO certified volume is sold as certified, the volumes of products that are in the yield scheme 	Based on the announcement summary, all the registrations were found to be in order. Total registered transaction (extracted from Palm Trace) summarized under table C.	Yes

	(Figure 2 and 3, refer Annex 1) shall be registered as a Shipping Announcement / Announcement in the RSPO IT Platform. The declaration time to do Shipping announcement / Announcement is based on members' own standard operating procedures.		
	<ul style="list-style-type: none"> Trace: When RSPO certified volumes are sold as RSPO certified to actors in the supply chain beyond the refinery, the volume shall be traced at least annually. Tracing triggers the generation of a trace document with a unique traceability number. Tracing can be done in a consolidated way at least annually. 	Not applicable. Products are not sold beyond refinery.	Yes
	<ul style="list-style-type: none"> Remove: RSPO certified volumes sold under other scheme or as conventional, or in case of underproduction, loss or damage shall be removed. 	No removal of RSPO certified volume.	Yes
	<ul style="list-style-type: none"> Confirm: Acknowledge the purchase of RSPO certified volume by confirming Shipping Announcements / Announcements. 	Shipping announcements were sufficiently made and summary of the announcement which was extracted from RSPO Palmtrace system was made available for verification.	Yes
5.8. Training			
5.8.1	The organization shall have a training plan on RSPO Supply Chain Standards requirements, which is subject to on-going review and is supported by records of the training provided to staff.	Training plan for 2019 is available for RSPO Supply Chain. As stipulated under TOM Supply Chain Guideline, clause 5.8; annual training is required for management and staff.	Yes
5.8.2	Appropriate training shall be provided by the organization for personnel carrying out the tasks critical to the effective implementation of the supply chain certification standard requirements. Training shall be specific and relevant to the task(s) performed.	<p>Relevant personnel to supply chain implementation as defined by the CU are the personnel that involve in supply chain implementation such as Assistant Managers, purchasing and account, QA, clerk/admin, transport supervisors, weighbridge operators. At Tetere POM case, 8 personnel were identified.</p> <p>The latest RSPO training was carried out on 10/1/2019 attended by other operating units representative. The</p>	Yes

		refresher training was given by Mill Executive. All identified personnel has attended the required training.	
5.9. Record Keeping			
5.9.1	The organization shall maintain accurate, complete, up-to-date and accessible records and reports covering all aspects of these RSPO Supply Chain Certification Standard requirements.	All the sampled records related to the movements of RSPO certified materials and products were found to be accurate, complete, up-to-date and accessible.	Yes
5.9.2	Retention times for all records and reports shall be a minimum of two (2) years and shall comply with legal and regulatory requirements and be able to confirm the certified status of raw materials or products held in stock.	As spelt out in its supply chain procedure, Clause 5.9, records are to be maintained for the minimum of two years.	Yes
5.9.3	The organization shall be able to provide the estimate volume of palm oil/palm kernel oil content (separate categories) in the RSPO certified oil palm product and keep an up to date record of the volume purchased (input) and claimed (output) over a period of twelve (12) months.	Not applicable. The product of the facility is containing 100% palm oil.	Yes
5.10. Conversion factors			
5.10.1	Where applicable a conversion rate shall be applied to provide a reliable estimate for the amount of certified output available from the associated inputs. Organizations may determine and set their own conversion rates which shall be based upon past experience, documented and applied consistently. Guidance on conversion rates is published on the RSPO website (www.rspo.org); RSPO Rules for Physical Transition of Oleo-chemicals and its Derivatives. This is relevant for derivatives of Palm Oil and Palm Kernel Oil, as used in the oleo-chemical and personal care industries.	Conversion factor of CPO and PK production is depending on the actual OER and KER. Last year's average from February 2018 to January 2019 were 23.62% (OER) & 5.77% (KER).	Yes
5.10.2	Conversion rates shall be periodically updated to ensure accuracy against actual performance or industry average if appropriate.	The facility is using the actual extraction rate and therefore updating of rates is not necessary.	Yes
5.11. Claims –			

5.11.1	The site shall only make claims regarding the use of or support of RSPO certified oil palm products that are in compliance with the RSPO Rules on Market Communications and Claims.	RSPO trademark was not use. Nonetheless, the facility is aware with the requirements of the RSPO Rules on Market Communications and Claims	Yes
General corporate communications			
4.1	A corporate communication is one made by any RSPO member that highlights its membership of the RSPO and/or its commitment to the principles of the RSPO. Corporate communication is an 'off-product' claim.	No off-product claim made by Tetera POM and verified through document and site review (notice board, business card, shipping documentation, procurement/ purchasing document and promotional material etc).	Yes
4.2	In corporate communications a member is allowed to: a. Display its RSPO membership status b. Display the RSPO web address (www.rspo.org) c. State that the member supports the work of the RSPO d. State the member's history with regard to the RSPO. e. Use the RSPO trademark to promote its membership of the RSPO. Additionally, where an RSPO member displays the RSPO trademark in digital format this must be accompanied by the text 'Check our progress at www.rspo.org' where the link must lead to the member's profile page.	Not applicable as no off-product claim made by Tetera POM as to date.	Yes
4.3	In corporate communications RSPO members must not make any statement that may lead consumers to believe that RSPO membership by itself implies the selling of RSPO-certified oil palm products.	Not applicable as no off-product claim made by Tetera POM as to date.	Yes
4.4	Members must ensure that all communication is consistent, clear and cannot mislead consumers or other stakeholders as to the certified content of oil palm products in the member's own products.	Not applicable as no off-product claim made by Tetera POM as to date.	Yes
4.5	Members are not allowed to use the RSPO corporate logo as shown in the RSPO Rules on Market Communications & Claims document. This is for the sole use of the RSPO secretariat.	No evidence of RSPO corporate logo used by Tetera POM and verified through document and site review (notice board, business card, shipping documentation, procurement/ purchasing document and promotional material etc).	Yes

Business to business communications			
5.1	Business to Business communication relates to RSPO members in the supply chain selling to and/or communicating with other organizations in the supply chain about the use of certified sustainable oil palm products.	Business to business communication is demonstrated via shipping documentation and invoices to the next supply chain actor or buyer.	
5.2	When confirming the sale of certified oil palm products, members must adhere to the requirements of the RSPO SCCS. This includes stating the supply chain model and certificate number under which the claim is being made.	Shipping documentation verified and conformance with the requirements of RSPO SCCS. In the shipping documents (i.e tanker bill of lading), it stated that i.e product/commodity with SCC model (Crude Palm Oil RSPO IP) and RSPO certificate number; RSPO 666858. Refer to tanker bill of lading, no. HIR/LIV-01 dated 16/12/18.	Yes
5.3	Where a distributor or wholesaler takes title to products containing certified sustainable oil palm products, the requirements of the RSPO SCCS can follow either of two options: a. If the distributor or wholesaler holds only a Distributor license, it may only communicate RSPO-certified oil palm products by linking the product to the manufacturer using the manufacturer’s SCCS certificate number. This covers both brand and own brand products. However, in the case of own brand products it is essential that customers are aware that the product has been made on behalf of the distributor or wholesaler, with specific evidence either through on-pack claims or documentation. b. If the distributor or wholesaler is supply chain-certified they should follow the requirements outlined in section 5.2.	Tetere POM is not under distributor or wholesaler category. Thus, this requirement is not applicable.	Not applicable
5.4	A certified member can provide information to its customers detailing the presence of certified palm oil contained within a product even if it is not eligible for a product-specific under RSPO rules. The end product must not be labelled as certified or sold in such a way that implies RSPO certification.	Tetere POM is producing crude palm product and does not involved in any labelling of end product and the presence of certified palm oil contained within a product. This requirement is for the next supply chain actor and not applicable for POM.	Not applicable

