

**RSPO PRINCIPLE AND CRITERIA –
Recertification Assessment (RC)
Public Summary Report**

Carotino/JC Chang Group
Client company Address: Unit 30-01, Level 30, Menara Landmark No. 12, Jalan Ngee Heng, 80000 Johor Bahru Johor, Malaysia
Certification Unit: Melewar Palm Oil Mill (Melewar Production Unit) Loked Bag No. 11 91109 Lahad Datu Sabah, Malaysia

TABLE of CONTENTS

Page No

Section 1: Scope of the Certification Assessment.....	4
1. Company Details	4
2. Certification Information	4
3. Other Certifications.....	4
4. Location(s) of Mill & Supply Bases	5
5. Description of Supply Base	5
6. Plantings & Cycle.....	5
7. Certified Tonnage of FFB (Own Certified Scope)	6
8. Certified Tonnage of FFB (from other certified unit(s)) if applicable *.....	6
9. Non-Certified Tonnage of FFB (outside supplier – excluded from certificate) if applicable	6
10. Certified Tonnage	6
11. Actual Sold Volume (CPO)	7
12. Actual Sold Volume (PK)	7
13. Actual Group certification Claims	7
Section 2: Assessment Process	8
2.1 Assessment Methodology, Programme, Site Visits.....	8
2.3 Assessment Plan	11
Section 3: Assessment Findings	13
3.1 Normative requirement applied for this assessment:.....	13
3.2 Time Bound Plan progress for multiple management units	13
3.3 Progress of scheme smallholders and/or outgrowers (if applicable to this assessment)	15
3.4 Details of findings	15
3.4.1 Status of Nonconformities Previously Identified and Observations	20
3.4.2 Summary of the Nonconformities and Status.....	22
Formal Signing-off of Assessment Conclusion and Recommendation	25
Appendix A: Summary of Findings	26
Appendix B: Approved Time Bound Plan.....	100
Appendix C: GHG Reporting Executive Summary	104
Appendix D: General Chain of Custody Requirements for the Supply Chain.....	106
Appendix E: CPO Mill Supply Chain Assessment Report (Module E - CPO Mills: Mass Balance)...119	
Supply Chain Declaration (<i>Applicable For Appendix E</i>).....	124
Appendix F: Location Map of Melewar Certification Unit and Supply bases.....	127
Appendix G: Gerola Estate Field Map.....	128

Appendix H: Tye Yang Estate Field Map129
Appendix I: List of Smallholder Sampled (*If applicable – scheme/associated/group certification*)130
Appendix J: List of Abbreviations131

Section 1: Scope of the Certification Assessment

1. Company Details			
RSPO Membership Number	2-0029-06-000-00	Membership Approval Date	05/03/2010
Parent Company Name	Carotino/JC Chang Group		
Address	Unit 30-01, Level 30, Menara Landmark, No. 12, Jalan Ngee Heng 80000 Johor Bahru, Johor, Malaysia		
Subsidiary (Certification Unit Name)	Melewar Palm Oil Mill (Melewar Production Unit)		
Address	Locked Bag No. 11 91109 Lahad Datu, Sabah, Malaysia		
Contact Name	Mr Seow Chee Chiang		
Website	www.carotino.com	E-mail	seowcc@jcc.com.my
Telephone	+607 2231633 (Head Office) +6089 567012 (Mill)	Facsimile	+607 224 1546 (Head Office) +6089 563091 (Mill)

2. Certification Information			
Certificate Number	RSPO 651276	Date of First Certification	07/02/2014
		Certificate Start Date	06/02/2019
		Certificate Expiry Date	05/02/2024
Scope of Certification	Palm Oil and Palm Kernel Production from Melewar Palm Oil Mill and supply base (Gerola Estate, Tye Yang Estate, Melewar Estate 1, Pahang Oil Palm Estate 2, Pahang Oil Palm Estate 3)		
Applicable Standards	RSPO P&C MY-NI 2014; RSPO Supply Chain Certification Standard 2017 (CPO Mill – Module E Mass Balance)		

3. Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
50450564MSPO	MS2530-4:2013 MSPO Part 4: General Principles for Palm Oil Mills	DQS Certification (M) Sdn Bhd	25/06/2020
	MS2530-3:2013 MSPO Part 3: General Principles for Oil Palm Plantations and Organized Smallholders		25/06/2020
EU-ISCC-CERT-DE101-16450565	ISCC	DQS Certification (M) Sdn Bhd	02/05/2019

4. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base)	Location [Map Reference #]	GPS Coordinates	
		Latitude	Longitude
Melewar Palm Oil Mill	Locked Bag No. 11, 91109 Lahad Datu, Sabah, Malaysia	5° 16' 21.50" N	118° 03' 12.4" E
Gerola Estate	Kinabatangan, Lahad Datu, Sabah	5° 12' 18.74" N	118° 2' 4.56" E
Tye Yang Estate	Kinabatangan, Lahad Datu, Sabah	5° 14' 33.03" N	117° 59' 58.59" E
Melewar Estate 1	Kinabatangan, Lahad Datu, Sabah	5° 15' 49.11" N	118° 3' 48.66" E
Pahang Oil Palm Estate 2	Kinabatangan, Lahad Datu, Sabah	5° 17' 37.88" N	118° 8' 21.87" E
Pahang Oil Palm Estate 3	Kinabatangan, Lahad Datu, Sabah	5° 22' 27.72" N	118° 8' 18.62" E

5. Description of Supply Base					
Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Gerola Estate	1,400.37	-	187.03	1,587.40	88.22
Melewar Estate 1	1,974.84	-	348.34	2,323.18	85.01
Tye Yang Estate	3,344.62	-	415.28	3,759.90	88.96
Pahang Oil Palm Estate 2	2,387.00	-	284.80	2,671.80	89.34
Pahang Oil Palm Estate 3	2,383.61	-	235.69	2,619.30	91.00
Total	11,490.44	-	1,471.14	12,961.58	88.65

6. Plantings & Cycle							
Estate	Age (Years)					Mature**	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
Gerola Estate	320.2	549.61	-	345.99	184.05	1,079.65	320.72
Melewar Estate 1	605.06	769.17	139.88	407.83	52.90	1,637.11	337.73
Tye Yang Estate	1,287.65	379.37	359.38	630.11	275.58	2,056.97	1,287.65
Pahang Oil Palm Estate 2	810.38	446.97	-	744.22	385.43	1,576.62	810.38
Pahang Oil Palm Estate 3	445.33	-	-	1,938.28	-	1,938.28	445.33
Total (ha)	3,469.14	2,145.12	499.26	4,066.43	897.96	8,288.63	3,201.81

RSPO Public Summary Report
Revision 7 (Aug /2018)

7. Certified Tonnage of FFB (Own Certified Scope)			
Estate	Tonnage / year		
	Estimated (Nov 2017– Oct 2018)	Actual (Nov 2017 - Oct 2018)	Forecast (Feb 2019 – Jan 2020)
Gerola Estate	23,015.00	22,670.06	32,146.00
Tye Yang Estate	29,431.00	29,655.41	35,450.45
Melewar Estate 1	45,647.00	46,117.63	46,500.00
Pahang Oil Palm Estate 2	36,694.46	33,290.43	33,100.00
Pahang Oil Palm Estate 3	48,518.00	41,333.98	34,200.00
Total (MT)	183,305.46	173,067.50	181,396.45

8. Certified Tonnage of FFB (from other certified unit(s)) if applicable *			
Estate	Tonnage / year		
	Estimated (Nov 2017– Oct 2018)	Actual (Nov 2017 - Oct 2018)	Forecast (Feb 2019 – Jan 2020)
Hwa Lee Estate 3	N/A	12,612.01	N/A
Melewar Estate 2		2,529.02	
Asia Estate 2		2,323.73	
Total		17,464.76	

* All above estates are under Asia Production Unit (APU) RSPO Cert. # RSPO 651278

9. Non-Certified Tonnage of FFB (outside supplier – excluded from certificate) if applicable			
Independent FFB Supplier	Tonnage / year		
	Estimated (Nov 2017– Oct 2018)	Actual (Nov 2017 - Oct 2018)	Forecast (Feb 2019 – Jan 2020)
Independent FFB Suppliers	27,698.07	27,455.30	27,698.07
-	-	-	-
Total	27,698.07	27,455.30	27,698.07

10. Certified Tonnage			
Mill Capacity: 60 MT/hr	Estimated (MT) (Nov 2017– Oct 2018)	Actual (MT) (Nov 2017 - Oct 2018)	Forecast (MT) (Feb 2019 – Jan 2020)
	FFB	FFB	FFB
SCC Model: MB	176,648.00	173,067.50	181,396.45
	CPO (OER: 20.07%)	CPO (OER: 20.45%)	CPO (OER: 20.50%)

RSPO Public Summary Report
Revision 7 (Aug /2018)

	*37,453.30	35,392.31	37,186.27
	PK (KER: 5.19%)	PK (KER: 5.27%)	PK (KER: 5.50%)
	*10,168.00	9,120.66	9,976.80

*Volume extension, sub license ID: CB67119 [CPO: 2,000mt & PK: 1,000mt] valid until 06/05/2019

11. Actual Sold Volume (CPO)					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSB		
CPO (MT)	8,690.52	17,588.20	-	3,846.75	30,125.47

12. Actual Sold Volume (PK)					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSB		
PK (MT)	8,302.46	-	-	526.99	8,829.45

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

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
Tel +603 2242 4211 Fax +603 2242 4218
Nicholas Cheong: Nicholas.Cheong@bsigroup.com
www.bsigroup.com

BSI is a leading global provider of management systems assessment and certification, with more than 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 recertification was conducted from 13-16/11/2018. 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 Major NC close out on-site assessment was conducted on 08/02/2019. The audit programmes are included in Section 2.3.

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 Principles & Criterias 2013 (MY-NI 2014) 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 where the stakeholder notification was made on 10/10/2018 through BSI & RSPO website as per following link: https://rspo.org/certification/public-announcement?keywords=melewar&country=&assessment_type=

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.

RSPO Public Summary Report
Revision 7 (Aug /2018)

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 recertification 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_1)	Year 3 (ASA 1_2)	Year 4 (ASA 1_3)	Year 5 (ASA 1_4)
Melewar Palm Oil Mill	✓	✓	✓	✓	✓
Gerola Estate	✓		✓		
Tye Yang Estate	✓			✓	
Melewar Estate 1		✓		✓	
Pahang Oil Palm Estate 2		✓			✓
Pahang Oil Palm Estate 3			✓		✓

Tentative Date of Next Visit: November 5, 2019 – November 8, 2019

Total No. of Mandays: 10 mandays including 1.0 day SC for mill.

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>
Hafriazhar Mohd Mokhtar	Team Leader	Hafriazhar Mohd. Mokhtar is a Chemical Engineer by qualification. He has more than five years of direct work experience in the upstream processes of palm oil within the plantation industry. He is a qualified Lead Auditor for CDM, ISO 14001, ISO 50001 and ISO 9001 and has accumulated more than 500 audit days throughout his current career as the auditor for multiple disciplines covering Malaysia, Indonesia and Thailand. He has been trained in the RSPO P&C and SCCS standards and recently completed his RSPO P&C Lead Assessor training and has been involved in RSPO audits within Malaysia, Papua New Guinea and Solomon Islands. During assessment, he covered the mill and estate best practices, legal issues, social issues, workers consultation, stakeholder consultation, environmental and occupational safety & health. He is fluent in Bahasa Malaysia and English languages.
Mohd Hafiz Mat Hussain	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 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.
Muhammad Masran Fadzli	Team Member	Fadzli graduated in Bachelor of Forestry Science at University Putra Malaysia. He started his career as Assistant Manager at Kulim Plantations Sdn. Bhd. managing the day to day plantation operations. In his career at Kulim Plantation, Fadzli had accumulated more than 10 years of sustainability implementation experience including workers' welfare, workers' occupational, health & safety, environment conservation and protection at buffer areas and continuous improvement management plans. Fadzli had accumulated auditing experience when he was the internal auditor for ISO9001 and ISO14001 at Kulim Plantations. He has completed ISO IMS 9001, 14001, 45001(OHS 18001) Lead Auditor Course in April 2018 and endorsed RSPO Lead Auditor Course in July 2018. Fluent in Bahasa Malaysia and English Language. He covered Mill & Estate Best Practices, Legal, OSH, Workers Consultation & etc.

RSPO Public Summary Report
Revision 7 (Aug /2018)

Accompanying Persons:

No.	Name	Role
Nil	n/a	n/a

2.3 Assessment Plan

The Assessment plan was sent to the client prior to the assessment.

Date	Time	Subjects	Hafri	Hafiz	Fadzli
Monday 12/11/2018	AM-PM	Audit Team travel to Lahad Datu via MH 2610 (KUL - BKI) & MH 3018 (BKI – LDU) & Check in @ My Inn Hotel	✓	✓	✓
Tuesday 13/11/2018 Melewar Palm Oil Mill	0830-0900	Opening Meeting: <ul style="list-style-type: none"> • Opening Presentation by Audit team leader • Confirmation of assessment scope and finalize • Audit plan (including stakeholder’s consultation) • Verification on previous audit findings 	✓	✓	✓
	0900-1200	Melewar Palm Oil Mill: Inspection of FFB receiving, warehouse, workshop, wastes management & Landfill, Effluent Ponds, OSH & ERP, Environment issues, POME application, water treatment, staff, workers and contractor interview, housing and facility inspection, clinic, meeting stakeholders etc.	✓	✓	✓
	1000-1200	Meeting with stakeholders (local authority) – DOSH, DOE, Forestry, Wildlife, Land Office, Labour Office etc.	✓	-	-
	1200-1300	Lunch			
	1300-1600	Melewar Palm Oil Mill: Visit to laboratory, weighbridge and palm product storage area. Document Review P1 – P8: SOPs, Supply chain for CPO mill, Review on SEIA documents and records, wage records, employee data, training records, legal permits, mill inspection and internal monitoring records, CIP & implementation etc. Verify previous nonconformities.	✓	✓	✓
	1600-1630	Interim Closing Briefing	✓	✓	✓
Wednesday 14/11/2018 Tye Yang Estate	0830-1200	Tye Yang Estate: Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH & ERP, workshop, storage area (agrochemical, fertilizer, lubricant & etc.), agrochemical mixing area, schedule waste management, worker housing, clinic, landfill & etc.	✓	✓	✓
	1000-1200	Tye Yang Estate: Meeting with stakeholders (local community rep. neighbors, smallholders, workers/Union rep, vendor etc.)	✓	-	-

RSPO Public Summary Report
Revision 7 (Aug /2018)

	1200-1300	Lunch			
	1300-1600	Tye Yang Estate: Document review P1 – P8: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc).	✓	✓	✓
	1600-1630	Interim Closing Briefing	✓	✓	✓
Thursday 15/11/2018 Gerola Estate	0830-1200	Gerola Estate: Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH & ERP, workshop, storage area (agrochemical, fertilizer, lubricant & etc.), agrochemical mixing area, schedule waste management, worker housing, clinic, landfill & etc.	✓	✓	✓
	1200-1300	Lunch			
	1300-1600	Gerola Estate: Document review P1 – P8: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc).	✓	✓	✓
	1600-1630	Interim Closing Briefing	✓	✓	✓
Friday 16/11/2018 Melewar palm Oil Mill	0830-1100	Melewar Palm Oil Mill: RSPO Supply Chain for CPO mill, weighbridge and storage area	✓	✓	✓
	1100-1130	Audit team discussion & findings preparations	✓	✓	✓
	1130-1200	Closing Meeting <ul style="list-style-type: none"> • Presentation of report by BSI Lead Auditor – briefing & discussion of findings • Acceptance & acknowledgement by Melewar Palm Oil Mill & Estates 	✓	✓	✓
	1200-1300	Lunch & Friday Prayer	✓	✓	✓
	PM	Audit Team travel back to KL via MH 3019 (LDU – BKI) & MH 2631 (BKI – KUL)	✓	✓	✓

Section 3: Assessment Findings

3.1 Normative requirement applied for this assessment:

- Carotino/JC Chang Group / 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
Summary of the Time Bound Plan		
Does the plan include all subsidiaries, estates and mills?	Yes	Yes
Have all the estates and mills certified within five years after obtaining RSPO membership?	No, 4 production units in the group, 3 production units are RSPO certified. Pending Takon Production unit which planned for RSPO certification on 2018 but target cannot be achieved as still pending approval from RSPO on HCV compensation plan.	Yes
Is the time bound plan challenging? <ul style="list-style-type: none"> • Age of plantations. • Location. • POM development • Infrastructure. • Compliance with applicable law. 	No	Yes
Have there been any changes since the last audit? Are they justified?	Yes, 4 production units in the group, 3 production units are RSPO certified. Pending Takon Production unit which planned for RSPO certification on 2018 but target cannot be achieved as still pending approval from RSPO on HCV compensation plan. Last email received from RSPO dated 1 Oct 2018 required for detailed map, photos, budget and justification. JC Chang have appointed WildAsia for improving the plan, communication made between Wildasia and RSPO 11 Oct 2018. Plan to resubmit the revise plan to RSPO again by end Nov 2018. Pre assessment planned next year March, currently on process of quotation confirmation. Due to	Yes

RSPO Public Summary Report
Revision 7 (Aug /2018)

	above, the time bound plan have shift from 2018 to 2020 for 100% RSPO certified.	
If there have been changes, what circumstances have occurred?	NA	N/A
Have there been any stakeholder comments?	No	Yes
Have there been any newly acquired subsidiaries?	No	Yes
If yes, have the newly acquisitions certified within a three-year timeframe?	NA	N/A
Have there been any isolated lapses in implementation of the plan?	No	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. 	No	Yes
Any new plantings since January 1 st 2010 shall comply with the RSPO New Plantings Procedure.	No	Yes
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.	Yes. Takon Estate under Takon Production Unit. (Refer Chorology of Event)	Yes
Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO P&C criterion 6.3.	No labour dispute reported	Yes
Any Legal non-compliance is being addressed through measures consistent with the requirements of RSPO P&C criteria 2.1	No	Yes
Did the company conduct an internal audit? If so, has a positive assurance statement been produced?	Yes, report of improvement provided for estate's further action	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?	Not applicable	n/a

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 Recertification Assessment there were two (2) Major & three (3) Minor nonconformities raised. The Melewar 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 #	1708986-201808-M1	Clause & Category (Major / Minor)	Indicator 6.5.2 Major
Date Issued	16/11/2018	Due Date	16/2/2019
Closed (Yes / No)	Yes	Date of nonconformity Closure	08/02/2019
Statement of Nonconformity:	Documented agreement and payment evidence on the pay slips were not in line with legal regulations (JTK Permit)		
Requirement Reference:	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.		
Objective Evidence:	Melewar POM: Based on the records of the sampled attendance (punch card), it was found that two women workers have been working for night shift as following: - Employee ID #G0125: 13-19/8/2018; 21/8/2018; 28-30/8/2018; 1/9/2018; 6-8/9/2018; 10/9/2018; 12-15/9/2018; 18/9/2018; 24- 28/9/2018; 30/9/2018; 2-4/10/2018; 7-14/10/2018; 16/10/2018; 22- 23/10/2018; 25-28/10/2018 & 30/10/2018 - Employee ID #G0287: 2/8/2018; 12-17/8/2018 & 24-30/8/2018 However the work agreements and pay slips does not show any allocation of night shift work payments to the respective sampled women employee. Hence, the payment of shift allowance to women employees was not according to Permit Wanita Bekerja Malam (Serial # 600- 1/2/13/144(05/KBN/2018-002) condition mainly # 1.6		

RSPO Public Summary Report
Revision 7 (Aug /2018)

	Membayar pekerja-pekerja wanita elauun syif pada kadar yang dipersetujui dalam terma dan syarat-syarat perkhidmatan jika terdapat perjanjian kolektif kadar hendaklah tidak kurang daripada kadar yang terkandung dalam perjanjian kolektif.
Corrections:	Mill has person in charge on law changes and tracking but he not performed his duty as per Mechanism To Trace Changes In Legal Requirements (Document number: E/005-07/2017 dated 06/01/2017) which leads to failure to comply and identify the sub requirements stated in the permit.
Root Cause Analysis:	Mill management and workers involved has come into agreement on the agreed rate for allocation of night shift. Mill management also pays back arrears payment in lieu with the agreed rate for all workers involved.
Corrective Actions:	<ol style="list-style-type: none"> 1) To retrain person in charge on law changes and tracking as per requirement of "Mechanism To Trace Changes In Legal Requirements ". Documents Evidences attached: (Doc. No.1a & 1b) - Training evidence include photos, assessment, attendance. 2) Update documented evidences which to be in line with pay slip and JTK permit conditions Documents Evidences attached: (Doc. No.2a,2b & 2c) - Changes on allowances rate for female working at night 3) Pay back arrears payment in lieu with agreed rate with involved parties Documents Evidences attached: (Doc. No.3a,3b & 3c) - Pay back (cash voucher) 4) If any female employee work at night, mill management will ensure the permit requirements are comply with. Documents Evidences attached: (Doc. No.4) - Announcement to female employee working at night on her rights and entitlement. <p>Person in-charge – Mill Manager (Mr. Chan Chor Laup) and appointed person in charge for law changes and tracking (Mr. Mohd Arzani Mazelie)</p>
Assessment Conclusion:	<p>On-site Major NC close-out verification:</p> <ol style="list-style-type: none"> 1) Records of training "Mechanism to trace changes in legal requirements" (Doc. # E/005-07/2017; Date: 6/1/2017) dated 19/11/2018 provided to Admin Officer (PIC) of Melewar POM 2) Interview and records of updated agreements dated 14/11/2018 for women employees work on night shift at Melewar POM as per sample 3) Records of payment vouchers to women employees dated 14/11/2018 4) Records of briefing to women employees working on night shift dated 19/11/2018 <p>Verified evidence confirmed to be consistent with CAP and found effective to address the nonconformity. Hence, the Major NC was close on 8/2/2019.</p>

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1708986-201808-M2	Clause & Category (Major / Minor)	Indicator 6.12.3 Major
Date Issued	16/11/2018	Due Date	16/2/2019
Closed (Yes / No)	Yes	Date of nonconformity Closure	08/02/2019
Statement of Nonconformity:	Special labour policy and procedures was not established and implemented for temporary/migrant workers employed at Gerola Estate.		

