

**RSPO PRINCIPLE AND CRITERIA –
2ND ANNUAL SURVEILLANCE ASSESSMENT (ASA2)
Public Summary Report**

Client Company name (Parent Company): Boustead Plantations Berhad
Client company Address: 10th, 11th & 14th Floor, Menara Boustead 69 Jalan Raja Chulan 50200 Kuala Lumpur
Certification Unit: Boustead Emastulin Sdn Bhd Segaria Business Unit Location of Certification Unit: Segaria Palm Oil Mill 91308 Semporna, Sabah Malaysia

TABLE of CONTENTS	Page No
Section 1: Scope of the Certification Assessment.....	4
1. Company Details	4
2. Certification Information	4
3. Other Certifications.....	4
4. Location(s) of Mill & Supply Bases	5
5. Description of Supply Base	5
6. Plantings & Cycle.....	5
7. Certified Tonnage of FFB (Own Certified Scope)	5
8. Certified Tonnage of FFB (from other certified unit(s)) if applicable *.....	5
9. Non-Certified Tonnage of FFB (outside supplier – excluded from certificate) if applicable	6
10. Certified Tonnage	6
11. Actual Sold Volume (CPO)	6
12. Actual Sold Volume (PK)	6
13. Actual Group certification Claims	6
Section 2: Assessment Process	7
2.1 Assessment Methodology, Programme, Site Visits.....	7
2.2 BSI Assessment Team:	9
2.3 Assessment Plan	10
Section 3: Assessment Findings	12
3.1 Normative requirement applied for this assessment:.....	12
3.2 Time Bound Plan progress for multiple management units	12
3.3 Progress of scheme smallholders and/or outgrowers	14
3.4 Details of findings	14
3.4.1 Status of Nonconformities Previously Identified and Observations	20
3.4.2 Summary of the Nonconformities and Status.....	27
3.5 Stakeholders and previous land owner / user consultation	28
3.6 Impartiality and conflict of interest	30
Formal Signing-off of Assessment Conclusion and Recommendation	30
Appendix A: Summary of Findings	31
Appendix B: Approved Time Bound Plan.....	111
Appendix C: GHG Reporting Executive Summary	113
Appendix D: Supply Chain Declaration.....	115
Appendix E: Location Map of Certification Unit and Supply bases.....	118

**RSPO Public Summary Report
Revision 9 (Nov 2019)**

Appendix F: Segaria Estate Field Map.....119
Appendix G: List of Smallholder Sampled.....120
Appendix H: List of Abbreviations121

Section 1: Scope of the Certification Assessment

1. Company Details			
RSPO Membership Number	1-0012-04-000-00	Membership Approval Date	07/03/2018
Parent Company Name	Boustead Plantations Berhad		
Address	10th, 11th & 14th Floor, Menara Boustead, 69 Jalan Raja Chulan, 50200 Kuala Lumpur.		
Subsidiary (Certification Unit Name)	Boustead Emastulin Sdn Bhd - Segaria Business Unit		
Address	Segaria Palm Oil Mill, 91308 Semporna, Sabah, Malaysia		
Contact Name	En. Anuar Semail / Cik Nurul Hanani Binti Abdullah		
Website	www.bousteadplantations.com	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	Production of Crude Palm Oil and Palm Kernel		
Applicable Standards	RSPO Principal & Criterial Malaysia National Interpretation 2019 with Identity Preserved supply chain module.		

3. Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
QMS 00454	ISO 9001:2015	SIRIM QAS International Sdn Bhd	20/07/2021
MSPO 682293	MS 2530:2013 Part 3: General Principles for Palm Oil Plantations and Organised Smallholders	BSI Services Malaysia Sdn Bhd	21/03/2023
MSPO 682292	MSPO MS 2530:2013 Part 4: General Principles for Palm Oil Mills	BSI Services Malaysia Sdn Bhd	21/03/2023

RSPO Public Summary Report
Revision 9 (Nov 2019)

4. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base)	Location [Map Reference #]	GPS Coordinates	
		Latitude	Longitude
Segaria Palm Oil Mill	Segaria Palm Oil Mill, 91308 Semporna, Sabah, Malaysia	4° 29' 54.3" N	118° 24' 03.8" E
Segaria Estate	Segaria Estate, 91308 Semporna, Sabah, Malaysia	4° 29' 54.3" N	118° 24' 03.8" 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	143.90	137.20	4,746.20	94.08%
Total	4,465.10	143.90	137.20	4,746.20	94.08%