	For example, a retailer or food service company may require a breakdown of all palm based ingredients within an end product and the certified status of each. This information may be provided by a certified RSPO member without constituting a product-specific claim.		
Business to consumer communication			
6.1	Only RSPO members that have supply chain certification are allowed to make business to consumer claims about the certified sustainable oil palm products contained within product(s), which are known as 'product-specific' claims. Product-specific claims are voluntary.	No business to consumer communication on product specific claim made Tetere POM and only producing crude and unfinished product. This is not applicable for POM.	Not applicable
6.2	Only RSPO members who have supply chain certification are authorised to use the RSPO trademark and/or RSPO label, with the exception of RSPO Credits and of retailers in accordance with 6.8 below.	No business to consumer communication on product specific claim made Tetere POM and only producing crude and unfinished product. This is not applicable for POM.	Not applicable
6.3	When on-pack claims on RSPO-certified sustainable oil palm products are used, the RSPO trademark and associated identification number must be present.	No business to consumer communication on product specific claim made Tetere POM and only producing crude and unfinished product. This is not applicable for POM.	Not applicable
6.4	Business to consumer communication shall not include information about the claimant's RSPO membership status.	No business to consumer communication on product specific claim made Tetere POM and only producing crude and unfinished product. This is not applicable for POM.	Not applicable
6.5	Members shall not communicate to consumers information about their suppliers' RSPO membership status.	No business to consumer communication on product specific claim made Tetere POM and only producing crude and unfinished product. This is not applicable for POM.	Not applicable
6.6	Use of the RSPO trademark is restricted to claims about RSPO-certified sustainable palm oil products and it is not authorised for use in relation to any other ingredient.	No business to consumer communication on product specific claim made Tetere POM and only producing crude and unfinished product. This is not applicable for POM.	Not applicable
6.7	Use of any other trademark or logo to highlight the presence of RSPO-certified sustainable oil palm products is an unauthorised product-specific claim.	No business to consumer communication on product specific claim made Tetere POM and only producing crude and unfinished product. This is not applicable for POM.	Not applicable

6.8	<p>RSPO members who are retailers or food service companies can apply for an RSPO trademark license for use in business to consumer communications, provided they can demonstrate the validity of these claims to an RSPO-accredited certification body (CB). This will be undertaken via a remote audit, prior to the trademark use, during which the retailer or food service company will need to demonstrate that the use of the trademark is in compliance with the rules contained within this document and that the claim itself can be supported through a certified supply chain. Any other palm oil claims, including those highlighting the absence of palm oil, must be highlighted to the CB during the audit to ensure that all claims comply with the requirements of these rules. The CB will confirm the outcome of these audits, to be conducted annually, to RSPO who may continue to grant a trademark license or withdraw permission based upon the audit findings. This is in keeping with the rules applying to RSPO supply chain certified members. The guidance document for audits is available on www.rspo.org.</p>	<p>No business to consumer communication on product specific claim made Tetere POM and only producing crude and unfinished product. This is not applicable for POM.</p>	<p>Not applicable</p>
MODULE A – IDENTITY PRESERVED & SEGREGATED SPECIFIC RULES			
Certified oil palm content (IP)			
	<p>For IP, 95% or above of the oil palm content must be RSPO IP-certified.</p>	<p>Oil palm content is 100% CPO and claim as RSPO IP-certified.</p>	<p>Yes</p>
	<p>For SG, 95% or above of the oil palm content must be SG, or a combination of SG and IP.</p>	<p>No SG claim made.</p>	<p>Yes</p>
	<p>Where there is any percentage of non-certified oil palm within the product, the reason for this must be fully justified and an action plan for moving to fully certified oil palm must be in place, in accordance with the requirements of the RSPO SCCS. In addition, the volume of non-certified oil palm products must be covered by the purchase of RSPO Credits of equivalent volume.</p>	<p>Oil palm content is 100% CPO and claim as RSPO IP-certified. All infeed material (FFB) is RSPO certified.</p>	<p>Yes</p>

Labelling and trademark (IP)		
	<p>Members are allowed to use the RSPO label in one of the following ways:</p> <ul style="list-style-type: none"> a. RSPO trademark which includes the tag 'CERTIFIED' or b. RSPO trademark which includes the tag 'This product contains certified sustainable palm oil'. Wherever a RSPO trademark is displayed, the applicable trademark license number must be shown immediately under or next to the trademark or the 'statement'. Font must be Calibri, font size must be at least 4pt (1.4 mm or 0.06 inch). In on-pack communications, the RSPO trademark can be printed anywhere on the pack. 	<p>As to date, no RSPO trademark used by Tetere POM.</p> <p style="text-align: center;">Yes</p>
Messaging (IP)		
	<p>Messaging ALLOWED in storytelling in product-related communications may include some or all of the following elements:</p> <ul style="list-style-type: none"> • The oil palm products contained in this product have been certified to come from RSPO sources. www.rspo.org • By choosing this product, you are sure it contains RSPO-certified palm oil. For more information: www.rspo.org • RSPO-certified sustainable oil palm products were kept apart from other oil palm products throughout the supply chain. www.rspo.org • Certified sustainable oil palm products can be traced back to RSPO-certified mills and plantations. www.rspo.org • The entire supply chain is monitored by independent, RSPO-accredited auditors. www.rspo.org • RSPO-certified sustainable palm oil has been produced to stringent environmental and social criteria. www.rspo.org • References to (or images of) particular RSPO-certified production units, if the relationship to those units can be shown by company records. 	<p>As to date, no RSPO trademark used by Tetere POM.</p> <p style="text-align: center;">Yes</p>

MODULE B – MASS BALANCE SPECIFIC RULES			
Minimum Mass Balance content (MB)			
	95% or above of the oil palm content must be RSPO MB-certified.	Tetere POM is producing RSPO IP product and no MB claim made as to date.	Yes
	Where there is any percentage of non-certified oil palm within the product, the reason for this must be fully justified and an action plan for moving to fully certified oil palm must be in place, in accordance with the requirements of the RSPO SCCS. In addition, the non-certified volume must be covered by equivalent volume of RSPO Credits.	Tetere POM is producing RSPO IP product and no MB claim made as to date.	Yes
Labelling and trademark (MB)			
	<p>Members are allowed to use the RSPO label in one of the following ways:</p> <ul style="list-style-type: none"> • Surrounded by the text: 'Certified sustainable palm oil'. • The RSPO label MUST contain the tag 'MIXED'. The tag MIXED designates oil palm products sourced under the Mass Balance (MB) supply chain system, which administratively balances inputs and outputs of certain palm oil volumes. The tag 'MIXED' on a product does not guarantee that the product itself contains the certified material; some or all of it may reside in a product that does not carry a claim. • The RSPO label can also include the statement: '[The palm oil contained in this product] contributes to the production of certified sustainable palm oil'. • Wherever the RSPO trademark is displayed, the applicable trademark license number must be shown immediately under or next to the trademark or the 'statement'. Font must be Calibri, font size must be at least 4 pt (1.4 mm or 0.06 inch). • In on-pack communications, the RSPO trademark can be printed anywhere on the pack. Further guidance on use of the trademark is 	Tetere POM is producing RSPO IP product and no MB claim made as to date.	Yes

	provided in the RSPO Trademark License Terms and Conditions and in Annex 1 of the Rules on Market Communications & Claims document.		
Messaging (MB)			
	<p>Messaging ALLOWED in storytelling in product-related communications includes:</p> <ul style="list-style-type: none"> • [Oil palm products]/[palm oil]/[palm kernel oil] from RSPO-certified mills and plantations were mixed with non-certified oil palm products in the supply chain. • The volume of [oil palm products][palm oil]/[palm kernel oil] in this product reflects an equivalent volume of palm oil or palm kernel oil produced by RSPO certified mills and plantations. • In off-product communications, reference to (or images of) particular RSPO-certified production units, if the relationship to those units can be shown in company records is allowed. 	Tetere POM is producing RSPO IP product and no MB claim made as to date.	Yes
	<p>Messaging NOT ALLOWED in storytelling in product-related communications:</p> <p>Anything that can lead consumers to believe that RSPO-certified palm products are (certified to be) part of the product.</p>	Tetere POM is producing RSPO IP product and no MB claim made as to date.	Yes
MODULE C – PARTIAL PRODUCT CLAIMS			
	<p>To increase awareness among consumers of the availability of sustainable oil palm products and to help accelerate the uptake, it is permissible to make a claim on product when the percentage of the oil palm content is less than 95% certified, but only when the following conditions have been met:</p> <ul style="list-style-type: none"> • The member making the claim is the end product manufacturer, is an RSPO member and is certified against the RSPO SCCS or is an RSPO retailer member authorized to use the trademark by the RSPO. 	Tetere POM is producing RSPO IP product and no MB claim made as to date.	Yes