RSPO Public Summary Report
Revision 7 (Aug /2018)

Requirement Reference:	Where temporary or migrant workers are employed, a special labour policy and procedures shall be established and implemented.
Objective Evidence:	Gerola Estate: Sighted a VSM Report January 2018 under title 0.4 Workers Situation and Movement (as at Dec 17) shown Gerola Estate having 16% of casual workers to be employed awaiting Sabah Government rehiring programme completion. Based on the hiring agent (Agensi Pekerjaan Hollywood Sdn. Bhd.) Tax Invoice # AINV005484; Date: 19/7/2018 that listed a total 29 workers being charged to Gerola Estates Sdn. Bhd. on Recruitment Program Compound + JPV Special Pass fee for casual hiring. However there's no any special labour policy and procedures established for the implementation.
Corrections:	Updating the written procedure on "Guidelines on workers employment for casual or temporary employee" and communicated to person responsible for effective implementation
Root Cause Analysis:	Special labour policy and procedures available for Guidelines On Terms & Conditions Of Employment For Sabah Estate's Workers (Document Number E/009-05/2016 dated 23/11/2016) but not included the procedure on temporary migrants' employment.
Corrective Actions:	<ol style="list-style-type: none"> 1) Special labour policy & procedures will be established by head office. Documents Evidences attached: (Doc.No.5) - Guideline on worker employment for casual or temporary employee (Document Number E/021-01-2018 dated 15/11/2018) 2) Estate will provide training to appointed person on recruitment on the requirement of special labour policy & procedures Documents Evidences attached: (Doc.No.6) - Training evidence include photos, assessment, attendance 3) Company sustainability team will carry out visit to ensure the policy are well implemented Documents Evidences attached: (Doc.No.7) - Audit report by Internal Sustainability dated 22/11/2018 <p>Person in-charge - Head office Senior Manager (Mr. Seow Chee Chiang) - Estate Manager (Mr. Chong Kian Sen) and appointed person in charge for recruitment (Mr. Joseph Sudanking) - Sustainability Auditor (Ms. Hasni Asis) - Time Frame: 24th November 2018</p>
Assessment Conclusion:	<p>On-site Major NC close-out verification:</p> <ol style="list-style-type: none"> 1) Established special labour policy i.e. "Guidelines on workers employment for casual or temporary employee"; Doc. # E/021-1/2019; Date: 15/11/2018 as provided 2) Interview and records of training on Employment & Legalozation (Post Arrival Orientation) to Sr. Assistant Manager (PIC) of Gerola Estate employee affair representative dated 19/11/2018. 3) Records of Internal Control Visit with checklist of Special Labour Policy & Procedures dated 22/11/2018 by ICT representative. <p>Verified evidence confirmed to be consistent with CAP and found effective to address the nonconformity. Hence, the Major NC was close on 8/2/2019.</p>

RSPO Public Summary Report
Revision 7 (Aug /2018)

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1708986-201808-N1	Clause & Category (Major / Minor)	Indicator 5.1.2 Minor
Date Issued	16/11/2018	Due Date	Next annual surveillance assessment
Closed (Yes / No)	No	Date of nonconformity Closure	"Open"
Statement of Nonconformity:	Environmental Impact Assessment has not been conducted on the landslide incident at the linesite area		
Requirement Reference:	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.		
Objective Evidence:	Melewar POM: During site visit to the linesite area, it was observed that there was a landslide at in front of house no. SESA01/2000 and house no. JESA12A/2012 and JESA12B/2012 was sinking due to water movement underground. The houses has been vacated. During document review, it was noted that Melewar POM has not identified activity in linesite area as one of the estate mill activity which gives significant impact to the environment. No environmental impact assessment conducted on the landslide incident even though the management aware of the incident.		
Corrections:	To review the EIA by person in charge		
Root Cause Analysis:	Environmental Impact Assessment for mill is available but the aspect of landslide issue not captured properly by the mill management's plan.		
Corrective Actions:	Mill management will review the EIA plan and ensure all applicable aspect and impacts related are properly identified in the EIA. Person in-charge – Mill Manager (Mr. Chan Chor Laup), Admin, Assistant Manager (Philip V. Ating, Steven Lee, Stephen Lee, Ilangovan K, Victor D, Suriansyah Alinin, Loo QaiShien), Site supervisor (Handeary Pilip), Officer (Muhammad Arzani Bin Mazelie) Time Frame – 21st November 2018		
Assessment Conclusion:	CAP accepted. Verification of evidence and CAP effectiveness will be done in next assessment visit.		

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1708986-201808-N2	Clause & Category (Major / Minor)	Indicator 6.5.3 Minor
Date Issued	16/11/2018	Due Date	Next annual surveillance assessment
Closed (Yes / No)	No	Date of nonconformity Closure	"Open"
Statement of Nonconformity:	Housing area surrounding maintenance provision (grass cutting) was not satisfactorily according to national standards or above.		
Requirement Reference:	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		
Objective Evidence:	Melewar POM: During site visit to the linesite and staff housing areas, it was observed that the surrounding of houses were not adequately maintained mainly on the grass cutting which might possibly lead to unwanted presence of reptiles etc.		
Corrections:	To review the line site inspection on the checklist of line site inspection and also establish the schedule of inspection.		
Root Cause Analysis:	Line site inspection is not performed accordingly by the person in charge		
Corrective Actions:	<ol style="list-style-type: none"> 1) To appoint suitable personnel for line site inspection 2) To retrain person in charge to conduct line site inspection and monitored by assistant in charge. 3) Checklist on line site inspection to be established 4) Schedule of line site inspection <p>Person in-charge – Assistant Manager (Mr. Suriansyah Alinin) , appointed personnel (Muhammad Arzani Bin Mazelie)</p> <p>Time Frame – 21st November 2018</p>		
Assessment Conclusion:	CAP accepted. Verification of evidence and CAP effectiveness will be done in next assessment visit.		

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1708986-201808-N3	Clause & Category (Major / Minor)	Indicator 4.6.10 Minor
Date Issued	16/11/2018	Due Date	Next annual surveillance assessment
Closed (Yes / No)	No	Date of nonconformity Closure	"Open"
Statement of Nonconformity:	Proper disposal of waste material, according to procedures were not fully demonstrated.		
Requirement Reference:	Proper disposal of waste material, according to procedures that are fully understood by workers and managers shall be demonstrated (see Criterion 5.3).		

RSPO Public Summary Report
Revision 7 (Aug /2018)

Objective Evidence:	Melewar POM: During site visit to the linesite area, it was observed that there was improper dumping of wastes including old paint container (scheduled waste) behind house no. SESA01/2000.
Corrections:	To review the person responsible on waste management and emphasis on the monitoring.
Root Cause Analysis:	Mill has procedure on Wastes and waste products identification and disposal plan for estates and mills (Document number: F/007-06/2016 Dated: 22.12.2016), Guidelines on Garbage Disposal (Document number: F/006-06/2016 Dated: 21.12.2016) but the implementation is not as per procedure due to lack of monitoring.
Corrective Actions:	1) To appoint suitable personnel for waste management 2) To retrain person in charge on waste management and monitored by assistant in charge. 3) Checklist on waste management and collection 4) Schedule of waste collection Person in-charge – Assistant Manager (Mr. Suriansyah Alinin), appointed personnel (Mohd Rusli Tohir) Time Frame – 21st November 2018
Assessment Conclusion:	CAP accepted. Verification of evidence and CAP effectiveness will be done in next assessment visit.

Opportunity for Improvements	
OFI #	Description
OFI 1	Nil

Positive Findings	
PF #	Description
PF 1	Nil

3.4.1 Status of Nonconformities Previously Identified and Observations

Non-Conformity			
NCR Ref #	1555462-201709-M1	Clause & Category (Major / Minor)	RSPO SCCS E 2.2
Closed (Yes / No)	Yes	Date of nonconformity Closure	08/01/2018
Statement of Nonconformity:	Mill has not registered all reporting requirements through the RSPO supply chain managing organization (RSPO IT platform) at time of physical shipment		
Requirement Reference:	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 or book and claim)		
Objective Evidence:	Palm trace transaction records under license ID CB150140 as at 7/11/17; i) CPO: 24,755 mt versus physical delivery of CPO: 25,313.16 mt from November 2016 to October 2017. Physical delivery in October 2017 for total of 558.21 mt was not registered in palm trace system.		

RSPO Public Summary Report
Revision 7 (Aug /2018)

	ii) PK : 8,154.13 mt versus physical delivery of PK : 8,905.30 mt from November 2016 to October 2017. Physical delivery in October 2017 for total of 751.27 mt was not registered in palm trace system.
Corrective Actions:	i) Training records related to palm trace announcement dated 18/11/17 and post training evaluation. ii) Appointment letter to the relevant person in charge
Assessment Conclusion:	<u>Assessment verification</u> Based on the evidence of following: Company has registered their mill in the PalmTrace:- Members ID – Melewar Production Unit: RSPO_PO1000000527 Licence valid until 6/2/2019 Member category : Oil Mill And sample registered transaction as following: CSPO: Buyers name: B; Palmtrace ID: TR-f8956a0b-6849; Volume: 3,100.11 mt CSPK: Buyers name: A; Palmtrace ID: TR-5f643546-183e; Volume: 810.69 mt On-site verification found no recurrence of issues. Hence, the Major NC remained close.

Non-Conformity			
NCR Ref #	1555462-201709-N1	Clause & Category (Major / Minor)	Indicator 4.1.3 Minor
Closed (Yes / No)	Yes	Date of nonconformity Closure	16/11/2018
Statement of Nonconformity:	Buffalo vaccination records was not maintained.		
Requirement Reference:	Records of monitoring and any actions taken shall be maintained and available, as appropriate		
Objective Evidence:	POP3 Estate Buffalo vaccination records was not maintained. The last vaccination record was done back in 2012. No latest vaccination record available for verification.		
Corrective Actions:	Standard Operation Procedures for Buffaloes Assist Harvesting reviewed and amended its frequency of vaccination & deworming from at least twice a year to at least one a year for more achievable implementation. Person in charge also responsible to ensure all recording on vaccination is maintained accordingly.		
Assessment Conclusion:	<u>Assessment verification</u> Based on the evidence of following: Melewar Production Unit has maintain records of all monitoring visit by the Mill and Plantation Director/VSM/GM Visit Report. The reports covers on mill/plantation operations and RSPO/MSPO P&C, SCC, and ISCC. The documents are available at the state for review. <u>Melewar POM</u> Mill director visit was conducted at frequency of twice per year. Latest visit was conducted on 9-11/11/2018. The mill maintained the reports for Mill Director visits. Sighted the reports for period review of January – June 2017 conducted on		

RSPO Public Summary Report
Revision 7 (Aug /2018)

	<p>5-8/6/2017. In the report stated the issue raised during the visit, managers comment and action taken by the management to addressed the issue raised. Internal Control Assessment visit was conducted by Internal Control team. Latest audit was conducted on 17-18/7/2018. Total of 4 minor NC and 19 major NC raised during the audit. The mill management has taken corrective action plan to address the NC raised. Audit report available for review.</p> <p><u>Tye Yang Estate</u> Internal Control Assessment visit was conducted by Internal Control team. Latest audit was conducted on 6/7/2018. Total of 3 minor NC and 4 major NC raised during the audit. The estate has conducted the root cause study and established corrective action plan and send to the ICT on 13/8/2018. The document available for review.</p> <p><u>Gerola Estate</u> Latest two VSM visit was conducted on February and October 2018. The report covers on plantations operation such as area statement, labour and requirement status, field upkeep and maintenance, fertilizer application, FFB tan/ha, crop recovery, crop quality and production cost.</p> <p>On-site assessment found the evidence of CAP implemented effectively to address the minor nonconformity. No recurrence of issue found, hence the Minor NC has been closed on 16/11/2018.</p>
--	--

Opportunity for Improvement	
OFI#	Description
OFI 1	Nil

3.4.2 Summary of the Nonconformities and Status

CAR Ref.	Category (Major / Minor)	P&C Indicator	Issued Date	Status & Date (Closure)
1555462- 201709-M1	Major	SCCS E2.2	09/11/2017	08/01/2018
1555462- 201709-N1	Minor	4.1.3	09/11/2017	16/11/2018
1708986-201808-M1	Major	6.5.2	16/11/2018	08/02/2019
1708986-201808-M2	Major	6.12.3	16/11/2018	08/02/2019
1708986-201808-N1	Minor	5.1.2	16/11/2018	"Open"
1708986-201808-N2	Minor	6.5.3	16/11/2018	"Open"
1708986-201808-N3	Minor	4.6.10	16/11/2018	"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 Melewar 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.


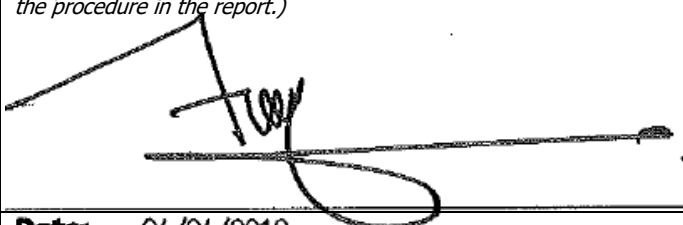
Structured worker interviews with male and female workers and staff were held in private at the workplace in the mill and the estates. Fieldworkers were interviewed informally in small groups in the field. In addition, the wives of workers and staff were interviewed in informal group meetings at their 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 & Estate managers & asst. managers Supervisors, Staff & Clerks Mill local & foreign workers (process, workshop, etc.) Estate local & foreign workers (harvesters, sprayers, etc.) Local workers representatives Foreign workers representatives Gender committee representative Crèche minder	Union/Contractors/Local Communities Kedai Runcit Ngan (Grocery Shop/Canteen Operator) Jayatas Sdn. Bhd. (Neighbour Estate) Kg. Paris 2 (Koyah B) Smallholders (Independent FFB Supplier) Ram Lathan Trading (Vendor) Syarikat Hock Wah (Transporter) Perdana Trading (Supplier)
Government Departments DOSH/DOE/JTK (via phone)	NGO Melewar POM Humana School Teachers

IS #	Description
1	Issues: Jayatas Sdn. Bhd. (Neighbour): Look forward to learn from JC Chang on MSPO certification
	Management Responses: Request brought forward during stakeholder meeting conducted. Arrangement of visit by neighbour estate in January 2019.
	Audit Team Findings: Good info sharing by management on experience and knowledge in sustainability certification with neighbouring estates.
2	Issues: Kampung Paris 2 representative – to seek help on extending company's boundary drain so it can connect to the river to avoid flooding.
	Management Responses: Boundary drain was dug at estate's perimeter only. In case of any, only field drain will be connected to the stream. Re-consultation with the affected stakeholder revealed that the area was actually villager's plot area nearby the river buffer. Estate management assisted in explaining the situation and clarify that the

RSPO Public Summary Report
Revision 7 (Aug /2018)

	<p>company has policy to maintain river buffer to avoid any harm to the stream. Local villager agreed that the river buffer shall be conserved accordingly.</p> <p>Audit Team Findings: Effort by estate management to explain on river buffer zone establishment to relevant stakeholder shown their commitment in maintaining sustainability.</p>
3	<p>Issues: Local smallholders – no issues in FFB payment. Hope price can be better.</p> <p>Management Responses: External smallholders FFB always received and paid promptly. FFB pricing is based on MPOB guidance according the FFB grade. Current FFB price is quite low nationwide due to economic situation.</p> <p>Audit Team Findings: No further issue with external smallholder.</p>
4	<p>Issues: Humana teacher – thanking company for providing good Humana facility and accommodation for teacher. Could be better if can improve the mobile phone broadband coverage.</p> <p>Management Responses: Management always support Humana school program and activities. Coverage for mobile phone broadband was kept on improving from time to time.</p> <p>Audit Team Findings: No further issue.</p>
5	<p>Issues: Sundry shop operator – sales sometime drops due to illegal sundry operator among the workers themselves.</p> <p>Management Responses: Management not allowed any workers to do illegal business within estate’s premises unless they register and paid the rent to do business. Management will investigate on the issue.</p> <p>Audit Team Findings: Issue will be revisit during the next assessment visit.</p>
6	<p>Issues: Contractor & supplier – all long time serving JC Chang for more than 10 years. No issue in business dealing.</p> <p>Management Responses: Positive comment noted.</p> <p>Audit Team Findings: No further issue.</p>

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 Melewar Palm Oil Mill has complied with the RSPO P&C MY-NI 2014 & RSPO Supply Chain Certification Standard (June 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 Melewar Oil Mill is continued.</p>	
Report prepared by	Acceptance of Assessment Conclusion
Name: Hafriazhar Mohd. Mokhtar	Name: Seow Chee Chiang
Company Name: BSI Services Malaysia Sdn Bhd	Company Name: Carotino/JC Chang Group
Title: Lead Auditor	Title: Senior Manager
Signature: 	Signature: <p><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> 
Date: 25/3/2019	Date: 04/04/2019

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	<p>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.</p> <p>- Minor compliance -</p> <p>JC Chang Group has developed a Guideline on Mechanism for Information Requests by Stakeholders. The guideline has been reviewed on 11/10/2017 and updated documentation with Doc. Ref. No. E/006-07/2017 was available for review. Information covering on environmental, social and legal issues which are relevant to RSPO Criteria and relevant to stakeholders is shared for effective participation and decision making. Restricted information such as account and cost data, personal privacy and etc are not allowed to be shared publicly.</p> <p>Melewar POM has appointed the Admin Officer as Person Responsible for the stakeholders request and response.</p> <p>For the estate visited, the management appointed the manager and assistants' manager as Management Official Responsible for Consultation and Communication. The person responsible has been informed to the stakeholders by displayed at the notice board.</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
1.1.2	Records of requests for information and responses shall be maintained. -Major compliance	<p>The management has implemented stakeholder request register where the stakeholders' request were recorded into the logbook maintained at each operating unit's office.</p> <p><u>Tye Yang Estate</u> The estate maintain the records for stakeholders request in Records of request/response logbook. Latest request was made SK Paris 3 for school program. The management has response to the request by 6/9/2018.</p> <p><u>Gerola Estate</u> The estate maintain the records for stakeholders request in Stakeholders Request book. Sighted the latest request by Humana Child Aid Society for fund and transportation for camping activity dated 22/1/2018 and Teck Guan Plantations Sdn. Bhd. for site visit at Gerola Estate for MSPO implementation as per letter dated 9/3/2018. The management has addressed both stakeholders request accordingly.</p>	Complied
<p>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.</p>			

Criterion / Indicator		Assessment Findings	Compliance
1.2.1	Publicly available documents shall include, but are not necessary limited to: <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). - Major compliance –	No restriction noted as to the documents made available to the public except those prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes. Melewar Production Unit (MPU) under the Carotino /JC Chang Group has a website www.carotino.com for the promotion of its products. The website also contains information about the company’s corporate structure, its policy and management objectives. Information relating to land titles, SEIA Report, HCV report, Complaint and Grievances procedures, safety and health plans, pollution prevention plans was made available at all operating units including the main notice boards of the estates, mill offices and muster ground notice boards for employees and visitors to view. These documents highlight current Carotino /JC Chang Group practices and their continual improvement plans.	Complied
Criteria 1.3: Growers and millers commit to ethical conduct in all business operations and transactions.			
1.3.1	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. -Minor compliance	Established as Corruption Prevention Policy signed by Mill Director; Dated 4/9/2015. Sighted records of communication of policy to all level of workforce within Mill conducted on 1/3/2018, 1/5/2018, 1/6/2018, 1/7/2018 and 25/10/2018. For Tye Yang Estate, communication on Social & Human Rights Policy conducted on 6/2/2018 by Assistant Manager. The briefing was measured its understanding among the workers by providing questions for them to answer. Most of the workers shown understanding of the policy briefed. Briefing of other policies was conducted on 3/1/2018.	Complied
Principle 2: Compliance with applicable laws and regulations			

Criterion / Indicator	Assessment Findings	Compliance
Criterion 2.1: There is compliance with all applicable local, national and ratified international laws and regulations.		

<p>2.1.1</p>	<p>Evidence of compliance with relevant legal requirements shall be available. - Major compliance -</p>	<p>Melewar Production Unit had continued to comply with the legal requirements as per indicator. Compliance to each applicable law and regulation is monitored by the operating units and ICT. Melewar Production Unit had obtained and renewed license and permits as required by the law. Sample of licenses or permit viewed were:</p> <p><u>Melewar POM:</u></p> <ol style="list-style-type: none"> 1. MPOB License: 500106704000, validity until 30/11/2018 2. Compliance Schedule: 004849, expiry until 30/6/2019 3. Diesel permit is in progress for renewal. Previous permit (S011441 valid until 6/11/2018). The renewal was done before the expiry of the permit. Sighted the communication letter dated 11/10/2018. 4. Poisons permit (Sodium Hydroxide): 000524, valid until 31/12/2018. 5. License for private installation: LP12/1/9/1817, validity 20/6/2027 6. Fire Certificate: JBPM: SB/7/74/2017 valid until 24/5/2018. In progress of renewal where the 1st process for renewal was done on 9/4/2018. 7. Certificate of Fitness for Boiler (PMD10444, PMD2626, PMD 5189), Sterilizer (PMT89193, PMT105621, PMT105363, PMT105253, H PMT 3) were verified and found still valid. Based on DOSH visit logbook dated 8/11/2018, 5 machineries were exempted from certificate of fitness based on P.U(A) 261/2017 (PMT143781, SB PMT 11191, SB PMT 887, SB PMT 9189 and SB PMT 12507). <p><u>Tye Yang Estate:</u></p> <ol style="list-style-type: none"> 1. MPOB License: 502001102000, validity until 30/04/2019 2. Diesel permit: S011670, validity until 4/6/2019 3. Petrol permit: S011668, validity 20/11/2018 	<p>Complied</p>
--------------	---	---	-----------------

Criterion / Indicator		Assessment Findings	Compliance
		<p>4. Energy commission license: 2018/00920, 2018/00919, 2018/00921,2018/00918 valid until 11/5/2019</p> <p>5. CF for air compressor: SB PMT 9834,SB PMT 13847 validity until 19/12/2018</p> <p><u>Gerola Estate:</u></p> <p>1. MPOB License: 502001102000, validity until 30/04/2019</p>	
2.1.2	A documented system, which includes written information on legal requirements, shall be maintained. - Minor compliance -	<p>Melewar Production Unit had documented the List of laws applicable to oil palm industry covering all the necessary regulatory requirements. List of applicable legal and other requirements was made available during the assessment.</p> <p>Latest review was done on 17/10/2018 for Minimum Wages Order 2018.</p>	Complied
2.1.3	A mechanism for ensuring compliance shall be implemented. - Minor compliance -	<p>The mechanism for ensuring compliance was based on monitoring register for law compliance (Detail of Licenses/Permits & Insurances). The latest update/evaluation was done accordingly:</p> <p>1. Melewar POM – 11/10/2018</p> <p>2. Tye Yang Estate – 1/11/2018</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
2.1.4	A system for tracking any changes in the law shall be implemented. - Minor compliance -	Based on the SOP on Mechanism to Trace Changes in Legal Requirements (Doc. Ref. No.: E/005-07/2017) the Tracking system available to identify changes in the relevant regulations through head office, website information from the subscribed website www.lawnet.com.my and these information are communicated from the Head Office to mill/estates. On the site verification, interviews with mill/estates office personnel and records indicate that the system is appropriately in place to trace any changes in the law to the operations. Tracking system on any changes in the law been well implemented. E.g. regular notification by Head Office and regular updates from the www.lawnet.com.my . Latest communication by HQ was done for Minimum Wages Order 2018.	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.			