*HCV area changes based on HCV assessment report by external assessor

6. Plantings & Cycle							
Estate	Age (Years)					Mature** (ha)	Immature (ha)
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
Segaria Estate	654.90	279.00	2,636.80	771.80	122.60	3,810.20	654.90
Total (ha)	654.90	279.00	2,636.80	771.80	122.60	3,810.20	654.90

7. Certified Tonnage of FFB (Own Certified Scope)			
Estate	Tonnage / year		
	Estimated (Mar 2019 – Feb 2020) (mt)	Actual (Jan 2019 – Dec 2019) (mt)	Forecast (Mar 2020 – Feb 2021) (mt)
Segaria Estate	89,100.00	82,163.52	82,300.00
Total	89,100.00	82,163.52	82,300.00

8. Certified Tonnage of FFB (from other certified unit(s)) if applicable *			
Estate	Tonnage / year		
	Estimated (Mar 2019 – Feb 2020) (mt)	Actual (Jan 2019 – Dec 2019) (mt)	Forecast (Mar 2020 – Feb 2021) (mt)
Nil	N/A	-	N/A
Total	N/A	-	N/A

RSPO Public Summary Report
Revision 9 (Nov 2019)

9. Non-Certified Tonnage of FFB (outside supplier – excluded from certificate) if applicable			
Independent FFB Supplier	Tonnage / year		
	Estimated (Mar 2019 – Feb 2020) (mt)	Actual (Jan 2019 – Dec 2019) (mt)	Forecast (Mar 2020 – Feb 2021) (mt)
Nil	N/A	N/A	N/A
Total	N/A	N/A	N/A

10. Certified Tonnage			
	Estimated (Mar 2019 – Feb 2020) (mt)	Actual (Jan 2019 – Dec 2019) (mt)	Forecast (Mar 2020 – Feb 2021) (mt)
Mill Capacity: 30 MT/hr	FFB	FFB	FFB
	89,100.00	80,062.73	82,300.00
SCC Model: IP	CPO (OER: 23.00 %)	CPO (OER: 23.81 %)	CPO (OER: 23.50 %)
	20,493.00	19,059.77	19,340.50
	PK (KER: 3.50 %)	PK (KER: 3.45 %)	PK (KER: 3.50 %)
	3,118.00	2,762.67	2,880.50

11. Actual Sold Volume (CPO)					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSB		
CPO (MT)	18,103.30	-	-	-	18,103.30

12. Actual Sold Volume (PK)					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSB		
PK (MT)	2,666.22	-	-	-	2,666.22

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

Section 2: Assessment Process

Certification Body:

BSI Services Malaysia Sdn Bhd,
(ASI Accreditation Number: ASI-ACC-067)
Suite 29.01 Level 29, The Gardens North Tower,
Mid Valley City, Lingkaran Syed Putra,
59200 Kuala Lumpur, Malaysia.
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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 13-15 Jan 2020. 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 through verification of CAP was conducted on off-site 11 Apr 2020. The verification was conducted off-site since the evidence was able to be submitted electronically to confirm the effectiveness of the CAP taken.

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 & Criteria Malaysia National Interpretation 2019 and RSPO Supply Chain Certification Standard 2017 were used to guide the collection of information to assess compliance. The comments made by external stakeholders were also taken into account in the assessment.

The approach to the audit was to treat the mill and its supply base as an RSPO Certification Unit. The mill was audited together with the estates (or smallholders) of its supply base.

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

RSPO Public Summary Report
Revision 9 (Nov 2019)

Meetings were held with stakeholders to seek their views on the performance of the company with respect to the RSPO requirements and aspects where they considered that improvements could be made. At the start of each meeting, the interviewer explained the purpose of the audit followed by an evaluation of the relationship between the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and these have been incorporated into the assessment findings.