	<ul style="list-style-type: none"> • At least 50% of the oil palm content has been supplied through an RSPO certified supply chain as IP, SG or MB. • The remainder of the oil palm content that is not RSPO-certified is covered by the purchase of RSPO Credits to an equivalent volume. • The product-specific claim is limited to only the following phrase: 'This product contributes to the production of certified sustainable palm oil'. • The use of the RSPO label with this claim is mandatory and must include the tag '50% MIXED'. No other percentage is allowable within this claim. 		
MODULE D – COMBINED SUPPLY CHAIN MODELS SPECIFIC RULES			
	<p>Where a mixture of inputs supplied through different RSPO supply chain models are present in a product, the following applies:</p> <p>75% IP + 20% SG => 95% SG claim is made 65% SG + 30% MB => 95% MB claim is made 55% MB + 40% B&C => 95% partial product claim can be made 45% SG + 55% B&C < 50% B&C claim can be made</p>	<p>Tetere POM is producing only RSPO IP product and no possibility of mixture inputs supplied. All infeed material (FFB) coming from RSPO certified estates and associated smallholders</p>	<p>Yes</p>
	<p>Where one supply chain model accounts for 95% of the oil palm content, the claim for this specific model may be made:</p> <p>95% IP + 5% MB => 95% IP IP claim can be made 95% SG + 5% MB => 95% SG SG claim can be made 95% MB + 5% C => 95% MB MB claim can be made</p>	<p>Tetere POM is producing only RSPO IP product and no possibility of mixture inputs supplied. All infeed material (FFB) coming from RSPO certified estates and associated smallholders</p>	<p>Yes</p>
5.12. Complaints			
<p>5.12.1</p>	<p>The organization shall have in place and maintain documented procedures for collecting and resolving stakeholder complaints.</p>	<p>Addressed in clause/section 5.12 of the supply chain SOP. Should there be any complaints from stakeholders pertaining supply chain issues, it will be handled through GPPOL's grievance procedure. There has been no complaint from any third party with regards to supply chain so far.</p>	<p>Yes</p>

5.13. Management Review			
5.13.1	The organization is required to hold management reviews annually at planned intervals, appropriate to the scale and nature of the activities undertaken.	RSPO SCC management review was last conducted on 30/1/2019. It was chaired by GM and attended by the management team.	Yes
5.13.2	The input to management review shall include information on: <ul style="list-style-type: none"> • Results of internal audits covering RSPO Supply Chain Certification Standard. • Customer feedback. • Status of preventive and corrective actions. • Follow-up actions from management reviews. • Changes that could affect the management system. • Recommendations for improvement. 	Based on the minutes of meeting, the following agendas were adequately recorded: <ul style="list-style-type: none"> • Results of internal audits covering RSPO Supply Chain Certification Standard • Customer feedback • Status of preventive and corrective actions • Follow-up actions from management reviews • Changes that could affect the management system • Recommendations for improvement 	Yes
5.13.3	The output from the management review shall include any decisions and actions related to: <ul style="list-style-type: none"> • Improvement of the effectiveness of the management system and its processes. • Resource needs. 	Discussion about the improvement of the effectiveness of the management system and its processes, and any resource needs were found to be included in the meeting minute.	Yes

Appendix E: CPO Mill Supply Chain Assessment Report (Module *D* - CPO Mills: *Identity Preserved*)

D.1 Definition		
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	Requirement	Evidence For any N/A raised, justification is required.	Compliance (Yes / No or N/A)
D.1.1	A mill is deemed to be Identity Preserved (IP) if the FFB used by the mill are sourced from plantation/ estates that are certified against the RSPO Principles and Criteria (RSPO P&C), or against the Group Certification scheme. Certification for CPO mills is necessary to verify the volumes and sources of certified FFB entering the mill, the implementation of any processing controls (for example, if physical separation is used), and volume sales of RSPO certified products. If a mill process certified and uncertified FFB without physically separating them, then only Module E is applicable.	Tetere palm oil mill received only certified FFB from supply base. Therefore qualifies for the Identity Preserved supply chain system and module. During the P&C assessment, the audit team verified the volumes and sources of certified FFB entering the mill, the implementation of processing controls and volume sales of RSPO certified products.	Yes
D.2 Explanation			
D.2.1	The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the certification body (CB) in the public summary of the P&C certification report. For an independent mill, the estimated tonnage of CPO and PK products must be recorded in the RSPO IT platform, supply chain certificate and public summary audit report. This figure represents the total volume of certified oil palm product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced shall then be recorded in each subsequent annual surveillance report.	The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill is recorded in this public summary report.	Yes
D.2.2	The mill must also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform).	The registration of Palm Trace is carried out by the NBPOL Logistic and Shipping Department based in Singapore. All transaction will be registered in the PalmTrace. Company has registered their mill in the PalmTrace:- Members ID – Tetere Oil Mill: RSPO_PO1000000131. Licence valid until 18/05/2019. Member category : Oil Mill	Yes

		Registration of palm trace (February 2018 to January 2018). Details of transaction can be found under table C.	
D.3 Documented procedures			
D.3.1	The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following: a. Complete and up to date procedures covering the implementation of all the elements in these requirements;	Latest written documented procedures GPPOL SOP MGT- 001 for the chain of custody is with Identity Preserved (IP) model covering all the RSPO Supply Chain Certification Standard and Traceability for handling certified FFB.	Yes
	b. The role of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site's procedures for the implementation of this standard.	Stipulated in the SOP, TOM Supply Chain Guideline; GPPOL SOP MGT- 001 has identified every responsible personal who involved in the implementation RSPO Supply Chain Certification. The General Manager, Mill Manager and the Estate Manager plus all plantations Managers, supervisors and all staff employed in all mills are aware of, and follow this guideline. The mill manager has the responsibility to ensure implementation assisted by the on-site compliance executive. The IP model is applied because only certified FFB from own supply base is received and processed at Tetero Oil Mill. The mill manager and assistant manager have awareness of the supply chain system. The manager has overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. RSPO Supply Chain training has been conducted on 10/1/2019 by Sustainability Manager and Mill assistant manager. Assistant Manager, shipping and weighbridge operator have attended the training and attendant list is sighted.	Yes

D.3.2	The site shall have documented procedures for receiving and processing certified FFBS.	Tetere Oil mill has documented procedures GPPOL SOP MGT-001 for the incoming FFB, processing and outgoing palm products (CPO and PK). The procedure covers receiving and processing certified and non-certified FFBS.	Yes
D.4 Purchasing and goods in			
D.4.1	The site shall verify and document the tonnage and sources of certified FFBS received.	Daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the certified. Records verified by internal and external audit. The accompanying documents of incoming FFB from own estate are estate's weighing bridge tickets which has the info about name of estate, RSPO certificate number, weighbridge ticket number, seal number, date of delivery, field number, number of bunches. Upon arrival at the mill, the mill issues its weighbridge ticket as confirmation of receipt.	Yes
D.4.2	The site shall inform the CB immediately if there is a projected overproduction of certified tonnage.	The facility is aware of this procedure. There was no projected overproduction for the period under review from February 2018 – January 2019.	Yes
D.5 Record keeping			
D.5.1	The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis. <i>IP Mill must report on real time basis.</i>	Record of all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK has been monitored using Daily Mill Production Records (DMPR) – data obtained from SAP system.	Yes
D.6 Processing			
D.6.1	The site shall assure and verify through documented procedures and record keeping that the RSPO certified oil palm product is kept separated from non-certified oil palm product including during transport and storage to strive for 100% separation.	During this assessment it was confirmed that only certified source of FFB from own plantation is processed. This ensures that there is no possibility of mixing during processing.	Yes

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Supply Chain Declaration *(Applicable For Appendix E)*

A. Monthly Records of Certified and Uncertified FFB Received since the last audit (Feb 2018- Jan 2019)				
No.	Month - Year	Volume of FFB from certified supply bases (mt)	Volume of FFB from uncertified supply bases (mt)	Total FFB/Month (mt)
1	Feb 2018	12,695	-	12,695
2	Mar 2018	15,622	-	15,622
3	Apr 2018	16,239	-	16,239
4	May 2018	16,027	-	16,027
5	Jun 2018	15,797	-	15,797
6	Jul 2018	14,261	-	14,261
7	Aug 2018	11,810	-	11,810
8	Sep 2018	11,006	-	11,006
9	Oct 2018	11,905	-	11,905
10	Nov 2018	12,457	-	12,457
11	Dec 2018	9,908	-	9,908
12	Jan 2019	13,049	-	13,049
13	Total	160,776	-	160,776