<p>2.2.1</p>	<p>Documents showing legal ownership or lease, history of land tenure and the actual legal use of the land shall be available. - Major compliance -</p>	<p>Mill located within Melewar Estate 1 area. Sighted copy of Melewar Estate 1 title # Country Lease (CL) 095310400; Date: 6/12/1977; Owner: Melewar Properties Sdn. Bhd.; Lease period: 1/1/1979 – 31/12/2077; Total area: 4938.0 acres (1998.338 ha).</p> <p>Tye Yang Estate: Consist of 3 titles as following:</p> <ul style="list-style-type: none"> - Title # Country Lease (CL) 095311407; Date: 27/6/1982; Owner: Tye Yang Plantations (Sabah) Sdn. Bhd.; Lease period: 1/1/1982 – 31/12/2080; Total area: 3038 ha (7507 acres) - Title # Country Lease (CL) 095311710; Date: 26/1/1984; Owner: *RKKL Holdings Sdn. Bhd.; Lease period: 1/1/1983 – 31/12/2081; Total area: 362.5 ha (895.7 acres) - Title # Country Lease (CL) 095311729; Date: 26/1/1984; Owner: *Sri Mulia Sdn. Bhd.; Lease period: 1/1/1983 – 31/12/2081; Total area: 359.4 ha (888.1 acres) <p>- Latest quit rent payment sighted: Prepayments – Quit Rent Tye Yang (Journal # 13023100; Receipt # 09201807000308); RKKL (Journal # 13023200; Receipt # 09201807000309) Sri Mulia (Journal # 13810000; Receipt # 09201807000310)</p> <p>* JC Chang (Pte) Ltd is the Management Agent for both RKKL Estate & Sri Mulia Estate (Tye Yang) as per letter of declaration dated 3/8/2015 and agreement dated 1/7/2013 for both estates respectively.</p> <p>Tye Yang Plantations (Sabah) Sdn. Bhd. – Tye Yang Estate Summary of Area Statement for Fiscal Year 2018/19, Version 1A (1/7/2018 to 30/6/2019); Total mature oil palm area: 2,056.97 ha; Planted: 61.50%; Total immature oil palm area: 1,287.65 ha; Planted: 38.50%; Total planted: 3,344.62 ha</p> <p>Gerola Estate: Consist of 3 titles as following:</p>	<p>Complied</p>
--------------	--	---	-----------------

RSPO Public Summary Report
Revision 7 (Aug /2018)

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> - Title # Country Lease (CL) 095310919; Date: 30/5/1979; Owner: Gerola Estates Sdn. Bhd.; Lease period: 1/1/1979 – 31/12/2077; Total area: 990.2 acres - Title # Country Lease (CL) 095310928; Date: 1/3/1979; Owner: *Kinakulture Sdn. Bhd.; Lease period: 1/1/1979 – 31/12/2077; Total area: 991.0 acres - Title # Country Lease (CL) 095310900; Date: 30/5/1979; Owner: *Pekopa Enterprise Sdn. Bhd.; Lease period: 1/1/1979 – 31/12/2077; Total area: 990.5 acres - Title # Country Lease (CL) 095310759; Date: 1/1/1980; Owner: *Melewar Properties Sdn. Bhd.; Lease period: 1/1/1980 – 31/12/2078; Total area: 950.8 acres - Latest quit rent payment sighted: Majlis Daerah Kinabatangan Quit Rent Payment for Gerola Estate Sdn. Bhd. Receipt # AL0004541; Date: 21/5/2018; Kinakulture Sdn. Bhd. (Receipt # AL004540; Date: 21/5/2018); Pekopa Enterprise (Receipt # AL004542; Date: 21/5/2018); Melewar Properties (Receipt # AL004542; Date: 21/5/2018) <p>* JC Chang (Pte) Ltd is the Management Agent for both Pekopa Estate & Kinakulture Estate as per letter of declaration dated 1/7/2017.</p> <p>Gerola Estates Sdn. Bhd. – Gerola Estate Summary of Area Statement for Fiscal Year 2018/19, Version 1 (1/7/2018 to 30/6/2019); Total mature oil palm area: 1,079.65 ha; Planted: 77.09%; Total immature oil palm area: 320.72 ha; Planted: 22.91%; Total planted: 1,400.37 ha</p>	

Criterion / Indicator		Assessment Findings	Compliance
2.2.2	Legal boundaries shall be clearly demarcated and visibly maintained. - Minor compliance -	The legal boundaries was clearly demarcated. During site visit to area P09/A1 (Tye Yang Estate), the boundary stone was maintained accordingly and the management had constructed the trenches between estate area and smallholder (Sg Koyah). During site visit at Gerola Estate (field PM89/8), the boundary was clearly demarcated with Segama Forest Reserve. The boundaries stone were maintained accordingly.	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 these have been accepted with free, prior and informed consent (FPIC). - Minor compliance -	No dispute presence within Tye Yang Estate & Gerola Estate.	Complied
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. -Major compliance	No dispute presence within Tye Yang Estate & Gerola Estate.	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 neighbouring communities where applicable). -Minor compliance	No dispute presence within Tye Yang Estate & Gerola Estate.	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	No dispute presence within Tye Yang Estate & Gerola Estate.	Complied
Criterion 2.3: Use of the land for oil palm does not diminish the legal rights, customary or user right of other users without their free, prior and informed consent.			

Criterion / Indicator		Assessment Findings	Compliance
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 neighbouring communities where applicable, and relevant authorities). - Major compliance -	Maps available as per sample sighted for Gerola Estate: Boundary Map 30/3/2018 shown boundary to few surrounding neighbours as per sample Kampung Paris 3 (N 05° 13' 45.8" E 118° 04' 25.0"), Teck Guan Estate (N 05° 15' 05.8" E 118° 05' 50.1").	Complied
2.3.2	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: 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. - Minor compliance -	There is no land dispute in the MPOM complex at the time of audit. The land belongs to JC Chang and land ownership documents verified. Company has the FPIC Procedure in Doc Ref No: E/004-07/2015 dated 09.09.2015 as well as referring to Resolution and Compensation Procedure Ref. E/002-02/2012 dated 11/09/2012.	Complied
2.3.3	All relevant information shall be available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements. -Minor compliance	There is no land dispute in the MPOM complex at the time of audit. The land belongs to JC Chang and land ownership documents verified.	Complied

Criterion / Indicator		Assessment Findings	Compliance
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	There is no land dispute in the MPOM complex at the time of audit. The land belongs to JC Chang and land ownership documents verified.	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 -	Melewar Production Unit had established a management plan for FY18/19 with 3 year projection plan (FY19/20, FY20/21 and FY21/22). The palm oil mill budget includes the projected FFB processed, CPO and PK production, OER and KER, production cost, training, insurance, environment conservation. Sighted for both estate the management plan for FY18/19 with 3 year projection plan (FY19/20, FY20/21 and FY21/22) which include FFB production, social cost, OSH cost, upkeep & cultivation cost, collection cost.	Complied

Criterion / Indicator	Assessment Findings	Compliance
<p>3.1.2</p> <p>An annual replanting programme projected for a minimum of five years (but longer where necessary to reflect the management of fragile soils, see Criterion 4.3), with yearly review, shall be available.</p> <p>- Minor compliance -</p>	<p>Long range replanting programme was established for JC Chang Group Estates, 25 years plan until 2041. The group has updated the Guideline On Group’s Long Term Replanting Planning, doc ref: A/016-05/2018 dated 20/6/2018.</p> <p><u>Tye Yang Estate</u> Replanting program was planned from FY 2018 – 2041. The replanting program was reviewed annually. Sighted the latest review for FY 2018. Program for the next 5 financial year as follow: 2019: 275 ha 2020: 201 ha 2021: 235 ha 2022: 234 ha 2023: 207 ha</p> <p><u>Gerola Estate</u> Sighted the replanting program for the next 5 financial years as follows: 2019: 184 ha 2020: 0 ha 2021: 0 ha 2022: 199 ha 2023: 147 ha</p>	<p>Complied</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>		

<p>4.1.1</p>	<p>Standard Operating Procedures (SOPs) for estates and mills are documented - Major compliance -</p>	<p>Estates and Oil Mill have maintained and revised if required, the Documented Standard Operating Procedures file that contains both the safe operating procedures and the procedures to implement the various major field operations.</p> <p>The Estate SOP Manual has procedures category for the following operations:</p> <ul style="list-style-type: none"> a) Road and Terrace construction for New Planting and Replanting (A/005-01/2008) b) Nursery Establishment and Practices (A/006-01/2008) c) Replanting (A/016-05/2018) d) Pruning and Frond stacking (B/001-01/2008) e) Weeding Regime & Practices ((B/004-01/2008) f) Riparian Buffer Zone (C/001-02/2009) g) Justifications for Pesticide Usage under IPM (Insecticide, Fungicide & Rodenticide) (B/008-14/2016) h) Justifications for Pesticide Usage under IPM (Weedicides) (B/009-10/2015) i) FFB Evacuation with MTG (D/003-01/2008) j) FFB Harvesting and Evacuation (D/004-04/2015) k) PBDS Membaja Kelapa Sawit Secara Mekanikal (B/029-01/2018) l) Buffalo Management (K/001-01/2008) m) Buffaloes Assist Harvesting (K/002-01/2011) n) Integrated Pest & Disease Management (L/001- 05/2014) o) Rat control and baiting (L/002-07/2016) <p>The Standard Operation Procedure (SOP) for Melewar POM contains the procedures for all activities as below:</p> <ul style="list-style-type: none"> 1) Reception Station (Q/040-03/2015) 2) Grading Station (Q/041-03/2015) 3) Fruit Handling Station (Q/042-02/2015) 	<p>Complied</p>
--------------	--	---	-----------------

RSPO Public Summary Report
Revision 7 (Aug /2018)

Criterion / Indicator	Assessment Findings	Compliance
	<p>4) Sterilizer Station (Q/043-02/2015) 5) Threshing Station (Q/045-03/2015) 6) Press Station (Q/046-03/2015) 7) Clarification Station (Q/047-02/2015) 8) Depericarper Station (Q/048-02/2015) 9) Nut & Kernel Station (Q/049-02/2015) 10) Boiler Station (Q/050-02/2015) 11) Engine Room Station (Q/051-06/2015) 12) Water Treatment Plant (Q/052-02/2015) 13) Turner Station (compost plant) (Q/060-01/2014) 14) Digestion Station (Biogas Plant) (Q/202-01/2016) 15) Gas Engine Station</p> <p>Latest update for the SOP was established for the new procedures as bellows: i. OSH Improvement Plan (M/039-01/2018) dated 17/8/2018 ii. Environmental and Social Improvement Plan (N/009-01/2018) dated 17/8/2018</p>	

RSPO Public Summary Report
Revision 7 (Aug /2018)

Criterion / Indicator	Assessment Findings	Compliance
<p>4.1.2</p> <p>A mechanism to check consistent implementation of procedures shall be in place. - Minor compliance -</p>	<p>Company has mechanism to check the implementation of procedure through routine inspection by Mill Director Visit twice a year. Mill and Plantation Director/VSM/GM Visit Report were verified. The Internal Control Assessment visit was conducted by Internal Control team covering the RSPO/MSPO P&C, SCC, and ISCC. The inspection/internal audit was covered all activities related to palm oil mill and oil palm agriculture practices.</p> <p><u>Melewar POM</u> Mill Director visit was conducted at frequency of twice per year. Latest visit was conducted on 9-11/11/2018. The reports cover on FFB received and processed, throughput, oil/kernel losses, revenue and expenditure, machinery upkeep and etc. Internal Control Assessment visit was conducted by Internal Control team. Latest audit was conducted on 17-18/7/2018. The audit covers all RSPO/MSPO P&C, SCC, and ISCC.</p> <p><u>Tye Yang Estate</u> Internal Control Assessment visit was conducted by Internal Control team. Latest audit was conducted on 6/7/2018. The audit covers all RSPO/MSPO P&C, SCC, and ISCC.</p> <p><u>Gerola Estate</u> Internal Control Assessment visit was conducted by Internal Control team. Latest audit was conducted on 9-10/7/2018. The audit covers all RSPO/MSPO P&C, SCC, and ISCC.</p>	<p>Complied</p>

<p>4.1.3</p>	<p>Records of monitoring and any actions taken shall be maintained and available, as appropriate. - Minor compliance -</p>	<p>Melewar Production Unit has maintain records of all monitoring visit by the Mill and Plantation Director/VSM/GM Visit Report. The reports covers on mill/plantation operations and RSPO/MSPO P&C, SCC, and ISCC. The documents are available at the state for review.</p> <p><u>Melewar POM</u> Mill director visit was conducted at frequency of twice per year. Latest visit was conducted on 9-11/11/2018. The mill maintained the reports for Mill Director visits. Sighted the reports for period review of January – June 2017 conducted on 5-8/6/2017. In the report stated the issue raised during the visit, managers comment and action taken by the management to addressed the issue raised. Internal Control Assessment visit was conducted by Internal Control team. Latest audit was conducted on 17-18/7/2018. Total of 4 minor NC and 19 major NC raised during the audit. The mill management has taken corrective action plan to address the NC raised. Audit report available for review.</p> <p><u>Tye Yang Estate</u> Internal Control Assessment visit was conducted by Internal Control team. Latest audit was conducted on 6/7/2018. Total of 3 minor NC and 4 major NC raised during the audit. The estate has conducted the root cause study and established corrective action plan and send to the ICT on 13/8/2018. The document available for review.</p> <p><u>Gerola Estate</u> Latest two VSM visit was conducted on February and October 2018. The report covers on plantations operation such as area statement, labour and requirement status, field upkeep and maintenance, fertilizer application, FFB tan/ha, crop recovery, crop quality and production cost.</p>	<p>Complied</p>
--------------	--	--	-----------------

Criterion / Indicator		Assessment Findings	Compliance
		Internal Control Assessment visit was conducted by Internal Control team. Latest audit was conducted on 9-10/7/2018. The audit covers all RSPO/MSPO P&C, SCC, and ISCC. Total of 5 minor NC and 5 major NC raised during the audit and been addressed by the estate management as they conducted the root cause study and corrective action plan on 18/9/2018. ICT team will review the action plan taken during next audit. The document available for review.	
4.1.4	The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB). - Major compliance -	<p>The mill records the origins of all third-party sourced Fresh Fruit Bunches (FFB). The records are maintained beginning at the weigh bridge tickets and delivery notes. All non-certified FFB will be stamped as non-sustainable FFB.</p> <p>Sample of 3rd party supplier checked:</p> <ul style="list-style-type: none"> i) Azlan, MPOB license: 578781-801000 valid until 31/2/1022. ii) M. Tahir bin Umar, MPOB license: 469200-201000 valid until 30/4/2021 iii) Jayatas Sdn Bhd, MPOB license: 502334-602000 valid until 31/7/2019 <p>List of third party supplier is available and verified under list of MPOB license outsiders. The FFB supplier contract requires the supplier to declare the origin of FFB. Sample of sale and purchase agreement for Jayatas Sdn Bhd (Reg. no. 138819-X) dated 18/10/14 and M. Tahir bin Umar (IC no. xxx107-12-xxxx) dated 1/4/2017.</p>	Complied
<p>Criterion 4.2: Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.</p>			

Criterion / Indicator		Assessment Findings	Compliance
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 -	<p>SOP-Methods of nutrient assessment for oil palm fertilizer recommendation (B/015-01/2013), Guidelines on Fertiliser Receipts, Management and Application (H001-02/2014) and SOP-Soil and water conservation (C/002-01/2008) were established.</p> <p>Soil analysis and foliar sampling will be monitored on yearly basis. Both estates operate in accordance with the Agriculture Manual and standard operating procedures. The practices consistently monitored by estate operation management and plantation director.</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
4.2.2	Records of fertiliser inputs shall be maintained. - Minor compliance -	<p>Fertilizer application program is based on the recommendation by Agronomist and documented in Fertilizer Program. The estate maintain the fertiliser application records as per recommendation. Sighted the fertiliser programme and application records for the FY 2018/19 at the estate visited.</p> <p><u>Tye Yang Estate</u> Observed application records as per agronomist recommendation: Month program: July - Sept 18 Field: P95A block 1 Ha program: 41.15 ha Type: PMg Mix Rate/palm: 3.00 kg/palm Month applied: 18 - 20/10/2018</p> <p><u>Gerola Estate</u> Sighted the manuring recommendation for FY 2018/19 by the agronomist as per email dated 14/2/2018. Observed application records as per agronomist recommendation: Month program: July - Sept 18 Field: 11B Ha program: 25.37 ha Type: PMg Mix Rate/palm: 3.00 kg/palm Month applied: 19 - 29/8/2018</p>	Complied

Criterion / Indicator	Assessment Findings	Compliance
<p>4.2.3</p>	<p>There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status. - Minor compliance -</p> <p>Soil analysis and foliar sampling are conducted on yearly basis. The agronomist prepare the annual fertilizer recommendation base leaf analysis result. Leaf analysis show the nutrient level was used as the guidance for the recommendation. The soil and foliar analysis for both estates visited were conducted by KDC Laboratory (KL-Kepong (Sabah) Sdn Bhd)</p> <p><u>Tye Yang Estate</u> Leaf sampling and soil sampling was conducted by the agronomist team and send to KDC Laboratory for analysis. Latest leaf sampling was conducted 24/2 – 3/3/2018. Leaf analysis show the nutrient level was used as the guidance for the recommendation. Refer leaf analysis result no. R18/3/119 dated 17/4/2018. Latest soil sampling was conducted on 24/2 – 3/3/2018. Refer soil analysis result no. R18/3/213 dated 27/4/2018.</p> <p><u>Gerola Estate</u> Leaf sampling and soil sampling was conducted by the agronomist team and send to KDC Laboratory for analysis. Latest leaf sampling was conducted 25/2 – 28/2/2018. Leaf analysis show the nutrient level was used as the guidance for the recommendation. Refer leaf analysis result no. R18/3/118 dated 17/3/2018. Latest soil sampling was conducted on 24/2 – 28/2/2018. Refer soil analysis result no. R18/3/210 dated 19/3/2018.</p>	<p>Complied</p>

Criterion / Indicator		Assessment Findings	Compliance												
4.2.4	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. - Minor compliance -	<p>The compost application was carried out in JC Chang’s Estate and the records were available during the audit. Procedure for Semi de-composts application (B/020-01/2016) and compost application (B/019-01/2016) was sighted.</p> <p>Compost application was applied at the rate of 150 kg/palm (mature) on selected area.</p> <p>Sighted the application records at Tye Yang Estate as follows:</p> <table border="1"> <thead> <tr> <th>Month</th> <th>Tonnage</th> <th>Hectare</th> </tr> </thead> <tbody> <tr> <td>Aug 18</td> <td>946.90</td> <td>34.23</td> </tr> <tr> <td>Sep 18</td> <td>673.44</td> <td>24.34</td> </tr> <tr> <td>Oct 18</td> <td>816.12</td> <td>30.74</td> </tr> </tbody> </table>	Month	Tonnage	Hectare	Aug 18	946.90	34.23	Sep 18	673.44	24.34	Oct 18	816.12	30.74	Complied
Month	Tonnage	Hectare													
Aug 18	946.90	34.23													
Sep 18	673.44	24.34													
Oct 18	816.12	30.74													
<p>Criterion 4.3: Practices minimise and control erosion and degradation of soils.</p>															

Criterion / Indicator		Assessment Findings	Compliance																								
4.3.1	Maps of any fragile soils shall be available. - Major compliance -	<p>Estates visited has established soil map for the estate. No fragile soil identified at the estates visited.</p> <p><u>Tye Yang & Gerola Estate</u> No fragile soil identified at the estate. Main soil series in the estate Alma, Bungor, Beserah, Rengam, Tai Tak, Tepus, Gondang, Gali and Kerayong</p> <p>Soil series map available for both estates visited. No other soil categorised as problematic or fragile soil. Sighted the type of soil available at both estate visited.</p> <table border="1"> <thead> <tr> <th>No</th> <th>Type</th> <th>%</th> <th>Estate</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Kinabatangan</td> <td>16.30</td> <td rowspan="3">Tye Yang Estate</td> </tr> <tr> <td>2</td> <td>Lungmanis</td> <td>13.47</td> </tr> <tr> <td>3</td> <td>Rumidi</td> <td>2.83</td> </tr> <tr> <td>4.</td> <td>Kretam</td> <td>67.40</td> <td rowspan="2">Gerola Estate</td> </tr> <tr> <td>1.</td> <td>Kinabatangan</td> <td>6.64</td> </tr> <tr> <td>2.</td> <td>Kretam</td> <td>93.36</td> </tr> </tbody> </table>	No	Type	%	Estate	1	Kinabatangan	16.30	Tye Yang Estate	2	Lungmanis	13.47	3	Rumidi	2.83	4.	Kretam	67.40	Gerola Estate	1.	Kinabatangan	6.64	2.	Kretam	93.36	Complied
No	Type	%	Estate																								
1	Kinabatangan	16.30	Tye Yang Estate																								
2	Lungmanis	13.47																									
3	Rumidi	2.83																									
4.	Kretam	67.40	Gerola Estate																								
1.	Kinabatangan	6.64																									
2.	Kretam	93.36																									
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>The Guidelines on managing steep areas planted with oil palms (C/005-01/2008 dated 26/12/2008) was established. There was an area >25 degree at Tye Yang Estate (1.57Ha). The management has decided not to plant the oil palm at that particular area. At Gerola Estate, the area >25 degree (2.54Ha) was left with old oil palms.</p>	Complied																								

Criterion / Indicator		Assessment Findings	Compliance
4.3.3	A road maintenance programme shall be in place. - Minor compliance -	Road, bridges and culverts maintenance programme for 2018/2019 was established and monitored on monthly basis by the management. Budget were allocated for grading, resurfacing, compacting for each selected field for the whole financial year. Example of programme checked for Oct 2018, grading and road patching using 772 trips of stone (Tye Yang Estate) and road grading for 9,024 meters (Gerola Estate) was done accordingly as per plan .	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. - Minor compliance -	No peat soil at the visited estates.	Complied
4.3.5	Drainability assessments shall be required prior to replanting on peat to determine the long-term viability of the necessary drainage for oil palm growing. - Minor compliance -	No peat soil at the visited estates.	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 -	No other fragile and problem soils at the visited estates.	Complied
Criterion 4.4: Practices maintain the quality and availability of surface and ground water.			

