

**RSPO PRINCIPLE AND CRITERIA –
1st Annual Surveillance Assessment (ASA1)
Public Summary Report**

Boustead Plantations Berhad
Client company Address: 19 th Floor, Menara Boustead 69, Jalan Raja Chulan 50200 Kuala Lumpur, Malaysia
Certification Unit: Boustead Emastulin Sdn Bhd – Segaria Business Unit Segaria Palm Oil Mill and Segaria Estate Location of Certification Unit: P.O. Box 132 91308 Semporna, Sabah, Malaysia

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Section 1: Scope of the Certification Assessment

1. Company Details			
RSPO Membership Number	1-0012-04-000-00	Membership Approval Date	10/10/2004
Parent Company Name	Boustead Plantations Berhad		
Address	Head office: 19 th Floor Menara Boustead, 69, Jalan Raja Chulan 50200 Kuala Lumpur, Malaysia		
Subsidiary (Certification Unit Name)	Boustead Emastulin Sdn Bhd – Segaria Business Unit		
Address	P.O Box 132 91308 Semporna, Sabah, Malaysia		
Contact Name	Anuar Bin Semail/ Nurul Hanani Binti Abdullah		
Website	www.bousteadplantations.com.my	E-mail	anuar.bea@boustead.com.my hanani.bea@boustead.com.my
Telephone	+603-2145 2121	Facsimile	+603-2144 7917

2. Certification Information			
Certificate Number	RSPO 682292	Date of First Certification	07/03/2018
		Certificate Start Date	07/03/2018
		Certificate Expiry Date	06/03/2023
Scope of Certification	Palm Oil and Palm Kernel Production from Segaria Palm Oil Mill and supply base (Segaria Estate)		
Applicable Standards	RSPO P&C MY-NI 2014; RSPO Supply Chain Certification Standard 2017 (CPO Mill – Module D Identity Preserved)		

3. Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
QMS 00454	ISO 9001:2015	SIRIM QAS International Sdn Bhd	20 July 2021
MSPO 682293	MSPO - Part 3	BSI Services Malaysia Sdn Bhd	21 Mar 2023
MSPO 682292	MSPO - Part 4	BSI Services Malaysia Sdn Bhd	21 Mar 2023

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4. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base)	Location [Map Reference #]	GPS Coordinates	
		Latitude	Longitude
Segaria Palm Oil Mill	P.O. Box 132, 91308 Semporna, Sabah, Malaysia	4° 28' 54.30" N	118° 23' 54.60" E
Segaria Estate	P.O. Box 132, 91308 Semporna, Sabah, Malaysia	4° 29' 54.30" N	118° 24' 03.80" E

5. Description of Supply Base					
Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Segaria Estate	4,465.10	134.90	146.20	4,746.20	94.07

6. Plantings & Cycle							
Estate	Age (Years)					Mature**	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
Segaria Estate	234.40	614.90	2,829.30	786.50	0.0	4,230.70	234.40

7. Certified Tonnage of FFB (Own Certified Scope)			
Estate	Tonnage / year		
	Estimated (Mar 18 – Feb 20)	Actual (Mar 18 – Dec 18)	Forecast (Mar 19 – Feb 20)
Segaria Estate	98,200.00	70,629.48	89,100.00

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

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

10. Certified Tonnage			
Mill Capacity: 30 MT/hr	Estimated (Mar 18 – Feb 20)	Actual (Mar 18 – Dec 18)	Forecast (Mar 19 – Feb 20)
	FFB	FFB	FFB
	98,200 mt	70,629.48 mt	89,100.00 mt
SCC Model: IP	CPO (OER: 22.93 %)	CPO (OER: 23.37 %)	CPO (OER : 23.00 %)
	22,525 mt	16,511.00 mt	20,493.00 mt
	PK (KER: 3.97 %)	PK (KER:3.44 %)	PK (KER: 3.50 %)
	3,900 mt	2,433.00 mt	3,118.00 mt

11. Actual Sold Volume (CPO) : March 2018 – December 2018					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSB		
CPO (MT)	12,700	-	-	3,299.70	15,999.70

12. Actual Sold Volume (PK) : March 2018 – December 2018					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSB		
PK (MT)	2,080	-	-	320.86	2,400.86

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

Section 2: Assessment Process

Certification Body:

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

2.1 Assessment Methodology, Programme, Site Visits

The on-site annual surveillance assessment was conducted from 29-31/01/2019. The audit programme is included as Appendix D. The approach to the audit was to treat the mill and its supply base as an RSPO Certification Unit. Mill was audited together with the sample estates. A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HCVs, declared conservation areas and local communities.

The Major NC close out on-site assessment was conducted on 02/04/2019. 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 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.

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

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meeting, the interviewer explained the purpose of the audit followed by an evaluation of the relationship between the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and these have been incorporated into the assessment findings.

Structured worker interviews with male and female workers and staff were held in private at the workplace in the mill and the estates. Fieldworkers were interviewed informally in small groups in the field. In addition, the wives of workers and staff were interviewed in informal group meetings at their housing. Separate visits were made to each of the local communities to meet with the village head and residents. Company officials were not present at any of the internal or external stakeholder interviews. A list of Stakeholders contacted is included as Section 3.5.

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

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

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

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

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

Assessment Program					
Name (Mill / Supply Base)	Year 1 (Initial Certification)	Year 2 (ASA 1)	Year 3 (ASA 2)	Year 4 (ASA 3)	Year 5 (ASA 4)
Segaria Palm Oil Mill	√	√	√	√	√
Segaria Estate	√	√	√	√	√

Tentative Date of Next Visit: January 28, 2020 – January 30, 2020

Total No. of Mandays: 7.0 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>
Mohd Hafiz Mat Hussain	Team Leader	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, MSPO Awareness Training in 2014 and Endorsed RSPO SCCS Lead Auditor Course in 2016. He had been involved in RSPO auditing since May 2013 within Malaysia, Papua New Guinea, Solomon Islands, Gabon and Liberia. 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.
Hafriazhar Mohd Mokhtar	Team Member	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.
Muhamad Naquiuddin Mazeli	Team Member	He hold Bachelor of Science Horticulture at University Putra Malaysia. He has 11 years working experience in oil palm plantation industry as sustainability team. Joining the sustainability team, he managed, implement and monitors the RSPO, ISCC, MSPO and ISO9001 and ISO 18001 certification requirements for the estates, mills, refineries and Smallholder scheme. He also support in providing training related to RSPO, MSPO and other certifications where applicable to the operations during previous company. He is a trained as Safety and Health Officer, Food Safety System (FSSC and ISO 22000) for Mill and refineries, ISO 9001, ISO 45001 and already attend HCV training with Proforest. 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.

Accompanying Persons:

No.	Name	Role

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2.3 Assessment Plan

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

Date	Time	Subjects	MH	HMM	MN
Monday, 28/01/19	02.00pm - 05.25 pm	Audit Team travelling to Tawau Check in hotel at Tawau	√	√	√
Tuesday, 29/01/19	07.30 am	Audit team travel from Tawau to Segaria POM	√	√	√
	08.30 am	Opening Meeting: <ul style="list-style-type: none"> Opening Presentation by Audit team leader. Confirmation of assessment scope and finalize Audit plan. Presentation by Segaria CU 	√	√	√
	09.00 am - 12.00 pm	Segaria Palm Oil Mill 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.	√	√	√
	12.00 pm - 01.00 pm	LUNCH	√	√	√
	01.00 pm - 04.30 pm	Continue with unfinished elements	√	√	√
	04.30 pm - 05.00 pm	Interim Closing Briefing	√	√	√
Wednesday 30/01/19	08.00 am - 12.00 pm	Segaria 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).	√	√	√
	10.00 am - 12.00 pm	Meeting with stakeholders (Government, village rep, smallholders, Union Leader, contractor etc.)		√	
	12.00 pm - 01.00 pm	LUNCH	√	√	√
	01.00 pm - 04.30 pm	Continue with unfinished elements	√	√	√
	04.30 pm - 05:00 pm	Interim Closing Briefing	√	√	√
Thursday 31/01/19	09:00 pm - 12:30pm	RSPO Supply Chain for Segaria POM General Chain of custody: Element 5.1 – 5.13	√	√	
		RSPO Supply Chain for Segaria POM CPO Mill Supply Chain Assessment Report (Module D - CPO Mills: <i>Identity Preserved</i>)	√	√	
		Verify any outstanding issues & Preparation for closing meeting	√	√	√
		Closing meeting (RSPO)	√	√	√

Section 3: Assessment Findings

3.1 Normative requirement applied for this assessment:

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

3.2 Time Bound Plan progress for multiple management units

Time Bound Plan		
Requirement	Remarks	Compliance
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, please refer to TBP.	Yes
Is the time bound plan challenging? <ul style="list-style-type: none"> • Age of plantations. • Location. • POM development • Infrastructure. • Compliance with applicable law. 	Yes, please refer to TBP	Yes
Have there been any changes since the last audit? Are they justified?	No changes.	Yes
If there have been changes, what circumstances have occurred?	No	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?	N/A	N/A

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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. 	So far no new planting that replaced primary forest.	Yes
Any new plantings since January 1 st 2010 shall comply with the RSPO New Plantings Procedure.	No new planting activities within uncertified unit.	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.	No land conflict	Yes
Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO P&C criterion 6.3.	No labour dispute	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, the report had been submitted to all unit for improvement plan.	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	

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 1st annual surveillance assessment there were three (3) Major & two (2) Minor nonconformities raised. The Segaria 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 it effectiveness and closed accordingly.

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1734699-201901-M1	Clause & Category (Major / Minor)	Indicator 5.2.1 Major
Date Issued	31/01/2019	Due Date	30/04/2019
Closed (Yes / No)	Yes	Date of nonconformity Closure	02/04/2019
Statement of Nonconformity:	The information of High Conservation Value (HCV) was not available.		
Requirement Reference:	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).		
Objective Evidence:	Bousted Segaria Estate was engaged an external HCV assessor (Malaysia Environmental Consultant – MEC) to conduct a comprehensive assessment to cover both planted area and relevant wider landscape-level considerations. However, the full report by MEC has yet to be received by the management.		
Corrections:	To follow up with BEA Sustainability section at HQ. E-mails dated 01/02/2019 and 07/02/2019 to MEC (Evironmental Consultant) was been delivered as to urge them expedite full report submission.		
Root Cause Analysis:	Full HCV report yet to be available for auditor perusal.		
Corrective Actions:	Management plan will be done and implement once HCV report obtained.		
Assessment Conclusion:	Evidence verified during Major Close Out:- 1. Follow-up Emails dated 1/2/2019 & 7/2/2019 2. Extracts of HCV report November 2017 by MEC 3. HCV Management Action Plan 2019 All the evidence sighted found adequate. Thus, Major NC was closed on 02/04/2019.		

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Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1734699-201901-M2	Clause & Category (Major / Minor)	Indicator 6.5.2 Major
Date Issued	31/01/2019	Due Date	30/04/2019
Closed (Yes / No)	Yes	Date of nonconformity Closure	02/04/2019
Statement of Nonconformity:	Direct contract of employments was not available for some foreign workers.		
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:	Workers were found being employed without having the work agreement as per following: 1) Worker name: Serlito G. Sumilhig; Sex: Male; Nationality: Philippine 2) Worker name: Rosemarie Caangay Estimo; Sex: Female; Nationality: Philippine 3) Worker name: Grace Fui Ling; Sex: Female; Nationality: Philippine 4) Worker name: Latang Bin Padang; Sex: Male; Nationality: Indonesia 5) Worker name: Nilorin A. Canoy; Sex: Male; Nationality: Philippine 6) Worker name: Jubaira Jimlani; Sex: Female; Nationality: Philippine		
Corrections:	Expedite legalization process then prepare new fresh work agreement for them.		
Root Cause Analysis:	Expiry of valid passport and work pass during retention at Immigration Department of Semporna District for renewal purpose.		
Corrective Actions:	Contract agreement must be available for new recruit/engage worker prior to start work.		
Assessment Conclusion:	Evidence verified during Major Close Out:- 1. Expedite follow-up email with agent 2. Re-application to ambassador through agent 3. Work agreement copy sample All the evidence sighted found adequate. Thus, Major NC was closed on 02/04/2019.		

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Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1734699-201901-M3	Clause & Category (Major / Minor)	Indicator 6.12.3 Major
Date Issued	31/01/2019	Due Date	30/04/2019
Closed (Yes / No)	Yes	Date of nonconformity Closure	02/04/2019
Statement of Nonconformity:	Employment of migrant workers was not implemented according to special labour policy and procedures with risk of legal noncompliance.		
Requirement Reference:	Where temporary or migrant workers are employed, a special labour policy and procedures shall be established and implemented		
Objective Evidence:	List of workers already employed (Senarai Pekerja Filipina - Passport Baru) not according to Foreign Labour Policy (Date Approved : 13/4/2016) and Foreign Workers Procedure (Issue 1; Date of issue: Jan 2016; Rev. # 1; Date Approved: 25/1/2016)		
Corrections:	Correction has been made by calling the respective Staffs for short briefing/training session on SOP's to ensure new task/duty is duly understand.		
Root Cause Analysis:	The person in-charge who monitor in respect the engagement of new foreign worker was not well verse with Foreign Labour Policy and Foreign Workers Procedure.		
Corrective Actions:	Provide necessary training where's new task allocate to subordinate.		
Assessment Conclusion:	Evidence verified during Major Close Out:- 1. Briefing to PIC and memo All the evidence sighted found adequate. Thus, Major NC was closed on 02/04/2019.		

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Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1734699-201901-N1	Clause & Category (Major / Minor)	Indicator 4.7.5 Minor
Date Issued	31/01/2019	Due Date	Next annual surveillance assessment
Closed (Yes / No)	No	Date of nonconformity Closure	"Open"
Statement of Nonconformity:	The records of accident was not effectively kept and reviewed by the management.		
Requirement Reference:	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.		
Objective Evidence:	Segaria Estate The audiometric test was done on 27 October 2018 and found 4 workers with hearing impairment out of 5 workers tested (workers ID:1211,1460,1504 & 2230). However the JKKP 7 and JKKP 8 which involved the workers found with hearing impairment was not communicate to DOSH accordingly.		
Corrections:	Liaise with respective Assessor then immediately notify DOSH through JKKP7 and quickly do amendment of JKKP8 for year 2018.		
Root Cause Analysis:	Misinterpretation between Estate Management and Assessor.		
Corrective Actions:	Timely JKKP7 submission upon test result discussion which clearly agreed by both parties.		
Assessment Conclusion:	CAP was accepted. The effectiveness of the corrective action will be verified during next assessment.		

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Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1734699-201901-N2	Clause & Category (Major / Minor)	Indicator 5.3.3 Minor
Date Issued	31/01/2019	Due Date	Next annual surveillance assessment
Closed (Yes / No)	No	Date of nonconformity Closure	"Open"
Statement of Nonconformity:	A waste management and disposal plan to avoid or reduce pollution was not implemented effectively.		
Requirement Reference:	A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented.		
Objective Evidence:	During site visit at Segaria POM, found that decanter cake and boiler ash was not stored properly due to emergency situation caused by the installation of new decanter machine.		
Corrections:	Immediately clear off the decanter cake for fertilizer.		
Root Cause Analysis:	Underestimate of decanter cake produced caused by the installation of new decanter machine.		
Corrective Actions:	To prepare the dedicated storage area for decanter cake and to propose for Budget 2020 for concrete storage area for decanter cake.		
Assessment Conclusion:	CAP was accepted. The effectiveness of the corrective action will be verified during next assessment.		