B. Monthly Records of Certified CPO & PK since the last audit (Feb 18 – Jan 19)			
No.	Month - Year	Certified CPO (mt)	Certified PK (mt)
1	Feb 2018	3,019	737
2	Mar 2018	3,675	894
3	Apr 2018	3,716	930
4	May 2018	3,799	899
5	Jun 2018	3,720	916
6	Jul 2018	3,205	857
7	Aug 2018	2,757	704
8	Sep 2018	2,565	658
9	Oct 2018	2,889	669
10	Nov 2018	3,079	709
11	Dec 2018	2,402	566
12	Jan 2019	3,150	742

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13	Total	37,976	9,281
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C. Records of Certified CPO & PK Sold under PalmTrace to Buyers since the last audit (if any) <i>(Feb 18 – Jan 19)</i>				
No.	Buyers Name	Palmtrace Trading License Number	Certified CPO Sold (mt)	Certified PK Sold (mt)
1.	Buyer 1	TR-2e4c7273-d089	4,501.28	0
2.	Buyer 2	TR-267e3eff-804a	1,493.84	0
3.	1	TR-8c6e628b-2641	1,054.69	0
4.	1	TR-f9f200b4-f5a9	1,582.04	0
5.	1	TR-f3d78332-cf4b	1,054.69	0
6.	3	TR-91571e2a-7c96	1,002.41	0
7.	2	TR-6a2a0d14-9ce0	1,496.39	0
8.	1	TR-d45d0064-8eec	2,004.82	0
9.	1	TR-cd9128c0-24fb	3,504.77	0
10.	2	TR-689b6d9e-91ac	1,489.15	0
11.	1	TR-14310148-730f	500.17	0
12.	1	TR-f04d050d-66a3	1,000.34	0
13.	1	TR-8cbe1b6c-93a8	1,500.52	0
14.	1	TR-6b77e975-b783	1,150.4	0
15.	3	TR-c8db170b-730d	1,300.5	0
16.	3	TR-48755336-ca8b	1,500.58	0
17.	1	TR-3d284d45-fe45	501.67	0
18.	1	TR-f2f640e5-f148	501.67	0
19.	1	TR-e46a35af-5572	1,502.07	0
20.	1	TR-5ec03cc4-94d9	1,003.35	0
21.	1	TR-fd397df2-1b31	1,753.99	0
22.	1	TR-a5964ac3-664f	501.14	0
23.	3	TR-1670bf36-f98d	250	0
24.	2	TR-f0ad656a-11c7	750.07	0
25.	1	TR-d3b5c221-edaa	507.75	0
26.	1	TR-1169c61e-f605	3,554.22	0
27.	4	TR-dfcf0bb3-50af	0	455
28.	4	TR-d706dfa8-34bc	0	196
29.	4	TR-8fdf1a9d-79c9	0	694
30.	4	TR-166b85ea-4c28	0	150
31.	4	TR-d2b45088-1255	0	197

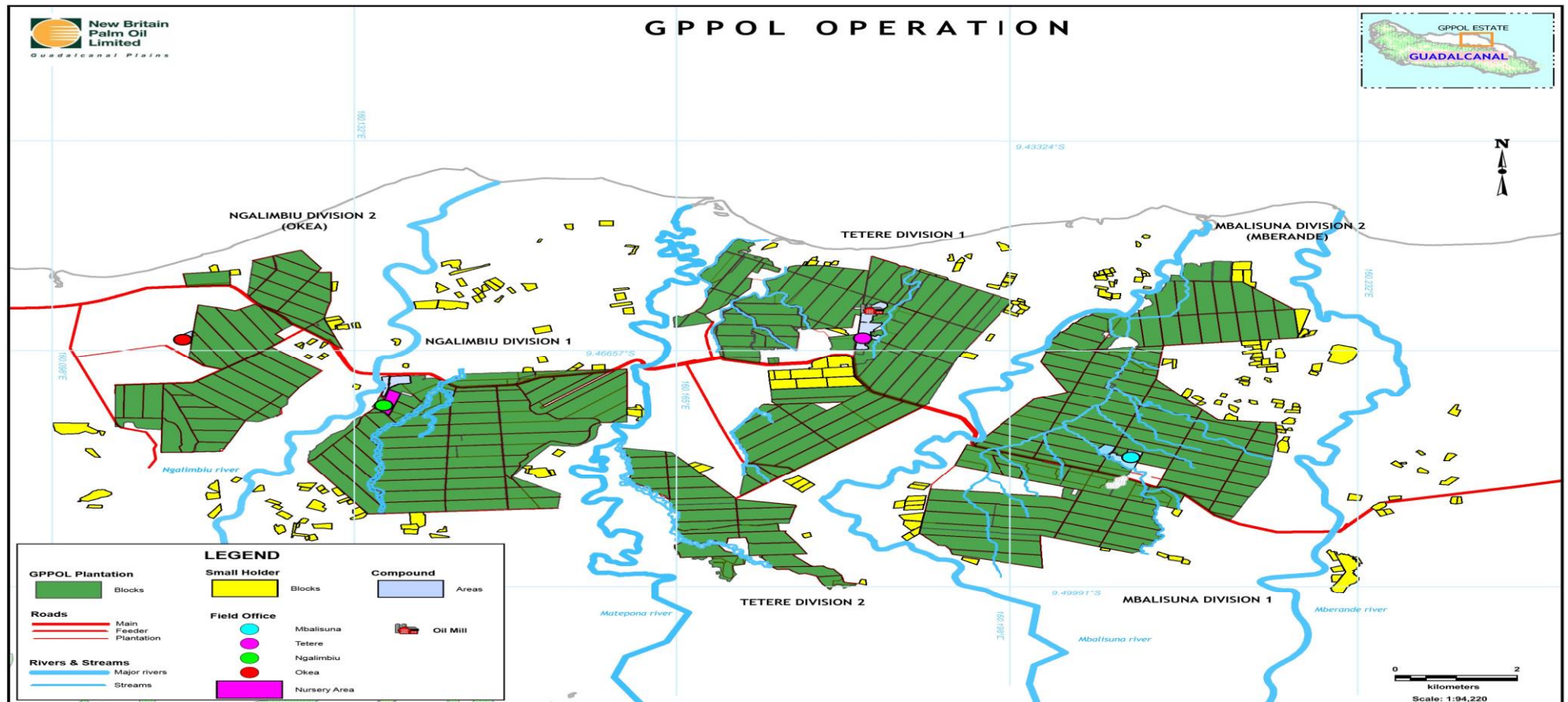
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32.	4	TR-07835c64-dcae	0	877
33.	4	TR-59c882df-8527	0	142
34.	4	TR-7c8f201e-6050	0	143
35.	4	TR-6fda1029-ebfb	0	898
36.	4	TR-d45d0064-6f81	0	150
37.	4	TR-18d5a477-1e65	0	780
38.	4	TR-57c2b583-7286	0	145
39.	4	TR-5e833726-b5e4	0	194
40.	4	TR-ff22168c-8c3e	0	902
41.	4	TR-0b32bba2-0ec4	0	902
42.	4	TR-32ff1037-1028	0	153
43.	4	TR-f0a82f92.dc3d	0	152
44.	4	TR-15e38f6a-d982	0	573
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		Total	36,962.52	8,374