<p>4.4.1</p>	<p>An implemented water management plan shall be in place. - Minor compliance -</p>	<p><u>Melewar POM</u> Water management plan, for Melewar POM was available. The management plan was reviewed on 3/11/2017. Next reviewed is scheduled in Nov 2018. Sighted the aspect for the management plan as follows: i) Efficiency of usage ii)Renewability of sources iii)Impact of water used iv) Surface and ground water availability v) Outgoing water analysis vi) Monitoring of rainfall vii) Water drainage viii) Plantation activities ix) Construction</p> <p>SOP, Water management plans, C/021-03/2014 version:3 dated 30/3/14 is referred to.</p> <p>Sighted the water management plan implementation as follows: i. The mill maintain the rainfall data records for 7 years. Sighted the records for FY 2015/16, 2016/17 and 2017/18</p> <p><u>Tye Yang Estate</u> The estate has established water management plan and documented in the In House Environmental and Social Improvement Plan – Tye Yang Plantations (S) Sdn. Bhd. The plan is review as a minimum every 2 years. The latest review was conducted on 15/10/2018. Sighted the aspect for the management plan as follows: i. Waterway/water source ii. Operational activities and household consumption iii. Waste water for operation activities (chemical) iv. Rainfall</p>	<p>Complied</p>
--------------	---	---	-----------------

Criterion / Indicator	Assessment Findings	Compliance
	<p>Sighted the water management plan implementation as follows:</p> <ul style="list-style-type: none"> i. Harvesting of rainwater – Tank to harvest rainwater has been provided for washing purpose. Sighted during site visit, the estate has provided tank for harvest rainwater at workshop and PPE washing area. The water was used to wash PPE. <p><u>Gerola Estate</u></p> <p>The estate has established the water management plan and documented in the Environmental and Social Improvement Plan – Sabah. The plan is review as minimum of 2 years. Latest review was conducted on 17/8/2018. Sighted the aspect for the management plan as follows:</p> <ul style="list-style-type: none"> i. Waterway/water source ii. Operational activities and household consumption iii. Waste water for operation activities (chemical) iv. Rainfall <p>Sighted the water management plan implementation as follows:</p> <ul style="list-style-type: none"> i. Operation activity and household consumption – the estate maintain the domestic water usage/population. Sighted the average water consumption at 145L/person/day. 	

<p>4.4.2</p>	<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. - Major compliance -</p>	<p>The group has established Guidelines on Establishment of Riparian Buffer zone. Refer document no C/001- 02/2009.</p> <p><u>Melewar POM</u> The mill management has follows "Jadual Pematuhan" by Dept. of Environmental to conduct monthly river water monitoring for upstream and downstream of Sg. Koyah. Sighted the sampled of water analysis report as follows: Refer notes</p> <p><u>Tye Yang Estate</u> Sighted during site visit at Sg. Koyah, the buffer zone was demarcated with red color stick. There are no spraying activity along the river buffer zone and the vegetation along are well preserved. The estate has conducted river water sampling once a year as per guidelines. Sighted the river water sampling results as follows: i. 2018 – Refer report no. R18/6/112 date 19/6/2018, result – conform with NWQI class II ii. 2018 – Refer report no. R17/6/268 dated 19/6/2017, result – conform with NWQI class II</p> <p><u>Gerola Estate</u> Sighted during site visit, the buffer zone was demarcated with red color stick. There are no spraying activity along the river buffer zone and the vegetation along are well preserved. The estate has conducted river water sampling once a year as per guidelines. Sighted the river water sampling results as follows: i. 2018 – Refer report no. R18/10/203 date 18/0/2018, result – conform with NWQI class II ii. 2018 – Refer report no. R17/10/150 dated 16/10/2017, result – not conform with NWQI class II – polluted.</p>	<p>Complied</p>
--------------	--	---	-----------------

Criterion / Indicator	Assessment Findings	Compliance
	<p>Root cause study was conducted regarding the result of river water sampling and found that the pollution was from the activity of Haranky POM. Stakeholder consultation has been conducted with Haranky POM regarding the matters and the minutes of meeting is available for review.</p>	

<p>4.4.3</p>	<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). - Minor compliance -</p>	<p>Treated POME discharge was regularly monitored as prescribed under "Jadual Pematuhan" 001870. Limit of Biochemical Oxygen Demand (BOD) discharge is 20 mg/l for land irrigation. Sample of effluent water was send to Dynakey Laboratories Sdn Bhd to be analyze. Regular monitoring was done on monthly basis and every quarterly via "Borang Penyata Suku Tahun" to DOE for compliance.</p> <p>Noted the following 2nd and 3rd quarter report in the Melewar POM:-</p> <p>2nd Quarter</p> <table border="1" data-bbox="1153 651 1704 1106"> <thead> <tr> <th>Month</th> <th>Parameter</th> <th>Results</th> </tr> </thead> <tbody> <tr> <td rowspan="3">Apr</td> <td>BOD</td> <td>18.00</td> </tr> <tr> <td>pH</td> <td>8.40</td> </tr> <tr> <td>S. Solid</td> <td>88</td> </tr> <tr> <td rowspan="3">May</td> <td>BOD</td> <td>19.10</td> </tr> <tr> <td>pH</td> <td>9.00</td> </tr> <tr> <td>S. Solid</td> <td>39</td> </tr> <tr> <td rowspan="3">June</td> <td>BOD</td> <td>13.00</td> </tr> <tr> <td>pH</td> <td>8.60</td> </tr> <tr> <td>S. Solid</td> <td>35</td> </tr> </tbody> </table> <p>3rd Quarter</p> <table border="1" data-bbox="1153 1137 1704 1358"> <thead> <tr> <th>Month</th> <th>Parameter</th> <th>Results</th> </tr> </thead> <tbody> <tr> <td rowspan="3">Apr</td> <td>BOD</td> <td>18.00</td> </tr> <tr> <td>pH</td> <td>7.10</td> </tr> <tr> <td>S. Solid</td> <td>80</td> </tr> <tr> <td>May</td> <td>BOD</td> <td>18.00</td> </tr> </tbody> </table>	Month	Parameter	Results	Apr	BOD	18.00	pH	8.40	S. Solid	88	May	BOD	19.10	pH	9.00	S. Solid	39	June	BOD	13.00	pH	8.60	S. Solid	35	Month	Parameter	Results	Apr	BOD	18.00	pH	7.10	S. Solid	80	May	BOD	18.00	<p>Complied</p>
Month	Parameter	Results																																						
Apr	BOD	18.00																																						
	pH	8.40																																						
	S. Solid	88																																						
May	BOD	19.10																																						
	pH	9.00																																						
	S. Solid	39																																						
June	BOD	13.00																																						
	pH	8.60																																						
	S. Solid	35																																						
Month	Parameter	Results																																						
Apr	BOD	18.00																																						
	pH	7.10																																						
	S. Solid	80																																						
May	BOD	18.00																																						

Criterion / Indicator		Assessment Findings			Compliance														
			pH	8.20															
			S. Solid	20															
		June	BOD	19.00															
			pH	8.20															
			S. Solid	68															
4.4.4	Mill water use per tonne of Fresh Fruit Bunches (FFB) (see Criterion 5.6) shall be monitored. - Minor compliance -	In POM, the water usage monitoring for FFB/tonne. Sighted the records for the month of <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Month</th> <th>Water consumption/FFB</th> </tr> </thead> <tbody> <tr> <td>Apr 18</td> <td>1.20</td> </tr> <tr> <td>May 18</td> <td>1.38</td> </tr> <tr> <td>Jun 18</td> <td>1.31</td> </tr> <tr> <td>Jul 18</td> <td>1.38</td> </tr> <tr> <td>Aug 18</td> <td>1.34</td> </tr> <tr> <td>Sep 18</td> <td>1.39</td> </tr> </tbody> </table>			Month	Water consumption/FFB	Apr 18	1.20	May 18	1.38	Jun 18	1.31	Jul 18	1.38	Aug 18	1.34	Sep 18	1.39	Complied
Month	Water consumption/FFB																		
Apr 18	1.20																		
May 18	1.38																		
Jun 18	1.31																		
Jul 18	1.38																		
Aug 18	1.34																		
Sep 18	1.39																		
Criterion 4.5: Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.																			

Criterion / Indicator		Assessment Findings	Compliance												
4.5.1	Implementation of Integrated Pest Management (IPM) plans shall be monitored. - Major compliance -	The guidelines on Integrated Pest and Management of oil palm (L/001-06/2017, dated 7/5/2017) was established. IPM Plan was established to include the planting of beneficial plants and control of damage by rodents. Beneficial plants such as Tunera subulata, Antigonon Leptopus and Cassia were grown in the estates. Records of planting of new areas and maintenance of existing areas of beneficial plants and location maps are available (predator host plant map). For Pest & Disease (P&D), census was carried out for rat damage on annual basis. Latest census in September 2018 (TYE) and October 2018 (GE) results as follows: i) Rat Damage : 3.85% at field PR17B01 (Tye Yang Estate) ii) Rat Damage : 2.98% for field PM12/B1 (Gerola Estate)	Complied												
4.5.2	Training of those involved in IPM implementation shall be demonstrated. - Minor compliance -	Training records for staff and workers on IPM implementation were demonstrated. Verified training record at visited estates: <table border="1" data-bbox="1025 847 1659 1015"> <thead> <tr> <th>Date</th> <th>Topic</th> <th>Trainer</th> <th>Estate</th> </tr> </thead> <tbody> <tr> <td>27/6/18</td> <td>Rat Baiting</td> <td>Field conductor</td> <td>Tye Yang Estate</td> </tr> <tr> <td>11/4/2018</td> <td>IPM</td> <td>Ast. Manager</td> <td>Gerola Estate</td> </tr> </tbody> </table>	Date	Topic	Trainer	Estate	27/6/18	Rat Baiting	Field conductor	Tye Yang Estate	11/4/2018	IPM	Ast. Manager	Gerola Estate	Complied
Date	Topic	Trainer	Estate												
27/6/18	Rat Baiting	Field conductor	Tye Yang Estate												
11/4/2018	IPM	Ast. Manager	Gerola Estate												
Criterion 4.6:															
Pesticides are used in ways that do not endanger health or the environment															
4.6.1	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. - Major compliance -	Justification for all pesticides used was stated in the SOP for Pest and disease management and also in the IPM plan (Justifications for Pesticide Usage under IPM (Insecticide, Fungicide & Rodenticide) (B/008-14/2016) dated 8/5/16 and Justifications for Pesticide Usage under IPM (Weedicides) (B/009-11/2017) dated 14/10/17. The use of pesticide is specific to the target pest, weed and disease. Justification takes consideration to minimize effect on non-target species.	Complied												

Criterion / Indicator		Assessment Findings	Compliance																		
4.6.2	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. - Major compliance -	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 for Sept 18 as follow: <table border="1" data-bbox="1025 555 1749 794"> <thead> <tr> <th></th> <th>Tye Yang Estate (a.i/ha)</th> <th>Gerola Estate (a.i/ha)</th> </tr> </thead> <tbody> <tr> <td>Ally</td> <td>0.00509</td> <td>0.00269</td> </tr> <tr> <td>Glyphosate</td> <td>0.294</td> <td>0.4307</td> </tr> <tr> <td>Garlon</td> <td>0.02317</td> <td>0.0122</td> </tr> <tr> <td>Cypermethrin</td> <td>0.0192</td> <td>0.0008</td> </tr> <tr> <td>Amine</td> <td>-</td> <td>0.025</td> </tr> </tbody> </table>		Tye Yang Estate (a.i/ha)	Gerola Estate (a.i/ha)	Ally	0.00509	0.00269	Glyphosate	0.294	0.4307	Garlon	0.02317	0.0122	Cypermethrin	0.0192	0.0008	Amine	-	0.025	Complied
	Tye Yang Estate (a.i/ha)	Gerola Estate (a.i/ha)																			
Ally	0.00509	0.00269																			
Glyphosate	0.294	0.4307																			
Garlon	0.02317	0.0122																			
Cypermethrin	0.0192	0.0008																			
Amine	-	0.025																			
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 management encourage establishing biological control as per IPM plan. The implementation in the field is consistent with the SOP operation.	Complied																		
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 -	No class 1 chemical was used at Tye Yang estate.	Complied																		

Criterion / Indicator		Assessment Findings	Compliance												
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 -	Pesticides were handled, used or applied by trained workers applied in accordance with the product label. Latest training for pesticides handler was conducted as follow: <table border="1"> <thead> <tr> <th>Date</th> <th>Topic</th> <th>Trainer</th> <th>Estate</th> </tr> </thead> <tbody> <tr> <td>10/4/2018</td> <td>Spraying</td> <td>Ast. Manager</td> <td>TYE</td> </tr> <tr> <td>8/8/2018</td> <td>Spraying</td> <td>Ast. Manager</td> <td>GE</td> </tr> </tbody> </table>	Date	Topic	Trainer	Estate	10/4/2018	Spraying	Ast. Manager	TYE	8/8/2018	Spraying	Ast. Manager	GE	Complied
Date	Topic	Trainer	Estate												
10/4/2018	Spraying	Ast. Manager	TYE												
8/8/2018	Spraying	Ast. Manager	GE												
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 comply with Regulation 9 of the Pesticides Act 1974 requiring balance of remaining solution to be kept under lock and key. During visit it was noted that all the remaining pesticides are kept in the store and securely locked and comply with regulation	Complied												
4.6.7	Application of pesticides shall be by proven methods that minimise risk and impacts. - Minor compliance -	The quantity of agrochemicals required for various field conditions are documented and justified in the SOP – Guidelines in integrated pest and disease management of oil palm (L/001-05/2014). The implementation in the field is consistent with the SOP.	Complied												
4.6.8	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. - Major compliance -	No aerial spray was done at Melewar Production Unit	Complied												
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 -	There is no associated smallholder at Melewar Production Unit. Training records for staff and workers on chemical handling was made available as follow: <table border="1"> <thead> <tr> <th>Date</th> <th>Topic</th> <th>Trainer</th> <th>Estate</th> </tr> </thead> <tbody> <tr> <td>10/4/2018</td> <td>Spraying</td> <td>Ast. Manager</td> <td>TYE</td> </tr> <tr> <td>8/8/2018</td> <td>Spraying</td> <td>Ast. Manager</td> <td>GE</td> </tr> </tbody> </table>	Date	Topic	Trainer	Estate	10/4/2018	Spraying	Ast. Manager	TYE	8/8/2018	Spraying	Ast. Manager	GE	Complied
Date	Topic	Trainer	Estate												
10/4/2018	Spraying	Ast. Manager	TYE												
8/8/2018	Spraying	Ast. Manager	GE												

RSPO Public Summary Report
Revision 7 (Aug /2018)

Criterion / Indicator		Assessment Findings	Compliance												
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 -	Sighted the records of domestic waste collection at both estate visited. The domestic waste collected twice a week and dumped in the designated landfill. However, during site visit to the Melewar POM linesite area, it was observed that there was improper dumping of wastes including old paint container (scheduled waste) behind house no. SESA01/2000. Hence, a minor non-conformance was raised.	Minor nonconformance												
4.6.11	Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated. - Major compliance -	<p>Annual medical surveillance for sprayers and pesticide operators were demonstrated.</p> <p>Medical examination programme established for sprayers which conducted by Klinik Mabello (Paris) Sdn Bhd (HQ/16/DOC/00/557) for 27 sprayers at Tye Yang Estate and 27 sprayers at Gerola Estate.</p> <table border="1"> <thead> <tr> <th>ID No</th> <th>Date</th> <th>Result</th> <th>Estate</th> </tr> </thead> <tbody> <tr> <td>TY100805, TY100512, TY100006, TYE0248</td> <td>3/8/18</td> <td>Fit</td> <td>TYE</td> </tr> <tr> <td>GER2018, GER2020, GE10026, GE100049</td> <td>6/8/18</td> <td>Fit</td> <td>GE</td> </tr> </tbody> </table>	ID No	Date	Result	Estate	TY100805, TY100512, TY100006, TYE0248	3/8/18	Fit	TYE	GER2018, GER2020, GE10026, GE100049	6/8/18	Fit	GE	Complied
ID No	Date	Result	Estate												
TY100805, TY100512, TY100006, TYE0248	3/8/18	Fit	TYE												
GER2018, GER2020, GE10026, GE100049	6/8/18	Fit	GE												

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

Criterion / Indicator		Assessment Findings	Compliance																														
4.6.12	No work with pesticides shall be undertaken by pregnant or breast-feeding women. - Major compliance -	<p>The EHA will monitor on monthly basis. The record was sighted for the sprayers as follow:</p> <table border="1"> <thead> <tr> <th>ID No</th> <th>Date</th> <th>Result</th> <th>Estate</th> </tr> </thead> <tbody> <tr> <td>TY100805</td> <td>23/10/18</td> <td>Negative</td> <td rowspan="4">Tye Yang Estate</td> </tr> <tr> <td>TY100512</td> <td>23/10/18</td> <td>Negative</td> </tr> <tr> <td>TY100006</td> <td>23/10/18</td> <td>Negative</td> </tr> <tr> <td>TYE0248</td> <td>23/10/18</td> <td>Negative</td> </tr> <tr> <td>GER2018</td> <td>27/10/18</td> <td>Negative</td> <td rowspan="4">Gerola Estate</td> </tr> <tr> <td>GER2020</td> <td>27/10/18</td> <td>Negative</td> </tr> <tr> <td>GE10026</td> <td>27/10/18</td> <td>Negative</td> </tr> <tr> <td>GE100049</td> <td>27/10/18</td> <td>Negative</td> </tr> </tbody> </table> <p>Based on interview with female workers confirmed knowledge of the policy of transfer to alternative duties if they wished to continue working when pregnancy was confirmed or breast-feeding.</p>	ID No	Date	Result	Estate	TY100805	23/10/18	Negative	Tye Yang Estate	TY100512	23/10/18	Negative	TY100006	23/10/18	Negative	TYE0248	23/10/18	Negative	GER2018	27/10/18	Negative	Gerola Estate	GER2020	27/10/18	Negative	GE10026	27/10/18	Negative	GE100049	27/10/18	Negative	Complied
ID No	Date	Result	Estate																														
TY100805	23/10/18	Negative	Tye Yang Estate																														
TY100512	23/10/18	Negative																															
TY100006	23/10/18	Negative																															
TYE0248	23/10/18	Negative																															
GER2018	27/10/18	Negative	Gerola Estate																														
GER2020	27/10/18	Negative																															
GE10026	27/10/18	Negative																															
GE100049	27/10/18	Negative																															
<p>Criterion 4.7: An occupational health and safety plan is documented, effectively communicated and implemented. The health and safety plan shall cover the following:</p>																																	

<p>4.7.1</p>	<p>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 -</p>	<p>Company has established safety and health policy signed by Mill Director dated 15th January 2018. Safety Policy has been made publicly available for all workers and related stakeholders through notice board at the Mill and Estate’s office compounds. The policy was communicated to all workers and staffs accordingly through Safety & Health Policy Briefing. Safety and Health (OSH) Plan and Improvement for Mill and Estates was established dated 26/1/2018 (MPOM). Seen the OSH Policy communication record to workers and employees dated 1/3/2018 at Melewar POM, dated 6/11/2018 at Gerola Estate.</p> <p><u>Chemical Health Risk Assessment (CHRA)</u> Melewar POM - CHRA conducted on 11/12/2016 by registered assessor JKPP HIE/127/171-2(289). Tye Yang Estate –CHRA was conducted on 23/7/2018 by registered assessor, JKPP KIM 127/453/6/(30). Gerola Estate-CHRA was conducted on 25/8/2018 by registered assessor, JKPP KIM 127/453/6/(30).</p> <p><u>Medical Surveillance Program</u> Medical surveillance was done on 15/8/2018 to those workers who expose to n-hexane n manganese. The test was done by Klinik Mabelo (Paris) Sdn Bhd (HQ/16/DOC/00/557). All the workers found fit to work (ID No:G0153, S0042, G0365, G0342, G0160, G0050)</p> <p><u>Annual Audiometric Testing</u> Melewar POM – Annual Audiometric testing was conducted on 7/9/2018 by Mabello Group of Clinics (HQ). Total of 27 workers were sent for the test. Results from testing: 1 worker found with STS. The retest was plan to be conducted on 6/12/18.</p> <p><u>LEV inspection and testing</u></p>	<p>Complied</p>
--------------	---	--	-----------------

RSPO Public Summary Report
Revision 7 (Aug /2018)

Criterion / Indicator	Assessment Findings	Compliance
	<p>Melewar POM - LEV inspection and testing was conducted on 8/10/2018 by registered assessor, JKPP HIE 127/171-3/2(185). From the report, the monitoring was successfully conducted and the effectiveness of the LEV systems is currently effective in its performance.</p> <p><u>LEV Monthly Inspection</u> Visual monitoring was done on monthly basis. The last inspection for the fume hood was done on 13/11/2018 by lab assistant.</p>	

Criterion / Indicator	Assessment Findings	Compliance
<p>4.7.2</p>	<p>All operations where health and safety is an issue shall be risk assessed, and procedures and actions shall be documented and implemented to address the identified issues. All precautions attached to products shall be properly observed and applied to the workers.</p> <p>- Major compliance -</p> <p>Melewar Production Unit had identified and reviewed significant hazards and risks and determined appropriate risk control measures.</p> <p>The hazard identification, risk assessment and risk control (HIRARC) records, as well as CHRA reports were verified during the assessment. Appropriate control measure has been determined and revised in the HIRARC register.</p> <p>Melewar POM - HIRARC was reviewed on 29/9/2018 and approved by the Sr. Ast. Manager. The review was done for clarification station after the accident happened. The HIRARC for Mill activities was identified and risk assessed with respect to office, FFB grading, FFB loading ramp, sterilizer, threshing station, pressing station, empty bunch press station, depericarper station, nut plant, winnowing plant, kernel plant, clarification station, laboratory, water treatment plant, boiler, biogas plant, solvent plant.</p> <p>At the estate, among the HIRARC carried out covered activities like chemical mixing, replanting, spraying, manuring, chemical/ fertilizer/ POL storage, harvesting and FFB collection, pruning, nursery, FFB Transport, working at height, and workshop. The review was done on 19/2/18 (annual review) at Tye Yang Estate and on 31/7/2018 (after accident for harvesting activity) at Gerola Estate.</p>	<p>Complied</p>

Criterion / Indicator	Assessment Findings	Compliance
<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.</p> <p>- Minor compliance -</p> <p>Awareness and training program had been carried out. All workers involved had been adequately trained in safe working practices. The objective was to ensure all workers involved have been adequately trained in understanding MSDS, safe working practices and the correct use of PPE.</p> <p>Suitable PPE has been provided to the workers based on the information in the MSDS and CHRA assessor’s recommendation.</p> <p>List of Personal Protective Equipment (PPE) Provided – identifies the type of PPE for the respective activities.</p> <ul style="list-style-type: none"> i. Ramp, Sterilizer, Oil room, Kernel Plant, Boiler/Engine operator – Safety Helmet, Semi leather Hand Glove, Cotton Gloves, Safety Shoes, Safety Vest and Ear Muff. ii. Field workers (sprayer, manure & harvester) – N95 respirator, anti-mist goggles, wellington boots, apron and sickle cover. <p>During the site visit, it was noted that the PPE will be replaced by the workers when damaged or lost. The PPE was implemented effectively at all site visited.</p> <p>The chemical store was found to be adequately organized, properly labelled, secured and person in charge understands the OSH procedures. CSDS was placed at the chemical stores and is available. The person in charge understands the information written in CSDS.</p>	<p>Complied</p>