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

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

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

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

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

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

Assessment Program					
Name (Mill / Supply Base)	Year 1 (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 18, 2021 - January 20, 2021

Total No. of Mandays: 7 mandays

RSPO Public Summary Report
Revision 9 (Nov 2019)

2.2 BSI Assessment Team:

Team Member Name	Role <i>(Team Leader or Team member)</i>	Qualifications <i>(Short description of the team members)</i>
Hafriazhar Mohd Mokhtar	Team Leader	Hafriazhar Mohd. Mokhtar is a Chemical Engineer by qualification. He has more than five years of direct work experience in the upstream processes of palm oil within the plantation industry. He is a qualified Lead Auditor for CDM, ISO 14001, ISO 50001 and ISO 9001 and has accumulated more than 500 audit days throughout his current career as the auditor for multiple disciplines covering Malaysia, Indonesia and Thailand. He has been trained in the RSPO P&C and SCCS standards and recently completed his RSPO P&C Lead Assessor training and has been involved in RSPO audits within Malaysia, Papua New Guinea, Solomon Islands, Gabon, Nigeria and Pakistan. During this assessment, she assessed on the aspects of legal, social, stakeholder engagement and the RSPO supply chain requirements. Able to communicate in Bahasa Malaysia and English.
Muhammad Naquiuddin	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 assessment, he covered the Economic management plan, estate best practices, natural and biodiversity conservation, Waste management, GHG, HCV, and RSPO supply chain requirements. He is fluent in Bahasa Malaysia and English languages.
Vijay Kanna Pakirisamy	Team Member	He holds a bachelor’s degree in Agribusiness Science Management with Honours from University Utara Malaysia in 2010. He gained his working exposure in the plantation sector, serving as an Assistant Manager with KL Kepong and IOI Plantations and as a Sr. Assistant Manager with United Plantations Berhad. Throughout his 10 year tenure in the oil palm industry, he has been part of the operations team that implements standards within the estate such as RSPO, MSPO, ISCC and FINWATCH. He has completed ISO IMS 9001, 14001, 45001(OHS 18001) Lead Auditor Course in November 2019, endorsed RSPO P&C Lead Auditor Course in October 2019 and endorsed MSPO Lead Auditor Course in November 2019. During this assessment, he assessed on the aspects of Occupational, Health & Safety and estate best practises. He is fluent in Bahasa Malaysia and English languages.

Accompanying Persons:

No.	Name	Role
Nil	N/A	N/A

2.3 Assessment Plan

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

Date	Time	Subjects	HMM	MNM	VKP
Sunday, 12/1/2020	1425 – 1715	Travel to Tawau via MAS Flight MH 2664	✓	✓	✓
Monday, 13/1/2020 Segaria Palm Oil Mill	0830 – 0900	Opening Meeting at Segaria Palm Oil Mill: <ul style="list-style-type: none"> • Opening Presentation by Audit team leader • Confirmation of assessment scope and finalize Audit plan (including stakeholder’s consultation) • Verification on previous audit findings 	✓	✓	✓
	0900 – 1230	Segaria Palm Oil Mill (RSPO): Inspection of FFB receiving, warehouse, workshop, wastes management & Landfill, Effluent Ponds, OSH & ERP, Environment issues, POME application, water treatment, staff, workers and contractor interview, housing and facility inspection, clinic, meeting stakeholders etc.	✓	✓	✓
	1230 – 1330	Lunch break	✓	✓	✓
	1330 – 1630	Segaria Palm Oil Mill (RSPO): Lab, weighbridge and palm product storage area. Document Review P1 – P7: 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	✓	✓	✓
	1630 – 1700	Interim briefing	✓	✓	✓
Tuesday 14/1/2020 Segaria Estate	0830 – 1230	Segaria Estate (RSPO): Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH & ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc.), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill & etc.	✓	✓	✓
	1230 – 1330	Lunch break	✓	✓	✓

RSPO Public Summary Report
Revision 9 (Nov 2019)