Opportunity for Improvements	
OFI #	Description
OFI 1	N/A

Positive Findings	
PF #	Description
PF 1	Positive feedback from stakeholder

3.4.1 Status of Nonconformities Previously Identified and Observations

Non-Conformity			
NCR Ref #	1563886-201712-M1	Clause & Category (Major / Minor)	Indicator 6.1.1 Major
Closed (Yes / No)	Yes	Date of nonconformity Closure	19/01/2018
Statement of Nonconformity:	SIA report was not available during the time of audit.		
Requirement Reference:	A social impact assessment (SIA) including records of meetings shall be documented.		
Objective Evidence:	Segaria POM and Segaria Estate: SIA was conducted by MEC on 28/9/2017. However, report has yet to receive.		
Corrective Actions:	To ensure that report is available within two weeks' time and reply any comment in the report if necessary.		
Assessment Conclusion:	<p>ASA1 verification: Sighted the documented Social Impact Assessment Segaria Estate and Mill Semporna, Sabah Malaysia, November 2017; Size of Assessment: 3,071.6 ha (Main Division); 1,393.5 ha (Sipit Division); Date of Assessment: 27/9 – 1/10/2017; Date of Report: 30/11/2017 by Malaysia Environmental Consultant (MEC). Sighted the Table 4.8 Findings on Employee Welfare and Wages in Segaria Estate (page 32) reported the finding of following:</p> <ul style="list-style-type: none"> - Many workers and their families hold expired passports and work permits (or dependent permits) - Many workers also do not possess work permits - Some workers including undocumented workers do not have the legal documents – no passports nor work permits - No consent letter from workers permitting the company to hold on tho their passports - Company also does not have a letter from the agency to state that the passports or work permits are held by the agency or work permits are held by the agency or Malaysian Immigration for renewal purposes - No established system or master list to track expiry dates and to track the location of passports <p>Based on the evidence sighted including plan established, the CAP confirmed to be effective and no recurrence of issue found. Hence, the major NC remained close.</p>		

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Non-Conformity			
NCR Ref #	1563886-201712-M2	Clause & Category (Major / Minor)	Indicator 6.1.3 Major
Closed (Yes / No)	Yes	Date of nonconformity Closure	19/01/2018
Statement of Nonconformity:	Contract of employment conditions available shown substandard conditions		
Requirement Reference:	Plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts identified was not available.		
Objective Evidence:	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.		
Corrective Actions:	SIA management plan has yet to be developed as the report for SIA was not received.		
Assessment Conclusion:	<p>ASA1 verification: The plan established as Management Plan on Social Impact Assessment for the Year 2018; Reviewed & Updated on Apr. 2018 includes mitigation plan for following:</p> <ul style="list-style-type: none"> - Many workers and their families hold expired passports and work permits (or dependent permits) - Many workers also do not possess work permits - Some workers including undocumented workers do not have the legal documents – no passports nor work permits - No consent letter from workers permitting the company to hold on tho their passports - Company also does not have a letter from the agency to state that the passports or work permits are held by the agency or work permits are held by the agency or Malaysian Immigration for renewal purposes - No established system or master list to track expiry dates and to track the location of passports <p>Based on the evidence sighted including plan established, the CAP confirmed to be effective and no recurrence of issue found. Hence, the major NC remained close.</p>		

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Non-Conformity			
NCR Ref #	1563886-201712-M3	Clause & Category (Major / Minor)	Indicator 6.5.1 Major
Closed (Yes / No)	Yes	Date of nonconformity Closure	19/01/2018
Statement of Nonconformity:	The workers who worked on rest day did not pay according to Sabah Ordinance (Sabah Cap. 67).		
Requirement Reference:	Documentation of pay and conditions shall be available.		
Objective Evidence:	<p>Sampled of payslip, Field & General Work Daily Attendance, Oil Palm Harvester Reception Data and Electronic Time Card (mill) of workers found that they were not paid according to Sabah Ordinance (Sabah Cap. 67) amended as at 10.02.2005 by Act A1238, Section 104C. (2) (a) and (b) "An employee employed on a daily, hourly or other similar rate of pay who works on a rest day shall be paid for any period of work— (a) which does not exceed half his normal hours of work, one day's wages at the ordinary rate of pay; or (b) which is more than half but does not exceed his normal hours of work, two days' wages at the ordinary rate of pay" as below for November 2017:</p> <p>a. Employee No.: 0102E for 10/11/2017 (Segaria POM) b. Employee No.: 0321F for 31/10/2017 and 14/11/2017 (Segaria POM) c. Employee No.: 0225C for 27/10/2017, 3/11/2017, 10/11/2017 and 24/11/2017 (Segaria POM) d. Employee No.: 1240 for 26/11/2017 (Segaria Estate) e. Employee No.: 1085 for 2/11/2017, 9/11/2017, 16/11/2017, 23/11/2017 and 30/11/2017 (Segaria Estate) f. Employee No.: 1903 for 3/11/2017, 17/11/2017 and 24/11/2017 (Segaria Estate)</p>		
Corrective Actions:	<p>SM: Payment for working in rest day to be followed with Sabah Labour Ordinance (Sabah Cap. 67) amended as at 10.02.2005. Mill has started a system where all employee need to apply for working on rest day with specific form 3 days before commencement of work. By having this system, better monitoring and wages calculation is expected any potential error can be avoided.</p> <p>SE: All employees have been informed during muster call whoever have been offered to work by their respective Staff on rest day (Friday) or public holiday must come to office latest by 6.00 a.m to report their attendance to the assigned staffs on duty at both Main and Sipit division.</p>		
Assessment Conclusion:	<p>ASA1 verification: Documentations of pay available in the form of Monthly Pay Slip and conditions as per Work Agreement Contract as per sample sighted as following:</p> <ul style="list-style-type: none"> - Employee # 1551; Employee Code Group: G (General/Field Worker) - Employee # 2563; Employee Code Group: P (Harvester) - Employee # 2487; Employee Code Group: G (General/Field Worker) - Employee # 2344; Employee Code Group: G (General/Field Worker) - Employee # 2485; Employee Code Group: G (General/Field Worker) <p>Conditions of pay documented in employee work agreements which is based on new Minimum Wages Order 2018 with pricing list for piece-rate workers i.e. Boustead Estate Harvesting Rate for Checkroll Harvesters for Year 2019.</p>		

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	Based on the evidence sighted including plan established, the CAP confirmed to be effective and no recurrence of issue found. Hence, the major NC remained close.
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Non-Conformity			
NCR Ref #	1563886-201712-N1	Clause & Category (Major / Minor)	Indicator 4.1.2 Minor
Closed (Yes / No)	Yes	Date of nonconformity Closure	31/01/2019
Statement of Nonconformity:	During the audit, there is no Visiting Engineering Visit Report available for review.		
Requirement Reference:	A mechanism to check consistent implementation of procedures shall be in place.		
Objective Evidence:	Visiting Engineering Visit for Segaria POM was conducted on 22/2/2017 by Deputy Group Engineer, Group Engineering Department. However, the report yet to receive.		
Corrective Actions:	To ensure that the report to be always available after each visit within timeframe. Normally mill will be visited every 6 monthly and the report expected to be issued a month after the visit for mill to respond. Efficient follow up practice between mill and Visiting Engineer in the future will avoid similar incident to happen again.		
Assessment Conclusion:	ASA1 verification: Visiting Engineering Visit was done on 28-30/8/2018. The report was communicate to the mill on 3/9/2018. The report was verified. Thus, the minor NC raised during previous assessment was closed on 31/1/2019.		

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Non-Conformity			
NCR Ref #	1563886-201712-N2	Clause & Category (Major / Minor)	Indicator 6.5.3 Minor
Closed (Yes / No)	Yes	Date of nonconformity Closure	31/01/2019
Statement of Nonconformity:	Provision of adequate water supplies not fully ensured 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:	Segaria POM: Sampling analysis of drinking water supplies was not based on National Drinking Water Quality Standard as per Certificate of Analysis Lab Ref. No.: 20171011/19B for Sample Marking: Domestic - Japanese Pond (Outlet) Segaria Estate: Sampling analysis of drinking water supplies was not based on National Drinking Water Quality Standard as per Certificate of Analysis Lab Ref. No.: 20171011/20B for Sample Marking: Sipit Division (Outlet)		
Corrective Actions:	To maintain the good exercise of sending out drinking water sample in accordance with drinking water parameters test within 6 months period. Proper drinking water monitoring book is initiated similar to how mill maintain all the record for effluent treatment plant as per regulatory requirement		
Assessment Conclusion:	ASA1 verification: Both mill and estate maintained good exercise of sending out drinking water sample in accordance with drinking water parameters test within 6 months period. Proper drinking water monitoring book is initiated similar to how mill maintain all the record for effluent treatment plant as per regulatory requirement. Drinking water monitoring log book was maintained by the mill. The latest monitoring was done on 6/7/2018. The report dated 10/8/2018 (20180712/11 and 20180712/12) was sighted. Other amenities including sundry shop and canteen available within estate compound for workers convenience. Based on the evidence sighted including plan established, the CAP confirmed to be effective and no recurrence of issue found. Hence, the minor NC closed on 31/1/2019.		

Opportunity for Improvement	
OFI#	Description
OFI 1	N/A

3.4.2 Summary of the Nonconformities and Status

CAR Ref.	Category (Major / Minor)	P&C Indicator	Issued Date	Status & Date (Closure)
1563886-201712-M1	Major	6.1.1	06/12/2017	Closed on 19/1/2018
1563886-201712-M2	Major	6.1.3	06/12/2017	Closed on 19/1/2018
1563886-201712-M3	Major	6.5.1	06/12/2017	Closed on 19/1/2018
1563886-201712-N1	Minor	4.1.2	06/12/2017	31/01/2019
1563886-201712-N2	Minor	6.5.3	06/12/2017	31/01/2019
1734699-201901-M1	Major	5.2.1	31/01/2019	02/04/2019
1734699-201901-M2	Major	6.5.2	31/01/2019	02/04/2019
1734699-201901-M3	Major	6.12.3	31/01/2019	02/04/2019
1734699-201901-N1	Minor	4.7.5	31/01/2019	"Open"
1734699-201901-M1	Minor	5.3.3	31/01/2019	"Open"

3.5. Stakeholders Consultation

Stakeholder consultation involved internal and external stakeholders. External stakeholders were contacted by telephone to arrange meetings at a location convenient to them to discuss Segaria 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	
<p>Internal Stakeholders</p> <p>Workers’ Committee Representative (SPOM & SE) Gender Committee Representative (SPOM & SE) Sprayer Harvester Mill Operators</p>	<p>Union/Contractors/Local Communities</p> <p>Contractors Ladang Ringlet</p>
<p>Government Departments</p> <p>Representative from CLC</p>	<p>NGO</p> <p>(No issue raised by NGO related to Segaria BU)</p>

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IS #	Description
1	<p>Feedbacks: Sundry shop storekeeper – no issue with company and workers whom spending for their daily sundries at the shop.</p> <p>Management Responses: Positive comments noted.</p> <p>Audit Team Findings: No further issue.</p>
2	<p>Feedbacks: Grass-cutting contractor – been long service the company for more than 5 years. No issue in pricing and payments.</p> <p>Management Responses: Positive comments noted.</p> <p>Audit Team Findings: No further issue.</p>
3	<p>Feedbacks: CLC teacher – good support and cooperation given by management in ensuring children of all foreign workers attending CLC school.</p> <p>Management Responses: Management always ensure that workers give no excuse to send their children to CLC school for the benefit of their children.</p> <p>Audit Team Findings: No further issue.</p>
4	<p>Feedbacks: Ladang Ringlest (neighbour estate) – attended stakeholder consultation meeting conducted recently. Understood Boustead’s commitment towards sustainability. Have good relationship with the management.</p> <p>Management Responses: Neighbour estate will be always consulted in case of any required since the road to Boustead area is through neighbour access.</p> <p>Audit Team Findings: No further issue.</p>
5	<p>Feedbacks: EHA assistant – good facilities provided by management as workers convenience for basic medical treatment. Management provide transport for workers if need to go to the hospital.</p> <p>Management Responses: Estate located not far from Semporna town where government hospital available. However, basic medical needs still provided by estate clinic.</p> <p>Audit Team Findings: No further issue.</p>

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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 Segaria 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 Segaria Palm Oil Mill is continued.</p>	
Report prepared by	Acceptance of Assessment Conclusion
Name: Mohd Hafiz Mat Hussain	Name: Anuar Bin Semail
Company Name: BSI Services Malaysia Sdn Bhd	Company name: Boustead Plantations Berhad
Title: Lead Auditor	Title: Planting Director
Signature: 	Signature: <i>(I the undersigned, being the most senior relevant management representative of the operation seeking or holding certification, agree with the contents of this report and accept the liability in execution of the procedure in the report.)</i> 
Date: 30/04/2019	Date: 30/04/2019

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>Adequate 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. Information on environmental, social and legal issues relevant to RSPO Criteria was made available to relevant stakeholders for effective participation in decision making.</p> <p>Public documents available in mill including Segaria Palm Oil Mill OER Performance 2014-2018; KER Performance 2014-2018 and in Segaria Estate such as land title, OSH plan, HCV documents, negotiation procedure, complaint records, RSPO public summary reports, and EIA. , Management Plans & Continuous Improvement Plans and company policies are available.</p> <p>Latest external stakeholder meeting conducted on 30/10/2018 involved relevant stakeholders such as government authorities, school’s representatives, contractors, internal workers and etc. were briefed on all the RSPO principles and criteria.</p> <p>Mill internal stakeholder meeting was conducted on 5/11/2018 attended by all staff and employees.</p> <p>Estate internal stakeholder meeting was conducted on 24/10/2018 attended by all staff and employees.</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
1.1.2	Records of requests for information and responses shall be maintained. -Major compliance	Information requests and responses implemented based on Communication Procedure to handle communication for internal and external stakeholders. External Communication Form (PKSJ-001) and Communication Record (PKSJ-002) were used for records including authority visits books. Sighted sample for mill records of information requests and responses maintained including Machinery Inspection Log Book (DOSH), Fire Pump House Log Book (Bomba), DOE Inspection Log Book and Electricals Inspection Report as well as visitor book.	Complied
Criterion 1.2: Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.			
1.2.1	Publicly available documents shall include, but are not 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 –	Boustead Plantations Berhad ensured that the public documents that will not impinge on confidentiality and will not cause detrimental sustainability or social outcomes. Sample of the documents that were made available for viewing were as following: <ul style="list-style-type: none"> • Land title (held as hard copy by the property department) • Health and safety plan • Plans and impact assessment- environmental & social • Pollution prevention plans • Details of complaints and grievances • Negotiation procedures • Continuous improvement plan • Biodiversity plans • Policy documents In addition to the website, the policies were also displayed at various locations at the operating units including the main notice boards of the estates, mill offices and muster ground notice boards for employees and visitors to view.	Complied

Criterion / Indicator		Assessment Findings	Compliance
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	<p>Conduct handbook where the company was committed to maintain the highest standards of integrity and professionalism in its business dealings. The company will ensure they do business in a transparent, appropriate and fair manner. There were 6 principles that all the employees must observe in the Code of Conduct as below:</p> <ol style="list-style-type: none"> 1) To avoid conflict of interest. 2) To avoid misuse of position. 3) To prevent misuse of information gained through the Group's operation, either for personal gain or for any purpose other than that intended by the Group. 4) To ensure confidentiality of information, communication and transactions conducted by the Group. 5) To ensure transparency and justice. 6) To create a respectful workplace environment and culture. <p>Policies were communicated frequently through direct meeting such as conducted on 2/1/2019 by the Manager of Segaria POM and on 8/11/2018 in Segaria Estate. Seen the training attendance list where all the workers from different stations were participated in the training, photo evident and training materials. Besides, the policy was publicly displayed at the notice board outside the office.</p>	Complied
Principle 2: Compliance with applicable laws and regulations			
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>The list of permit and license required for the operations of the mill and estate were sighted. The sample of permit and license:</p> <p>Segaria POM</p> <ol style="list-style-type: none"> 1. MPOB License: 508110904000 valid until 31/5/2019 2. DOE Licence: 003471 (valid until 30/6/2019) for 30 MT/hr and method of POME discharge is land irrigation with BOD final discharge limit <50mg/l 3. Suruhanjaya Tenaga: Lesen Pemasangan Persendirian-2018/00329, expiry 23/4/2019 4. FMA permit: all machineries still valid (SB PMD 2100; 8/6/19, SB PMT 9322; 8/6/19, PMT 56918: 8/6/19, PMT106144: 8/6/19, SB PMT 7251: 8/6/19, SB PMT 6494: 8/6/19) 5. Ordinan Perlesenan Perdagangan : SPA/2019/876, expiry on 31/12/19 6. Permit barang kawalan berjadual : KPDNKK.SPN.600-1/7/2016/32(P), Permit No: S010437, Diesel 26,000Ltr expiry on 4/12/2019 7. Lesen untuk menggaji pekerja bukan pemastautin: B-000002/09 expiry 24/10/19 8. CePPOME: CePPOME/184523 valid until 15/8/19 9. CEPWAM: CePSWaM/183883 valid until 18/4/19 10. Steam Engineer Grade 2: 049/2016 11. Authorised Gas Tester: 950702-12-7049 12. H/ED/06/03 (Dandang Stim Grade 1): 701115-12-5324 13. SB/10/EIP/02/18 (ICE Grade 2): 790314-12-6247 14. PJ-T-4-B-0263-2007 (Engine Driver-A4):680114125461 <p>Segaria Estate</p> <ol style="list-style-type: none"> 1. MPOB License: 50467702000 valid until 31/3/2019 2. Ordinan Perlesenan Perdagangan: SPA/2016/1022 valid until 31/12/2019 	<p>Complied</p>
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Criterion / Indicator		Assessment Findings	Compliance
		3. Permit Barang Kawalan Berjadual: S010436 for diesel (43,200 Ltr) and petrol (2,000Ltr), valid until 4/12/2019 4. Lesen pemasangan persendirian: 2018/02259 valid until 13/9/2019	
2.1.2	A documented system, which includes written information on legal requirements, shall be maintained. - Minor compliance -	LORR was established to cover all legal acts, regulations and other requirement related to POM and supply base. The sample of Act and Legal: 1. Minimum Wages Order 2018 2. Sabah Labour Ordinance 1950 3. OSHA 1994 4. FMA 1967 5. Uniform Building By Law 1984 6. Pesticide Act 1974 7. Electrical Supply (Amendment) Act 2015 8. Fire Services Act 9. Environmental Quality Act 10. Local Government Act 11. Code of Practise For Safe Working In a Confined Space, 2010 Last evaluation was conducted on 7/1/19.	Complied
2.1.3	A mechanism for ensuring compliance shall be implemented. - Minor compliance -	The mechanism for ensuring compliance was done through evaluation of compliance. The last evaluation of compliance was done on 7/1/2019.	Complied
2.1.4	A system for tracking any changes in the law shall be implemented. - Minor compliance -	Tracking system available to identify changes in the relevant regulations through head office, sustainability team, website information and the information are communicated from the Head Office (Sustainability Section). Boustead Plantations Berhad have centralised system for tracking any changes in the law and subscribe into Lawnet. The latest communication was done on 28/1/2019 regarding Minimum Wages Order 2018.	Complied