<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><u>Melewar POM</u> OSH/ESH meeting conducted on quarterly basis and last meeting conducted on 26/10/2018.</p> <p>The work place inspection and review of accident record was discussed during the OSH meeting. No any unresolved safety and health issues noted.</p> <p><u>OSH Committee Members for 2018</u> Chairman – Mill Manager Appointment letters for OSH committee members was sighted. OSH/EHS meeting: 26/10/2018, 20/7/2018, 20/4/2018 and 26/1/2018.</p> <p><u>Tye Yang Estate</u> OSH/ESH meeting conducted on quarterly basis and last meeting conducted on 24/10/2018.</p> <p>The work place inspection and review of accident record was discussed during the OSH meeting. No any unresolved safety and health issues noted.</p> <p><u>OSH Committee Members for 2018</u> Chairman – Manager Appointment letters for OSH committee members was sighted.</p> <p>OSH/EHS meeting: 24/10/2018, 25/7/2018, 25/4/2018 and 24/1/2018.</p> <p><u>Gerola Estate</u> OSH/ESH meeting conducted on quarterly basis and last meeting conducted on 31/10/2018.</p>	<p>Complied</p>
--------------	--	---	-----------------

Criterion / Indicator	Assessment Findings	Compliance
	<p>The work place inspection and review of accident record was discussed during the OSH meeting. No any unresolved safety and health issues noted.</p> <p><u>OSH Committee Members for 2018</u> Chairman – Manager Appointment letters for OSH committee members was sighted.</p> <p>OSH/EHS meeting: 31/10/2018, 15/8/2018, 10/6/2018 (accident meeting), 14/5/2018 and 14/2/2018.</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. - Minor compliance -</p>	<p>Accident and emergency procedures (flowchart) for accidents, fire, poisonous, chemical spillage and flood are in Bahasa Malaysia and this is understood by the responsible workers, staff or executives involved in the operation. Good understanding level observed among the workers.</p> <ol style="list-style-type: none"> 1. Melewar POM - Fire drill was last conducted on 16/2/18 to test the state of readiness during emergency situation. 2. Fire drill was last conducted on 7/2/2018 (Tye Yang Estate) and 14/10/2018 (Gerola Estate) to test the state of readiness during emergency situation. 3. Training for First Aid is conducted once in two years. Last training was conducted on 20/8/2018 (MPOM), 27/9/18 (Tye Yang Estate) and 6/11/2018 (Gerola Estate) by VMO-Klinik Mabello. 4. First aid equipment is available at worksites. During the site visit there is evident that First Aid Box is available at the relevant area with sufficient contents and in good condition. 5. Fire extinguisher (ABC Powder) assessed during the site observation are available and within the expiry date. 6. Emergency eye wash facility available at laboratory. Both are in good working condition. 7. Quarterly review on accident cases carried out during OSH quarterly meeting. <p>Melewar POM There was 4 accidents above 4 days MC reported for 2018 (Total-90 days MC). JKKP 6 was sent to DOSH accordingly for all accidents happened. JKKP 8 was sent to DOSH on 30/1/2018.</p>	<p>Complied</p>
--------------	---	--	-----------------

RSPO Public Summary Report
Revision 7 (Aug /2018)

Criterion / Indicator	Assessment Findings	Compliance
	<p>DOSH visits (8/11/2018) been recorded in the DOSH log book and comments highlighted by DOSH was noted. There was no major issues raised by DOSH officer.</p> <p><u>Tye Yang Estate</u> There was no accidents reported for 2018. JKPP 8 was sent to DOSH on 14/1/2018.</p> <p><u>Gerola Estate</u> There was 1 accident below 4 days MC reported for 2018 (Total- 3 days MC). The accident investigation was conducted on 10/6/2018. JKPP 8 was sent to DOSH on 25/1/2018.</p>	

RSPO Public Summary Report
Revision 7 (Aug /2018)

Criterion / Indicator		Assessment Findings	Compliance																									
4.7.6	All workers shall be provided with medical care, and covered by accident insurance. - Minor compliance -	<p>Medical care is provided to all the employees. Reviewed on workers profile records found that all workers are covered by the accident insurances.</p> <p>Malaysian workers are covered by SOCSO or Perkeso (Pertubuhan Keselamatan Sosial). Refer to form 8A, "Jadual Caruman" for Sept 18, Oct 18.</p> <p>Foreign workers are covered by Foreign Workers Compensation Scheme Certificate of Insurance.</p> <table border="1"> <thead> <tr> <th>Insurance</th> <th>Period</th> <th>ID No</th> <th>Remark</th> </tr> </thead> <tbody> <tr> <td>SOCSO</td> <td>Sept 18, Oct 18</td> <td>G0241, G0292</td> <td rowspan="2">MPOM</td> </tr> <tr> <td>FWCS (LONPAC Insurance)</td> <td>Policy No: J/18/WF00/04 6783/JHR-21</td> <td>G0093, G0198</td> </tr> <tr> <td>SOCSO</td> <td>Sept 18, Oct 18</td> <td>TYE2206, TY100629, TY100719</td> <td rowspan="2">Tye Yang Estate</td> </tr> <tr> <td>FWCS (LONPAC Insurance)</td> <td>Policy No: J/17/WF00/04 5510/JHR-83</td> <td>TY100805, TY100512, TY100006, TE0248</td> </tr> <tr> <td>SOCSO</td> <td>Sept 18, Oct 18</td> <td>GE100284, GE100286, GER2089, GER4011, GER0005</td> <td rowspan="2">Gerola Estate</td> </tr> <tr> <td>FWCS (LONPAC Insurance)</td> <td>Policy No: J/18/WF00/04 6921/JHR-24</td> <td>GER2018, GER2020, GE10026, GE100049</td> </tr> </tbody> </table>	Insurance	Period	ID No	Remark	SOCSO	Sept 18, Oct 18	G0241, G0292	MPOM	FWCS (LONPAC Insurance)	Policy No: J/18/WF00/04 6783/JHR-21	G0093, G0198	SOCSO	Sept 18, Oct 18	TYE2206, TY100629, TY100719	Tye Yang Estate	FWCS (LONPAC Insurance)	Policy No: J/17/WF00/04 5510/JHR-83	TY100805, TY100512, TY100006, TE0248	SOCSO	Sept 18, Oct 18	GE100284, GE100286, GER2089, GER4011, GER0005	Gerola Estate	FWCS (LONPAC Insurance)	Policy No: J/18/WF00/04 6921/JHR-24	GER2018, GER2020, GE10026, GE100049	Complied
Insurance	Period	ID No	Remark																									
SOCSO	Sept 18, Oct 18	G0241, G0292	MPOM																									
FWCS (LONPAC Insurance)	Policy No: J/18/WF00/04 6783/JHR-21	G0093, G0198																										
SOCSO	Sept 18, Oct 18	TYE2206, TY100629, TY100719	Tye Yang Estate																									
FWCS (LONPAC Insurance)	Policy No: J/17/WF00/04 5510/JHR-83	TY100805, TY100512, TY100006, TE0248																										
SOCSO	Sept 18, Oct 18	GE100284, GE100286, GER2089, GER4011, GER0005	Gerola Estate																									
FWCS (LONPAC Insurance)	Policy No: J/18/WF00/04 6921/JHR-24	GER2018, GER2020, GE10026, GE100049																										

Criterion / Indicator		Assessment Findings	Compliance										
4.7.7	Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics - Minor compliance -	<p>Accident records are found to be updated. All records on Lost Time Accident (LTA) metrics are maintained. Samples of accident statistic as shown below :</p> <table border="1"> <thead> <tr> <th>Year to-date</th> <th>MPOM</th> <th>Tye Estate</th> <th>Yang</th> <th>Gerola Estate</th> </tr> </thead> <tbody> <tr> <td>2017</td> <td>30</td> <td>0</td> <td></td> <td>0</td> </tr> </tbody> </table> <p><small>*LTA is equivalent to lost man days (MC)</small></p>	Year to-date	MPOM	Tye Estate	Yang	Gerola Estate	2017	30	0		0	Complied
Year to-date	MPOM	Tye Estate	Yang	Gerola Estate									
2017	30	0		0									

Criterion 4.8:
All staff, workers, smallholders and contract workers are appropriately trained.

Criterion / Indicator	Assessment Findings	Compliance
<p>4.8.1</p> <p>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.</p> <p>- Major compliance -</p>	<p>Melewar Production Unit has established individual training program based on training need analysis conducted based of job category. Sighted the documented training program at mill/estates visited.</p> <p><u>Melewar POM</u> The mill has conducted training need analysis by individual workers base on job category and job station. The training program was established based on the training need analysis. Sighted the training program for FY 2018. Trainings conducted include a formal training programme on all aspects of RSPO Principles and Criteria and the Supply Chain Certification System.</p> <p><u>Tye Yang Estate</u> The estate has conducted training need analysis by workers group. The training program was established based on the training need analysis. Training program covered on all aspects of RSPO Principles and Criteria and the Supply Chain Certification System. Training program for FY 2018 available for review.</p> <p><u>Gerola Estate</u> The training need analysis conducted base on job category. Based on the training need analysis, the training program is established. The training program FY 2018 sighted covers all aspect of RSPO Principles and Criteria and the Supply Chain Certification System.</p>	<p>Complied</p>

<p>4.8.2</p>	<p>Records of training for each employee shall be maintained. - Minor compliance -</p>	<p>Records of training for each employee are available in Mill and estates visited.</p> <p><u>Melewar POM</u> Records for training for each employee were made available for each employee. Sighted the sampled training records as follows: i. Weighbridge station SOP training dated 1/8/2018 ii. FFB grader training dated 29/6/2018 iii. Safety and chemical handling training dated 5/8/2018 iv. Workshop and electrical safety and operation training dated 1/7/2018</p> <p><u>Tye Yang Estate</u> The estate maintain the training records for employees. The management conducted training evaluation after each training to evaluate the employee understanding on the training given. Sighted the sampled training records as follows: i. Latihan Kesedaran dan Kewaspadaan HCV dated 12/9/2018 ii. Latihan komposisi dan fungsi jawatankuasa keselamatan dan kesihatan dated 3/9/2018 iii. Recycle, domestic waste management and Scheduled waste management training dated 30/5/2018 iv. Safety work procedure for sprayer dated 5/2/2018 v. Safety work procedure for pre-mixing chemical dated 10/7/2018</p> <p><u>Gerola Estate</u> The estate maintain the training records for each employee. To evaluate the understanding of the training given, the estate conducted training evaluation for every training conducted. Sighted the sampled training records as follows: i. SOP for weeding, re-entry period and buffer zone awareness training dated 8/8/2018.</p>	<p>Complied</p>
--------------	--	--	-----------------

Criterion / Indicator	Assessment Findings	Compliance
	ii. Chemical premix and triple rinsing training dated 14/8/2018 iii. Emergency Response Plan training dated 14/8/2018 iv. Sustainability awareness training dated 6/11/2018 v. Usage of PPE during welding work dated 10/11/2018	
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.		

Criterion / Indicator		Assessment Findings	Compliance
5.1.1	An environmental impact assessment (EIA) shall be documented. - Major compliance -	<p>Melewar Production Unit has established environmental impact assessment base on Initial assessment conducted by Wild Asia on 13 July 2011 Social & Environmental Impact Assessment and 5 years Improvement Plans of Asia (N006) and Melewar Production Units (N005) and 3 years Improvement Plan for Takon Production Unit. The assessment has identified the significant aspect and impact of the mill/estate activity to the environment. The assessment is subjected for review at minimum of 2 years and when required due to operational changes that have negative and positive impact to the environment.</p> <p><u>Melewar POM</u> Melewar Palm Oil Mill has established environmental impact assessment and documented on Environmental and Social Improvement Plan. Latest review was conducted on 17/8/2018</p> <p><u>Tye Yang Estate</u> The estate has established the environmental impact assessment and documented in In Housed Environmental and Social Improvement. The assessment has identified the significant aspect and impact to the environment from the individual estate activity. The latest review was conducted on 17/10/2018.</p> <p><u>Gerola Estate</u> The estate has established the environmental impact assessment and documented in Environmental and Social Improvement Plan – Sabah. The assessment identified the significant aspect and impact to the environment from the activity done by the plantation. Latest review was conducted on 17/8/2018.</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
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.</p> <p>- Minor compliance -</p>	<p>Mill/Estates in Melewar Production Unit has established management plan based on the environmental impact assessment and documented in the same document, Environmental and Social Improvement Plan for each operating unit. The management plan is subjected for review at minimum of 2 years and when required due to operational changes. The management plan has identified the significant environmental aspect, mitigation plan, review of the action plan taken, time frame, and person responsible.</p> <p><u>Melewar POM</u> During site visit to the linesite are, it was observed that there was a landslide at in front of house no. SESA01/2000 and house no. JESA12A/2012 and JESA12B/2012 was sinking due to water movement underground. The houses has been vacated. During document review, it was noted that Melewar POM has not identified activity in linesite area as one of the estate mill activity which gives significant impact to the environment. No environmental impact assessment conducted on the landslide incident even though the management aware of the incident. Thus, minor NC was raised. Refer NC no. 1709859-201808-N1</p>	<p>Minor nonconformance</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>Mill/Estates in Melewar Production Unit has established environmental management/improvement plan based on the environmental impact assessment and documented in the same document, Environmental and Social Improvement Plan for each operating unit. The management plan is subjected for review at minimum of 2 years and when required due to operational changes. The management plan has identified the monitoring method to review the action plan taken, time frame, and person responsible.</p>	<p>Complied</p>

Criterion / Indicator	Assessment Findings	Compliance	
<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>			
<p>5.2.1</p>	<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>The company has established and documented HCV identification and management plan, refer document no. C/019-07/2017 and Guidelines of Biodiversity conservation Management plan for estate –Sabah, refer document no. C/007-01/2009.</p> <p>Initial assessment was conducted by Wild Asia on 13 July 2011 Social & Environmental Impact Assessment including a preliminary management review is available in the file. The report clearly stated the environment management assessment. Base on the assessment conducted is was conclude that “there is limited HCV found within the site” as stated in the report item 3.7 Conclusion on page 26.</p> <p>‘No Hunting’ and ‘No fishing’ signs are erected at the gates of the estates as well at some of the boundaries in the individual estates.</p> <p>Sighted during site visit at Tye Yang Estate and Gerola Estate, the buffer zone was demarcated with red color stick. There are no spraying activity along the river buffer zone and the vegetation along are well preserved.</p>	<p>Complied</p>
<p>5.2.2</p>	<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. - Major compliance -</p>	<p>List of animals (Species recorded during site survey) is available and conservation areas are clearly stated. Management has a plan to enhance the conservation and protection of the species identified. The Wild Asia study in July 2011 included a section known as ‘Biodiversity Report’. Birds were the principal biodiversity indicators used in the assessment, with supplementary data provided from the species of mammals and reptiles observed and reported.</p>	<p>Complied</p>

Criterion / Indicator	Assessment Findings	Compliance
<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.</p> <p>- Minor compliance -</p>	<p>The estates visited continuously provide awareness to the employee regarding the status of RTE species and discourage them to conduct any illegal or inappropriate hunting, fishing or collecting activities. The awareness was given through training and muster briefing.</p> <p><u>Tye Yang Estate</u> The estate has conducted regular and continuous training to keep the workers awareness regarding the status of RTE species. Sighted the training records for Latihan Kesedaran dan Kewaspadaan HCV dated 12/9/2018.</p>	<p>Complied</p>
<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>The estates visited has conducted continuous training to keep the workers awareness regarding the status of HCV and RTE species. The estate also has taken action to ensure no illegal or inappropriate hunting, fishing or collecting activities taken place in the estate. Sighted during site visit signboard on prohibition of illegal or inappropriate hunting at the estate entrance and office area. The management of the individual estates has taken action to discourage any illegal or inappropriate hunting, fishing or collecting activities.</p> <p>All visitors has been brief regarding the prohibition of illegal or inappropriate hunting, fishing or collecting activities in the estates compound.</p> <p><u>Gerola Estate</u> The estate maintain RTE species sighting records. Latest sighting recorded as follows:</p> <ul style="list-style-type: none"> i. 9/11/2016 – Orang Utan sighted at adjacent to Hutan Simpan Ulu Segama ii. 15/9/2017 – Elephant sighted at field PR16A02 adjacent to jungle area. 	<p>Complied</p>

RSPO Public Summary Report
Revision 7 (Aug /2018)

Criterion / Indicator		Assessment Findings	Compliance
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 HCV set-aside that needs any negotiation process with the local communities	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 -	The group has established Guidelines on Wastes and Waste Products Identification and Disposal Plan for Estate and Mills, document ref. no F/007-06/2016 dated 22/12/2016. The guideline stated the area of waste generated, waste category, handling methods and disposal plan for the identified waste. The mill/estates visited has also identified the waste and documented in Environmental and Social Improvement Plan under waste section. The waste category identified as Recycle Waste, Non-Recycle waste and Scheduled waste.	Complied

<p>5.3.2</p>	<p>All chemicals and their containers shall be disposed of responsibly. - Major compliance -</p>	<p>As per Guidelines on Wastes and Waste Products Identification and Disposal Plan for Estate and Mills, empty pesticides container were not categorised as scheduled waste after been triple rinse and pierced at the bottom. The empty pesticides container were disposed to approved collector, New Gates Industries Borneo Sdn. Bhd as per letter from Department of Agriculture, JPKRP(SBH)207/12/467/(19) dated 18/3/2011.</p> <p>The disposal of used chemicals were done as per Guidelines on Wastes and Waste Products Identification and Disposal Plan for Estate and Mills. All scheduled waste were stored at designated stored and been disposed before 180 days or 20 MT as per requirement. The inventory was recorded in SW inventory book. The data reported to DOE through E-SWISS.</p> <p>Sighted the disposal records of Scheduled waste at operation units visited as follows:</p> <p><u>Melewar POM</u></p> <p>In POM, schedule waste dispose through licensed contractor: Wawasan Oil Recycle Sdn Bhd. Latest consignment note dated Consignment note for schedule waste :</p> <ul style="list-style-type: none"> i. 20/7/2018 for SW 305; C/N no: 0296 : 2.30 MT ii 19/7/2018 for SW 409; C/N no: 0295 : 0.48 MT iii. 20/7/2018 for SW 410; C/N no: 0298 : 0.028 MT <p><u>Tye Yang Estate</u></p> <p>The schedule waste dispose through licensed contractor: Wawasan Oil Recycle Sdn Bhd while empty pesticides containers were disposed by New Gates Industries Borneo Sdn. Bhd. Latest consignment note dated Consignment note for schedule waste :</p> <ul style="list-style-type: none"> i. 9/11/2018 for SW 409; Invoice no: 1509 ii. 7/11/2018 for SW 305; C/N no: 0958 : 3.70 MT iii. 7/11/2018 for SW 410; C/N no: 0976 : 0.30 MT 	<p>Complied</p>
--------------	--	---	-----------------

Criterion / Indicator	Assessment Findings	Compliance
	<p><u>Gerola Estate</u> The schedule waste dispose through licensed contractor: Wawasan Oil Recycle Sdn Bhd while empty pesticides containers were disposed by New Gates Industries Borneo Sdn. Bhd. Latest consignment note dated Consignment note for schedule waste:</p> <ul style="list-style-type: none"> i. 9/11/2018 for SW 409; Invoice no: 1510 ii. 17/10/2018 for SW 305; C/N no: B002514 : 0.90 MT iii. 17/10/2018 for SW 410; C/N no: B002515 : 0.081 MT 	

Criterion / Indicator		Assessment Findings	Compliance
5.3.3	A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented. - Minor compliance -	<p>The mill/estates visited has also established waste management plan and documented in Environmental and Social Improvement Plan. Disposal of all waste were conducted as per Guidelines on Wastes and Waste Products Identification and Disposal Plan for Estate and Mill. The plan is review as a minimum every 2 years.</p> <p>Both mill and estates continuously give awareness to the employee on pollution reduction. Sighted the awareness training as follows: i. Guidelines on waste management, waste collection and 3R for domestic waste collector, Humana and shopkeeper dated 30/10/2018.</p>	Complied
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 -	<p>Monthly record on energy consumption for both renewable and non-renewable sources were kept and documented. Itis monitored to optimize use of renewable energy. Data is being compiled for comparison and control for future improvement. Apart from use of grid supply for electricity, palm fibre and shells were also used to generate electricity through steam turbine and boiler. The use of energy in palm oil mill and line site was monitored monthly to compare the energy usage against the production of CPO. Electricity generation was through steam turbine and boiler where Palm fibre and PK shells were used as renewable energy/fuel. Monthly records of energy consumption of non-renewable and renewable fuel per metric ton of palm product at the Mill were available.</p>	Complied
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.			

Criterion / Indicator		Assessment Findings	Compliance
5.5.1	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. - Major compliance -	There was no land preparation by burning.	Complied
5.5.2	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. - Minor compliance -	There was no land preparation by burning. The replanting area for 2018 was completed on June 2018 for 145.78 Ha.	Complied
Criterion 5.6: Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.			

RSPO Public Summary Report
Revision 7 (Aug /2018)

Criterion / Indicator		Assessment Findings	Compliance
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 -	Various monitoring has been conducted including the effluent analysis, stack monitoring and river water monitoring. At Mill, monitoring of mill gas emissions is being done online using the Continuous Emissions Monitoring System (CEMS) and supported by the Ringelman Smoke Chart Sighted the stack monitoring records for FY 2018 as follows: i. Ref no: MS/MELEWAR POM/2018/BOILER NO.3 (S3) 1 st Half dated 15/4/218. The monitoring result indicated at 0.119 gm/Nm ³ , lower than the permissible limit of 0.4 gm/Nm ³ stipulated under the Environmental Quality (Clean Air) Regulations, 1978. ii. Ref no: MS/MELEWAR POM/2018/BOILER NO.3 (S3) 2 nd Half dated 14/10/218. The monitoring result indicated at 0.299 gm/Nm ³ , lower than the permissible limit of 0.4 gm/Nm ³ stipulated under the Environmental Quality (Clean Air) Regulations, 1978.	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 and greenhouse gas (GHG) emissions were identified includes methane from effluent, smoke and fertilizer usage have been adequately documented. It was noted that the sustainability team have established plans for implementation and monitoring of GHG emissions.	Complied

Criterion / Indicator	Assessment Findings	Compliance
5.6.3	<p>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.</p> <p>- Minor compliance -</p> <p>Tools and systems used to monitor significant pollutants includes the DOE CEMS monitoring system for air emissions, water quality at discharge points as per DOE regulations. POME is treated using anaerobic and aerobic ponds or biological treatment system.</p> <p>Monitoring of the GHG quantity was done through RSPO PalmGHG Calculator Version 3.0.1 is used and the management opted for full version was applied.</p> <p>These GHG calculations were done as per certification unit basics including 5 estate and mill. Summary emissions:</p> <p>i. Emission/ mt CPO= 17.18 tCO₂ e/mt CPO</p> <p>ii. Emission/ mt PK= 17.18 tCO₂ e/mt PK</p>	Complied
<p>Principle 6: Responsible consideration of employees and of individuals and communities affected by growers and millers.</p>		
<p>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.</p>		
6.1.1	<p>A social impact assessment (SIA) including records of meetings shall be documented.</p> <p>- Major compliance -</p> <p>SIA available established as Environmental and Social Improvement Plan – Sabah; Doc. Ref. # N/009 – 01/2018; Date: 17/8/2018; Aspects identified as following:</p> <ul style="list-style-type: none"> - Pay & Living Condition: Recruitment, Payment - Communication & Consultation: Communication procedure, social conflict, land claim and conflicts - Fair Pricing: Internal, External - Training - Compliance to law regulation 	Complied
6.1.2	<p>There shall be evidence that the assessment has been done with the participation of affected parties.</p> <p>- Major compliance -</p> <p>Based on the records of minutes of meeting, i.e. <i>Minit mesyuarat Bersama Pihak-pihak berkepentingan</i> / stakeholder (Stakeholder consultation meeting for Melewar Production Unit); Date: 3/10/2018; Venue: Tye Yang Estate Office; the participation of affected parties in the assessment was evident.</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
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 -	Plans were established from the In-house Environmental and Social Improvement Plan – Tye Yang Plantations (Sabah) Sdn. Bhd.; Date reviewed: 15/10/2018; Next review date: 15/10/2020; The improved design plan was based on the result of evaluation process on the effects and/or practicable action or series of actions implemented undertaken by the management operating unit as per 5 years improvement plan of Melewar Production Unit (N005). The plan supersede the documents with reference # C/019, C/021, F008, F/009, F/019, N/005, N/006 and N/008.	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 -	Based on the previous records of assessment, the plan was consistently reviewed every year during the stakeholder consultation meeting as above.	Complied
6.1.5	Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme). - Minor compliance -	No smallholder schemes included within the certified Melewar Production Unit	Not applicable
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.			