Date	Time	Subjects	HMM	MNM	VKP
	1330 - 1630	Segaria Estate (RSPO): 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.)	✓	✓	✓
	1630 - 1700	Interim briefing	✓	✓	✓
Wednesday, 15/1/2020 Segaria Palm Oil Mill	0830 - 1230	Supply chain audit for Segaria Palm Oil Mill (RSPO): <ul style="list-style-type: none"> • General COC for supply chain • RSPO rules communication and claim Module D: Identity Preserved 	✓	✓	-
		Segaria Palm Oil Mill (MSPO): Plant visit, FFB receiving, warehouse, workshop, wastes management & Landfill, Effluent Ponds, OSH & ERP, Environment issues, POME application, water treatment. Laboratory, weighbridge and palm product storage area, staff, workers and contractor interview, housing and facility inspection, clinic, etc.	-	-	✓
	1230 - 1330	Lunch break	✓	✓	✓
	1330 - 1630	Segaria Palm Oil Mill (MSPO): Document review (MS2530:2011 Part 4): P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement, P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services and P6 : Best practices, P7: Development of New Planting	✓	✓	✓
	1630 - 1700	Interim briefing	✓	✓	✓
	Thursday 16/1/2020 Segaria Estate	09:00 - 12:30	Segaria Estate (MSPO): Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc.), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill etc.	✓	✓
	10:30 - 12:30	Meeting with stakeholders (Government, village rep, smallholders, Union Leader, contractor etc.)	✓	-	-
	12:30 - 13:30	Lunch break	✓	✓	✓

Date	Time	Subjects	HMM	MNM	VKP
	13:30 – 16:30	Segaria Estate (MSPO): Document Review (MS2530:2011 Part 3): P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement, P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services, P6 : Best practices	✓	✓	✓
	16:30 – 17:00	Closing meeting	✓	✓	✓
Friday, 17/1/2020	1115 – 1345	Travel back to KL via MAS Flight MH 2661	✓	✓	✓

Section 3: Assessment Findings

3.1 Normative requirement applied for this assessment:

- Boustead Plantations Berhad Multiple Management Units / Time Bound Plan
- RSPO P&C 2018 Generic
- RSPO Group Certification Standard 2016
- RSPO Supply Chain Certification Standard 2017
- RSPO P&C Malaysia National Interpretation 2019

3.2 Time Bound Plan progress for multiple management units

Time Bound Plan		
Requirement	Remarks	Compliance
Does the plan include all current subsidiaries, estates and mills that is under the control of the holding company?	Yes, the plan include all current subsidiaries, estates and mills that is under the control of the holding company.	Complied
Have all the estates and mills certified within five years after obtaining RSPO membership?	Yes, please refer to TBP for details. This was also reported under section 4.2.1 in the RSPO Annual Communications of Progress (ACOP) 2018.	Complied
Have there been any new acquisitions? If yes, the new acquisitions shall be certified within three-year from the date of acquisition. Certification plan for the new acquisition shall be available.	Yes, 2 new acquisitions took place in 2018 and 2019 each, please refer to TBP for details. This was reported under section 4.2.1 in the RSPO Annual Communications of Progress (ACOP) 2018.	Complied
Have there been any changes to the time-bound plan since the last audit (both new acquisition and existing)? If yes, justification is required. Is this consistent with the ACOP reporting?	Yes, changes involved existing certified and uncertified units as well as new acquisitions. Boustead has recently acquired Pertama Group Estates 11, 579.31 hectares plantation land located in the District of Labuk and Sugut, Sabah from Duta Plantations Berhad. The Acquisition was	Complied

RSPO Public Summary Report
Revision 9 (Nov 2019)

	completed on 16th May 2018. Boustead have included Pertama Estates in the concession file. Year expected to achieve 100% RSPO certification of estates and mills will be in 2022.	
Have there been any isolated lapses in implementation of the plan? If yes a Minor non-compliance shall be raised	No isolated lapses in implementation of plan found.	Complied
Have there been any fundamental failure (e.g. unable to justify delay in planning the assessments) to proceed with implementation of the plan? If yes a Major non-compliance shall be raised	No fundamental failure to proceed with implementation of plan found.	Complied
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. 	Neither cases of primary forest nor area required to maintain or enhance HCVs in accordance with RSPO P&C criterion 7.3 been replaced.	Complied
Any new plantings since January 1 st 2010 shall comply with the RSPO New Plantings Procedure.	Neither new planting within un-certified units nor newly acquired units since January 1 st 2010.	Complied
Any Land conflicts are being resolved through a mutually agreed process, such as RSPO Complaints System or Dispute Settlement Facility, in accordance with RSPO P&C criteria 2.2, 6.4, 7.5 and 7.6. The RSPO RaCP tracker shall be checked to confirm for any land conflicts/Liabilities https://www.rspo.org/certification/remediation-and-compensation/racp-tracker . The progress on the Liabilities shall be verified and reported.	Neither land conflicts occurred within un-certified units nor newly acquired units by Boustead.	Complied
Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO P&C criterion 6.3.	Neither labour disputes occurred within un-certified units nor newly acquired units by Boustead.	Complied
Any Legal non-compliance is being addressed through measures consistent with the requirements of RSPO P&C criteria 2.1	Neither legal non-compliance occurred within un-certified units nor newly acquired units by Boustead.	Complied
Did the company conduct internal audit against the uncertified management units requirement? If yes, a positive assurance statement shall be available.	Yes, internal audit conducted by sustainability team personnel from Boustead HQ.	Complied
Have there been any stakeholder (including NGO) consultation conducted?	Yes, stakeholder consultation conducted independently at respective sites.	Complied