Criterion / Indicator		Assessment Findings	Compliance
Criterion 2.2: The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights.			
2.2.1	Documents showing legal ownership or lease, history of land tenure and the actual legal use of the land shall be available. - Major compliance -	Segaria Estate hold 3 land title (under Boustead Emastulin Sdn Bhd: 1. Provisional Lease : 26290060 dated 24/10/74 (7,317 Acre) Ref No:L.S.1210/1/3/II,25/8/2005 change of name from Ladang Segaria Sdn Bhd to Boustead Emastulin Sdn Bhd 2. Provisional Lease : 126290122 dated 1/1/65 (4,012 acres) Ref. No: L.S.1210.1.3/II, dated 20/5/2005 change of name from Ladang Segaria Sdn Bhd to Boustead Emastulin Sdn Bhd 3. Provisional Lease : 125311284 dated 17/4/75 (398.9 Acres) Ref. No: L.S.1210.1.319, dated 20/5/2005 change of name from Ladang Segaria Sdn Bhd to Boustead Emastulin Sdn Bhd	Complied
2.2.2	Legal boundaries shall be clearly demarcated and visibly maintained. - Minor compliance -	A legal boundary was clearly demarcated. Site visit to boundary at field 94K with Mount Pock Forest, found that the boundary stone (04° 29' 54.3" N, 118° 24' 03.5" E) was maintained and peg using wooden peg.	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 -	There was no land dispute in the Segaria Certification Unit at the time of audit. The lands were country leased and provisional lease to Boustead Emastulin Sdn Bhd. Sighted the land titles for Segaria Estate. The surrounding were owned by smallholders and other plantation's companies. There was no encroachment of land by the Segaria Certification Unit.	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	There was no land dispute in the Segaria Certification Unit at the time of audit. The lands were country leased and provisional lease to Boustead Emastulin Sdn Bhd. Sighted the land titles for Segaria Estate. The surrounding were owned by smallholders and other plantation's companies. There was no encroachment of land by the Segaria Certification Unit.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
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	There was no land dispute in the Segaria Certification Unit at the time of audit. The lands were country leased and provisional lease to Boustead Emastulin Sdn Bhd. Sighted the land titles for Segaria Estate. The surrounding were owned by smallholders and other plantation's companies. There was no encroachment of land by the Segaria Certification Unit.	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	There was no land dispute in the Segaria Certification Unit at the time of audit. The lands were country leased and provisional lease to Boustead Emastulin Sdn Bhd. Sighted the land titles for Segaria Estate. The surrounding were owned by smallholders and other plantation's companies. There was no encroachment of land by the Segaria Certification Unit.	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.			
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 -	The estate lands were legally owned and leased by the company. The existing estates were not encumbered by any customary land rights. The neighbour boundaries were the smallholders and other plantation's companies. The company has constructed trenches, wooden pegs and painted the palms to differentiate the land boundaries.	Complied

Criterion / Indicator		Assessment Findings	Compliance
2.3.2	<p>Copies of negotiated agreements detailing the process of free, prior and informed consent (FPIC) (Criteria 2.2, 7.5 and 7.6) shall be available and shall include:</p> <p>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;</p> <p>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;</p> <p>c) Evidence that the legal, economic, environmental and social implications for permitting operations on their land have been understood and accepted by affected communities, including the implications for the legal status of their land at the expiry of the company's title, concession or lease on the land.</p> <p>- Minor compliance -</p>	<p>The estate lands were legally owned and leased by the company. The existing estates were not encumbered by any customary land rights. The company has constructed trenches, wooden pegs and painted the palms to differentiate the land boundaries.</p>	Complied
2.3.3	<p>All relevant information shall be available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements.</p> <p>-Minor compliance</p>	<p>The estate lands were legally owned and leased by the company. The existing estates were not encumbered by any customary land rights. The company has constructed trenches, wooden pegs and painted the palms to differentiate the land boundaries.</p>	Complied
2.3.4	<p>Evidence shall be available to show that communities are represented through institutions or representatives of their own choosing, including legal counsel.</p> <p>-Major compliance</p>	<p>The estate lands were legally owned and leased by the company. The existing estates were not encumbered by any customary land rights. The company has constructed trenches, wooden pegs and painted the palms to differentiate the land boundaries.</p>	Complied
<p>Principle 3: Commitment to long-term economic and financial viability</p>			

Criterion / Indicator	Assessment Findings	Compliance
Criterion 3.1:		
There is an implemented management plan that aims to achieve long-term economic and financial viability.		
3.1.1	<p>A business or management plan (minimum three years) shall be documented that includes, where appropriate, a business case for scheme smallholders.</p> <p>- Major compliance -</p> <p>SPOM and supply base have established and implemented its commitment to long term sustainability and improvements through a capital expenditure programme eg: Consist of area statement, capital expenditures, vehicle and heavy planrunning schedule, upkeep and cultivation, harvesting, nursery, production cost etc. Budget 2019 and 4 years planning horizon (projections 2020- 2023) was verified during the audit.</p> <p>Segaria POM and supply base have made progress towards achieving their performance production targets for the current financial year.</p> <p><u>Segaria POM</u></p> <ol style="list-style-type: none"> 1. New unit of despatch pump 2. New unit of recycle pump for CPO despatch 3. New unit of sprinkler pump 4. New unit of 7.5kw Submersible pump 5. New unit of boiler tube cleaner <p><u>Segaria Estate</u></p> <ol style="list-style-type: none"> 1. Upgrading chemical store 2. Construction of concrete based road 3. Construction of 2 blocks labour quarters 4. Construction of new mosque 5. Replacement of GI pipeline 	<p>Complied</p>

Criterion / Indicator		Assessment Findings			Compliance
3.1.2	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. - Minor compliance -	The revised replanting program was established which was updated on Nov 18. The replanting programme sighted as follow:			Complied
		Year	Ha	Remark	
		2019	223.60	Segaria Estate	
		2020	196.90		
		2021	122.60		
		2022	243.40		
		2023	319.70		

Principle 4: Use of appropriate best practices by growers and millers

Criterion 4.1:

Operating procedures are appropriately documented, consistently implemented and monitored.

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Criterion / Indicator		Assessment Findings	Compliance
4.1.1	Standard Operating Procedures (SOPs) for estates and mills are documented - Major compliance -	<p>Quality Assurance Manual (QAM, Rev:01, Date:2/11/09), Mill operation Manual (MOM, Issue 2, Date: June 2002) and Standard Operating Procedure for SPOM was established to cover all the station. Sighted some of the procedure related to loading ramp, sterilization station, threshing and press station, clarification station, kernel station, depericarper station, kernel station, effluent treatment plant, boiler house, power house, water treatment plant and etc.</p> <p>Work Instructions have been derived from SOPs and it were displayed at work stations at the mill and at certain locations at the estates, such as the Muster Notice Boards. Eg: WI Sterilizer, WI Boiler, WI Engine room and WI store.</p> <p>Boustead Plantations Bhd has established the agriculture manual (Oil Palm Circular) covers felling and clearing, planting material, weeding, lallang, manuring, pest & disease, census & thinning out, drains, road & bridges, soil/water conservation, boundaries, fences & survey, supplying, pruning, collection (harvesting), external transport and etc.</p> <p>SWP - Safe work procedure including SOP for Reception & dispatch, Fruit Handling, Sterilisation, Threshing, Pressing, Boiuler House, RWT, Workshop, Laboratory, Mill Store, Working at height and Confined Space.</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
4.1.2	A mechanism to check consistent implementation of procedures shall be in place. - Minor compliance -	Group Internal Audit was conducted once a year which was conducted on 16-20/4/2018 to cover the entire estate operation. The report (No.PE-SGE-FIR-R-013) was sighted. Planting Advisory Visit was conducted on 5 – 8/11/2018. The PA report was sighted. Visiting Engineering Visit for Segaria POM was conducted on 28-30/8/2018 by Deputy Group Engineer, Group Engineering Department. The report was sighted.	Complied
4.1.3	Records of monitoring and any actions taken shall be maintained and available, as appropriate. - Minor compliance -	All records related to Internal Audit, Visiting Engineering Visit and Estate Plantation Advisory Visit was maintained and available at Mill and Estate Office.	Complied
4.1.4	The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB). - Major compliance -	There was no third party sourced of FFB at Segaria Business Unit.	Complied
Criterion 4.2:			
Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.			
4.2.1	There shall be evidence that good agriculture practices, as contained in Standard Operating Procedures (SOPs), are followed to manage soil fertility to a level that ensures optimal and sustained yield, where possible. - Minor compliance -	Boustead Plantations Bhd has established the agriculture manual (Oil Palm Circular) covers felling and clearing, planting material, weeding, lalang, manuring, pest & disease, census & thinning out, drains, road & bridges, soil/water conservation, boundaries, fences & survey, supplying, pruning, collection (harvesting), external transport and etc. The related SOP, namely Soil Conservation/Water Management was sighted. All estate operate in accordance with the OPC and standard operating procedures. The practices consistently monitored by estate operation management and PA visit. The recommendations for improvements are given to maintain the sustainable practices.	Complied

Criterion / Indicator		Assessment Findings	Compliance								
4.2.2	Records of fertiliser inputs shall be maintained. - Minor compliance -	<p>Fertilizers were applied as per agronomist recommendation 2019. Record shows application date, filed number, dosage applied per palm, type of fertilizer and number of applicators.</p> <p><u>Segaria Estate</u> Fertilizer recommendation dated 5/1/2019 was done by agronomist :</p> <ol style="list-style-type: none"> 1. AABN20: 244.39 mt 2. AABN20LD: 5.28 mt 3. BRP: 246.71 mt 4. CALIME: 335.40 mt 5. Fertibor: 53.01 mt 6. MOP: 1,200.39 mt 7. RP: 101.52 mt <p>The last application was carried out at PM05A1 for OPCom65B (2kg/palm).</p>	Complied								
4.2.3	There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status. - Minor compliance -	External Agronomist from Advanced Agriecological Research Sdn Bhd visited estate on 4–7 June 2018 to carry out foliar sampling prior to the fertilizer recommendation for 2019, Leaf and soil nutrient analysis. It was commonly used in the diagnosis of fertilizer requirements in oil palms. Foliar, soil and fertilizer recommendation report by AAR Sdn Bhd dated 6/9/2018 was sighted. Foliar and Soil analysis report were conducted annually by AAR Sdn Bhd.	Complied								
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>EFB application was applied at rate 40mt/ha.</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Amount</th> <th>Type</th> <th>Remark</th> </tr> </thead> <tbody> <tr> <td>2018</td> <td>6,982.83 mt</td> <td>EFB</td> <td>SE</td> </tr> </tbody> </table>	Year	Amount	Type	Remark	2018	6,982.83 mt	EFB	SE	Complied
Year	Amount	Type	Remark								
2018	6,982.83 mt	EFB	SE								

Criterion / Indicator		Assessment Findings	Compliance																						
Criterion 4.3: Practices minimise and control erosion and degradation of soils.																									
4.3.1	Maps of any fragile soils shall be available. - Major compliance -	Soil series map available for both estate visited. No other soil categorised as problematic or fragile soil. Sighted the type of soil available at Segaria Estate <table border="1" data-bbox="1025 555 1659 930"> <thead> <tr> <th>No.</th> <th>Type of Soil</th> </tr> </thead> <tbody> <tr><td>1</td><td>Apas</td></tr> <tr><td>2</td><td>Batang</td></tr> <tr><td>3</td><td>Beruang</td></tr> <tr><td>4</td><td>Kinabutan</td></tr> <tr><td>5</td><td>Kobovan</td></tr> <tr><td>6</td><td>Koyah</td></tr> <tr><td>7</td><td>Kumansi</td></tr> <tr><td>8</td><td>Lumisir</td></tr> <tr><td>9</td><td>Sipit</td></tr> <tr><td>10</td><td>Tanjung Lipat</td></tr> </tbody> </table>	No.	Type of Soil	1	Apas	2	Batang	3	Beruang	4	Kinabutan	5	Kobovan	6	Koyah	7	Kumansi	8	Lumisir	9	Sipit	10	Tanjung Lipat	Complied
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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 -	Boustead Plantations Bhd has established SOP related to planting on slope namely Soil Conservation/Water Management was sighted. All the strategy including soil conservation practices, type of vegetation, ground cover establishment were found implemented accordingly in the field.	Complied																						
4.3.3	A road maintenance programme shall be in place. - Minor compliance -	Estate has implemented annual road and bridges programme. Example of programme checked at Segaria Estate shows the file road programme indicating road repairs and maintenance for the whole estate roads includes grading, compacting and to strengthen the road surface. During site visit, found that the road condition was in good condition. The latest road maintenance was done at field PR18A, PR18B, PR18C, PR18F, PM03B, PM99B, PM99E, PM09C and PM01A with total 290 trips of gravel.	Complied																						

Criterion / Indicator		Assessment Findings	Compliance
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 of problematic/fragile soil at visited estate	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 of problematic/fragile soil at visited estate	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 peat of problematic/fragile soil at visited estate	Complied
Criterion 4.4: Practices maintain the quality and availability of surface and ground water.			

Criterion / Indicator	Assessment Findings	Compliance
<p>4.4.1</p> <p>An implemented water management plan shall be in place. - Minor compliance -</p>	<p>Documented Water Management Plan Year 2019 inclusive of location; wastewaters produced; treatment/containment method; reuse/recycle/disposal method was sighted. The plan implemented as per following:</p> <ul style="list-style-type: none"> - Identification of water sources - Efficient use of water - Renewability of water sources - Riparian buffer zone - Areas where buffer zone not established - Water quality monitoring - Effluent analysis - Demarcation of wetlands areas - Soil and water conservation measures - No construction of bunds/weirs/dam across main rivers <p>Sampled implementation in place including the following monitoring were sighted:</p> <ul style="list-style-type: none"> - Yearly estate river inlet and outlet analysis; Analysis cert. no.: 20180712/13 and 20180714; dated: 10/8/2018 by Dynakey Laboratories Sdn Bhd <p>Boustead also maintained monitoring records of water usage which recorded every day and summarised on monthly basis including the monitoring of rainfall water, which has been an alternative source of water as mitigation plan during draught season. Rainfall data for period from 2018 recorded at 2321 mm.</p>	<p>Complied</p>

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4.4.2	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 -	Protection of water courses and wetlands implemented as per established policy of slope and river buffer protection policy (Refer <i>Polisi Zon Perlindungan Cerun dan Zon Penampungan Sungai</i>); dated 12/1/2018. Protection program includes monitoring of river water quality as per sample Cert. # 20181206/11A-11C; Sample date: 3/12/2018; Report date: 13/12/2018.; Sample mark: A. Upstream; B. Downstream; C. Final discharge (POME). All results found within the limits of Raw Water Quality Standard.	Complied
4.4.3	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 -	POME treatment was done through anaerobic ponds system and monitoring was done according to DOE license on monthly basis as per sample Certificate of Analysis; Cert. # 20181206/11A-11C; Sample date: 3/12/2018; Report date: 13/12/2018. The result shown BOD was within limit of <50mg/l.	Complied
4.4.4	Mill water use per tonne of Fresh Fruit Bunches (FFB) (see Criterion 5.6) shall be monitored. - Minor compliance -	Mill Water Consumption Against FFB Process FY 2018 period Jan – Oct 2018 = 2.97 m ³ /mt; total FFB: 86,675 mt; total water: 257,318 m ³	Complied
Criterion 4.5: Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.			