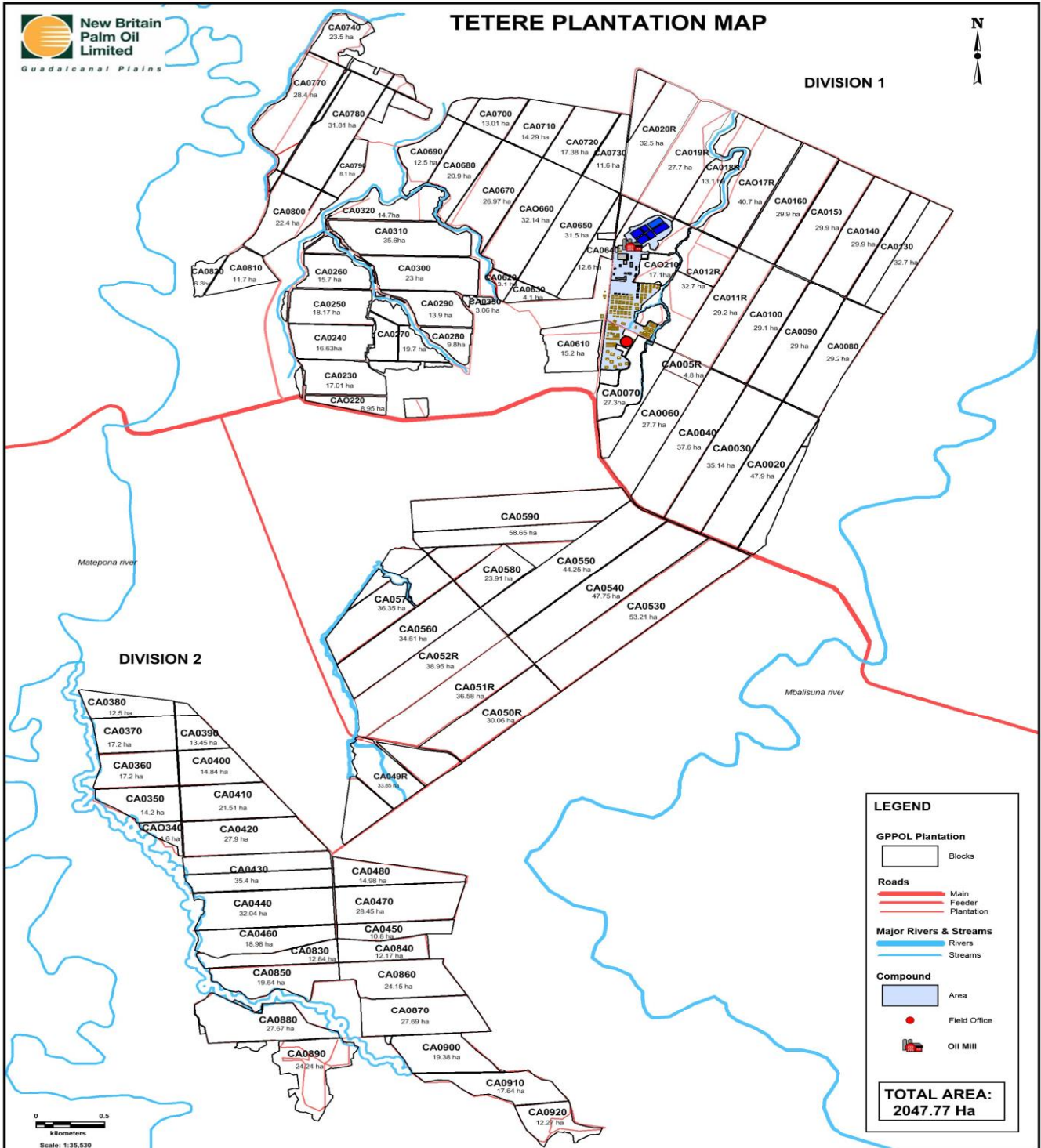
D. Records of CPO & PK Sold as conventional to Buyers since the last audit (if any)			
No.	Buyers Name	CPO Sold (mt)	PK Sold (mt)
Nil			

E. Records of Certified CPO Sold under RSPO Credits to Buyers since the last audit (if any)			
No.	Buyers Name	PalmTrace Trading License Number	RSPO Credits of Certified CPO Sold (mt)
Nil			

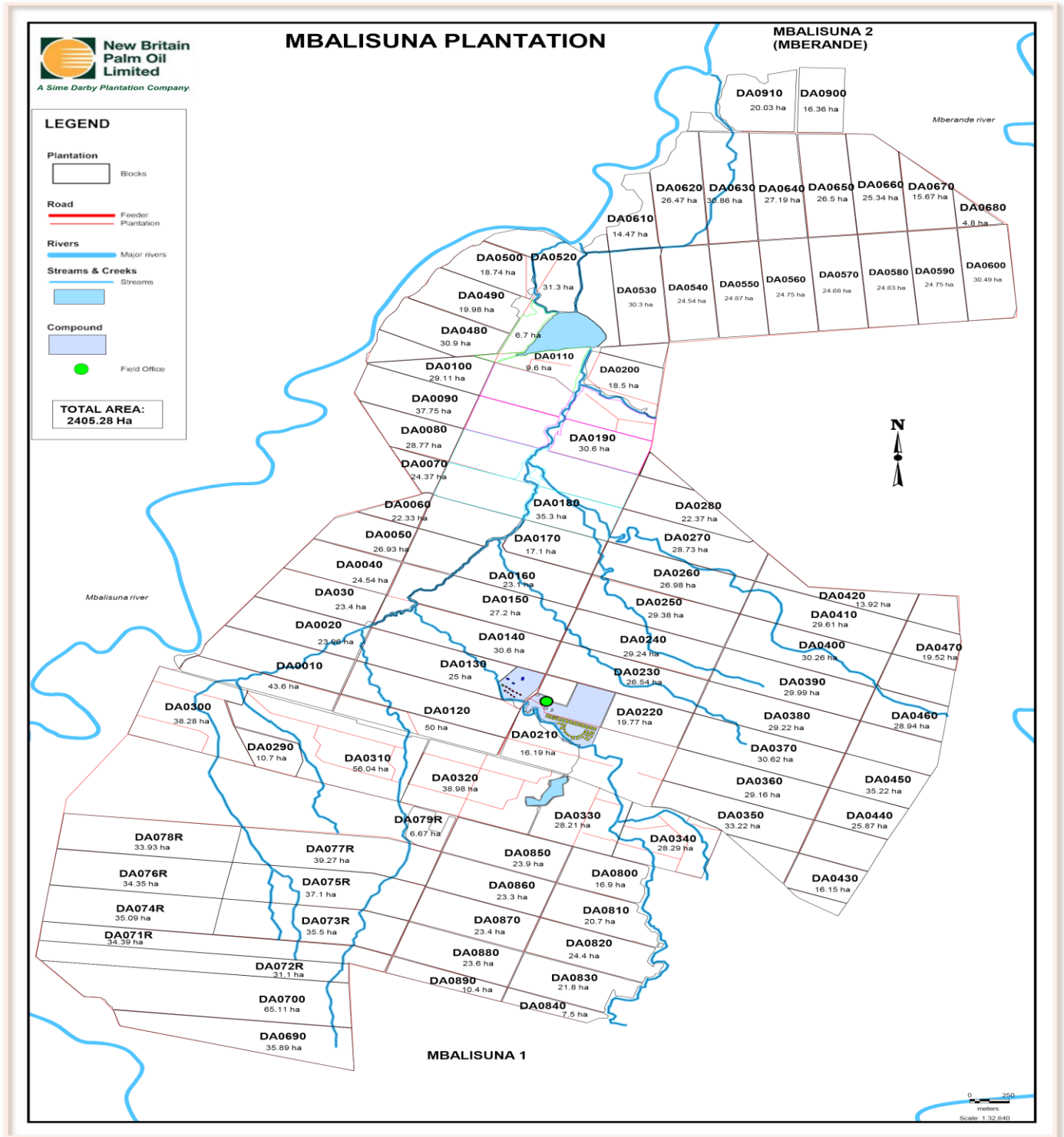
Appendix F: Location Map of Tetera Palm Oil Mill and Supply bases