Criterion / Indicator		Assessment Findings	Compliance
6.2.1	<p>Consultation and communication procedures shall be documented.</p> <p>- Major compliance -</p>	<p>The management has implemented SOP on Mechanism for Communication and Consultation (Doc. Ref. No. E/004 07/2015) dated 08/09/2015 for the reference of consultation with employees and relevant stakeholders. There are 3 types of communication are designed as such:</p> <ul style="list-style-type: none"> - Consultation with employees and other stakeholders – JCC, Complaints and Grievance Procedure and Suggestion Box - Gender group (female) consultation - Free prior informed consent <p>Based on SOP Mechanism for Complaints and Grievances; Doc. Ref. No.: E/001-06/2017; Doc. date 06/01/2017, the procedure specifies the mechanism of complaints and grievances. Company also has the flow chart of Complaints & Grievances Procedure according to level of complaints. Book for complaint & grievance record was maintained but so far, no complaint received.</p>	Complied
6.2.2	<p>A management official responsible for these issues shall be nominated.</p> <p>- Minor compliance -</p>	<p>Nominations made as per samples sighted:</p> <ul style="list-style-type: none"> - <i>Surat Perlantikan Jawatan Sebagai Orang Yang Bertanggungjawab Mengendalikan Kemampanan</i>; Date: 2/7/2018; Muhammad Arzani Bin Mazelie (Admin Officer) - Letter of Appointment as Management Officer Responsible for Handling Consultation and Communication (Management Official); Date: 14/1/2014; Mr. Chan Chor Laup (Senior Mill Manager); Alternate Official (Mill Level) Philip V. Ating (Sr. Asst. Mill Manager) 	Complied

Criterion / Indicator		Assessment Findings	Compliance
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 -	A list of stakeholders updated 1/11/2018, records of communication including confirmation receipt and actions were maintained at individual operating units as verified.	Complied
Criterion 6.3: There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all effected parties.			
6.3.1	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 -	The system was based on SOP Mechanism for Complaints and Grievances; Doc. Ref. No.: E/001-06/2017; Doc. date 06/01/2017 which found effective, timely, appropriate and open to any affected parties. The complaint and grievances is open to effected parties including internal and external stakeholders	Complied
6.3.2	Documentation of both the process by which a dispute was resolved and the outcome shall be available. - Major compliance –	Melewar POM and the estates have implemented Complaints and Grievances form and the management will transferred the complaint into the logbook. No any pending issue were found. The management has taken action to resolve all the complaints and requests from the stakeholders.	Complied
Criterion 6.4: 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 -	JC Chang Group has developed a SOP for Identifying Legal and Customary Rights and Identifying People Entitled to Compensation with Doc. Ref. No. E/002-03/2015 dated 8/9/2015. The procedure has detailing the procedure on how to identify the legal and customary rights, procedure on calculating and distributing fair compensation as well as documentation of the outcome of compensation.	Complied

Criterion / Indicator	Assessment Findings	Compliance
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 -	SOP as per indicator 6.4.1 above. 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 -	No issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders reported during the time of audit. Complied
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.		

<p>6.5.1</p>	<p>Documentation of pay and conditions shall be available. - Major compliance -</p>	<p>Documents of pay and conditions sighted available for the following samples:</p> <p>Melewar Palm Oil Mill:</p> <ul style="list-style-type: none"> - Employee ID # G0009; Work Station: Workshop (Mechanical); Date join: 1/8/2017; Nationality: Indonesia - Employee ID # G0442; Work Station: Biogas Plant; Date join: 4/9/2018; Nationality: Philippine - Employee ID # G0287; Work Station: Kernel Plant; Date join: 1/2/2015; Nationality: Malaysia - Employee ID # G0342; Work Station: Lab; Date join: 21/3/2016; Nationality: Malaysia - Employee ID # G0125; Work Station: Weighbridge; Date join: 1/8/2016; Nationality: Indonesia - Employee ID # G0022; Work Station: Solvent Plant; Date join: 1/6/2017; Nationality: Indonesia <p>Tye Yang Estate:</p> <ul style="list-style-type: none"> - Employee ID # TY01070; Work Station: L/F Picker Date join: 1/8/2018; Nationality: Indonesia - Employee ID # TYE0977; Work Station: Harvester; Date join: 27/2/2017; Nationality: Indonesia - Employee ID # TY00931; Work Station: Crèche Ayah; Date join: 21/9/2017; Nationality: Malaysia - Employee ID # TY100387; Work Station: Backhoe & Excavator Driver; Date join: 4/5/2013; Nationality: Indonesia <p>Gerola Estate:</p>	<p>Complied</p>
--------------	---	--	-----------------

RSPO Public Summary Report
Revision 7 (Aug /2018)

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> - Employee ID # GE100246; Work Station: Crane Attendant; Date join: 28/8/2018; Nationality: Indonesia - Employee ID # GE100235; Work Station: Tractor Driver; Date join: 28/8/2018; Nationality: Indonesia - Employee ID # GE100228; Work Station: Harvester; Date join: 28/8/2018; Nationality: Indonesia - Employee ID # GE100234; Work Station: Harvester; Date join: 28/8/2018; Nationality: Indonesia 	
6.5.2	<p>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.</p> <p>- Major compliance -</p> <p>Based on the records of the sampled attendance (punch card), it was found that two women workers have been working for night shift as following:</p> <ul style="list-style-type: none"> - Employee ID #G0125: 13-19/8/2018; 21/8/2018; 28-30/8/2018; 1/9/2018; 6-8/9/2018; 10/9/2018; 12-15/9/2018; 18/9/2018; 24-28/9/2018; 30/9/2018; 2-4/10/2018; 7-14/10/2018; 16/10/2018; 22-23/10/2018; 25-28/10/2018 & 30/10/2018 - Employee ID #G0287: 2/8/2018; 12-17/8/2018 & 24-30/8/2018 <p>However the work agreements and pay slips does not show any allocation of night shift work payments to the respective sampled women employee. Hence, the payment of shift allowance to women employees was not according to Permit Wanita Bekerja Malam (Serial # 600-1/2/13/144(05/KBN/2018-002) condition mainly # 1.6 <i>Membayar pekerja-pekerja wanita elaan syif pada kadar yang dipersetujui dalam terma dan syarat-syarat perkhidmatan jika terdapat perjanjian kolektif kadar hendaklah tidak kurang daripada kadar yang terkandung dalam perjanjian kolektif.</i></p> <p>Hence, a major noncompliance has been raised on this matter.</p>	Major nonconformance

RSPO Public Summary Report
Revision 7 (Aug /2018)

Criterion / Indicator	Assessment Findings	Compliance
<p>6.5.3</p> <p>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>- Minor compliance –</p>	<p>The workers were provided with housing, free water and electricity supply, medical and education assistance such as HUMANA. The workers were provided with two water tanks where one tank was contained treated water and another tank to harvest rain water. Grass cutting and fogging was conducted at the linesite. Hospital Assistant has conducted linesite inspection on weekly basis and the records were sighted. Humana school available for foreign’s workers children.</p> <p>Melewar POM:</p> <p>During site visit to the linesite and staff housing areas, it was observed that the surrounding of houses were not adequately maintained mainly on the grass cutting which might possibly lead to unwanted presence of reptiles etc.</p> <p>Hence, a minor nonconformity has been raised.</p>	<p>Minor nonconformance</p>
<p>6.5.4</p> <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>There is grocery shop in nearby the mill and estate and workers freely to buy and report to management if they found the price unfair. For example when workers complaint regarding expensive phonecell credit, the Estate manager has told sundry shop not to sell goods in too high price such as phone credit RM10, sold on RM11.5, and the sundry shop owner agree to decrease the price and implemented.</p>	<p>Complied</p>
<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>		

Criterion / Indicator		Assessment Findings	Compliance
6.6.1	A published statement in local languages recognising freedom of association shall be available. - Major compliance -	JC Chang Group has established Social and Human Rights Policy dated 1/9/2016 signed by the Mill Director for the mill and by Plantation Director for the estates. The policy has a statement where the management is respect the right of employees to join any association freely. The policy has been briefed to the employees during weekly assembly at mill or daily muster at estate as per records and attendance list sighted. The policy was also displayed at the notice board outside the office.	Complied
6.6.2	Minutes of meetings with main trade unions or workers representatives shall be documented. - Minor compliance -	Minutes of meetings sighted available documented as per sample as following: - Mill: <i>Minit Mesyuarat Joint Consultative Committee Kali Ke-26; 19/10/2018</i> - Tye Yang Estate: <i>Minit Mesyuarat Joint Consultative Committee Kali Ke-34; 24/10/2018</i>	Complied
Criterion 6.7: Children are not employed or exploited.			
6.7.1	There shall be documentary evidence that minimum age requirements are met. - Major compliance -	JC Chang Group has established Social and Human Rights Policy dated 1/9/2016 signed by the Mill Director for the mill and by Plantation Director for the estates. The policy has a statement where the management will not employed minor who is under 18 years old. Reviewed documents of the workers' list found that the management did not employ workers less than 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.			

RSPO Public Summary Report
Revision 7 (Aug /2018)

Criterion / Indicator		Assessment Findings	Compliance
6.8.1	A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment shall be documented. - Major compliance -	JC Chang Group has established Equal Opportunities Policy dated 1/7/2012 signed by the Mill Director for the mill and by Plantation Director for the estates. All the employees with calibre will be given equal opportunities to participate in relevant development programmes. The policy was displayed at the notice board outside the office. The policy has been briefed to the employees during the induction training prior to work and during the muster call.	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 -	No discrimination against on the benefits and job descriptions based on races, gender, caste, national origin and etc. All are treated equal and fair. They have the same basic daily wages, similar allowance given, same working hours and etc.	Complied
6.8.3	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 -	The company has established a Social & Human Rights policy dated 01.09.2016 signed by Mill Director, Mr. Tay Chwee Leong and for the estate management, the policy dated 01/09/2016 signed by Plantation Director, Mr. Tee Swee Kee which publicly available indicates that no discrimination being practice. Through interviewed with few workers, they understand about the equal opportunities and they explained that there is no discrimination happened on job distribution, benefits, wages and etc.	Complied
Criterion 6.9:			
There is no harassment or abuse in the work place, and reproductive rights are protected.			
6.9.1	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 -	JC Chang Group has established Sexual Harassment Policy dated 1/7/2012 signed by the Mill Director for the mill and by Plantation Director for the estates. The policy is to promote a workplace that is free of sexual harassment. The policy was displayed at the notice board outside the office. The policy has been briefed to the employees during the induction training prior to work and during the muster call.	Complied

RSPO Public Summary Report
Revision 7 (Aug /2018)

Criterion / Indicator		Assessment Findings	Compliance
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 -	JC Chang Group has established Policy of Reproductive Rights with Doc. Ref. No. E/015-02/2015 dated 5/11/2015. The management respects the rights of reproductive as part of human rights. The policy was displayed at the notice board outside the office. The policy has been briefed to the employees during the induction training prior to work and during the muster call.	Complied
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 -	The managements have established a Gender Committee which consists of employer’s representatives, employee’s representatives and dependent’s representatives. Meeting was conducted as following: - Mill: Minit Mesyuarat Jawatankuasa Hal Ehwal Wanita (Kali Ke-18); Date: 21/9/2018 - Tye Yang: Minit Mesyuarat Persatuan Perwakilan Wanita (Gender Committee); Date: 20/6/2018 - Gerola: Minit Mesyuarat Komuniti Jantina (Gender Committee); Date: 6/6/2018 Meeting minutes and attendant lists were sighted. Issues raised during the meeting were resolved and no pending issues. There is no any sexual harassment case reported through interview and document review.	Complied
Criterion 6.10: Growers and mills 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 -	Melewar POM has established Sales and Purchase Agreement as the mechanism on FFB pricing. FFB pricing is based on Malaysian Palm Oil Board (MPOB) published prices updated regularly (monthly basis) and displayed at the weighbridge location. MPOM maintains records of FFB prices, including the payment.	Complied

Criterion / Indicator		Assessment Findings	Compliance
6.10.2	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). - Major compliance -	Pricing mechanism was documented under Second Schedule where the formula for FFB price determination was explained to the FFB supplier during they signed on the agreement. The mechanism has included current month average CPO price with the discount price for Sabah CPO price, MPOB price, average OER of the mill and etc.	Complied
6.10.3	Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent. - Minor compliance -	Evidence available as per following samples of FFB Sales and Purchase Agreement: - Supplier: Jayatas Sdn. Bhd.; Date: 18/10/2016; MPOB License # 502334-602000; Validity: 1/8/2018 – 31/7/2019 - Supplier: Asmad bin Jul (Smallholder); Date: 25/7/2018; MPOB License # 599898-301000; Validity: 27/6/2018 – 31/5/2023 - Supplier: Arsyad bin Sakka (Smallholder); Date: 1/6/2017; MPOB License # 279077-601000; Validity: 1/1/2017 – 31/12/2021	Complied
6.10.4	Agreed payments shall be made in a timely manner. - Minor compliance -	Evidence of timely payment available as per following samples of FFB Purchase Payment (FFB Final Payment A/C Code TJ003): - Payment Voucher # PV/1810-34; Date: 11/10/2018; Supplier: Jayatas Sdn. Bhd - Payment Voucher # PV1018-047; Date: 11/10/2018; Supplier: Asmad bin Jul - Payment Voucher # PV1018-046; Date: 11/10/18; Supplier: Arsyad bin Sakka	Complied
Criterion 6.11: Growers and millers contribute to local sustainable development where appropriate.			

Criterion / Indicator		Assessment Findings	Compliance
6.11.1	Contributions to local development that are based on the results of consultation with local communities shall be demonstrated. - Minor compliance –	The managements have made contribution to the society such as donation for UPSR 2018 Programme, furniture to local school (<i>Menghantar 2 Buah Meja ke SK Paris 3; 26/10/2018</i>) gave away of chickens to all the workers on Hari Raya Haji, Labour day activities, provided transport to send the children to Humana School and Tadika Graduation and CSR program summary to public 2018. Contribution to local development represent by CSR program including donation and education for Humana NGO to support education for foreign workers.	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 –	There is no scheme smallholder involved in the certification unit.	Not applicable
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 -	JC Chang Group has established Social and Human Rights Policy dated 1/9/2016 signed by the Mill Director for the mill and by Plantation Director for the estates. The policy has a statement where the management will not practice forced or trafficked labour. The policy was displayed at the notice board outside the office. The workers have signed on a consent letter to tender the passport voluntarily to the management for safety issue.	Complied
6.12.2	Where applicable, it shall be demonstrated that no contract substitution has occurred. - Minor compliance –	No contract of substitution is sighted.	Complied

Criterion / Indicator		Assessment Findings	Compliance
6.12.3	Where temporary or migrant workers are employed, a special labour policy and procedures shall be established and implemented. - Major compliance -	<p>Company has the Guidelines on terms 7 Conditions of Employment for Sabah Mill Workers, Ref No: E/013-03/2016 dated 23-11-16 stated the employment, contract agreement & minimum wages policy, wages and other employment benefits, pay slip, workers' deduction and recovery, workers' repatriation and worker's passport.</p> <p>Company has the Guidelines on workers employment terms and conditions for Sabah estate's workers, Ref No: E/009-05/2016 dated 23-11-16 stated the employment, contract agreement & minimum wages policy, wages and other employment benefits, pay slip, workers' deduction and recovery, workers' repatriation and worker's passport.</p> <p>Sighted a VSM Report January 2018 under title 0.4 Workers Situation and Movement (as at Dec 17) shown Gerola Estate having 16% of casual workers to be employed awaiting Sabah Government rehiring programme completion. Based on the hiring agent (Agensi Pekerjaan Hollywood Sdn. Bhd.) Tax Invoice # AINV005484; Date: 19/7/2018 that listed a total 29 workers being charged to Gerola Estates Sdn. Bhd. on Recruitment Program Compound + JPV Special Pass fee for casual hiring. However there's no any special labour policy and procedures established for the implementation.</p> <p>Hence, a Major noncompliance has been raised on the matter.</p>	Major nonconformance
<p>Criterion 6.13: Growers and millers respect human rights.</p>			

Criterion / Indicator		Assessment Findings	Compliance
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 -	JC Chang Group has established Social and Human Rights Policy dated 1/9/2016 signed by the Mill Director for the mill and by Plantation Director for the estates. The policy was displayed at the notice board outside the office. The policy has been briefed to the employees during the induction training prior to work and during the muster call.	Complied
6.13.2	As long as children of foreign workers in Sabah and Sarawak are ineligible to attend government school, the plantation companies should engage in a process to secure these children access to education as a moral obligation.	There is a HUMANA school in the estates' compound. Parents do not need to pay any school fee. The estate donated HUMANA Society on monthly basis. Besides, the estate has provided and maintained the building.	Complied
Principle 7: Responsible development of new plantings			
Melewar Palm Oil Mill Certification Unit and supply base did not carry out any new plantings since November 2005. Therefore, Principle 7 is not applicable during this recertification assessment. The immature areas are replanted area.			
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.			

Criterion / Indicator	Assessment Findings	Compliance
<p>8.1.1</p> <p>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.</p> <p>As a minimum, these shall include, but are not necessarily be limited to:</p> <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); <ul style="list-style-type: none"> • Optimising the yield of the supply base. <p>- Major compliance -</p>	<p>Melewar POM had established continual improvement plan, for example:</p> <ol style="list-style-type: none"> 1. Reduce breakdown maintenance 2. Utilise the human resource 3. Practise FIFO operations and traceability 4. Effluent treatment plant for 20 ppm BOD discharge 5. Recycle mill waste and EFB 6. Reduce downtime and losses in press cake 7. Provide school bus transport subsidy 8. Provide OWA (others workers accommodation) <p>Tye Yang Estate and Gerola Estate had established continual improvement plan, for example:</p> <ol style="list-style-type: none"> 1. Minimize use of chemical/Monitoring use of certain pesticides 2. Maximizing recycling and minimizing waste or by-product regeneration 3. Encourage compost application 4. River water monitoring 5. Riparian upkeep maintenance 6. Fuel efficiency plan 7. Maintain a good accommodation 8. OSH training 9. Donation for public (CSR) 	<p>Complied</p>

Appendix B: Approved Time Bound Plan

The Takon Production Unit is the last Unit to be certified under Carotino/ JC Chang Group. The Takon Palm Oil Mill and its FFB supplying plantations under the JC Chang group was seeking to be certified by April 2016. The Takon Production Unit comprises of 1 palm oil mill and 4 oil palm plantations located in the State of Sabah, Malaysia. However the following are some of the challenges raised for a deferment:

Reasons / Justification for deferring RSPO certification plan for Takon Production Unit.

1. The original proposed plan to certify Takon Production Unit in Sabah was somewhat over ambitious as it was based on the achievement of other Production Units where some basic preparatory works were started 2 to 3 years ahead of its pre and main assessments. The CB commented that the plan was challenging connotes that somewhat over-zealous on the plan proposed.
2. The overly long delay of more than a year by CB and RSPO Board to vet and re-vet Production Units' certification report and limited premium paid / uptake on certified products had created disappointment and a sense of uncertainty on the RSPO certification process and direction which somehow had affected the zest and drive to pursue vigorously on the preparatory works for Takon Production Unit in Sabah.
3. As Takon Production Units in Sabah have out-grower supply base, their reluctance and unpreparedness to embrace RSPO certification voluntarily has somewhat setback their pace to initiate the certification process as previously planned. More than 50% of FFB received are from outsider farm.
4. The pace of development for RSPO certification in Takon Production Unit was generally slowed by lack of personnel with the right knowledge, exposure and experience in the operating unit to stimulate RSPO enthusiasm and to spur the necessary trainings and other preparatory works.
5. By the process, plantation groups which have become member of RSPO should plan for certification soonest so as to demonstrate their sincerity for being a member and not to hitch a ride on the RSPO name. Hitherto, many large Malaysia plantation groups which have become member have yet to get any of their production units certified. As such, in all fairness and in the spirit of RSPO, it is pertinent to ponder whether this is more inappropriate and un-abiding that the deferment of the stated plans to certify Takon Production Unit in Sabah.