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Criterion / Indicator		Assessment Findings	Compliance												
4.5.1	Implementation of Integrated Pest Management (IPM) plans shall be monitored. - Major compliance -	<p>OPC Related to Pest & Diseases (OPC 04.a, 04.c, 04.f, 04.g) and Integrated Pest Management Action Plan for Segaria Estate, dated 17/8/17 were established to includes the planting of beneficial plants, leaf-eating caterpillars, rhinoceros beetle and natural enemies. Beneficial plants such as Turnera subulata, Antigonon Leptopus and Cassia Cobanensis are grown in the estates.</p> <p>Records of planting of new areas and maintenance of existing areas of beneficial plants, location maps and barn owl census are available.</p> <table border="1"> <thead> <tr> <th></th> <th>Distance</th> <th>Estate</th> </tr> </thead> <tbody> <tr> <td>Beneficial Plant</td> <td>4,620 mtr</td> <td>Segaria Estate</td> </tr> </tbody> </table> <p>The occupancy rate for Barn owl box on Dec 2018.</p> <table border="1"> <thead> <tr> <th></th> <th>Occupancy rate</th> <th>Estate</th> </tr> </thead> <tbody> <tr> <td>Barn owl</td> <td>48%</td> <td>Segaria Estate</td> </tr> </tbody> </table>		Distance	Estate	Beneficial Plant	4,620 mtr	Segaria Estate		Occupancy rate	Estate	Barn owl	48%	Segaria Estate	Complied
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4.5.2	Training of those involved in IPM implementation shall be demonstrated. - Minor compliance -	<p>Training for those involve with IPM implementation was conducted accordingly. Training records for staff and workers on IPM implementation were available and verified to be satisfactory during on-site assessment.</p> <p># cross refer with indicator 4.8.2</p>	Complied												
<p>Criterion 4.6: Pesticides are used in ways that do not endanger health or the environment</p>															
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 -	<p>Justification of pesticides applied is available in the Oil Palm Circular (Manual). Refer to OPC Weeding (01.c) and Lallang (02.a). The use of pesticide is specific to the target pest, weed and disease. Justification takes consideration to minimize effect on non-target species.</p>	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 and their active ingredients used, LD50, area treated, amount of a.i. applied per ha, and number of applications was maintained. <table border="1" data-bbox="1025 539 1375 624"> <tr> <td></td> <td>January 2018</td> </tr> <tr> <td>Segaria</td> <td>16.21 % a.i/ha</td> </tr> </table> <p>The record shown that ai/ha was higher due to application of herbicide at immature field.</p>		January 2018	Segaria	16.21 % a.i/ha	Complied
	January 2018						
Segaria	16.21 % a.i/ha						
4.6.3	Any use of pesticides shall be minimised as part of a plan, and in accordance with Integrated Pest Management (IPM) plans. There shall be no prophylactic use of pesticides, except in specific situations identified in national Best Practice guidelines. - Major compliance -	The quantity of agrochemicals required for various field conditions are documented and justified in Oil Palm Circular (OPC). The implementation in the field is consistent with the manual. There is no prophylactic use of pesticides.	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 -	Boustead Plantations Bhd has stopped using paraquat for weeding activities. Alternatives such as Glyphosate were used. The implementation in the field is consistent with the OPC.	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 -	Pesticide operators given training on the safe handling and application of the pesticides. Suitable personal protective equipment's and application equipment provided to the operators. All precautions attached to the products explained to operators and understood by them. The training record can refer to indicator 4.8.2	Complied
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 Oil Palm Circular (Manual). Refer to OPC Weeding (01.c) and Lallang (02.a). The implementation in the field is consistent with the Agriculture Manual.	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 spraying at Segaria Estate.	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 was no associated smallholder at Segaria Estate. Employees handling pesticide given knowledge and skill required to cover safe handling practices and standard operating procedures. #cross refer with indicator 4.8.2	Complied

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 -	<p>The management disposed the empty containers as per scheduled waste regulations. Some of the empty containers were used back for pre mixing activity.</p> <p>Proper disposal of waste material are carried out as per the company procedures. The procedures are fully understood by workers and managers.</p> <p>Workers interview reveal that they were aware of the zero burning policy including domestic waste are not allowed to be burned. Management disposes waste material as per regulation for schedule waste and domestic waste.</p>	Complied
4.6.11	Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated. - Major compliance -	Medical Surveillance for estate operation was done on 27 October 2018 by Dr Mohd Azizan Bin Abdul Aziz (HQ/10/DOC/00/167). Total 107 person have been attended the medical surveillance and found 1 person was unfit (Workers ID: 2442). The management already transfer to other works started from 26 Jan 2019.	Complied
4.6.12	No work with pesticides shall be undertaken by pregnant or breast-feeding women. - Major compliance -	No pregnant or breast feeding women undertaking the work with pesticide. It was confirmed during interview the female workers (sprayers) and they well aware. During interview with female workers also confirmed knowledge of transfer to alternative duties if they wished to continue working when pregnancy was confirmed or breast-feeding.	Complied
<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>			

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<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.</p> <p>- Major compliance -</p>	<p>The OSH programme dated 4 Jan 2019 cover for OSH meeting, Training, WPI, HIRARC and others. Policy already been communicated with workers and staff during OSH meeting and morning briefing.</p> <p>OSH Manual refer to OSH/001/2015 dated 7 Dec 2015.</p> <p>In Segaria Estate, OSH meeting conducted quarterly by management, the latest record is dated 12 December 2018 and previously meeting record conducted on 26 September 2018 and 27 June 2018.</p> <p>In Mill , the LEV monitoring was inspected by REHPRO SCIENTIFIC Sdn Bhd (JKKP HIE 127/171-3/2(205)). The monthly check was done by lab supervisor latest on 25 Jan 2019. CHRA (RSSB/CHRA/2016-008) in mill was conducted on 17 May 2016 by Suzanna J Rice Oxley (HQ/11/ASS/00/290).</p> <p>There was contractor work in the mill (Palm Cost Engineering Sdn Bhd) which involve in construction of housing. The safety training has been conducted on 18 Oct 2018 and HIRARC for construction was available, dated 11 Oct 2018. The Permit to work was issued on 14 Jan 2019 by management to contractor. PPE monitoring also been conducted by management to ensure the implementation followed as per agreement.</p>	<p>Complied</p>

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<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>CHRA(HQ/11/ASS/00/298-2018/131) for estate dated 14 September 2018 by Dr Mohd Azizan Bin Abdul Aziz(HQ/11/ASS/00/298-2018/131) from DAB OH Sdn Bhd. During assessment, 7 area work has been assessed and verified their work and monitor the exposure to the chemical.</p> <p>Audiometric test was done on 27 October 2018, 5 persons have been attend to Audiometric test which was conducted by Dr Azizan from DAB OH Sdn Bhd. From the result, it was found that 4 hearing impairment (Workers ID:1211,1460,1504 & 2230).</p> <p>The HIRARC was reviewed on Dec 2018 by person in-charge. HIRARC cover from Harvesting activity (BEA/OSH/HIRARC/01) until River maintenance activity (BEA/OSH/HIRARC/24)</p> <p>In Segaria POM, OSH meeting was conducted on 10 December 2018. Previously meeting was done on 11 Sept 2018 and 16 July 2018. Audiometric test was conducted on 21 November 2018 by Dr Azizan from DAB Oh Sdn Bhd , From 34 participants, it was found 8 cases with hearing impairment and all been reported (JKKP 7) to DOSH.</p>	<p>Complied</p>
<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>Observed at Sterilizer station, engine room, boiler station, Store, spraying activity and harvesting activity, adequate and appropriate protective equipment was provided.</p> <p>The training was conducted accordingly at mill and estates. #Cross refer with indicator 4.8.2</p>	<p>Complied</p>

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Criterion / Indicator	Assessment Findings	Compliance
<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.</p> <p>- Major compliance -</p>	<p>In Segaria Estate, OSH meeting conducted quarterly by management, the latest record dated 12 December 2018 and previously meeting record was conducted on 26 September 2018 and 27 June 2018. Appointment letter dated 7 Jan 2019 for Pn Nurul Safika as OSH Committee available in Safety Committee File in Segaria Estate.</p> <p>In Segaria POM, OSH meeting was conducted on 10 December 2018. Previously meeting was done on 11 Sept 2018 and 16 July 2018. This followed as per OSHA 1996 quarterly per year.</p>	<p>Complied</p>
<p>4.7.5</p> <p>Accident and emergency procedures shall exist and instructions shall be clearly understood by all workers. Accident procedures shall be available in the appropriate language of the workforce. Assigned operatives trained in First Aid should be present in both field and other operations, and first aid equipment shall be available at worksites. Records of all accidents shall be kept and periodically reviewed.</p> <p>- Minor compliance -</p>	<p>Accident and emergency procedure was established to include emergency evacuation, fire situation, chemical spillage, accident at work place.</p> <p>JKKP 8 was available for Segaria estate, dated on 23 Jan 2019.; From the JKKP 8, found that 4 cases regarding Hearing impairment was not reported for JKKP 7 and JKKP 8. Thus, Minor NC was raised</p> <p>No accident record sighted so no record of JKKP 6 for Segaria estate.</p> <p>In Mill, JKKP 6 for previous year 2018 was recorded 3 case of JKKP 6 and 8. The JKKP 8 (JKKP 8/31873/2018) already reported on 21/1/2019</p>	<p>Minor nonconformance</p>

Criterion / Indicator		Assessment Findings	Compliance																				
4.7.6	All workers shall be provided with medical care, and covered by accident insurance. - Minor compliance -	<p>All workers provided with medical care, and covered by accident insurance. Sample insurance policies checked:</p> <table border="1"> <thead> <tr> <th>Insurance</th> <th>Period</th> <th>Mill/ Estate</th> <th>Remark</th> </tr> </thead> <tbody> <tr> <td>SOCSCO</td> <td>December 2018</td> <td>SE</td> <td>660916125051 681013125299 911217127123</td> </tr> <tr> <td>FWCS(LW X/9324613 1/27/09/T CW</td> <td>9/6/2017 – 18/1/2019</td> <td>SE</td> <td>AXA AFFIN General Insurance BHD</td> </tr> <tr> <td>SOCSCO</td> <td>December 2018</td> <td></td> <td>720907125211 831111126472 830510125907</td> </tr> <tr> <td>FWCS(LW X/9326713 2/27/01/T CW</td> <td>1/1/2018 – 31/12/2018</td> <td>POM</td> <td>AXA AFFIN General Insurance BHD</td> </tr> </tbody> </table>	Insurance	Period	Mill/ Estate	Remark	SOCSCO	December 2018	SE	660916125051 681013125299 911217127123	FWCS(LW X/9324613 1/27/09/T CW	9/6/2017 – 18/1/2019	SE	AXA AFFIN General Insurance BHD	SOCSCO	December 2018		720907125211 831111126472 830510125907	FWCS(LW X/9326713 2/27/01/T CW	1/1/2018 – 31/12/2018	POM	AXA AFFIN General Insurance BHD	Complied
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4.7.7	Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics - Minor compliance -	<p>Records of incident and accident were available, using internal reporting system. Records on Lost Time Incident (LTI) metrics had been verified to be satisfactory.</p> <p>Sample of accident statistic as shown below :</p> <table border="1"> <thead> <tr> <th>Year</th> <th>SPOM</th> <th>SE</th> </tr> </thead> <tbody> <tr> <td>2018</td> <td>13 days</td> <td>8 days</td> </tr> </tbody> </table>	Year	SPOM	SE	2018	13 days	8 days	Complied														
Year	SPOM	SE																					
2018	13 days	8 days																					
<p>Criterion 4.8: All staff, workers, smallholders and contract workers are appropriately trained.</p>																							

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>A formal training programme on all aspects of RSPO Principles and Criteria has been established and implemented. Training for various categories of operators, including all field and office staff, with regards to individual duties and training needs had been reviewed and found to be complied.</p> <p>Training programme planned for year 2018/19 was consistently implemented. The programme includes training for all categories of workers. Evidence of adequate and appropriate training on safe working practices provided to:</p> <ul style="list-style-type: none"> - workers exposed to machinery and high noise levels, - workers working in confined space, - harvesters - pesticides operators - manurers 	<p>Complied</p>

Criterion / Indicator		Assessment Findings	Compliance																																	
4.8.2	Records of training for each employee shall be maintained. - Minor compliance -	<p>The records of training were available at mill and estate office. Sample training checked:</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Training</th> <th>Remark</th> </tr> </thead> <tbody> <tr> <td>24/8/2018</td> <td>First Aid Training</td> <td rowspan="7">SPOM</td> </tr> <tr> <td>27/9/2018</td> <td>Firedrill & ERP training</td> </tr> <tr> <td>15-17/2/2018</td> <td>AESP Training</td> </tr> <tr> <td>14/2/2018</td> <td>AGT Training</td> </tr> <tr> <td>28/3/2018</td> <td>Working at high training</td> </tr> <tr> <td>20/11/2018</td> <td>Fire Fighting Training</td> </tr> <tr> <td>7/2/2018</td> <td>FFB grading training</td> </tr> <tr> <td>10/4/2018</td> <td>Chemical handling training</td> <td rowspan="7">Segaria Estate</td> </tr> <tr> <td>19/3/2018</td> <td>Harvesting Training</td> </tr> <tr> <td>25/3/2018</td> <td>Manuring Training</td> </tr> <tr> <td>19/4/2018</td> <td>Tractor driving training</td> </tr> <tr> <td>20/10/2018</td> <td>First Aid training</td> </tr> <tr> <td>20/12/2018</td> <td>FireFighting Training</td> </tr> <tr> <td>10/4/2018</td> <td>PPE training</td> </tr> </tbody> </table>	Date	Training	Remark	24/8/2018	First Aid Training	SPOM	27/9/2018	Firedrill & ERP training	15-17/2/2018	AESP Training	14/2/2018	AGT Training	28/3/2018	Working at high training	20/11/2018	Fire Fighting Training	7/2/2018	FFB grading training	10/4/2018	Chemical handling training	Segaria Estate	19/3/2018	Harvesting Training	25/3/2018	Manuring Training	19/4/2018	Tractor driving training	20/10/2018	First Aid training	20/12/2018	FireFighting Training	10/4/2018	PPE training	Complied
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<p>Principle 5: Environmental responsibility and conservation of natural resources and biodiversity</p> <p>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.</p>																																				

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Criterion / Indicator	Assessment Findings	Compliance
<p>5.1.1</p>	<p>An environmental impact assessment (EIA) shall be documented. - Major compliance -</p>	<p>Mill:</p> <p>Established based on the procedure for Environmental Aspect/Impact Evaluation; Issue 1; Dated Dec 2011 and documented as following:</p> <ul style="list-style-type: none"> - Environmental Aspect and Impact Identification 2018/2019; Serial # EAI/2018/001-1 to EAI/2019/013-4 dated 3/1/2019 - Environmental Impact Evaluation Form Serial # EIE/2018/001-1 to EIE/2019/014-4 dated 3/1/2019 <p>Sighted the aspect identified and impact evaluated covered all mill operational stations activities including operation of vertical sterilizer, maintenance of crude oil pumps, sludge pumps, waste pumps, effluent treatment plant and etc.</p> <p>In Segaria estate they established based on the same procedure for Environmental Aspect/Impact Evaluation; Issue 1; Dated Dec 2011 and documented as following:</p> <ul style="list-style-type: none"> - Environmental Aspect and Impact Identification 2017/2018; Serial # EAI/2017/001-1 to EAI/2017/013-4 dated 17/7/2017 - Environmental Impact Evaluation Form Serial # EIE/2017/001-1 to EIE/2017/014-4 dated 17/7/2017 <p>In estate no changes and same as previous year because no new activity and already covered in aspect and impact.</p>

Criterion / Indicator		Assessment Findings	Compliance
5.1.2	Where the identification of impacts requires changes in current practices, in order to mitigate negative effects, a timetable for change shall be developed and implemented within a comprehensive management plan. The management plan shall identify the responsible person/persons. - Minor compliance -	In Segaria Estate, the Proposed Replanting of oil palm Plantation ECR is available conduct by Ekohandal Sdn Bhd dated 30 Dec 2018 (EIA refer: JPAS/PP/18/600-1/11/1/101 dated 1 February 2011). This monitoring was done 4 monthly once by consultant.	Complied
5.1.3	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. - Minor compliance -	In estate and Mill, the environmental action plan was supported with other action plan such as waste management plan continuous action plan. This action plan incorporate a monitoring protocol, adaptive to operational changes. Sighted action plan such as Segaria POM waste management plan for year 2019 and for implementation Continuous Improvement Environmental Plan 3R Waste Management Practices Campaign in Mill record. Reporting for POME results and in line with mil's compliance schedule requirements. New Guided SelfRegulation was introduced by DOE to ensure all operator self-assessed the compliance status on environmental related issues. The approach is based on 7 Environmental Monitoring Tools (EMT) and implemented since June 2016. New establishment of EPMC @ Environmental Performance Monitoring Committee (operation level – mill) EPMC meeting – 02/2018 25 Sept 2018. The latest environment meeting for management stage under title Minute of the Sabah & Sarawak Mill Manager Meeting is on 14 – 15 Nov 2018 at BEA Sandakan Office.	Complied
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 and operations managed to best ensure that they are maintained and/or enhanced.			