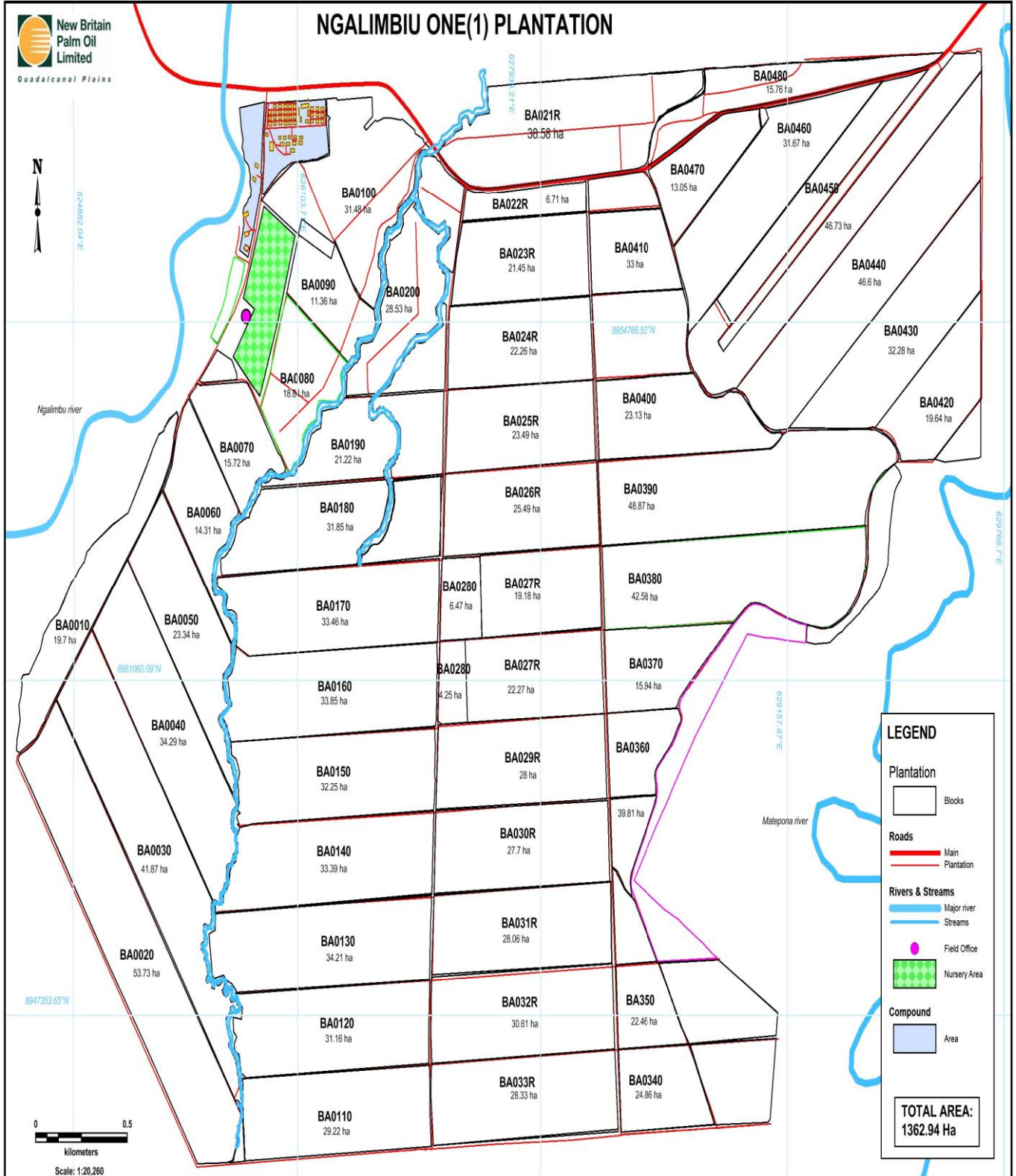
Appendix G: Tetere Estate Field Map



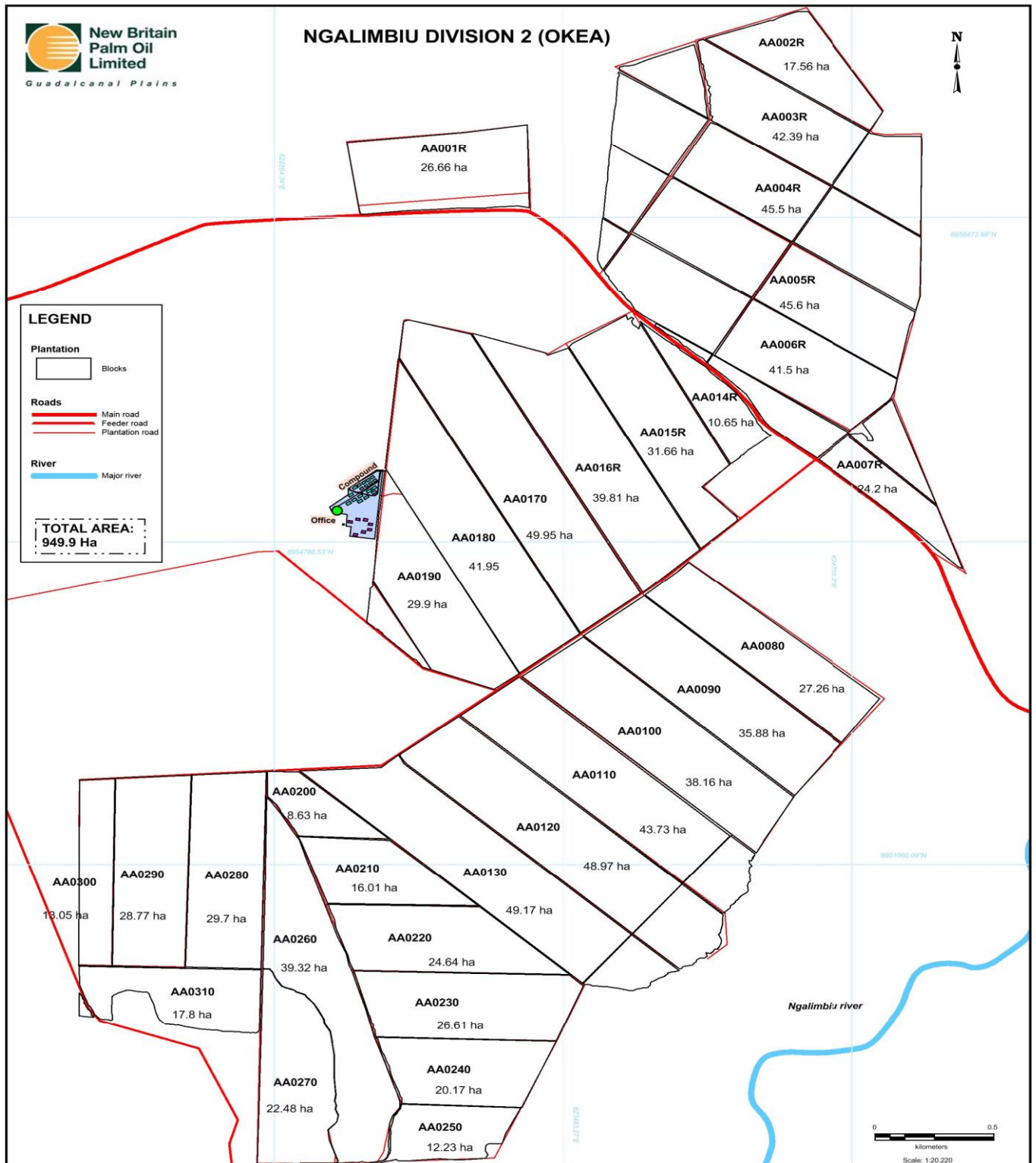
Appendix G: Mbalisuna Estate Field Map



Appendix G: Ngalimbiu Estate Field Map



Appendix G: Ngalimbiu Estate (Okea Division) Field Map



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Appendix H: List of Smallholder Sampled *(If applicable – scheme/associated/group certification)*

No.	Smallholder Block Number	Name of Registered Smallholder (as per Land Title)		Total Hectares stated on title / Ha	Total Hectares planted with OP	Sampled Smallholders for assessment					
		First Name	Last Name			IAV	ASA 1	ASA 2	ASA 3	ASA 4	RC
1	45	JUNE	SAKI	4	4						
2	55	NATHAN	BOSA	4	2.7						
3	84	JENNY	SAKI KAKAI	4	4.15						
4	105	DAVID	BAKANI	4	17.6		x				
5	111	NORMAN	THUGEA	4	0.95						
6	116	JAMES	NGELEA	4	4.34		x				
7	117	EDWARD	PORU	4	2.87			x			
8	118	ALFRED	THUGEA	4	2.96						
9	121	JACOB	SALE	4	8.09						
10	122	ALLAN MATEA	SIKUA	4	7.43			x			
11	123	ALFRED	BATA	4	3.2		x				
12	124	BENEDICT	GARIMANE FAMILY	4	2.32						
13	133	KAOUTAVE	CHRISTIAN SCHOOL V	4	1.39						
14	134	KAUTOGA	LPC	4	20.47				x		
15	135	JOHN	SALE	4	3.32		x				
16	136	ROBERT	CHEDI	4	0.79						
17	138	REUBEN	TAWASI	4	1.37						