No.	Production Units	Location	Status	TBP	Remark
1	Asia Palm Oil Mill		Certified	Certified on 31/01/2013 Recertification completed in November 2017.	
	i) Melewar Estate 2	Lahad Datu, Sabah			
	ii) Hwa Li Estate 3	Lahad Datu, Sabah			
	iii) Asia Oil Palm Estate 2	Lahad Datu, Sabah			
2	Melewar Palm Oil Mill		Certified	Certified on 7/2/2014	
	i) Gerola Estate	Lahad Datu, Sabah			
	ii) Pahang Oil Palm Estate 2	Lahad Datu, Sabah			
	iii) Pahang Oil Palm Estate 3	Lahad Datu, Sabah			

**RSPO Public Summary Report
Revision 4 (November /2016)**

	iv) Melewar Estate 1	Lahad Datu, Sabah			
	v) Tye Yang Estate	Lahad Datu, Sabah			
3	Carotino Palm Oil Mill		Certified	Certified on 27/11/2010. Recertification completed in 2015	
	i) Maran Estate	Kuantan, Pahang			
	ii) Asia Oil Palm Estate	Kuantan, Pahang			
	iii) Hwa Li Estate 1	Segamat, Johor			
	iv) Hwa Li Estate 2	Segamat, Johor			
	v) Pahang Oil Palm Estate 1	Kuantan, Pahang			
4	Takon Palm Oil Mill		Pending main assessment	2018 (Exact period will depend on RSPO approval on the HCV disclosure)	<p>The last remaining production unit is pending for RSPO Main Assessment which is supposed to be completed in 2016. However, the assessment was deferred due to the withdrawal of SGS as certification body. Currently, the delay of Main Assessment is due to pending of approval on HCV Disclosure by RSPO. Updates on JC CHANG GROUP HCV compensation concept note</p> <p>i) On 22/9/2016, J C Chang Group submitted his "Reporting template for disclosure of areas cleared without prior HCV assessment since November 2005.</p> <p>ii) No social liability for the loss of HCVs 4, 5 and 6</p> <p>iii) Total 9.79ha of raw non-complaint land clearing are reported based on LUCA submitted.</p> <p>2). Disclosure template mentioned approved by RSPO and J C Chang Group follow up with RaCp Concept note and conservation plan</p> <p>3). Concept note approved by RSPO on area to area compensation (Muis Melewar</p>
	i) Pelita Estate	Lahad Datu, Sabah			
	ii) Muis Melewar Plantation 1	Tawau, Sabah			
	iii) Muis Melewar Plantation 2	Lahad Datu, Sabah			
	iv) Takon Estate	Lahad Datu, Sabah			

**RSPO Public Summary Report
Revision 4 (November /2016)**

					<p>Plantation 1 liability compensated under Asia Oil Palm Estate 1). However the concept of additionality and knowledge-based aspects are not fulfilled with HCV status and conservation plan is very basic 4). Conservation plan been improved and submitted but RSPO requested more or bigger plan for the submission on compensation plan under Annex 8</p> <p>5). On 23rd October 2017, JC Chang have engaged Wildasia to review of documents (HCV report, RSPO comments, RSPO compensation plan</p> <p>6). On 1st June 2018 a quotation received on "Proposed Subdivision plan for CL 115398920 AT Ulu Tungku District of Lahad Datu"</p> <p>7). On 10th July 2018, The company established a committee for land dispute resolution which decided under chair person of Mr. Kiu HS (The Manager of Takon Estate). After committee selection, The Chairperson form different group of personal to perform stakeholder consultation where to meet with the 42 claimants on Takon land dispute to explained detail on Company decision and request of committee froming from claimants for further land dispute resolution. The committee from Ideal Enterprises Sdn. Bhd. managed consults 26 claimants on first day of consultation. The consultation that were conducted were solely on informing all the claimants to form a committee among all the 42 claimants. After the forming of the committee, they should appoint their lawyer to represent them and proves of appointment should be given to The</p>
--	--	--	--	--	--

**RSPO Public Summary Report
Revision 4 (November /2016)**

					<p>Company. The Claimants committee should identify all claimants for all respective claimed land and proves of claims should be agreed by all claimants. If there have been changes in ownership of their claimed land, proves of change in ownership of the claimed land must be confirmed, agreed and verified by all claimant's committee members.</p> <p>8). On 19th October 2018 Newsletter Vol. 2 requested respond from claimants before 15/10/18 but no responf been received till 19/10/18. Newsletter Vol. 3 been circular to request respond by 15/1/19</p> <p>9). On 14th November 2018, JC Chang submitted Compensation Plan to RSPO. Pending approval.</p>
--	--	--	--	--	---

Appendix C: GHG Reporting Executive Summary

The GHG emissions that were produced in 2017 for Melewar Palm Oil Mill 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 2017 for Melewar Palm Oil Mill and supply base are as following:

Emission per product	tCO ₂ e/tProduct
CPO	17.18
PKO	17.18

Extraction	%
OER	20.78
KER	4.87

Production	t/yr
FFB Process	236,987.92
CPO Produced	49,241.59
PKO Produced	11,532.84

Land Use	Ha
OP Planted Area	19,827.33
OP Planted on peat	-
Conservation (forested)	-
Conservation (non-forested)	477.27
Total	20,304.60

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	76,127.09	0.40	8,587.98	0.51	-	-	-	-
CO ₂ Emission from fertilizer	13,028.20	0.07	484,498.26	21.56	-	-	-	-
NO ₂ Emmision	17,562.27	0.09	523,194.94	23.30	-	-	-	-
Fuel Consumption	5,827.23	0.03	392.03	0.02	-	-	-	-
Peat Oxidation	-	-	-	-	-	-	-	-
Sink								
Crop Sequestration	-78,196.94	-0.42	-7,842.70	-0.41	-	-	-	-
Conservation Sequestration	-1,310.48	-0.01	-230.33	-0.01	-	-	-	-

**RSPO Public Summary Report
Revision 4 (November / 2016)**

Total	33,037.37	0.17	1,008,600.18	44.97	-	-	-	-
--------------	-----------	------	--------------	-------	---	---	---	---

*Note: Includes both estates and smallholders

Summary of Mill Emission and Credit

	tCO ₂ e	tCO ₂ e/tFFB
Emission		
POME	2,858.10	0.01
Fuel Consumption	889.98	-
Grid Electricity Utilisation	2,151.91	0.01
Credit		
Export of Grid Electricity	-90.13	-
Sales of PKS	-3,493.12	-0.01
Sales of EFB	-	-
Total	2,316.75	0.01

Summary of Kernel Crusher Emission and Credit (if applicable)

Emissions	tCO ₂ e
PK from own mill	198,105.65
PK from other source	-
Fuel Consumptions	-
Total Crusher emissions	-

*This mill has no kernel crusher operation.

Palm Oil Mill Effluent (POME) Treatment:	
Divert to Compost (%)	10
Divert to anaerobic diversion (%)	90

POME Diverted to Anaerobic Digestion:	
Divert to anaerobic pond (%)	0
Divert to methane captured (flaring) (%)	5
Divert to methane captured (energy generation) (%)	95

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

5.1 Applicability of the general chain of custody requirements for the supply chain									
	Requirement	Evidence	Compliance (Yes / No or N/A) For any N/A raised, justification is required.						
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.	Melewar POM has the physically handle the RSPO Certified Sustainable oil palm products. All trading, contract and sales are managed by Sales department at HQ.	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.	Melewar POM is not a trader or distributor.	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.	Company info available through RSPO IT Platform as following: <table border="1" data-bbox="786 1305 1235 1491"> <tr> <td>Member Name</td> <td>Carotino/JC Chang Group - Melewar Production Unit</td> </tr> <tr> <td>Member ID</td> <td>RSPO_PO1000000527</td> </tr> <tr> <td>RSPO Membershi p Number</td> <td>2-0029-06-000-00</td> </tr> </table>	Member Name	Carotino/JC Chang Group - Melewar Production Unit	Member ID	RSPO_PO1000000527	RSPO Membershi p Number	2-0029-06-000-00	Yes
Member Name	Carotino/JC Chang Group - Melewar Production Unit								
Member ID	RSPO_PO1000000527								
RSPO Membershi p Number	2-0029-06-000-00								
5.1.4	Processing aids do not need to be included within an organization's scope of certification.	No processing aids needed and included within Lahad Datu POM scope of certification.	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 Palm Oil Mill receives and process both certified and non-certified FFB. Therefore, it uses the Mass Balance supply chain system and module. During the P&C assessment, the audit team verified the volumes and sources of certified and non-certified FFB entering the mill, the implementation of processing controls and volume sales of RSPO certified Products.	Yes						

**RSPO Public Summary Report
Revision 4 (November /2016)**

5.2.2	The site can use one (1) or a combination of supply chain models as audited and certified by the CB.	Melewar Palm Oil Mill is certified with Mass Balance Module.	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>Procedures established as following:</p> <ul style="list-style-type: none"> - Melewar Palm Oil Mill Standard Operation Procedure; Doc. Ref. # CCP/01-05/2018-MOM; Critical Control Point 1: Reception Station; Date: 14/9/2018 - Melewar Palm Oil Mill Standard Operation Procedure; Doc. Ref. # CCP/02-04/2015-MOM; Critical Control Point 2: Grading Station; Date: 1/7/2015 - Melewar Palm Oil Mill Standard Operation Procedure; Doc. Ref. # CCP/03-04/2015-MOM; Critical Control Point 3: Extraction Station; Date: 1/7/2015 - Melewar Palm Oil Mill Standard Operation Procedure; Doc. Ref. # CCP/04-04/2015-MOM; Critical Control Point 4: Clarification Station; Date: 1/7/2014 - Melewar Palm Oil Mill Standard Operation Procedure; Doc. Ref. # CCP/05-04/2015-MOM; Critical Control Point 5: Nut & Kernel Station; Date: 1/7/2014 - Melewar Palm Oil Mill Standard Operation Procedure; Doc. Ref. # CCP/06-04/2015-MOM; Critical Control Point 6: Lab Monitoring; Date: 1/7/2015 - Melewar Palm Oil Mill Standard Operation Procedure; Doc. Ref. # CCP/07-05/2018-MOM; Critical Control Point 7: CPO & PK Despatch and Transportation; Date: 14/9/2018 - Melewar Palm Oil Mill Procedure; Doc. Ref. # SC/MEC-05/2018-MOM; Mechanism for Receiving and Processing Certified & Non-Certified FFB; Date: 14/9/2018 - Melewar Palm Oil Mill Procedure; Doc. Ref. # SC/MBC-06/2018-MOM; 	Yes

**RSPO Public Summary Report
Revision 4 (November /2016)**

		SOP for RSPO SCC Standard Mass Balance Calculation; Date: 14/9/2018	
	<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). 	Complete and up to date records and reports available to demonstrate compliance with SC requirements.	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. 	Identified person in-charge as per Letter of Appointment as Person In-Charge on Announcement of Palmtrace; Name: Mohammad Arzani Mazelie (Admin Officer); Date: 5/1/2018.	Yes
5.3.2	The site shall have a written procedure to conduct annual internal audit to determine whether the organization; i) conforms to the requirements in the RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents.	SOP for Internal audit namely "Guideline for Internal Auditing and Management Review of The Sustainability and Supply Chain System" (T001-03/2018) dated 3/6/2018 was established. The internal audit was conducted on 17-18/7/2018 by Internal Control Team personnel.	Yes
	ii) effectively implements and maintains the standard requirements within its organization	SOP for Internal audit namely "Guideline for Internal Auditing and Management Review of The Sustainability and Supply Chain System" (T001-03/2018) dated 3/6/2018 was established. The internal audit was conducted on 17-18/7/2018 by Internal Control Team personnel. There was 10 NCRs raised during the internal audit. The NCR was closed on 21/9/2018.	Yes
5.4. Purchasing and goods in			
5.4.1	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: <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 	The daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the certified FFB. Records verified during the audit as follow: <p>RSPO Certified Gerola Estate Date: 30/9/2018, Ticket No# FFB18019674W, Field :2011 and 2013 Tonnage: 17.92 mt</p> <p>Melewar Estate 1</p>	Yes

**RSPO Public Summary Report
Revision 4 (November /2016)**

	<p>Preserved, Segregated or Mass Balance or the approved abbreviations);</p> <ul style="list-style-type: none"> • The quantity of the products delivered; • Any related transport documentation; • Supply Chain certificate number of the seller; • A unique identification number 	<p>Date: 29/9/2018 Ticket No# FFB18019606W, Field :1992 Tonnage: 5.12 mt</p> <p>Tye Yang Estate Date: 26/9/2018 Ticket No# FFB18019446W, Field :1995, 2000 and 2011 Tonnage: 10.97 mt</p> <p>Pahang Oil Palm Estate 2 Date: 14/9/2018 Ticket No# FFB18018457W, Field :1990 and 1993 Tonnage: 13.04 mt</p> <p>Pahang Oil Palm Estate 3 Date: 10/9/2018 Ticket No# FFB18018184W, Field :1994 and 1995 Tonnage: 13.00 mt</p> <p>RSPO Non-Certified</p> <p>Jayatas Sdn Bhd Date: 15/9/2018 Ticket No# FFB18018483W, Field :1992 Tonnage: 9.36 mt</p> <p>Nuralam – Akbar Bin Ahmad Date: 8/9/2018 Ticket No# FFB18018084W, Field :2002 Tonnage: 0.69 mt</p> <p>Mohd Tahir Bin Duri (Tahir) Date: 7/9/2018 Ticket No# FFB18018032W, Field :1997 Tonnage: 3.67 mt</p> <p>All weighbridge ticket were stamp with either RSPO sustainable or non-sustainable.</p>	
	<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 	<p>All the information stated in the records were found complete. Records verified during the audit as follow:</p> <p>RSPO Certified</p>	<p>Yes</p>

**RSPO Public Summary Report
Revision 4 (November / 2016)**

	<p>documents and specification documentation).</p>	<p>Gerola Estate Date: 30/9/2018, Ticket No# FFB18019674W, Field :2011 and 2013 Tonnage: 17.92 mt</p> <p>Melewar Estate 1 Date: 29/9/2018 Ticket No# FFB18019606W, Field :1992 Tonnage: 5.12 mt</p> <p>Tye Yang Estate Date: 26/9/2018 Ticket No# FFB18019446W, Field :1995, 2000 and 2011 Tonnage: 10.97 mt</p> <p>Pahang Oil Palm Estate 2 Date: 14/9/2018 Ticket No# FFB18018457W, Field :1990 and 1993 Tonnage: 13.04 mt</p> <p>Pahang Oil Palm Estate 3 Date: 10/9/2018 Ticket No# FFB18018184W, Field :1994 and 1995 Tonnage: 13.00 mt</p> <p>RSPO Non-Certified</p> <p>Jayatas Sdn Bhd Date: 15/9/2018 Ticket No# FFB18018483W, Field :1992 Tonnage: 9.36 mt</p> <p>Nuralam – Akbar Bin Ahmad Date: 8/9/2018 Ticket No# FFB18018084W, Field :2002 Tonnage: 0.69 mt</p> <p>Mohd Tahir Bin Duri (Tahir) Date: 7/9/2018 Ticket No# FFB18018032W, Field :1997 Tonnage: 3.67 mt</p>	
--	--	--	--

**RSPO Public Summary Report
Revision 4 (November /2016)**

	<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. 	<p>All weighbridge ticket were stamp with either RSPO sustainable or non-sustainable.</p> <p>All the information stated in the records were found complete. The records by the mill received the FFB from certified estate was verified. Records verified during the audit as follow:</p> <p>RSPO Certified</p> <p>Gerola Estate Date: 30/9/2018, Ticket No# FFB18019674W, Field :2011 and 2013 Tonnage: 17.92 mt</p> <p>Melewar Estate 1 Date: 29/9/2018 Ticket No# FFB18019606W, Field :1992 Tonnage: 5.12 mt</p> <p>Tye Yang Estate Date: 26/9/2018 Ticket No# FFB18019446W, Field :1995, 2000 and 2011 Tonnage: 10.97 mt</p> <p>Pahang Oil Palm Estate 2 Date: 14/9/2018 Ticket No# FFB18018457W, Field :1990 and 1993 Tonnage: 13.04 mt</p> <p>Pahang Oil Palm Estate 3 Date: 10/9/2018 Ticket No# FFB18018184W, Field :1994 and 1995 Tonnage: 13.00 mt</p> <p>RSPO Non-Certified</p> <p>Jayatas Sdn Bhd Date: 15/9/2018 Ticket No# FFB18018483W, Field :1992 Tonnage: 9.36 mt</p> <p>Nuralam – Akbar Bin Ahmad Date: 8/9/2018 Ticket No# FFB18018084W,</p>	<p>Yes</p>
--	--	--	------------

**RSPO Public Summary Report
Revision 4 (November /2016)**

		<p>Field :2002 Tonnage: 0.69 mt</p> <p>Mohd Tahir Bin Duri (Tahir) Date: 7/9/2018 Ticket No# FFB18018032W, Field :1997 Tonnage: 3.67 mt</p> <p>All weighbridge ticket were stamp with either RSPO sustainable or non-sustainable.</p>	
	<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	N/A
	<ul style="list-style-type: none"> The validity of licence 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	N/A
5.4.2	The site shall have a mechanism in place for handling non-conforming oil palm products and/or documents.	Melewar Palm Oil Mill has established SOP for handling non-conforming oil palm product. The SOP namely "Mechanism for receiving and processing certified & non –certified FFB" (SC/MEC-05/2018-MOM) dated 14/9/2018 was sighted.	Yes
5.5. Outsourcing activities			
5.5.1	<p>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 independement mil cannot outsource processing activities like refining or crushing.</p> <p>This requirement is not applicable to outsourced storage facilities where the management of the oil palm product(s) and instructions for tank movements are</p>	Outsource only involved transportation of products, i.e. CSPO and CSPK, subjected to the buyers' contractual requirements either ex-mill or delivered. Mostly delivered contracts involved CSPO and and ex-mill involved CSPK. Implementation was based on the procedure: Melewar Palm Oil Mill Standard Operation Procedure; Doc. Ref. # CCP/07-05/2018-MOM; Critical Control Point 7: CPO & PK Despatch and Transportation; Date: 14/9/2018.	Yes

**RSPO Public Summary Report
Revision 4 (November /2016)**

	controlled by the certified organization (not the tank farm manager).		
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;	The mill trades CSPO and CSPK with its buyers among refineries and/or oleochemical plants. Based on agreements, transporter has no ownership of transported products.	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.	Sighted the recent contract for both CSPO and CSPK were delivered, hence requiring outsource process i.e. transportation. The recent outsourcing of CSPO and CSPK transport as per following: - Palm Kernel Transportation Agreement between Melewar Properties Sdn. Bhd. Melewar Palm Oil Mill and Pengangkutan Dagang Tera Sdn. Bhd.; Dated 1/10/2016 - Crude Palm Oil Transportation Agreement between Melewar Properties Sdn. Bhd. and Sykt Perdagangan Lean Soon Hung Sdn. Bhd.; Date: 1/10/2003	Yes
	c. The site has a documented control system with explicit procedures for the outsourced process which is communicated to the relevant contractor.	Documented control system established as per CCP 7. Sample MPOM Security Checklist CPO Despatch; 15/11/2018; Arif ST891E/ST412H (Pengangkutan Tera).	Yes
	d. The site seeking or holding certification shall furthermore ensure (e.g. through contractual arrangements) that independent third parties engaged provide relevant access for duly accredited CBs to their respective operations, systems, and any and all information, when this is announced in advance.	Both CSPO and CSPK transporters agreed, as per agreement, to provide relevant access for duly accredited CBs to their respective operations, systems, and any and all information, when this is announced in advance.	Yes
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.	Names and contact details of transporters used for the physical handling of RSPO certified oil palm products were recorded and registered in the mill supplier database system.	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	Names and contact details of any new transporter used for the physical handling of RSPO certified oil palm	Yes

**RSPO Public Summary Report
Revision 4 (November /2016)**

	physical handling of RSPO certified oil palm products.	products to be informed by mill supply chain PIC upon available.	
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>Minimum information of RSPO certified products available in trading contract documents as per following sample contracts agreement and delivery sample:</p> <p>1) Lahad Datu Edible Oils Sdn. Bhd. (Buyer) Crude Palm Oil Contract; Contract # MP/A0616/02/18; Date: 29/1/2018; Commodity: RSPO CPO; Mill (Supplier): Melewar Palm Oil Mill; Quantity: 3600 mt; Sample despatch ticket:</p> <ul style="list-style-type: none"> - Despatch ticket # CPORS18000122W; Date: 1/3/2018; Product Code: CPO/RSPO MB; Lorry # ST1258E/ST2774K; Nett weight: 33.09mt - Despatch ticket # CPORS18000121W; Date: 1/3/2018; Product Code: CPO/RSPO MB; Lorry # ST4904E/ST8436F; Nett weight: 28.83mt <p>2) Lahad Datu Edible Oils Sdn. Bhd. (Buyer) Crude Palm Oil Contract; Contract # MP/A0610/12/17; Date: 28/11/2017; Commodity: RSPO CPO; Mill (Supplier): Melewar Palm Oil Mill; Quantity: 2000 mt; Sample despatch ticket:</p> <ul style="list-style-type: none"> - Despatch ticket # CPORS18000008W; Date: 6/2/2018; Product Code: CPO/RSPO MB; Lorry # ST1259E/ST2780K; Nett weight: 32.96mt - Despatch ticket # CPORS18000007W; Date: 5/1/2018; Product Code: CPO/RSPO MB; Lorry # ST4904E/ST8436F; Nett weight: 28.70mt <p>PK agreement and delivery sample:</p>	Yes

**RSPO Public Summary Report
Revision 4 (November /2016)**

		<p>1) Lahad Datu Edible Oils Sdn. Bhd. (Buyer) Crude Palm Oil Contract; Contract # MP/2415/11/18; Date: 29/10/2018; Commodity: PK RSPO MB; Mill (Supplier): Melewar Palm Oil Mill; Quantity: 800 mt; Sample despatch ticket:</p> <ul style="list-style-type: none"> - Despatch ticket # PK18000350W; Date: 8/11/2018; Product Code: PK/MB; Lorry # ST5057FE/ST5675F; Nett weight: 26.20mt - Despatch ticket # PK18000351W; Date: 9/11/2018; Product Code: PK/MB; Lorry # ST9416F/ST870K; Nett weight: 26.01mt <p>2) Lahad Datu Edible Oils Sdn. Bhd. (Buyer) Crude Palm Oil Contract; Contract # MP/2413/10/18; Date: 25/9/2018; Commodity: PK RSPO MB; Mill (Supplier): Melewar Palm Oil Mill; Quantity: 600 mt; Sample despatch ticket:</p> <ul style="list-style-type: none"> - Despatch ticket # PK18000353W; Date: 12/11/2018; Product Code: PK/MB; Lorry # ST1308E/ST1693E; Nett weight: 25.82mt 	
	<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). 	<p>A complete and detail information were presented in the transaction documents as per sample sighted above.</p>	<p>Yes</p>
	<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. 	<p>Announcement registered in PalmTrace system by the HQ Sales Department personnel. Based on PalmTrace transaction report, there were multiple (as per appendix) shipping announcements of both CSPO and CSPK made since the last assessment.</p>	<p>Yes</p>
<p>5.7. Registration of transactions</p>			

**RSPO Public Summary Report
Revision 4 (November /2016)**

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. 	<p>Company has registered their mill in the PalmTrace:-</p> <p>Members ID – Melewar Production Unit: RSPO_PO1000000527 Licence valid until 6/2/2019 Member category : Oil Mill</p>	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 (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. 	<p>Sampled the shipping announcement as below:</p> <p><u>CPO:</u> Buyer: XXXXXX Contract No: MP/A0616/02/18 dated 29/1/2018 Quantity: 126.90 MT Product: CSPO (MB) Transaction ID: TR-ff8c42db-1ec5</p> <p>Buyer: XXXXXX Contract No: MP/A0610/12/17 dated 31/10/2017 Quantity: 9.55 MT Product: CSPO (MB) Transaction ID: TR-29c002f1-ec0a</p> <p><u>PK:</u> Buyer: XXXXXX Contract No: MP/2413/10/18 dated 25/9/2018 Transaction ID: TR-bc29b4bc-353e Quantity: 229.86 MT Product: CSPK (MB) Transaction ID: TR8c6c1a6e-1c29</p> <p>Buyer: XXXXXX Contract No: MP/2411/09/18 dated 29/8/2018 Transaction ID: TR-bc29b4bc-353e Quantity: 480.27 MT Product: CSPK (MB) Transaction ID: TR-0ba7b895-8803</p>	Yes
	<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 	<p>Sampled the shipping announcement as below:</p> <p><u>CPO:</u> Buyer: XXXXXX</p>	Yes