Criterion / Indicator	Assessment Findings	Compliance
5.2.1	<p>Information shall be collated in a High Conservation Value (HCV) assessment that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors).</p> <p>- Major compliance -</p> <p>Bousted Segaria Estate has been engaged an external HCV assessor (Malaysia Environmental Consultant – MEC) to conduct a comprehensive assessment which was done from 23-29/9/2017 to cover both planted area and relevant wider landscape-level considerations. However, the full report by MEC has yet to be received by the management. Thus, Major NC was raised.</p> <p>The preliminary report for the assessment done concurrently by internal assessors shown a total of 134.9 ha of HCV areas identified consist of following:</p> <ul style="list-style-type: none"> - Hutan Simpan Mount Pock (HCV 1) – within block PM94B, PM98A, PM03A, PM07A, PJ10A & PJ11A - Hot Spring (HCV 2) – nearby Estate Manager’s bungalow - Waterfall (HCV 2) – within block PM98A & PM07A - Muslim & Christian Cemeteries (HCV 5) - Planted forest tree (Jati & Mahageni) area (HCV 4) – in Sipit Division & nearby Waterfall area 	Major nonconformance

<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>Based on the <i>Polisi Alam Sekitar & Biodeversiti</i>; dated 11/1/2011; signed by Senior GM of Bousted Estates Agency Sdn Bhd, the HCV Management Plan has been established as 4 objectives as following:</p> <ul style="list-style-type: none"> i) Wild Life Conservation Target: to ensure no illegal hunting activities inside or outside the estate perimeter. Action plan: monitoring records of hunting incidences; collaboration with estate workers; local people and stakeholders such as neighboring estate to investigate the extent and reasons for hunting and their awareness; training of estate personnel especially Aps in anti-poaching measures; working closely with local authorities such as Perhilitan to highlight and curtail any illegal activities ii) Waterways Quality and Health Monitoring Target: to ensure recommended WQI index met a range of 81 to 100% Action plan: prohibit manuring and herbicide spraying at any point in buffer zone; prohibit application of herbicide/insecticide which classified as highly toxicity chemical; continue application of EFB as substitute fertilizers; monitoring the use of oil and chemical trap constructed to avoid chemical flowing into water source iii) Agricultural Land Contamination Target: to continuously establish and enhance in-estate buffers Action plan: establish 3m buffer zone adjacent to forest reserve; continue the in-estate program of establishment and enhancement of riverine buffer zones; continue planting of wild/natural species of hard word along identified water courses, wetland and biodiversity area iv) Preserve and beautify natural landscape and old building (to maintain the heritage value and ensure nice looking nature of environment) 	<p>Complied</p>
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Criterion / Indicator	Assessment Findings	Compliance
	<p>Target: To utilize fund to renovate and decorate HCV site at estate (Hot spring and waterfall) Action plan: Provide additional facilities, monitoring on illegal activity, erect few safety signage at strategic spot.</p>	
<p>5.2.3</p>	<p>There shall be a programme to regularly educate the workforce about the status of these RTE species, and appropriate disciplinary measures shall be instigated in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect or kill these species. - Minor compliance -</p>	<p>The above programs were regularly communicated by estate management to all employees from time to time during routine workers assembly. The recent specific biodiversity and environmental policy briefing was conducted on 7/11/2018 attended by all estate staff and employees.</p> <p>Complied</p>
<p>5.2.4</p>	<p>Where a management plan has been created there shall be ongoing monitoring: • 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. - Minor compliance -</p>	<p>Management action plan implemented accordingly, sighted sample of monitoring records including <i>Buku Laporan Ronda Main Division Sempadan Hutan</i>. Record for patrolling dated 29/1/2019 reported by AP mentioned that at PJ10 block 22, no illegal hunting activities was sighted. It was verified that Raspad Sdn Bhd are the subcontractor of Bumi Kemuja Sdn Bhd whom were granted with the permission to conduct the work of clearing the area Communal Grant FR.124014946 Mount Pock Daerah Semporna by the Lands and Surveys Department of Semporna district. Sighted also kept by Segaria Estate letter ref. # PPHT/SEM:16/02/122()ryppt; dated 3/7/2017 from the Lands and Surveys Department Semporna to the Managing Director of Boustead Emastulin Sdn Bhd, for the permission to extend the operation time of the contract works. The memorandum of agreement (Contract No: 2018-20) between Boustead Emastulin Sdn Bhd and Bumi Kemuja Sdn Bhd, dated 10/10/2018 was sighted for the access of road within segaria estate. (For as a gate toll payment)</p> <p>Complied</p>

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 -	It was verified that there has been no instance of HCV set aside that conflicts with the rights of local communities at the estates visited. Thus negotiated agreement of such nature was not applicable.	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 -	In Segaria estate, waste management plan is available dated 2 January 2019. Its cover from estate field until workers housing. Based on the Waste Management Action Plan Year 2019 the following wastes and its sources were identified: <ul style="list-style-type: none"> • Domestic waste: Rubbish from linesite, office and etc. • Industrial waste: POME, EFB, scrap metal, decanter cake, reused empty container, Empty chemical container, used tyres & tubes • Scheduled waste: SW305, SW306, SW 109,SW 410, SW 404 & SW 102 • Recyclable waste: empty fertilizer bag, palm fronds, etc. 	Complied

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Criterion / Indicator	Assessment Findings	Compliance
<p>5.3.2</p> <p>All chemicals and their containers shall be disposed of responsibly. - Major compliance -</p>	<p>Inventory last dated Jan 2019, In Mill generate SW 409,410,305,306,109,103 and 102. Last disposal is on SW 305, 102,410,109,306 at Lagenda Bumimas dated 16 Jan 2019. License for Lagenda Bumimas from DOE 003440 dated valid from 1 May 2018 until 30 April 2019.</p> <p>In Segaria Estate, Inventory was available refer 2016022415R9S2KE12019 dated 28 Jan 2019. Generate SW 102,109,110,305,306,403,404,409 and 410. For disposal SW 404 is disposal at Quantum Diagnostics Sdn Bhd Latest disposal for SW 410 is on 16 Jan 2019 at Lagenda Bumimas Sdn Bhd. Refer consignment note B 003414.</p>	<p>Complied</p>

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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 -	Records sighted for SW i.e. Identification Inventory of Scheduled Wastes; Ref.: ASSH/TWU(B)31/152/000/001; Inventory # 1224H22961112019. 5th schedule was update accordingly as on 16/1/2019. E-consignment dated 16/1/2019 for SW102, SW305, SW306, SW410 by Legenda Bumimas Sdn. Bhd. During site visit, found decanter cake and boiler ash is not been store properly due to emergency from new machine installer and not followed as per "Jadual Pematuhan" (ASSH(B)31/152/000/004) License no 003471 valid from 1 July 2018 until 30 June 2019.	Minor nonconformance
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 -	A plan for improving efficiency of the use of fossil fuels was established to include Mill and estate quarters, office, meeting room, weighbridge, laboratory and mill operation, total fuel consumption at estate is 39894 L was monitored every month and for mill total is 332281.8 L usage consumption.	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.			
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 -	Group Policy on restricting open burning dated in 2011 has been established. A circular [O.P.C No. 51c, July 1999] stating when there were incidences of Basal Stem Rot [BSR] on the old stands or high risk of Oryctes infestation, then partial burning and pulverisation are to be carried out. Before commence of burn, a permit should be obtained from DOE and burning strictly not allowed during July – November or whenever a "No Open Burning" circular from local authorities	Complied

Criterion / Indicator		Assessment Findings	Compliance
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 -	The visit to estate field confirmed no use of fire for land preparation during replanting.	Complied
Criterion 5.6:			
Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.			
5.6.1	An assessment of all polluting activities shall be conducted, including gaseous emissions, particulate/soot emissions and effluent (see Criterion 4.4). - Major compliance -	Based on the assessment done by the mill of all polluting activities as of the Environment Aspect and Impact assessment, identified sources were SW, boiler chimney & POME treatment as the main GHG pollutants. For estate, identified sources were fertilizer, diesel and pesticide chemicals as the main GHG pollutants. Current monitoring was through online boiler smoke density and alarm and quarterly boiler stack monitoring of dust particulate. Other environmental assessment carried out as per Action Plan for Environmental Assessment 2017 established. Sampled boiler stack emission monitoring sighted was carried out on 29 September 2018 by Multi-Serve Enterprise. Verified report, Ref# MS/Segaria POM/2018/. The average dust emission result, 0.172 g/Nm3 , dry @ 12 % CO2 vs regulatory limit of 0.4 g/Nm3 , dry @ 12 % CO2.	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 identified are SW generated, POME discharge and boiler stack emissions. These pollutants impact to GHG were calculated through the Palm GHG V3 calculator. Palm GHG Report – Segaria Business Unit recorded an overall total GHG emission of 0.98 tCO2e/mt of both CPO and PK products. Summary of emissions are recorded in Appendix K below.	Complied

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Criterion / Indicator	Assessment Findings	Compliance	
5.6.3	A monitoring system shall be in place, with regular reporting on progress for these significant pollutants and emissions from estate and mill operations, using appropriate tools. - Minor compliance -	Monitoring mainly done as per mill DOE license. Sampled monitoring conducted for significant pollutants including boiler stack monitoring and POME discharge as above. All monitoring were conducted in-house and through 3 rd party environmental consultant. Record of monitoring can refer to effluent plant log book, this record is monitored monthly by Mohd Fazlee.	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	A social impact assessment (SIA) including records of meetings shall be documented. - Major compliance -	Documented as Social Impact Assessment Segaria Estate and Mill Semporna, Sabah Malaysia, November 2017; Size of Assessment: 3,071.6 ha (Main Division); 1,393.5 ha (Sipit Division); Date of Assessment: 27/9 – 1/10/2017; Date of Report: 30/11/2017 by Malaysia Environmental Consultant (MEC). Sighted the Table 4.8 Findings on Employee Welfare and Wages in Segaria Estate (page 32) reported the finding of following: <ul style="list-style-type: none"> - Many workers and their families hold expired passports and work permits (or dependent permits) - Many workers also do not possess work permits - Some workers including undocumented workers do not have the legal documents – no passports nor work permits - No consent letter from workers permitting the company to hold on to their passports - Company also does not have a letter from the agency to state that the passports or work permits are held by the agency or work permits are held by the agency or Malaysian Immigration for renewal purposes - No established system or master list to track expiry dates and to track the location of passports 	Complied

Criterion / Indicator		Assessment Findings	Compliance
6.1.2	There shall be evidence that the assessment has been done with the participation of affected parties. - Major compliance -	Evidence that the assessment has been done with the participation of affected parties available as per sighted records of minutes of meeting as following: - Latest external stakeholder meeting conducted on 30/10/2018 involved relevant stakeholders such as government authorities, school's representatives, contractors, internal workers and etc. were briefed on all the RSPO principles and criteria. - Mill internal stakeholder meeting was conducted on 5/11/2018 attended by all staff and employees. - Estate internal stakeholder meeting was conducted on 24/10/2018 attended by all staff and employees.	Complied
6.1.3	Plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts identified, shall be developed in consultation with the affected parties, documented and timetabled, including responsibilities for implementation. - Major compliance -	The plan established as Management Plan on Social Impact Assessment for the Year 2018; Reviewed & Updated on Apr. 2018 includes mitigation plan for following: - Many workers and their families hold expired passports and work permits (or dependent permits) - Many workers also do not possess work permits - Some workers including undocumented workers do not have the legal documents – no passports nor work permits - No consent letter from workers permitting the company to hold on tho their passports - Company also does not have a letter from the agency to state that the passports or work permits are held by the agency or work permits are held by the agency or Malaysian Immigration for renewal purposes - No established system or master list to track expiry dates and to track the location of passports	Complied

Criterion / Indicator		Assessment Findings	Compliance
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 -	No any circumstances that requires changes based on stakeholder consultation and the existing plan still been implemented and will be due to be review in November 2019.	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 any smallholder schemes included	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.			
6.2.1	Consultation and communication procedures shall be documented. - Major compliance -	Boustead Emastulin Sdn Bhd has developed a Communication Procedure. The procedure is to handle communication for internal and external stakeholders. The methods of communication such as formally write in, through phone call, discussion or meeting and etc. External Communication Form (PKSJ-001) and Communication Record (PKSJ-002) was implemented.	Complied
6.2.2	A management official responsible for these issues shall be nominated. - Minor compliance -	As per letter ref. <i>Perlantikan Sebagai Pegawai Perhubungan Bagi Sosial Impact Assessment 2019 & 2020</i> , dated 9/1/2019; Segaria Estate appointed management officer are: - Name: Mr. Musliadil Bin Maggu; Post: Field Supervisor - Name: Ms. Maslina Binti Lading; Post: Office Clerk Segaria Estate management also delegated employees with dedicated responsibilities related to RSPO implementation as per sighted List of People Responsible for Various Aspect of RSPO.	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 -	Segaria mill and estate updated their List of Stakeholders FY 2018 which includes relevant stakeholders for both respective operations.	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 -	System available as Complaint/ Suggestion Flowchart and implemented accordingly. Record shown latest complaints dated 20/1/2019 as per <i>Borang Cadangan/Aduan Segaria Estate</i> resolved on 21/1/2019.	Complied
6.3.2	Documentation of both the process by which a dispute was resolved and the outcome shall be available. - Major compliance –	Documentation available as per sighted in 6.3.1 above.	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 -	Boustead Emastulin Sdn Bhd has developed a Procedure to Identify the legal user rights of land. The procedure has detailing the process if there is any land dispute reported. The company has also developed a Fair Compensation Procedure with Reference No. 1, issued date 4/2/2015, version 01. The procedure has clearly stated the process of negotiation and compensation if any land disputes with Legal Department. If the negotiation process failed, legal proceedings will be the next action.	Complied

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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 -	Procedure as per Criteria 6.4.1. Fair Compensation Procedure with Reference No. 1, issued date 4/2/2015, version 01. The procedure has clearly stated the process of negotiation and compensation if any land disputes with Legal Department. If the negotiation process failed, legal proceedings will be the next action.	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. Trenches, wooden pegs and boundary stones were maintained to differentiate the land ownership.	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.			

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Criterion / Indicator		Assessment Findings	Compliance
6.5.1	Documentation of pay and conditions shall be available. - Major compliance -	<p>Documentations of pay available in the form of Monthly Pay Slip and conditions as per Work Agreement Contract as per sample sighted as following:</p> <ul style="list-style-type: none"> - Employee # 1551; Employee Code Group: G (General/Field Worker) - Employee # 2563; Employee Code Group: P (Harvester) - Employee # 2487; Employee Code Group: G (General/Field Worker) - Employee # 2344; Employee Code Group: G (General/Field Worker) - Employee # 2485; Employee Code Group: G (General/Field Worker) <p>Conditions of pay documented in employee work agreements which is based on new Minimum Wages Order 2018 with pricing list for piece-rate workers i.e. Boustead Estate Harvesting Rate for Checkroll Harvesters for Year 2019.</p>	Complied

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Criterion / Indicator	Assessment Findings	Compliance
<p>6.5.2</p> <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>New work agreement effective from 1/1/2019 due to revision of salary based on the new Minimum Wage Order 2018 has been established. Sample of agreements sighted as following:</p> <ul style="list-style-type: none"> - Contract serial # 2487; Date: 1/1/2019; Worker ID # AT 829781; Job: Harvester - Contract serial # 1228; Date: 1/1/2019; Worker ID # AT 626192; Job: Harvester - Contract serial # 1551; Date: 1/1/2019; Worker ID # AT 967968; Job: General - Contract serial # 2344; Date: 1/1/2019; Worker ID # AT 698893; Post: General - Contract serial # 2485; Date: 1/1/2019; Worker ID # AT 829820; Post: General - Contract serial # 2563; Date: 1/1/2019; Worker ID # AT 291046; Post: Harvester <p>However there were few workers were found being employed without having the work agreement as per following:</p> <ul style="list-style-type: none"> - Worker name: Serlito G. Sumilhig; Sex: Male; Nationality: Philippine - Worker name: Rosemarie Caangay Estimo; Sex: Female; Nationality: Philippine - Worker name: Grace Fui Ling; Sex: Female; Nationality: Philippine - Worker name: Latang Bin Padang; Sex: Male; Nationality: Indonesia - Worker name: Nilorin A. Canoy; Sex: Male; Nationality: Philippine - Worker name: Jubaira Jimlani; Sex: Female; Nationality: Philippine <p>Hence, a major noncompliance has been raised on this issue.</p>	<p>Major nonconformance</p>

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Criterion / Indicator	Assessment Findings	Compliance	
6.5.3	<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>Both mill and estate maintained good exercise of sending out drinking water sample in accordance with drinking water parameters test within 6 months period. Proper drinking water monitoring book is initiated similar to how mill maintain all the record for effluent treatment plant as per regulatory requirement.</p> <p>Drinking water monitoring log book was maintained by the mill. The latest monitoring was done on 6/7/2018. The report dated 10/8/2018 (20180712/11 and 20180712/12) was sighted. Other amenities including sundry shop and canteen available within estate compound for workers convenience.</p>	Complied
6.5.4	<p>Growers and millers shall make demonstrable efforts to monitor and improve workers’ access to adequate, sufficient and affordable food.</p> <p>- Minor compliance –</p>	<p>There was two sundry shops found inside the estate’s area. During site visit to the sundry shop found that price was displayed on the foods and goods. Interviewed with the workers confirmed that the price of goods and foods selling in the sundry shop were reasonable. Besides, most of the workers will purchase their sundries at the nearby town in Semporna.</p>	Complied
<p>Criterion 6.6: The employer respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.</p>			
6.6.1	<p>A published statement in local languages recognising freedom of association shall be available.</p> <p>- Major compliance -</p>	<p>Boustead Plantations Berhad has developed Freedom of Association Policy dated 11/11/2011 signed by Senior General Manager, En. Shoib Abdullah and was publicly available on the notice board. The company is committed and allowed their stakeholders such as employees, clients, business partner and etc to form or join any association. The company has established a Workers’ Community for the employees to speak freely and the meeting will be conducted once every 3 months.</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
6.6.2	Minutes of meetings with main trade unions or workers representatives shall be documented. - Minor compliance -	Minutes of meeting documented as <i>Minit Mesyuarat Perundingan Internal Stakeholder Ladang Segaria – Staff, Persatuan, Wakil Pekerja</i> for the meeting conducted on 25/4/2018 between Segaria Estate management and workers representatives. Subsequent meeting was conducted on 24/10/2018.	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 -	The company has developed Employment of Child and Age Limit Policy dated 11/1/2011. The company will comply with the Children and Young Persons (Employment) Act 1966 and ILO Convention 138 (1973) Article 1-3. No workers less than 16 years old will be recruited and less than 18 years old for hazardous work. Document verified on the Employee Master List confirmed that all the workers employed were above 18 years old. During site visit also confirmed that no child labour work in the Segaria Bussiness Unit.	Complied
Criterion 6.8: Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.			
6.8.1	A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment shall be documented. - Major compliance -	The company has established Equal Opportunity Policy dated 11/1/2011 signed by Senior General Manager and was publically available, displayed on the notice board. The company will ensure all the relevant parties will be treated equally and no discrimination based on race, caste, nationalities, religion, gender, age and etc.	Complied

Criterion / Indicator		Assessment Findings	Compliance
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 -	Through document reviewed on the list of employees found that the composition of workers consisted of local, foreign workers, male and female workers. Interviewed with the sampled female and male workers from different nationalities confirmed that no discrimination was happened. Overtime were given to all the workers without any prejudice based on caste, gender, race and nationalities. They are allowed to transfer work station by getting approval from management if they felt unfit on the work assigned.	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 -	Boustead Plantations Berhad has developed Foreign Workers Procedure with issue date: Jan 2016, revision no. 1 where the procedure is to ensure the estates/ mills follow the correct steps in employment of foreign workers as stipulated by the government agencies/ state government. The company will apply job order online at Labour Department website before recruit foreign workers. Besides, the company has established the Foreign Workers Policy where the company will ensure all the workers recruited will be treated equally without discrimination based on nationalities, caste, religion and etc. Medical fitness will be checked prior to work to ensure fitness to the work.	Complied
Criterion 6.9: There is no harassment or abuse in the work place, and reproductive rights are protected.			