3.3 Progress of scheme smallholders and/or outgrowers

Progress of scheme smallholders or outgrowers towards compliance with relevant standards		
Requirement	Remarks	Compliance
<p>Has 100% of scheme smallholders and/or scheme outgrowers comply with the standard within three years of the mill's initial certification?</p> <p>OFI shall be raised if after one year where 100% of the scheme smallholders and scheme outgrowers are not in compliance, a minor NC after two years, and a major NC if this requirement is not met after three years.</p>	Not applicable	N/A

3.4 Details of findings

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

During the Annual Surveillance Assessment 2 2020, there were five (5) Critical, (Highlighted as Major) and two (2) Non-Critical (Highlighted as 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 its effectiveness and closed accordingly. The below is the summary of the non-conformity raised during this assessment.

Non-conformity			
NCR Ref #	1872166-202001-M1	Clause & Category (Major / Minor)	3.4.3 - RSPO P&C MYNI 2019 (Critical/Major)
Date Issued	15/1/2020	Due Date	14/4/2020
Closed (Yes / No)	Yes	Date of nonconformity Closure	11/4/2020
Statement of Nonconformity:	The environmental management and monitoring inadequately implemented		
Requirement Reference:	(C) The social and environmental management and monitoring plan is implemented, reviewed and updated regularly in a participatory way.		
Objective Evidence:	Segaria Palm Oil Mill: The potential environmental aspect and impact for activities related to mill workers new housing constructions were assessed and documented in the register of Environmental Aspect and Impact dated January 2020.		
Corrections:	Immediately prepare assessment the potential EAI for new housing construction.		
Root Cause Analysis:	The management has implemented EAI but not reviewed and updated.		

RSPO Public Summary Report
Revision 9 (Nov 2019)

Corrective Actions:	The management will ensure proper management and monitoring in future.
Assessment Conclusion:	<p>Major NC close out verification:</p> <p>Corrective action plan taken was verified as per evidence submitted as following:</p> <ul style="list-style-type: none"> - Updated Environmental Aspect and Impact Identification FY: 2020/2021; Serial # EAI/2020/015-1; dated 21/1/2020 with inclusion of Housing Construction Work activities - Table of monitoring hierarchy of EAI update by Environment Supervisor; Assistant Mill Manager and Mill Manager <p>Evidence shown the CAP was found to be effective thus the major NC was closed on 11/4/2020. Continuous implementation will be further verified in the next audit.</p>

Non-conformity			
NCR Ref #	1872166-202001-M2	Clause & Category (Major / Minor)	6.2.4 - RSPO P&C MYNI 2019 (Critical/Major)
Date Issued	15/1/2020	Due Date	14/4/2020
Closed (Yes / No)	Yes	Date of nonconformity Closure	11/4/2020
Statement of Nonconformity:	<p>Segaria Palm Oil Mill:</p> <p>The implementation of housing area inspection was insufficient according to requirement under Workers Minimum Housing & Amenities Act 1990; Para 23. Weekly inspection of worker’s housing; (1) It shall be the duty of the employer of a place of employment where workers and their dependents are provided with housing accommodation to ensure that –</p> <ul style="list-style-type: none"> (a) the area surrounding the workers’ housing is kept clear of undergrowth and maintained in a clean and sanitary condition; (b) the perimeter drains around each dwelling or block of dwellings including all outlet drains are kept in a good state of repair and clear of refuse or undergrowth to permit free flow of water; (c) all refuse in the housing site is collected daily and disposed of satisfactorily 		
Requirement Reference:	<p>(C) The unit of certification provides adequate housing, sanitation facilities, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible. National laws or in their absence the ILO Guidance on Workers’ Housing Recommendation No. 115, are used. In the case of acquisitions of non-certified units, a plan is developed detailing the upgrade of infrastructure. A reasonable time (5years) is allowed to upgrade the infrastructure.</p>		
Objective Evidence:	<p>Segaria Palm Oil Mill:</p> <p>Visit to Segaria POM workers housing area found that at the housing area at the new house construction site, the outlet drain also found not clear of undergrowth to permit free flow of water.</p>		
Corrections:	Immediately clear off the outlet drain area after the construction house completed.		