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No.	Smallholder Block Number	Name of Registered Smallholder (as per Land Title)		Total Hectares stated on title / Ha	Total Hectares planted with OP	Sampled Smallholders for assessment					
		First Name	Last Name			IAV	ASA 1	ASA 2	ASA 3	ASA 4	RC
18	139	JOHN	SELWYN SUBA	4	3.56						
19	140	FRANCISE	THUGEA	4	6.03						
20	141	LEONARD	BETA	4	1.97			x			
21	142	TIMOTHY	TANGITHIA	4	3.84						
22	143	JUDAH	POA	4	1.83						
23	149	HENDRY	VOUTAR	4	1.88		x				
24	150	JOHN	SALO	4	4.07						
25	151	JACOB	VOO	4	2.82						
26	152	JOHN	OGOGA	4	1.61			x			
27	153	STEPHEN	KUNIA	4	1.98						
28	154	FR.JOHN	CHRISTIAN MANETHA	4	1.29			x			
29	155	STEPHEN	BOSAMETE	4	1.35						
30	157	MARY	DOKE	4	1.52						
31	158	BARNABAS	PAROLE	4	1.8						
32	159	SAMUEL	KURI (SR)	4	4.75						
33	160	LUKE	TAUTO (JR)	4	1.94						
34	161	ROBERT	RAMAU	4	2.04		x				
35	162	NELSON	TOLE	4	1.42						
36	163	AMOS	BULA & PHILIP MAKA	4	2.08						

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No.	Smallholder Block Number	Name of Registered Smallholder (as per Land Title)		Total Hectares stated on title / Ha	Total Hectares planted with OP	Sampled Smallholders for assessment					
		First Name	Last Name			IAV	ASA 1	ASA 2	ASA 3	ASA 4	RC
37	164	ALICE	KOKUE	4	1.51						
38	165	MICHAEL	SERO	4	2.43						
39	166	ROBERT	SIKUA	4	3						
40	167	NELSON	MATAI	4	10.19						
41	168	EDDIE	NICKSON BROTHERS AND	4	2.2						
42	170	JOHN	KAKAMO	4	3.67		x				
43	171	BRENEDETA	VAUAUA	4	1.68						
44	172	MICHAEL	MELU	4	3.36		x				
45	174	PAUL	TUBARA	4	2.25			x			
46	175	TITUS	PULOGITA KAMATA	4	3.23						
47	178	JOHN	ROSS IVAENA	4	2.05			x			
48	181	JOHN	UGI	4	2.88						
49	185	JACKSON	MEDO	4	3.18						
50	187	PATTESON	PARA	4	4.15						
51	188	JOHN	TITUS	4	2.33						
52	189	JULIO	RAVA	4	2.33						
53	190	JOB	TANGITHIA	4	5.68		x				
54	191	BARNABAS	GIGIA	4	1.78						

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No.	Smallholder Block Number	Name of Registered Smallholder (as per Land Title)		Total Hectares stated on title / Ha	Total Hectares planted with OP	Sampled Smallholders for assessment					
		First Name	Last Name			IAV	ASA 1	ASA 2	ASA 3	ASA 4	RC
55	192	JOHN	MANENEGELEA	4	3.04						
56	193	DAVID	VELE	4	2.16				x		
57	194	JOHN	KINA	4	1.73						
58	195	FESTUS	VALE	4	2.18						
59	196	SAM	TALU	4	1.5						
60	197	SAMUEL	ONO	4	3.26		x				
61	198	REGINOLD	KOETHIVOVA	4	2.1						
62	199	BILLY	TALU	4	3.64				x		
63	202	MICHAEL	BUBUSA	4	3						
64	203	WILSON	EVO	4	3.55						
65	204	MICHAEL	BOSA	4	2.36						
66	205	JONATHAN	PAUL BOSALI	4	2.15		x				
67	206	JAMUEL	THUGIA	4	25.39			x			
68	212	PHILIP	TAVAKE	3	0.95		x				
69	214	NATHANIEL	ILUKE	4	2.38						
70	215	PETER	LEUA	4	1.83		x				
71	217	JOHN	BLIGHT	4	1.86		x				
72	218	PETER	TOLA	4	1.31						
73	222	JOSEPH	MALINA (JR)	4	4.12						

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No.	Smallholder Block Number	Name of Registered Smallholder (as per Land Title)		Total Hectares stated on title / Ha	Total Hectares planted with OP	Sampled Smallholders for assessment					
		First Name	Last Name			IAV	ASA 1	ASA 2	ASA 3	ASA 4	RC
74	223	PATTERSON	BASOA	4	3						
75	232	RICHARD	LEUA	4	1.13						
76	233	PHILIP	MAKA	4	1.16						
77	236	CHARLES	SAEMANEA	4	1.92						
78	237	DANIEL	TOLIA	4	3.54						
79	238	ALFRED	RONI	4	1.57						
80	239	MEROLYN	NONI	5	5.13		x				
81	240	JOHN	RONI	4	2.8						
82	241	PAUL	PUPURA	4	1.01						
83	243	JOHN SELWYN	KUTHA	4	1						
84	244	ALOISO	MANEGHAUA	4	1.61						
85	245	MANIFEST	SAMU	4	1.43						
86	248	ELWIN	KOETHIWOA	4	6.78						
87	250	PHILIP	SOPAGE	4	2.8						
88	251	PHILIP	GHETI	4	2.67						
89	255	JOHN	THUGEA	4	2.7						
90	256	MARK	SALEPARA	4	2.65						
91	258	SOLOMON	PUPULO	4	3						
92	259	JOHN	LAKA	4	3.16						

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		First Name	Last Name			IAV	ASA 1	ASA 2	ASA 3	ASA 4	RC
93	260	PATTESON	TABALA	4	3						
94	266	JACOB	LIULIU	4	0.99						
95	267	NICKSON	LEUA	4	0.39						
96	268	NELSON	PEGOA	4	2.98				x		
97	269	STEPHEN	VOTA	4	2.78						
98	270	RICHARD	BUTO	4	1.87						
99	272	KAUTOGA	A	75	5.98		x				
100	273	KAUTOGA	B	10	6.08						
101	275	DAVID	KOGANA	3	0.61						
102	280	BARTHOLOMEW	VAVANGA	4	3						
103	281	JIMMY	CHEDI	3	2.61						
104	294	POLYCARP	MANENGELEA	4	1.85						
105	296	FRANCISE	KULAGA	4	1.59						
106	297	PAUL	KAONI	4	1.44						
107	298	MATILDA	GHAOKA	4	0.46						
108	303	ANNIE	SUBUTO	3	0.93						
109	307	JOSEPH	ALEX	4	1.9			x			
110	309	JOEL	RAVA	7	1.32						
111	310	FR EDMOND	RUKALE	3	4.87			x			
112	312	JOHN	KIRISA	3	3.31						
113	313	JOHN	TINONILE	3	2.87						

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No.	Smallholder Block Number	Name of Registered Smallholder (as per Land Title)		Total Hectares stated on title / Ha	Total Hectares planted with OP	Sampled Smallholders for assessment					
		First Name	Last Name			IAV	ASA 1	ASA 2	ASA 3	ASA 4	RC
114	314	TERRY	VARAKEA	8	5.84		x				
115	315	KENNEDY	BROWN	3	0.47						
116	317	FRANCIS	SESELE	3	1.46						
117	318	ELIZABETH	ITANIA	3	1.13						
118	319	JUNE	RATU	5	1.33			x			
119	321	NICKSON	GHOABATA	3	1.76						
120	322	JOHN	TANGITHIA	3	0.86						
121	323	MARK	LEUA	3	1.43						
122	324	ERIEL	ASI	3	0.47						
123	325	MATHEW	RONI	3	0.45						
124	326	LUKE	MITINI	3	1.01						
125	327	JANISTANT	VOGHAMANE	3	2.89				x		
126	330	HENCE	TUTU	6	1.93				x		
127	331	MICHAEL	TAULE	5	3.23		x				
128	333	GEFFERY SAEA	PEGOA	8	1.72						
129	335	GABRIEL	BUNIA	3	1.25						
130	337	EDDIE	KWAUBELI	3	1.87						
131	339	TIMOTHY	ROSE	3	2.23						
132	340	JAMUEL	FRED	10	2.79						
133	341	LUKE	MAE	4	0.89						
134	347	MOSES	KARUKU	5	3.7						