Criterion / Indicator	Assessment Findings	Compliance
6.9.1	<p>Policy to prevent sexual and all other forms of harassment and violence shall be implemented and communicated to all levels of the workforce.</p> <p>- Major compliance -</p>	<p>Boustead Plantations Berhad has developed a Sexual Harassment Policy signed by Senior General Manager, En. Shoib Abdullah dated 11/1/2011. The company will ensure the comfort and security of every employees, clients, business partners and public that involved in the plantations' activities. The policy has clearly stated the types of sexual harassment such as verbal, visual, psychology, physical and etc. Latest communication of the policy was conducted in the meeting conducted on 25/4/2018 between Segaria Estate management and workers representatives. Subsequent meeting was conducted on 24/10/2018 as per <i>Minit Mesyuarat Perundingan Internal Stakeholder Ladang Segaria – Staff, Persatuan, Wakil Pekerja</i> for. Furthermore, the policy was publicly displayed at the notice board outside the office.</p>
6.9.2	<p>A policy to protect the reproductive rights of all, especially of women, shall be implemented and communicated to all levels of the workforce.</p> <p>- Major compliance -</p>	<p>Reproductive Rights Policy dated 11/8/2015 signed by Senior General Manager was available. The company will respects the rights of women to make decision without any discrimination, force or threaten by others. Every workers are given freedom to decide for the family planning that does not violate the regulations. Latest communication of the policy was conducted in the meeting conducted on 25/4/2018 between Segaria Estate management and workers representatives. Subsequent meeting was conducted on 24/10/2018 as per <i>Minit Mesyuarat Perundingan Internal Stakeholder Ladang Segaria – Staff, Persatuan, Wakil Pekerja</i> for. Furthermore, the policy was publicly displayed at the notice board outside the office.</p>

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Criterion / Indicator	Assessment Findings	Compliance	
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 company has developed Complaint on Sexual Harassment Procedure and Flowchart on Actions to be Taken if any case reported. Latest communication of the mechanism was conducted in the meeting conducted on 25/4/2018 between Segaria Estate management and workers representatives. Subsequent meeting was conducted on 24/10/2018 as per <i>Minit Mesyuarat Perundingan Internal Stakeholder Ladang Segaria – Staff, Persatuan, Wakil Pekerja</i> for. No any reported case of complaints and grievances as per stakeholder interview conducted.	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 -	The mill has stopped purchase of smallholder crops since 4 th November 2017 and only received crops from own supply bases. Thus, this criteria is not applicable to the mill.	Complied
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 -	The mill has stopped purchase of smallholder crops since 4 th November 2017 and only received crops from own supply bases. Thus, this criteria is not applicable to the mill.	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 sighted sample of an agreement for Supply and Construction of One (1) Block Semi-Detached Junior Staff Quarters and One (1) Block of Four (4) Units Workers Quarters c/w Electrical, Piping and Compound Drainage Works for Segaria Palm Oil Mill, Semporna, Sabah, between Boustead Emastulin Sdn. Bhd. and Palm Coast Engineering Sdn. Bhd. Contract was found fair, legal and transparent between both the company and the contractor.	Complied

Criterion / Indicator		Assessment Findings	Compliance
6.10.4	Agreed payments shall be made in a timely manner. - Minor compliance -	Agreed payments made in timely manner as per sample sighted as following: - PO # SM 21254; Date: 3/11/2018; Vendor: Yu Chuin Bearing (S) Sdn. Bhd.; Payment voucher # SPOM 36/1218; Date: 20/12/2018 - PO # SM 21250; Date: 2/11/2018; Vendor: Perkhidmatan Industri & Pembangunan; Payment voucher # SPOM 29/1218; Date: 20/12/2018 - PO # SM 21181; Date: 2/11/2018; Vendor: Apex Uniparts Sdn. Bhd.; Payment voucher # SPOM 21/1018; Date: 22/10/2018	Complied
Criterion 6.11: Growers and millers contribute to local sustainable development where appropriate.			
6.11.1	Contributions to local development that are based on the results of consultation with local communities shall be demonstrated. - Minor compliance –	Contributions to local development were demonstrated as per consultation with local communities. Based on stakeholder consultation, it was noted that local communities are always been prioritized in case of vacancy within mill and estate. Almost 90% of mill employee are local Semporna and/or nearby districts residents. Interviewed estate contractors revealed that they are local Semporna contractor and some from Kunak, Sabah.	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 –	No Scheme Smallholders within 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 -	The company has recruited all the employees with legal identification for local and valid passport and work permit for foreign workers and contract workers. Contract of employment was signed by the workers prior to work.	Complied

Criterion / Indicator		Assessment Findings	Compliance
6.12.2	Where applicable, it shall be demonstrated that no contract substitution has occurred. - Minor compliance –	Interview with the foreign workers confirmed that no contract substitution has occurred.	Complied
6.12.3	Where temporary or migrant workers are employed, a special labour policy and procedures shall be established and implemented. - Major compliance -	<p>Boustead Plantations Berhad has established Foreign Labour Policy dated 13/4/2016 signed by Senior General Manager and Boustead Plantations Foreign Workers Procedure; Issue 1; Date of issue: Jan 2016; Rev. # 1; Date approved: 25/1/2016.</p> <p>However it was found that employment of some migrant workers was not implemented according to special labour policy and procedures with risk of legal noncompliance. This was based on the list of workers already employed (Senarai Pekerja Filipina - Passport Baru) not according to Foreign Labour Policy (Date Approved : 13/4/2016) and Foreign Workers Procedure (Issue 1; Date of issue: Jan 2016; Rev. # 1; Date Approved: 25/1/2016).</p> <p>Hence, a major noncompliance has been raised on this matter.</p>	Major nonconformance
<p>Criterion 6.13: Growers and millers respect human rights.</p>			

Criterion / Indicator	Assessment Findings	Compliance
6.13.1	<p>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 -</p> <p>The company has developed Human Rights Policy dated 11/1/2016 signed by Senior General Manager. The company is committed to ensure every individual are treated with fairness, dignity and respect. The company will respect the rights of every individual. They also recognize their responsibilities to respect human rights and avoid complicity in human rights abuses.</p> <p>Latest communication of the policy was conducted in the meeting conducted on 25/4/2018 between Segaria Estate management and workers representatives. Subsequent meeting was conducted on 24/10/2018 as per <i>Minit Mesyuarat Perundingan Internal Stakeholder Ladang Segaria – Staff, Persatuan, Wakil Pekerja</i> for. Furthermore, the policy displayed on the notice board outside the office.</p>	Complied
6.13.2	<p>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.</p> <p>The company has established a Community Learning Centre (CLC) for the children of foreign workers. The classrooms were constructed by the company. They have planned to expand additional classroom by constructed a new mosque and the current mosque will be converted into classrooms. There are 3 teachers recruited by Council of Indonesia and 5 teachers were recruited under company.</p> <p>Teaching materials were all from Council of Indonesia. The company has taken the responsibilities by providing the accommodation for the teachers and maintenance of the building.</p>	Complied
<p>Principle 7: Responsible development of new plantings</p>		
<p>Segaria 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 annual surveillance assessment. The immature areas are replanted area.</p>		
<p>Principle 8: Commitment to continual improvement in key areas of activity</p>		

Criterion / Indicator	Assessment Findings	Compliance	
Criterion 8.1: Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.			
8.1.1	<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. - Major compliance - 	<p>The Continuous Improvement Plan for 2019 at Segaria Business Unit sighted as follow:</p> <ol style="list-style-type: none"> 1. Installation of dust particular reduction system for boiler 2. Installation of one unit of sprinkler pump 3. Desludging anaerobic pond no 1 4. Recycle, Reused and Reduce programme 5. To construct new 1 block of labour quarter 6. To construct concrete main road in front of staff quarters 	<p>Complied</p>

Appendix B: Approved Time Bound Plan

Business Unit	2011	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
	1	2	3	4	5	6	7	8	9	10	11
Sg. Jernih Business Unit											
Nak Business Unit ,											
TRP Business Unit											
Segaria Business Unit											
Segamaha Business Unit											
Telok Sengat Business Unit *											
Lepan Kabu Business Unit **											
Sugut Estates Business,											
Loagan Business Unit											
Pertama Business Unit ***											
Kanowit Business Unit											
Remark: * Boustead Plantations Berhad Sustainability Board Committee (SBC) to put on hold RSPO Certification Scheme for New Business Unit due to: 1. To give priority & speed up the progress and establishment of Malaysian Sustainable Palm Oil (MSPO) Certification in all business unit before 30th June 2019 2. Low premium prices (for selling CSPO) offered by RSPO ** Lepan Kabu Mill ceased operation in May 2018 *** New Acquisition in 2018 from Duta Plantations Berhad.											

Appendix C: GHG Reporting Executive Summary

The GHG emissions that were produced in 2018 for Segaria 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 2018 for Segaria Palm Oil Mill and supply base are as following:

Emission per product	tCO ₂ e/tProduct
CPO	0.94
PK	0.94

Extraction	%
OER	27.01
KER	3.92

Production	t/yr
FFB Process	88108.1
CPO Produced	23407
PKO Produced	0

Land Use	Ha
OP Planted Area	4465.1
OP Planted on peat	0
Conservation (forested)	0
Conservation (non-forested)	134.90
Total	

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	44100.13	0.51	0	0	0	0	44100.13	0.51
CO ₂ Emission from fertilizer	1722.91	0.02	0	0	0	0	1722.91	0.02
NO ₂ Emmision	2112.63	0.02	0	0	0	0	2112.63	0.02
Fuel Consumption	1256.31	0.01	0	0	0	0	1256.31	0.01
Peat Oxidation	0	0	0	0	0	0	0	0
Sink								
Crop Sequestration	-41801.08	-0.48	0	0	0	0	-41801.08	-0.48
Conservation Sequestration	0	0	0	0	0	0	0	0
Total	7390.89	0.09	0	0	0	0	7390.89	0.09

Summary of Mill Emission and Credit

	tCO ₂ e	tCO ₂ e/tFFB
Emission		
POME	16989.69	0.2
Fuel Consumption	1037.03	0.01
Grid Electricity Utilisation	0	0
Credit		
Export of Grid Electricity	-133.02	0
Sales of PKS	0	0
Sales of EFB	0	0
Total	17893.7	0.21

Summary of Kernel Crusher Emission and Credit (if applicable)

Emissions	tCO₂e
PK from own mill	3204.44
PK from other source	0
Fuel Consumptions	0
Total Crusher emissions	0

*This mill has no kernel crusher operation.

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

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

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

General Chain of Custody Requirements for the Supply Chain			
Requirement	Evidence	Compliance (Yes/No/N/A)	
5.1 Applicability of the general chain of custody requirements for the supply chain			
5.1.1	The General Chain of Custody requirements of the RSPO Supply Chain Standard shall apply to any organization throughout the supply chain that takes legal ownership and physically handles RSPO Certified Sustainable oil palm products at a location under the control of the organization including outsourced contractors. After the end product manufacturer, there is no further requirement for certification.	Boustead Plantations Bhd headquarter has the physically handle the RSPO Certified Sustainable oil palm products. All trading, contract and sales are managed by Marketing department at HQ and held the palmTrace registration number for respective mill (Segaria Palm Oil Mill: RSPO_PO100003734).	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.	Segaria 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.	Boustead Plantations Berhad held RSPO membership number: 1-0012-04-000-00. Company has registered in PalmTrace system as follows: Members ID – Segaria Business Unit: (RSPO_PO100003734) Member category : Oil Mill	Yes
5.1.4	Processing aids do not need to be included within an organization’s scope of certification.	Processing aids was not in used at Segaria Palm oil Mill.	Yes
5.2 Supply chain model -			

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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.	Procedure namely Mill RSPO Supply Chain Standards, dated: July 2016, Revised Date: October 2018, Revision: 5.0 was established which covered control of documents, delivery of FFB, purchasing and goods in, process monitoring, CPO and PK despatch, records keeping, product claim, outsourced contractor, training, management review & internal audit, reclassification of Mill's supply, processing, complaints. The supply chain model for Segaria POM was Identity Preserved Balance Module.	Yes
5.2.2	The site can use one (1) or a combination of supply chain models as audited and certified by the CB.	Segaria Palm Oil Mill was certified with Identity Preserved Module	Yes
5.3. Documented Procedures			
5.3.1	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: <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. 	Segaria Palm Oil Mill implemented the supply chain program based on Bousted Plantations Supply Chain (SCC) Procedures; Issue 1; Issue date: July 2016; Rev. # 5; Rev. date: October 2018. The procedure was prepared by Sustainability Unit and approved by Sustainability Chairman which covering the implementation of all supply chain requirements.	Yes
	<ul style="list-style-type: none"> Complete and up to date records and reports that demonstrate compliance with the supply chain model requirements (including training records). 	Up-to-date records available including the following: <ul style="list-style-type: none"> - Segaria Palm Oil Mass Balancing Record for Oil Mills FY 2018 - Certified CPO sales contract - Certified PK sales contract - Despatch records 	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. 	The procedure also specified the RSPO Chairman shall have the overall responsibility for the implementation of the procedure with assignment of relevant personnel from various departments to assist in the implementation. Sighted the Letter of Appointment; Ref. # BEA/SUST-RSPO/SEGARIABU; Dated: 1/11/2017 for the appointment of Mill Manager as the Sustainability Chairman for	Yes

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		Segaria Palm Oil Mill. Appointment made by the company group RSPO Chairman i.e. the Planting Advisor.	
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.	Procedure namely Mill RSPO Supply Chain Standards, dated: July 2016, Revised Date: October 2018, Revision: 5.0 was established which covered the internal audit under. The internal audit will be plan to be conducted once a year. Internal audit was done on 12/11/2018 by company internal auditor. No NCR was raised by internal auditor.	Yes
	ii) Effectively implements and maintains the standard requirements within its organization.	The procedure was implemented and maintained by the management. The records (for example Internal audit report done on 12/11/2018) was available for verification. No NCR was raised during the internal audit.	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 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 	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 by internal and external audit. Segaria POM has system to verify at the weighbridge. Segaria POM only received FFB from Segaria Estate. Sighted sampled as following: 1. Segaria Estate Despatch Note: A97341 Weighbridge Ticket: 54532 Date: 27/11/2018 Field: PJ10C/60 Tonnage: 10.84 mt Transporter: SS541E	Yes

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		<p>2. Segaria Estate Despatch Note: A98359 Weighbridge Ticket: 75706 Date: 23/12/2018 Field: PM05A/35B Tonnage: 9.96 mt Transporter: SS541E</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 documents and specification documentation). 	<p>Segaria POM has system to verify at the weighbridge. Segaria POM only received FFB from Segaria Estate. Sighted sampled as following:</p> <p>1. Segaria Estate Despatch Note: A97341 Weighbridge Ticket: 54532 Date: 27/11/2018 Field: PJ10C/60 Tonnage: 10.84 mt Transporter: SS541E</p> <p>2. Segaria Estate Despatch Note: A98359 Weighbridge Ticket: 75706 Date: 23/12/2018 Field: PM05A/35B Tonnage: 9.96 mt Transporter: SS541E</p>	<p>Yes</p>
	<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 	<p>Segaria POM has system to verify at the weighbridge. Segaria POM only received FFB from Segaria Estate. Sighted sampled as following:</p> <p>1. Segaria Estate Despatch Note: A97341</p>	<p>Yes</p>