**RSPO Public Summary Report
Revision 4 (November /2016)**

	<p>traceability number. Tracing can be done in a consolidated way at least annually.</p>	<p>Contract No: MP/A0616/02/18 dated 29/1/2018 Quantity: 126.90 MT Product: CSPO (MB) Transaction ID: TR-ff8c42db-1ec5</p> <p>Buyer: XXXXXX Contract No: MP/A0610/12/17 dated 31/10/2017 Quantity: 9.55 MT Product: CSPO (MB) Transaction ID: TR-29c002f1-ec0a</p> <p>PK: Buyer: XXXXXX Contract No: MP/2413/10/18 dated 25/9/2018 Transaction ID: TR-bc29b4bc-353e Quantity: 229.86 MT Product: CSPK (MB) Transaction ID: TR8c6c1a6e-1c29</p> <p>Buyer: XXXXXX Contract No: MP/2411/09/18 dated 29/8/2018 Transaction ID: TR-bc29b4bc-353e Quantity: 480.27 MT Product: CSPK (MB) Transaction ID: TR-0ba7b895-8803</p>	
	<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. 	<p>Melewar Palm Oil Mill had sold some amount as ISCC and conventional, the amount sold for ISCC and conventional was stated in the supply chain declaration.</p>	<p>Yes</p>
	<ul style="list-style-type: none"> Confirm: Acknowledge the purchase of RSPO certified volume by confirming Shipping Announcements / Announcements. 	<p>All the sampled contract were confirmed.</p>	<p>Yes</p>
<p>5.8. Training</p>			
<p>5.8.1</p>	<p>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.</p>	<p>The training plan was include supply Chain training which has been conducted on 30/9/2018 (Reception station and Grading station), attended by 9 attendants from various position such as clerk, weighbridge and graders.</p>	<p>Yes</p>
<p>5.8.2</p>	<p>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</p>	<p>The training plan was include supply Chain training which has been conducted on 30/9/2018 (Reception station and Grading station), attended by 9 attendants from various position</p>	<p>Yes</p>

**RSPO Public Summary Report
Revision 4 (November /2016)**

	requirements. Training shall be specific and relevant to the task(s) performed.	such as clerk, weighbridge and graders.	
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.	Melewar POM has keep the records such as SOP, training, despatch note as per RSPO SCC Standard 2017 requirement. Sampled seen as per 5.4.1, 5.6.1.	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.	The records are kept for minimum 2 years as per own established SOP , Standard Operation Procedure for RSPO SCC Standard Mass Balance Calculation, Clause 5: Record keeping (SC/MBC-06/2018-MOM) dated 14/9/2018.	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.	The forecast volume for November 2018 – October 2019 is recorded in this public summary report.	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 Oleochemicals and its Derivaties. This is relevant for derivatives of Palm Oil and Palm Kernel Oil, as used in the oleochemical and personal care industries.	Not applicable	N/A
5.10.2	Conversion rates shall be periodically updated to ensure accuracy against actual performance or industry average if appropriate.	Not applicable	N/A
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.	Not in use	N/A
5.12. Complaints			

**RSPO Public Summary Report
Revision 4 (November /2016)**

5.12.1	The organization shall have in place and maintain documented procedures for collecting and resolving stakeholder complaints.	Melewar POM has established SOP on Mechanism for complaints and grievances (E/001-06/2017), Dated 6/1/2017 which covered complaints element. As todate, no complaint received by the customers/buyer.	Yes
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.	Melewar POM has established SOP for Management Review namely " Guideline for Internal Auditing and Management Review of The Sustainability and Supply Chain System" (T/001-03/2018), Dated 3/6/2018 which covered management review, which need to be conducted on annually at planned intervals. The management review for Melewar POM was conducted on 20/7/2018, chaired by the General Manager.	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. 	The management review for Melewar POM was conducted on 20/7/2018, chaired by the General Manager. All the inputs have been discussed accordingly, eg: 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. 	The management review for Melewar POM was conducted on 20/7/2018, chaired by the General Manager. All the outputs have been discussed accordingly, for example the discussion on the improvement of the effectiveness of the management system and its processes, Resource needs.	Yes

Appendix E: CPO Mill Supply Chain Assessment Report (Module E - CPO Mills: Mass Balance)

E.1 Definition			
	Requirement	Evidence	Compliance
		For any N/A raised, justification is required.	(Yes / No or N/A)

**RSPO Public Summary Report
Revision 4 (November /2016)**

E.1.1	Certification for CPO mills is necessary to verify the volumes of certified and uncertified FFB entering the mill and sales volume of RSPO certified products. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own and 3rd party certified supply base. In that scenario, the mill can claim only the volume of oil palm products produced from processing of the certified FFB as MB.	Melewar palm oil mill received certified FFB and uncertified FFB. Therefore qualifies for the Mass Balance 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
E.2 Explanation			
E.2.1	The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the 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
E.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).	Company has registered their mill in the PalmTrace:- Members ID – Melewar Production Unit: RSPO_PO100000527 Licence valid until 6/2/2019 Member category : Oil Mill	Yes
E.3 Documented procedures			
E.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;	Procedures established as following: - Melewar Palm Oil Mill Standard Operation Procedure; Doc. Ref. # CCP/01-05/2018-MOM; Critical Control Point 1: Reception Station; Date: 14/9/2018 - Melewar Palm Oil Mill Standard Operation Procedure; Doc. Ref. # CCP/02-04/2015-MOM; Critical Control Point 2: Grading Station; Date: 1/7/2015 - Melewar Palm Oil Mill Standard Operation Procedure; Doc. Ref. # CCP/03-04/2015-	Yes

**RSPO Public Summary Report
Revision 4 (November /2016)**

		<p>MOM; Critical Control Point 3: Extraction Station; Date: 1/7/2015</p> <p>- Melewar Palm Oil Mill Standard Operation Procedure; Doc. Ref. # CCP/04-04/2015-MOM; Critical Control Point 4: Clarification Station; Date: 1/7/2014</p> <p>- Melewar Palm Oil Mill Standard Operation Procedure; Doc. Ref. # CCP/05-04/2015-MOM; Critical Control Point 5: Nut & Kernel Station; Date: 1/7/2014</p> <p>- Melewar Palm Oil Mill Standard Operation Procedure; Doc. Ref. # CCP/06-04/2015-MOM; Critical Control Point 6: Lab Monitoring; Date: 1/7/2015</p> <p>- Melewar Palm Oil Mill Standard Operation Procedure; Doc. Ref. # CCP/07-05/2018-MOM; Critical Control Point 7: CPO & PK Despatch and Transportation; Date: 14/9/2018</p> <p>- Melewar Palm Oil Mill Procedure; Doc. Ref. # SC/MEC-05/2018-MOM; Mechanism for Receiving and Processing Certified & Non-Certified FFB; Date: 14/9/2018</p> <p>- Melewar Palm Oil Mill Procedure; Doc. Ref. # SC/MBC-06/2018-MOM; SOP for RSPO SCC Standard Mass Balance Calculation; Date: 14/9/2018</p>	
	<p>b. The name 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 procedures for the implementation of this standard.</p>	<p>Identified person in-charge as per Letter of Appointment as Person In-Charge on Announcement of Palmtrace; Name: Mohammad Arzani Mazelie (Admin Officer); Date: 5/1/2018.</p>	<p>Yes</p>
E.3.2	<p>The site shall have documented procedures for receiving and processing certifies an non-certified FFBs.</p>	<p>Procedure available as per documented - Melewar Palm Oil Mill Procedure; Doc. Ref. # SC/MEC-05/2018-MOM; Mechanism for Receiving and Processing Certified & Non-Certified FFB; Date: 14/9/2018</p>	<p>Yes</p>
<p>E.4 Purchasing and goods in</p>			
E.4.1	<p>The site shall verify and document the volumes of certified and non-certified FFBs received.</p>	<p>The daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the certified FFB. Records verified during the audit as follow:</p>	<p>Yes</p>

**RSPO Public Summary Report
Revision 4 (November /2016)**

		<p>RSPO Certified</p> <p>Gerola Estate Date: 30/9/2018, Ticket No# FFB18019674W, Field :2011 and 2013 Tonnage: 17.92 mt</p> <p>Melewar Estate 1 Date: 29/9/2018 Ticket No# FFB18019606W, Field :1992 Tonnage: 5.12 mt</p> <p>Tye Yang Estate Date: 26/9/2018 Ticket No# FFB18019446W, Field :1995, 2000 and 2011 Tonnage: 10.97 mt</p> <p>Pahang Oil Palm Estate 2 Date: 14/9/2018 Ticket No# FFB18018457W, Field :1990 and 1993 Tonnage: 13.04 mt</p> <p>Pahang Oil Palm Estate 3 Date: 10/9/2018 Ticket No# FFB18018184W, Field :1994 and 1995 Tonnage: 13.00 mt</p> <p>RSPO Non-Certified</p> <p>Jayatas Sdn Bhd Date: 15/9/2018 Ticket No# FFB18018483W, Field :1992 Tonnage: 9.36 mt</p> <p>Nuralam – Akbar Bin Ahmad Date: 8/9/2018 Ticket No# FFB18018084W, Field :2002 Tonnage: 0.69 mt</p> <p>Mohd Tahir Bin Duri (Tahir) Date: 7/9/2018 Ticket No# FFB18018032W, Field :1997 Tonnage: 3.67 mt</p>	
--	--	---	--

**RSPO Public Summary Report
Revision 4 (November /2016)**

		All weighbridge ticket were stamp with either RSPO sustainable or non-sustainable.	
E.4.2	The site shall inform the CB immediately if there is a projected overproduction of certified tonnage.	They aware on the overproduction as per stated in the procedure. As todote, no overproduction for Melewar POM.	Yes
E.5 Record keeping			
E.5.1	a. 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 and / or three-monthly basis by RSPO.	a) All the records and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK were recorded in the mass balance report. The report was summarize on monthly basis.	Yes
	b. All volumes of palm oil and palm kernel oil that are delivered are deducted from the material accounting system according to conversion ratios stated	b) Computerized system in place with the delivery deducted accordingly.	Yes
	c. The site can only deliver Mass Balance sales from a positive stock. Positive stock can include product ordered for delivery within three (3) months. However, a site is allowed to sell short. (i.e. product can be sold before it is in stock.) For further details refer to Module C.	c) The Mill aware that only positive stock can be delivered. No short selling.	Yes
E.5.2	In cases where a mill outsources activities to an independent palm kernel crush, the crush still falls under the responsibility of the mill and does not need to be separately certified. The mill has to ensure that the crush is covered through a signed and enforceable agreement	No outsourcing activities except for transportation.	N/A

**RSPO Public Summary Report
Revision 4 (November / 2016)**

Supply Chain Declaration *(Applicable For Appendix E)*

A. Monthly Records of Certified and Uncertified FFB Received since the last audit				
No.	Month - Year	Volume of FFB from certified supply bases (mt)	Volume of FFB from uncertified supply bases (mt)	Total FFB/Month (mt)
1	NOV 2017	18,079.52	2,445.08	20,524.60
2	DEC 2017	15,434.85	2,169.97	17,604.82
3	JAN 2018	16,917.46	2,307.76	19,225.22
4	FEB 2018	13,302.79	3,048.57	16,351.36
5	MAR 2018	15,943.96	3,627.98	19,571.94
6	APR 2018	15,928.10	2,223.00	18,151.10
7	MAY 2018	22,813.95	2,989.42	25,803.37
8	JUN 2018	13,767.90	1,936.55	15,704.45
9	JUL 2018	13,338.08	1,677.90	15,015.98
10	AUG 2018	14,307.16	1,768.34	16,075.50
11	SEPT 20018	14,689.61	1,703.54	16,393.15
12	OCT 2018	16,008.93	1,557.19	17,566.12
	TOTAL	190,532.26	27,455.30	217,987.56

B. Monthly Records of Certified CPO & PK since the last audit			
No.	Month - Year	Certified CPO (mt)	Certified PK (mt)
1	NOV 2017	2,125.217	895.384
2	DEC 2017	3,370.456	828.613
3	JAN 2018	3,542.624	908.072
4	FEB 2018	2,867.855	729.077
5	MAR 2018	3,423.070	788.233
6	APR 2018	3,311.097	845.245
7	MAY 2018	3,656.722	1,200.662
8	JUN 2018	3,016.903	630.166
9	JUL 2018	2,981.960	626.519
10	AUG 2018	2,826.290	664.833
11	SEPT 20018	3,272.137	697.019
12	OCT 2018	3,553.123	730.424
	TOTAL	37,947.454	9,544.247

**RSPO Public Summary Report
Revision 4 (November / 2016)**

C. Records of Certified CPO & PK Sold under PalmTrace to Buyers since the last audit (if any)				
No.	Buyers Name	Palmtrace Trading License Number	Certified CPO Sold (mt)	Certified PK Sold (mt)
1	Buyer A	TR-5f643546-183e	-	810.69
2	Buyer B	TR-f8956a0b-6849	3,100.11	-
3	Buyer B	TR-4f38aae8-f98c	14.26	-
4	Buyer A	TR-1788d777-6269	-	11.50
5	Buyer B	TR-a9c9e00b-0594	1,771.29	-
6	Buyer A	TR-c882c1b5-2025	-	771.89
7	Buyer A	TR-441f85a1-6caf	-	328.11
8	Buyer B	TR-7431522b-72e7	219.16	-
9	Buyer A	TR-3747163f-433c	-	576.19
10	Buyer A	TR-213c7ae3-f4c4	-	23.81
11	Buyer B	TR-29c002f1-ec0a	9.55	-
12	Buyer B	TR-067b9048-5643	3,449.25	-
13	Buyer A	TR-adfff7f4-4443	-	783.82
14	Buyer A	TR-df7b2ced-89e5	-	116.18
15	Buyer B	TR-ff8c42db-1ec5	126.9	-
16	Buyer A	TR-7b5c301e-7645	-	669.49
17	Buyer A	TR-f8206cdf-ab3c	-	80.51
18	Buyer A	TR-3ce9bbef-6915	-	484.88
19	Buyer A	TR-efee4d43-ef90	-	15.12
20	Buyer A	TR-a663294d-969f	-	1,175.36
21	Buyer A	TR-22b7c73b-229b	-	24.64
22	Buyer A	TR-d4cc382e-2aee	-	740.09
23	Buyer A	TR-f547364a-4f68	-	359.91
24	Buyer A	TR-1adf7e22-c756	-	141.91
25	Buyer A	TR-88dc74ad-6f41	-	208.09
26	Buyer A	TR-8199c663-114c	-	348.9
27	Buyer A	TR-6803b4c8-b2e0	-	151.1
28	Buyer A	TR-0ba7b895-8803	-	480.27
Total			8,690.52	8,302.46

**RSPO Public Summary Report
Revision 4 (November / 2016)**

D. Records of CPO & PK Sold under other schemes to Buyers since the last audit (if any)				
No.	Buyers Name	Scheme Name	CPO Sold (mt)	PK Sold (mt)
1	Buyer B	ISCC	17,588.20	-

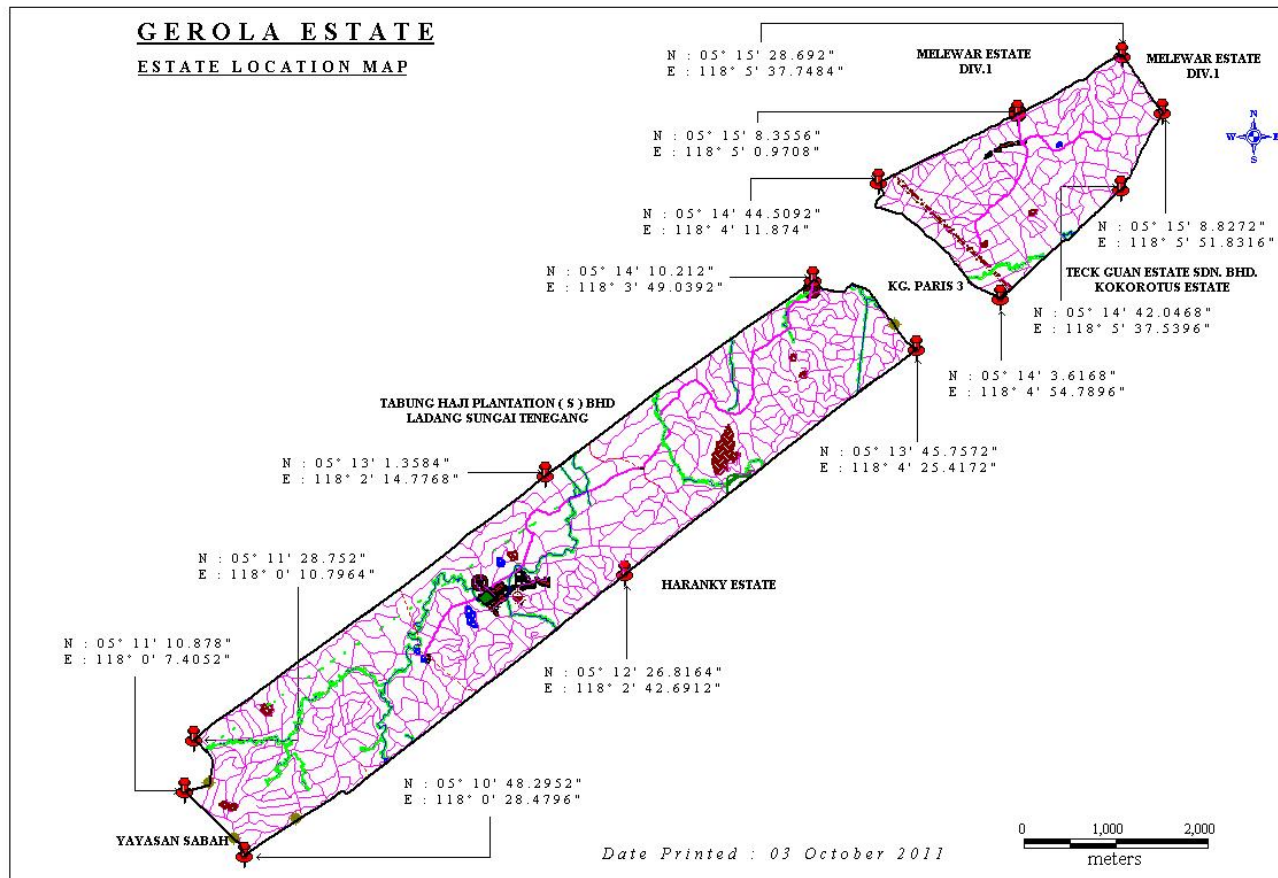
E. Records of CPO & PK Sold as conventional to Buyers since the last audit (if any)			
No.	Buyers Name	CPO Sold (mt)	PK Sold (mt)
1	Buyer B	3,846.75	-
2	Buyer A	-	526.99
Total		3,846.75	526.99

F. 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	n/a	n/a	n/a

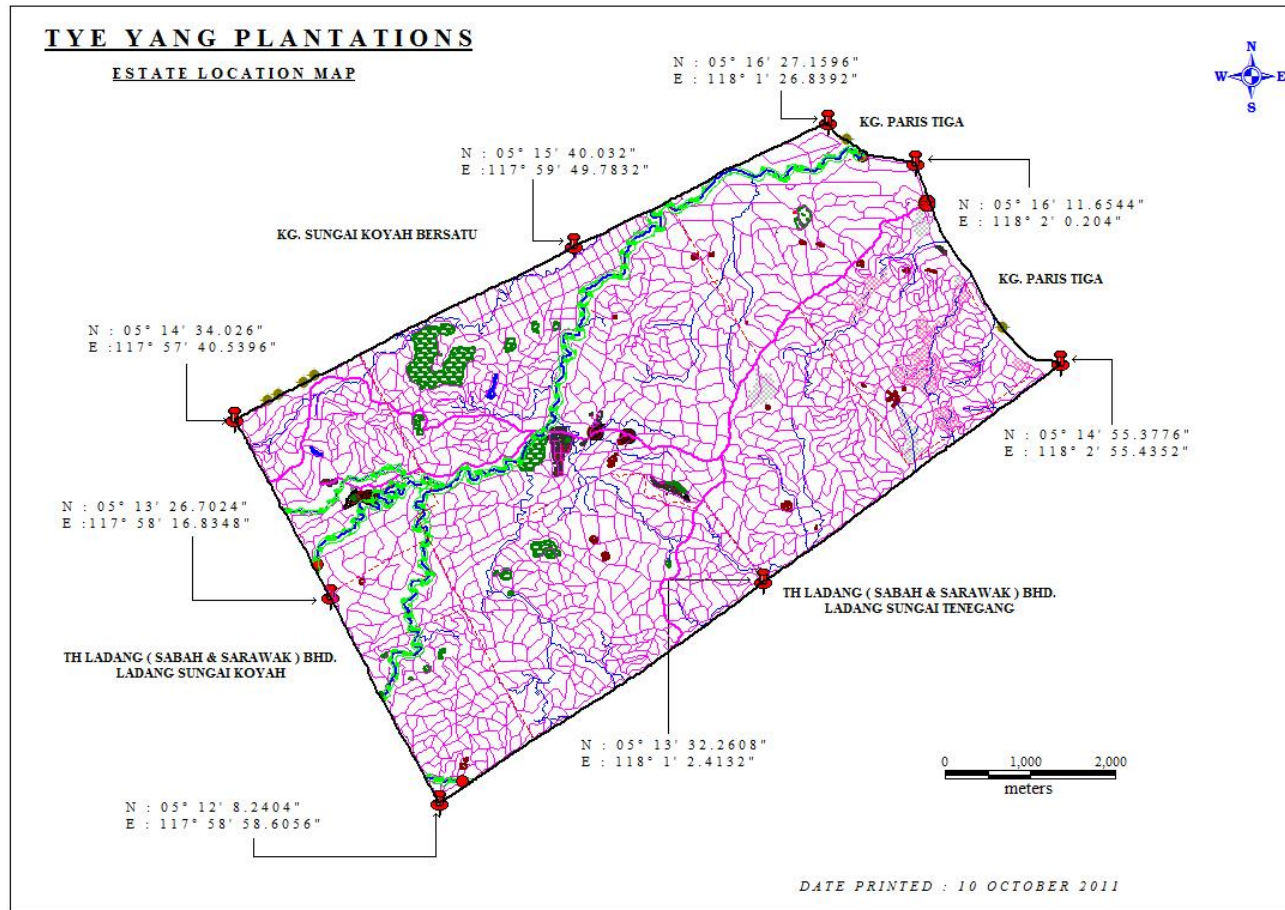
Appendix F: Location Map of Melewar Certification Unit and Supply bases



Appendix G: Gerola Estate Field Map



Appendix H: Tye Yang Estate Field Map



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

Not applicable

Appendix J: 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
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