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No.	Smallholder Block Number	Name of Registered Smallholder (as per Land Title)		Total Hectares stated on title / Ha	Total Hectares planted with OP	Sampled Smallholders for assessment					
		First Name	Last Name			IAV	ASA 1	ASA 2	ASA 3	ASA 4	RC
135	349	NICHOLAS &	EDLYN	5	3.63				x		
136	351	RACHEL	VELESI	6	4.23						
137	352	LEONE	THUGEA A	3	1.75						
138	353	LEOTINA	THUGEA	3	1.34						
139	354	NESTOR	VAGAA	5	1.52						
140	355	GRACE	VURE	3	2.48						
141	360	JUDA &	HELLEN	3	1.37						
142	362	STEPHEN	PAENI	3	3.17						
143	363	WILLIAM	TALU	3	2.45						
144	364	VAUA	FAMILY PROJECT	10	18.38						
145	365	DOUGLAS	TAGABASOE	3	1.15						
146	366	DONALD	RAMAU	3	1.13						
147	367	DANIEL SADE	TARAI	3	0.8						
148	369	HELLEN	MAE	3	0.99		x				
149	370	JOHN	PEGOA JUNIOR	12	8						
150	371	JOHN	TATAI	3	1.96						
151	372	JAMES	POGULA JUNIOR	10	3.54						
152	374	MATHEW	MALEGE	5	3						
153	375	SOLOMON	DIKA	3	3						
154	376	ERICK	ATA	5	1.65						
155	377	RHODA	MATAI	5	5.08						

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		First Name	Last Name			IAV	ASA 1	ASA 2	ASA 3	ASA 4	RC
156	379	PETER	BONAI	3	0.9						
157	382	TIMOTHY (JNR)	UROBO	3	2.4						
158	383	SAMUEL	TOLOBUA	3	0.8						
159	384	ABEL	LEUA	4	1.72						
160	385	BETIKAMA	ADVENTIST SCHOOL	10	10.94						
161	386	ROSEMARY	RAVEA	2	3						
162	389	JACK	BOLI	3	1.6						
163	390	BARNABASS	HARRY	3	0.75						
164	392	NICHOLAS PERESINI &	CHRIS SIKUA	4	1.71						
165	394	MARY	JINO	3	2.6						
166	395	CATHERINE	VEKE	3	2.3						
167	396	TIMOTHY	PAGARA	3	2.2						
168	397	WILLIAM	TARAUVA	4	0.47						
169	398	CLAYTON & RICKSON	LUKISI	3	1.02						
170	400	ANA	BOSA	4	1.29						
171	403	CHANNEL	MANDIKA	3	1.07				x		
172	404	JAMES	TATAGO	3	2.5						
173	405	SAMUEL	TAKULE	3	1.29						
174	406	GARNET	MAURI	5	3.4						
175	407	FRANCIS	KAPELI JR	3	1.73						
176	408	ALFRED	SAA	4	2.5						

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		First Name	Last Name			IAV	ASA 1	ASA 2	ASA 3	ASA 4	RC
177	409	ALFRED	LEUA	3	1.86						
178	410	LOA	MANEGHAVA	4	3						
179	412	PRETTY	PIQU	3	1.3						
180	413	WILSON	SUKULU	7	2.46						
181	414	STEWART	KEMA	3	1.8						
182	415	JOHN	TILA	3	1.38						
183	416	DORA	MANEBONA	3	1.68						
184	420	ALLAN	KUVIA	18	2.8						
185	421	MICHAEL	VOTA	3	3.52				x		
186	422	CHARLTON	DENVOR	3	1.24				x		
187	423	DANIEL	WOTO	3	1.64						
188	424	FELICITY	NGELEA	3	1.82						
189	425	MAGARET	MAETELIA	10	1.99						
190	427	SOGA	FAMILY	3	3.37						
191	428	SOLOMON	BOKISIA	2	0.77			x			
192	430	JOHN HARRISON	SAVULOKO	2	1.02						
193	431	PR.WILSON	TAGADAENA	6	6.14						
194	433	SAMUEL	FAMILY	3	3.76						
195	434	REGINALD	HOE	5	3.01						
196	436	JDM	SEKO	3	0.91						
197	437	MOSTEIN	PITUA	5	2.99						

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		First Name	Last Name			IAV	ASA 1	ASA 2	ASA 3	ASA 4	RC
198	438	ALFRED	WOTO	5	3						
199	439	DAVID	SELEI	5	1.47						
200	440	MATHEW	BRAIN	5	1.25						
201	441	JAMES	POGHULA JNR	5	2.18						
202	442	ALLEN	KIBOA	5	1.85						
203	443	MANEBONA	TOGHANA	5	1.09						
204	444	EMELY	RONI	6	0.88						
205	445	LYDIA	PIRO	3	1.14				x		
206	446	GODFREY	LEUA	5	1.32						
207	454	ALFRED	MAEKE	5	3.21						
208	456	VERONICA	SEKANI	3	1.03						
209	457	ALFRED	POKANA	4	1.38						
210	461	JOHNSON	VOGITHIA	10	4.97						
211	462	MARGRET	DAEA	3	0.92						
212	463	ROSEMARY	VUTIANDE	5	3		x				
213	464	GEORGE	KURIA	3	1.14						
214	465	MR.GEORGE TOTO /	MARK RUKALE	3	2.37						
215	466	CHARLES	BUNIA	4	1						
216	467	CHARLES	MAU	5	1.71						
217	468	LORRINA	GUSZIA	3	0.83						
218	469	NELSON	MATAI SNR	3	1.21						

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		First Name	Last Name			IAV	ASA 1	ASA 2	ASA 3	ASA 4	RC
219	470	ALICE	SAGO FAMILY	5	0.97						
220	472	DIDAN	PARA	3	1.37						
221	473	DEXTA	ELWIN	3	1.48						
222	474	CHARLES	OHAOHA	4	2.99						
223	475	PHYLISTUS	SUTE	3	1.63						
224	477	DOROTHY	PERESINI	13	13.7						
225	478	CATHERINE	GNORIA	13	13.57				x		
226	479	PHILISTUS	TITILI	13	13.38						
227	480	REBECCA	SULE	13	13.4						
228	481	SELINA	SIKUA	13	13.2						
229	482	GUDI	TOME	13	13.49						
230	483	ESTHER	PATTY	13	13.41						
231	485	JOHN	THUGEA	2	2						
232	486	MARY	GRIFFIN	3	2.53						

Appendix I: List of Abbreviations

a.i	Active Ingredient
BOD	Biochemical Oxygen Demand
CB	Certification Bodies
CHRA	Chemical Health Risk Assessment
COD	Chemical Oxygen Demand
CPO	Crude Palm Oil
CSPO	Certified Sustainable Palm Oil
CSPKO	Certified Sustainable Palm Kernel 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
IP	Identity Preserved
IS - CSPO	Independent Smallholder Certified Sustainable Palm Oil
IS – CSPKO	Independent Smallholder Certified Sustainable Palm Kernel Oil
IS – CSPKE	Independent Smallholder Certified Sustainable Palm Kernel Expeller
ISCC	International Sustainable Carbon Certification
LD50	Lethal Dose for 50 sample
MB	Mass Balance
MSDS	Material Safety Data Sheet
MT	Metric Tonnes
OER	Oil Extraction Rate
OSH	Occupational Safety and Health
PK	Palm Kernel
PKO	Palm Kernel Oil

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POM	Palm Oil Mill
POME	Palm Oil Mill Effluent
PPE	Personal Protective Equipment
RSPO	Roundtable on Sustainable Palm Oil
P&C	Principles & Criteria
RTE	Rare, Threatened or Endangered species
SCCS	Supply Chain Certification Standard
SEIA	Social & Environmental Impact Assessment
SIA	Social Impact Assessment
SOP	Standard Operating Procedure
GPSS	Guadalcanal Plains Securities Services