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	<p>Confirmations on the RSPO IT platform per shipment or group shipments. Refer to section 5.7.1 of this document for further guidance.</p>	<p>Weighbridge Ticket: 54532 Date: 27/11/2018 Field: PJ10C/60 Tonnage: 10.84 mt Transporter: SS541E</p> <p>2. Segaria Estate Despatch Note: A98359 Weighbridge Ticket: 75706 Date: 23/12/2018 Field: PM05A/35B Tonnage: 9.96 mt Transporter: SS541E</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. 	<p>Segaria POM has system to verify at the weighbridge. Segaria POM only received FFB from Segaria Estate. Sighted sampled as following:</p> <p>1. Segaria Estate Despatch Note: A97341 Weighbridge Ticket: 54532 Date: 27/11/2018 Field: PJ10C/60 Tonnage: 10.84 mt Transporter: SS541E</p> <p>2. Segaria Estate Despatch Note: A98359 Weighbridge Ticket: 75706 Date: 23/12/2018 Field: PM05A/35B Tonnage: 9.96 mt</p>	<p>Yes</p>

		Transporter: SS541E	
	<ul style="list-style-type: none"> The validity of license for traders and distributors shall also be checked via the RSPO website at least annually or through the RSPO IT platform by confirmation of shipping announcements / announcements. 	There was no trader at Segaria POM.	Yes
5.4.2	The site shall have a mechanism in place for handling non-conforming oil palm products and/or documents.	Segaria POM was certified under Identity Preserved Module and only received crop (FFB) from Segaria Estate. There was no non-conforming oil palm products received by Segaria POM.	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 independent 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 controlled by the certified organization (not the tank farm manager).</p>	There was no outsourcing activity in Segaria POM.	N/A
5.5.2	Sites which include outsourcing within the scope of their RSPO Supply Chain certificate shall ensure the following:	There was no outsourcing activity in Segaria POM.	N/A
	<p>a. The site has legal ownership of all input material to be included in outsourced processes;</p> <p>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</p>	There was no outsourcing activity in Segaria POM.	N/A

	that certification bodies (CBs) have access to the outsourcing contractor or operation if an audit is deemed necessary.		
	c. The site has a documented control system with explicit procedures for the outsourced process which is communicated to the relevant contractor.	There was no outsourcing activity in Segaria POM.	N/A
	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.	There was no outsourcing activity in Segaria POM.	N/A
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.	There was no outsourcing activity in Segaria POM.	N/A
5.5.4	The site shall at its next audit inform its CB of the names and contact details of any new contractor used for the processing or physical handling of RSPO certified oil palm products.	There was no outsourcing activity in Segaria POM.	N/A
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; 	<p>All relevant information for RSPO certified products were made available in document form as per CPO agreement and delivery samples:</p> <p>1) Lahad Datu Edible Oils Sdn. Bhd. (Buyer) CPO (IP) Agreement; Sales Agreement # POLS00404; Date: 22/5/2018; Commodity: Certified Sustainable Palm Oil (Identity Preserved); Mill (Supplier): Segaria Palm Oil Mill; Quantity: 1200 mt; Sample despatch tickets:</p> <ul style="list-style-type: none"> - Despatch ticket # 49325; Date: 29/6/2018; DO # CPO 306201801981; Tanker # SS3018/ST5311F; Nett weight: 26.36mt; Cert. # RSPO 682292; e-trace # TR-b6404b1f-0e42 	Yes

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<ul style="list-style-type: none"> • Supply chain certificate number of the seller; • A unique identification number 	<ul style="list-style-type: none"> - Despatch ticket # 49326; Date: 29/6/2018; DO # CPO 306201801982; Tanker # SD2678E/SS369P; Nett weight: 33.08mt; Cert. # RSPO 682292; e-trace # TR-b6404b1f-0e42 <p>2) Lahad Datu Edible Oils Sdn. Bhd. (Buyer) CPO (IP) Agreement; Sales Agreement # POLS00406; Date: 25/6/2018; Commodity: Certified Sustainable Palm Oil (Identity Preserved); Mill (Supplier): Segaria Palm Oil Mill; Quantity: 700 mt; Sample despatch tickets:</p> <ul style="list-style-type: none"> - Despatch ticket # 50242; Date: 30/7/2018; DO # CPO 306201802023; Tanker # SD2678E/SS369P; Nett weight: 26.36mt; Cert. # RSPO 682292; e-trace # TR-0ef50667-de58 - Despatch ticket # 50241; Date: 30/7/2018; DO # CPO 306201802022; Tanker # SS5696M/ST2538N; Nett weight: 34.75mt; Cert. # RSPO 682292; e-trace # TR-0ef50667-de58 <p>PK agreement and delivery sample:</p> <p>1) Lahad Datu Edible Oils Sdn. Bhd. (Buyer) PK (IP) Agreement; Sales Agreement # PKLS00111; Date: 25/6/2018; Commodity: Certified Sustainable Palm Kernel (Identity Preserved); Mill (Supplier): Segaria Palm Oil Mill; Quantity: 150 mt; Sample despatch tickets:</p> <ul style="list-style-type: none"> - Despatch ticket # 50648; Date: 13/8/2018; DO # PK 306201802043; Tanker # SS6355M/SS530M; Nett weight: 32.00mt; Cert. # RSPO 682292; e-trace # TR-0t274b0C-3add - Despatch ticket # 50387; Date: 4/8/2018; DO # PK 306201802028; Tanker # SAC8138D/T/S489; Nett weight: 35.58mt; Cert. # RSPO 682292; e-trace # TR-4d9afb79-19b1 	
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		<p>2) Lahad Datu Edible Oils Sdn. Bhd. (Buyer) PK (IP) Agreement; Sales Agreement # PKLS00109; Date: 22/5/2018; Commodity: Certified Sustainable Palm Kernel (Identity Preserved); Mill (Supplier): Segaria Palm Oil Mill; Quantity: 180 mt; Sample despatch tickets:</p> <ul style="list-style-type: none"> - Despatch ticket # 49927; Date: 20/7/2018; DO # PK 306201802011; Tanker # SS6355M/SS530M; Nett weight: 31.27mt; Cert. # RSPO 682292; e-trace # TR-d8ba55C1-2dc7 - Despatch ticket # 49802; Date: 16/7/2018; DO # PK 306201802004; Tanker # ST3017K/ST873K; Nett weight: 27.41mt; Cert. # RSPO 682292; e-trace # TR-d8ba55C1-2dc7 	
	<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 following: Sample dispatch of CSPO:</p> <ul style="list-style-type: none"> - Despatch ticket # 49325; Date: 29/6/2018; DO # CPO 306201801981; Tanker # SS3018/ST5311F; Nett weight: 26.36mt; Cert. # RSPO 682292; e-trace # TR-b6404b1f-0e42 - Despatch ticket # 49326; Date: 29/6/2018; DO # CPO 306201801982; Tanker # SD2678E/SS369P; Nett weight: 33.08mt; Cert. # RSPO 682292; e-trace # TR-b6404b1f-0e42 <p>Sample dispatch of CSPK:</p> <ul style="list-style-type: none"> - Despatch ticket # 50648; Date: 13/8/2018; DO # PK 306201802043; Tanker # SS6355M/SS530M; Nett weight: 32.00mt; Cert. # RSPO 682292; e-trace # TR-0t274b0C-3add - Despatch ticket # 50387; Date: 4/8/2018; DO # PK 306201802028; Tanker # SAC8138D/T/S489; Nett weight: 	<p>Yes</p>

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		35.58mt; Cert. # RSPO 682292; e-trace # TR-4d9afb79-19b1	
	<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. 	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.	Yes
5.7. Registration of transactions			
5.7.1	<p>Supply chain actors who:</p> <ul style="list-style-type: none"> Are mills, traders, crushers and refineries and; Take legal ownership and/or physically handle RSPO Certified Sustainable oil palm products that are available in the yield scheme of the RSPO IT Platform (Figure 2 and 3, Refer Annex 1) shall register their transaction in the RSPO IT platform and confirm upon receipt where applicable. 	The registration of PalmTrace was carried out by the HQ Sales Department. All transactions were registered accordingly in the PalmTrace.	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. 	Based on the announcement summary, all the registrations were found to be in order.	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 traceability number. Tracing can be done in a consolidated way at least annually. 	Not applicable. Products are not sold beyond refinery.	Yes

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	<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. 	Based on the accounting (Mass Balance Allocation Sheet), the removal of volumes was done correctly when the products were sold as conventional.	Yes
	<ul style="list-style-type: none"> Confirm: Acknowledge the purchase of RSPO certified volume by confirming Shipping Announcements / Announcements. 	Based on the announcement summary, all the confirmations were found to be in order.	Yes
5.8. Training			
5.8.1	The organization shall have a training plan on RSPO Supply Chain Standards requirements, which is subject to on-going review and is supported by records of the training provided to staff.	<p>Procedure namely Mill RSPO Supply Chain Standards, dated: July 2016, Revised Date: October 2018, Revision: 5.0 was established which covered control of documents, delivery of FFB, purchasing and goods in, process monitoring, CPO and PK despatch, records keeping, product claim, outsourced contractor, training, management review & internal audit, reclassification of Mill's supply, processing, complaints.</p> <p>Last training was conducted on 29/10/2018 which involved weighbridge operator, auxiliary police, and laboratory analyst. Sighted the minutes of the training and attendance list.</p>	Yes
5.8.2	Appropriate training shall be provided by the organization for personnel carrying out the tasks critical to the effective implementation of the supply chain certification standard requirements. Training shall be specific and relevant to the task(s) performed.	Last training was conducted on 29/10/2018 which involved weighbridge operator, auxiliary police, and laboratory analyst. Sighted the minutes of the training and attendance list.	Yes
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.	Segaria Palm Oil Mill has maintained the accurate, complete, up-to-date and accessible records and reports covering all aspects of these RSPO Supply Chain Certification requirements.	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	Procedure namely Mill RSPO Supply Chain Standards, dated: July 2016, Revised Date: October 2018, Revision: 5.0 has defined at least 7 years of retention time for all records.	Yes

	be able to confirm the certified status of raw materials or products held in stock.		
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 March 19 – February 2020 was stated in the 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 Derivatives. This is relevant for derivatives of Palm Oil and Palm Kernel Oil, as used in the oleo-chemical and personal care industries.	Not applicable. Segaria POM used conversion rate for OER and KER as per actual production for CPO and PK.	N/A
5.10.2	Conversion rates shall be periodically updated to ensure accuracy against actual performance or industry average if appropriate.	Segaria POM used conversion rate for OER and KER as per actual production for CPO and PK.	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 at Segaria POM.	N/A
General corporate communications			
4.1	A corporate communication is one made by any RSPO member that highlights its membership of the RSPO and/or its commitment to the principles of the RSPO. Corporate communication is an 'off-product' claim.	Procedure namely Mill RSPO Supply Chain Standards, dated: July 2016, Revised Date: October 2018, Revision: 5.0 clearly stated that the communication will be comply with the rules of respective certification scheme, eg: RSPO. However, Segaria POM was not used any RSPO trademark.	Yes

4.2	<p>In corporate communications a member is allowed to:</p> <ul style="list-style-type: none"> a. display its RSPO membership status b. display the RSPO web address (www.rspo.org) c. state that the member supports the work of the RSPO d. state the member’s history with regard to the RSPO. e. Use the RSPO trademark to promote its membership of the RSPO. <p>Additionally, where an RSPO member displays the RSPO trademark in digital format this must be accompanied by the text ‘Check our progress at www.rspo.org’ where the link must lead to the member’s profile page.</p>	<p>Procedure namely Mill RSPO Supply Chain Standards, dated:July 2016, Revised Date: October 2018, Revision: 5.0 clearly stated that the communication will be comply with the rules of respective certification scheme, eg: RSPO. However, Segaria POM was not used any RSPO trademark.</p>	Yes
4.3	<p>In corporate communications RSPO members must not make any statement that may lead consumers to believe that RSPO membership by itself implies the selling of RSPO-certified oil palm products.</p>	<p>Procedure namely Mill RSPO Supply Chain Standards, dated:July 2016, Revised Date: October 2018, Revision: 5.0 clearly stated that the communication will be comply with the rules of respective certification scheme, eg: RSPO. However, Segaria POM was not used any RSPO trademark.</p>	Yes
4.4	<p>Members must ensure that all communication is consistent, clear and cannot mislead consumers or other stakeholders as to the certified content of oil palm products in the member’s own products.</p>	<p>Procedure namely Mill RSPO Supply Chain Standards, dated:July 2016, Revised Date: October 2018, Revision: 5.0 clearly stated that the communication will be comply with the rules of respective certification scheme, eg: RSPO. However, Segaria POM was not used any RSPO trademark.</p>	Yes
4.5	<p>Members are not allowed to use the RSPO corporate logo as shown in the RSPO Rules on Market Communications & Claims document. This is for the sole use of the RSPO secretariat.</p>	<p>No use of RSPO corporate logo at Segaria POM.</p>	Yes
<p>Business to business communications</p>			

5.1	Business to Business communication relates to RSPO members in the supply chain selling to and/or communicating with other organizations in the supply chain about the use of certified sustainable oil palm products.	Procedure namely Mill RSPO Supply Chain Standards, dated:July 2016, Revised Date: October 2018, Revision: 5.0 clearly stated that the communication will be comply with the rules of respective certification scheme, eg: RSPO. All the products sold under certified product need to display the certificate number and model of RSPO SCC on the despatch note/weighbridge ticket.	Yes
5.2	When confirming the sale of certified oil palm products, members must adhere to the requirements of the RSPO SCCS. This includes stating the supply chain model and certificate number under which the claim is being made.	Procedure namely Mill RSPO Supply Chain Standards, dated:July 2016, Revised Date: October 2018, Revision: 5.0 clearly stated that all sale of certified oil palm products must be printed (at weighbridge ticket) with certificate number and RSPO SCC model..	Yes
5.3	<p>Where a distributor or wholesaler takes title to products containing certified sustainable oil palm products, the requirements of the RSPO SCCS can follow either of two options:</p> <p>A. If the distributor or wholesaler holds only a Distributor license, it may only communicate RSPO-certified oil palm products by linking the product to the manufacturer using the manufacturer’s SCCS certificate number. This covers both brand and own brand products. However, in the case of own brand products it is essential that customers are aware that the product has been made on behalf of the distributor or wholesaler, with specific evidence either through on-pack claims or documentation.</p> <p>B. If the distributor or wholesaler is supply chain-certified they should follow the requirements outlined in section 5.2.</p>	Segaria POM is not under distributor or wholesaler category. Thus, this requirement is not applicable.	Yes
5.4	A certified member can provide information to its customers detailing the presence of certified palm oil contained within a product even if it is not eligible for a product-specific under RSPO rules. The end product must not be labelled as certified or sold in such a way that implies RSPO certification.	Segaria POM is producing crude palm product and does not involved in any labelling of end product and the presence of certified palm oil contained within a product. This requirement is for the next supply chain actor and not applicable for POM.	Yes

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

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

Labelling and trademark (IP)			
	<p>Members are allowed to use the RSPO label in one of the following ways:</p> <ul style="list-style-type: none"> a. RSPO trademark which includes the tag 'CERTIFIED' or <ul style="list-style-type: none"> • RSPO trademark which includes the tag 'This product contains certified sustainable palm oil'. Wherever a RSPO trademark is displayed, the applicable trademark license number must be shown immediately under or next to the trademark or the 'statement'. Font must be Calibri, font size must be at least 4pt (1.4 mm or 0.06 inch). In on-pack communications, the RSPO trademark can be printed anywhere on the pack. 	<p>Segaria POM is producing crude palm product and does not involved in any labelling of end product.</p>	<p>N/A</p>
Messaging (IP)			
	<p>Messaging ALLOWED in storytelling in product-related communications may include some or all of the following elements:</p> <ul style="list-style-type: none"> • The oil palm products contained in this product have been certified to come from RSPO sources. www.rspo.org • By choosing this product, you are sure it contains RSPO-certified palm oil. For more information: www.rspo.org • RSPO-certified sustainable oil palm products were kept apart from other oil palm products throughout the supply chain. www.rspo.org • Certified sustainable oil palm products can be traced back to RSPO-certified mills and plantations. www.rspo.org • The entire supply chain is monitored by independent, RSPO-accredited auditors. www.rspo.org • RSPO-certified sustainable palm oil has been produced to stringent environmental and social criteria. www.rspo.org • References to (or images of) particular RSPO-certified production units, if the relationship to those units can be shown by company records. 	<p>Segaria POM is producing crude palm product and does not involved in any labelling of end product.</p>	<p>N/A</p>

MODULE B – MASS BALANCE SPECIFIC RULES			
Minimum Mass Balance content			
	Where there is any percentage of non-certified oil palm within the product, the reason for this must be fully justified and an action plan for moving to fully certified oil palm must be in place, in accordance with the requirements of the RSPO SCCS. In addition, the non-certified volume must be covered by equivalent volume of RSPO Credits.	Segaria POM is producing crude palm products.	Yes
Labelling and trademark (MB)			
	<p>Members are allowed to use the RSPO label in one of the following ways:</p> <ul style="list-style-type: none"> • Surrounded by the text: 'Certified sustainable palm oil'. • The RSPO label MUST contain the tag 'MIXED'. The tag MIXED designates oil palm products sourced under the Mass Balance (MB) supply chain system, which administratively balances inputs and outputs of certain palm oil volumes. The tag 'MIXED' on a product does not guarantee that the product itself contains the certified material; some or all of it may reside in a product that does not carry a claim. • The RSPO label can also include the statement: '[The palm oil contained in this product] contributes to the production of certified sustainable palm oil'. Wherever the RSPO trademark is displayed, the applicable trademark license number must be shown immediately under or next to the trademark or the 'statement'. Font must be Calibri, font size must be at least 4 pt (1.4 mm or 0.06 inch). In on-pack communications, the RSPO trademark can be printed anywhere on the pack. Further guidance on use of the trademark is provided in the RSPO Trademark License Terms and 	Segaria POM is producing crude palm product and does not involved in any labelling of end product.	Yes

	Conditions and in Annex 1 of the Rules on Market Communications & Claims document.		
Messaging (MB)			
	<p>Messaging ALLOWED in storytelling in product-related communications includes:</p> <ul style="list-style-type: none"> • [Oil palm products]/[palm oil]/[palm kernel oil] from RSPO-certified mills and plantations were mixed with non-certified oil palm products in the supply chain. • The volume of [oil palm products][palm oil]/[palm kernel oil] in this product reflects an equivalent volume of palm oil or palm kernel oil produced by RSPO certified mills and plantations. In off-product communications, reference to (or images of) particular RSPO-certified production units, if the relationship to those units can be shown in company records is allowed. 	Segaria POM is producing crude palm product and does not involved in any labelling of end product.	Yes
	<p>Messaging NOT ALLOWED in storytelling in product-related communications:</p> <ul style="list-style-type: none"> • Anything that can lead consumers to believe that RSPO-certified palm products are (certified to be) part of the product. 	Segaria POM is producing crude palm product and does not involved in any labelling of end product.	Yes
MODULE C – PARTIAL PRODUCT CLAIMS			
	<p>To increase awareness among consumers of the availability of sustainable oil palm products and to help accelerate the uptake, it is permissible to make a claim on product when the percentage of the oil palm content is less than 95% certified, but only when the following conditions have been met:</p> <ul style="list-style-type: none"> • The member making the claim is the end product manufacturer, is an 	Segaria POM is producing crude palm product and does not involved in any labelling of end product.	N/A

	<p>RSPO member and is certified against the RSPO SCCS or is an RSPO retailer member authorized to use the trademark by the RSPO.</p> <ul style="list-style-type: none"> • At least 50% of the oil palm content has been supplied through an RSPO certified supply chain as IP, SG or MB. • The remainder of the oil palm content that is not RSPO-certified is covered by the purchase of RSPO Credits to an equivalent volume. The product-specific claim is limited to only the following phrase: 'This product contributes to the production of certified sustainable palm oil'. The use of the RSPO label with this claim is mandatory and must include the tag '50% MIXED'. No other percentage is allowable within this claim. 		
MODULE D – COMBINED SUPPLY CHAIN MODELS SPECIFIC RULES			
	<p>Where a mixture of inputs supplied through different RSPO supply chain models are present in a product, the following applies:</p> <p>75% IP + 20% SG => 95% SG claim is made 65% SG + 30% MB => 95% MB claim is made 55% MB + 40% B&C => 95% partial product claim can be made 45% SG + 55% B&C < 50% B&C claim can be made</p>	<p>Segaria POM is producing crude palm product and does not involved in any labelling of end product.</p>	<p>N/A</p>
	<p>Where one supply chain model accounts for 95% of the oil palm content, the claim for this specific model may be made:</p> <p>95% IP + 5% MB => 95% IP IP claim can be made 95% SG + 5% MB => 95% SG SG claim can be made 95% MB + 5% C => 95% MB MB claim can be made</p>	<p>Segaria POM is producing crude palm product and does not involved in any labelling of end product.</p>	<p>N/A</p>
5.12. Complaints			
5.12.1	<p>The organization shall have in place and maintain documented procedures for collecting and resolving stakeholder complaints.</p>	<p>Procedure namely Mill RSPO Supply Chain Standards, dated: July 2016, Revised Date: October 2018, Revision: 5.0 clearly stated</p>	<p>Yes</p>

		that the mill shall have in place and maintain the relevant documentations pertaining to the stakeholders complaints. The separate procedure for communication was established which was endorsed by Mill Manager.	
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	The management review for 2018 was conducted on 15/11/2018 where the meeting was chaired by Sustainability Chairman.	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. 	All the input was discussed accordingly during the management review meeting for 2018. <ol style="list-style-type: none"> 1. Discussion on previous meeting 2. Status of RSPO SCC 3. Results of internal audits 4. Preventive action and corrective action 5. Customer feedback 6. Changes 7. 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. 	All the output was discussed accordingly during the management review meeting for 2018. <ol style="list-style-type: none"> 1. Closure of findings from internal and external auditors need to be closed before next surveillance audit. 2. Training to be provided to person in charge. 	Yes

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

Requirements	Evidence	Compliance
D.1 Definition		
<p>D.1.1 A mill is deemed to be Identity Preserved (IP) if the FFB used by the mill are sourced from plantation/ estates that are certified against the RSPO Principles and Criteria (RSPO P&C), or against the Group Certification scheme. Certification for CPO mills is necessary to verify the volumes and sources of certified FFB entering the mill, the implementation of any processing controls (for example, if physical separation is used), and volume sales of RSPO certified products. If a mill process certified and uncertified FFB without physically separating them, then only Module E is applicable.</p>	<p>Segaria Palm Oil Mill receives and process certified FFB only since 5/11/2017 as per letter to all external FFB suppliers were sent by the mill sighted i.e. Notice to Stop FFB Delivery; Letter ref. # SegariaPOM/RSPO-0008/2017; Dated: 31/10/2017; for following external FFB suppliers:</p> <ul style="list-style-type: none"> i) Longgor Sdn. Bhd. ii) Cermat Waruna Sdn. Bhd. iii) Hatawa Sdn. Bhd. iv) Man Tong Ship Properties Sdn. Bhd. <p>Verified FFB tickets and processing records confirmed no external FFB delivered and processed in Segaria POM.</p>	<p>Yes</p>
D.2 Explanation		
<p>E.2.1 The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill shall be recorded by the certification body (CB) in the public summary of the P&C certification report. For an independent mill, the estimated tonnage of CPO and PK products shall 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.</p>	<p>Up-to-date records available including the following:</p> <ul style="list-style-type: none"> - Segaria Palm Oil Mass Balancing Record for Oil Mills FY 2018 - Certified CPO sales contract - Certified PK sales contract - Despatch records 	<p>Yes</p>

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<p>D.2.2 The mill shall also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform).</p>	<p>The mill met the registration requirements for the appropriate supply chain through the RSPO supply chain managing organization. Segaria Mill RSPO PalmTrace Member ID registered is RSPO_PO100003734 under Account UID: RSPO_AC1000003671.</p>	<p>Yes</p>
<p>D.3 Documented procedures</p>		
<p>D.3.1 The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following:</p> <p>a) Complete and up to date procedures covering the implementation of all the elements in these requirements;</p> <p>b) The role of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site’s procedures for the implementation of this standard.</p>	<p>Segaria Palm Oil Mill implemented the supply chain program based on Bosted Plantations Supply Chain (SCC) Procedures; Issue 1; Issue date: July 2016; Rev. # 2; Rev. date: October 2018. The procedure was prepared by SJPOM and approved by RSPO Chairman which covering the implementation of all supply chain requirements.</p> <p>The procedure also specified the RSPO Chairman shall have the overall responsibility for the implementation of the procedure with assignment of relevant personnel from various departments to assist in the implementation. Sighted the Letter of Appointment; Ref. # BEA/SUST-RSPO/SEGARIABU; Dated: 1/11/2017 for the appointment of Mill Manager as the Sustainability Chairman for Segaria Palm Oil Mill. Appointment made by the company group RSPO Chairman i.e. the Planting Advisor.</p>	<p>Yes</p>
<p>D.3.2 The site shall have documented procedures for receiving and processing certified FFBS.</p>	<p>Segaria Palm Oil Mill implemented the supply chain program based on Bosted Plantations Supply Chain (SCC) Procedures; Issue 1; Issue date: July 2016; Rev. # 5; Rev. date: October 2018. The procedure was prepared by Sustainability Unit and approved by Sustainability Chairman which covering the implementation of all supply chain requirements.</p>	<p>Yes</p>
<p>D.4 Purchasing and goods in</p>		
<p>D.4.1 The site shall verify and document the tonnage and sources of certified FFBS received.</p>	<p>The documented procedure above specified the method of verification and documentation of the tonnage and sources of certified and the tonnage of non-certified FFBS received. Sighted the records of current and previous FFB delivered by both own and outside supplier kept in hardcopy and softcopy</p>	<p>Yes</p>

	through the weighbridge database recording system.	
D.4.2 The site shall inform the CB immediately if there is a projected overproduction of certified tonnage.	The documented procedure above specified the mechanism to notify CB in case of any projected overproduction of certified tonnage. Verification on-site confirmed that the relevant person-in-charge of supply chain aware of this procedure.	Yes
D.5 Record keeping		
D.5.1 The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis.	The mill extracted all records related to FFB received, FFB processed, CPO produced and PK produced and compile it into a Mass Balance Spreadsheet to balance all receipts of potential RSPO certified FFB and potential deliveries of RSPO certified CPO and PK on a quarterly basis. Sighted the records of existing balance spreadsheet updated as of the month of December 2018.	Yes
D.6 Processing		
D.6.1 The site shall assure and verify through documented procedures and record keeping that the RSPO certified oil palm product is kept separated from non-certified oil palm product including during transport and storage to strive for 100% separation.	<p>Documented procedures established i.e. Busted Plantations Supply Chain (SCC) Procedures; Issue 1; Issue date: July 2016; Rev. # 2; Rev. date: October 2018 provides assurance that product kept segregated from noncertified material including during transport and storage.</p> <p>Up-to-date records available including the following:</p> <ul style="list-style-type: none"> - Segaria Palm Oil Mass Balancing Record for Oil Mills FY 2018 - Certified CPO sales contract - Certified PK sales contract - Despatch records 	Yes
D.6.2 The objective is for 100 % segregated material to be reached.	During this assessment it was confirmed that only certified source of FFB from own plantation was processed. This ensures that there was no possibility of mixing during processing.	Yes

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Supply Chain Declaration *(Applicable For Appendix E)*

A. Monthly Records of Certified and Uncertified FFB Received since the last audit : <i>Mar 18 – Dec 18</i>				
No.	Month - Year	Volume of FFB from certified supply bases (mt)	Volume of FFB from uncertified supply bases (mt)	Total FFB/Month (mt)
1	December 2017	-	-	-
2	January 2018	-	-	-
3	February 2018	-	-	-
4	March 2018	6,203.02	-	6,203.02
5	April 2018	6,864.64	-	6,864.64
6	May 2018	5,853.59	-	5,853.59
7	June 2018	5,083.03	-	5,083.03
8	July 2018	5,735.36	-	5,735.36
9	August 2018	6,219.53	-	6,219.53
10	September 2018	6,700.59	-	6,700.59
11	October 2018	7,946.19	-	7,946.19
12	November 2018	9,739.74	-	9,739.74
13	December 2018	10,283.79	-	10,283.79
	Total	70, 629.48	-	70,629.48

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B. Monthly Records of Certified CPO & PK since the last audit : <i>Mar 18 – Dec 18</i>			
No.	Month - Year	Certified CPO (mt)	Certified PK (mt)
1	December 2017	-	-
2	January 2018	-	-
3	February 2018	-	-
4	March 2018	1,378.00	234.00
5	April 2018	1,534.00	238.00
6	May 2018	1,330.00	203.00
7	June 2018	1,185.00	169.00
8	July 2018	1,337.00	180.00
9	August 2018	1,474.00	213.00
10	September 2018	1,629.00	235.00
11	October 2018	1,925.00	273.00
12	November 2018	2,306.00	330.00
13	December 2018	2,413.00	358.00
	Total	16,511.00	2,433.00

C. Records of Certified CPO & PK Sold under PalmTrace to Buyers since the last audit (if any) : <i>Mar 18 – Dec 18</i>				
No.	Buyers Name	Palmtrace Trading License Number	Certified CPO Sold (mt)	Certified PK Sold (mt)
1	XXXX	XXXX	12,700.00	2,080.00

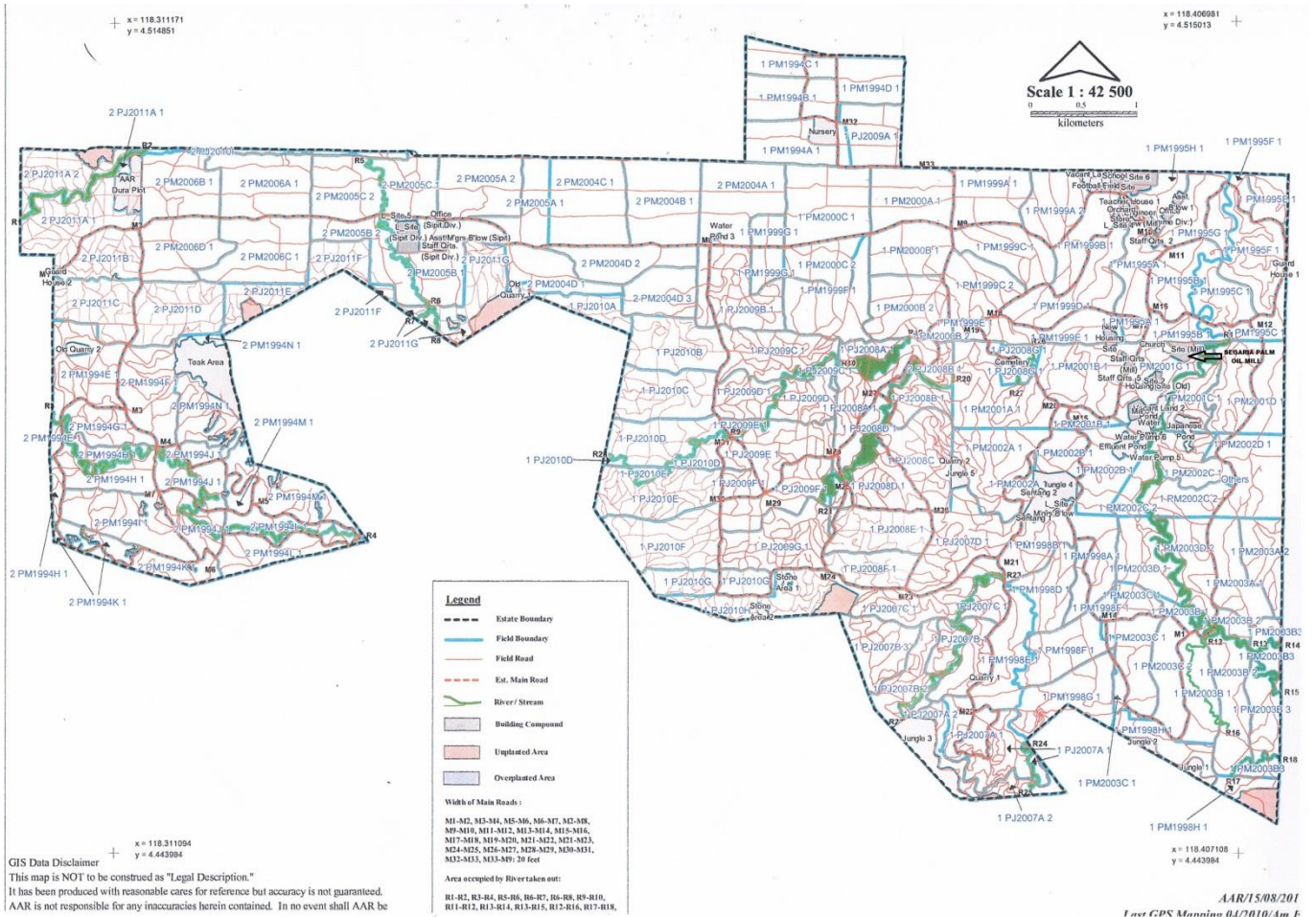
D. Records of CPO & PK Sold under other schemes to Buyers since the last audit (if any)				
No.	Buyers Name	Scheme Name	CPO Sold (mt)	PK Sold (mt)
N/A				

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E. Records of CPO & PK Sold as conventional to Buyers since the last audit (if any) : <i>Mar 18 – Dec 18</i>			
No.	Buyers Name	CPO Sold (mt)	PK Sold (mt)
1.	XXXXX	3,299.70	-
2.	XXXXX	-	320.86
		3,299.70	320.86

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)
N/A			

Appendix F: Location Map of Segaria Palm Oil Mill and Segaria Estate



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

-Not Applicable-

Appendix H: 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
SE	Segaria Estate
SM	Segaria Mill
SEIA	Social & Environmental Impact Assessment
SIA	Social Impact Assessment
SOP	Standard Operating Procedure