RSPO Public Summary Report
Revision 9 (Nov 2019)

Root Cause Analysis:	The contractor failed to maintain and comply cleanliness and safety at construction area. Lack of housing area inspection from management.
Corrective Actions:	The management will provide briefings and training to all contractors before commencing work and the management will conduct periodic inspections of residential areas.
Assessment Conclusion:	Major NC close out verification: Corrective action plan taken was verified as per evidence submitted as following: - Photographic evidence of clearing and cleaning at affected workers housing area - Records of briefing of contractors dated 10/3/2020 by Assistant Mill Manager and Mill Manager Evidence shown the CAP was found to be effective thus the major NC was closed on 11/4/2020. Continuous implementation will be further verified in the next audit.

Non-conformity			
NCR Ref #	1872166-202001-M3	Clause & Category (Major / Minor)	6.7.3 - RSPO P&C MYNI 2019 (Critical/Major)
Date Issued	15/1/2020	Due Date	14/4/2020
Closed (Yes / No)	Yes	Date of nonconformity Closure	11/4/2020
Statement of Nonconformity:	Segaria Estate: Workers were found not using appropriate PPE/ not using the PPE correctly.		
Requirement Reference:	(C) Workers use appropriate personal protective equipment (PPE), which is provided free of charge to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, land preparation, and harvesting. Sanitation facilities for those applying pesticides are available, so that workers can change out of PPE, wash and put on their personal clothing.		
Objective Evidence:	Segaria Estate: It was sighted during the Site Visit at Segaria Estate, a chemical sprayer was wearing the nitrile gloves inside out indicating the contaminated side of the gloves was in contact with the workers skin. It was also sighted at the premix station a total of 4 workers filling water into the premix containers not wearing appropriate PPE (safety boots, nitrile gloves, apron, face masks/respirators). They were also noticed to be sitting on the premix containers.		
Corrections:	Immediately conduct refreshing training on correct way of PPE usage and safe procedure for Premix station to all Mandore and spraying operators.		
Root Cause Analysis:	Less training on PPE implementation for Premix Station		
Corrective Actions:	Regularly conduct briefing on the important of PPE usage on Premix Station		
Assessment Conclusion:	Major NC close out verification:		

RSPO Public Summary Report
Revision 9 (Nov 2019)

	<p>Corrective action plan taken was verified as per evidence submitted as following:</p> <ul style="list-style-type: none"> - Records of photos, training report and attendance on Chemical Mixing & Handling Safety Procedures and PPE training of affected workers dated 14/3/2020 by Estate’s Assistant Manager and Senior Manager - Records of Segaria Estate workers’ OSH training programs 2020; updated Jan 2020 - Records of Segaria Estate workstation maintenance programs 2020 <p>Evidence shown the CAP was found to be effective thus the major NC was closed on 11/4/2020. Continuous implementation will be further verified in the next audit.</p>
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Non-conformity			
NCR Ref #	1872166-202001-M4	Clause & Category (Major / Minor)	7.2.7 - RSPO P&C MYNI 2019 (Critical/Major)
Date Issued	15/1/2020	Due Date	14/4/2020
Closed (Yes / No)	Yes	Date of nonconformity Closure	11/4/2020
Statement of Nonconformity:	Segaria Estate: Chemicals were stored in stores not assigned as Chemical Store.		
Requirement Reference:	(C) Storage of all pesticides is in accordance with recognised best practices.		
Objective Evidence:	Segaria Estate: During the site visit at Segaria Estate it was sighted that there were many Pesticide containers such as Amine & Glyphosate filled with chemicals placed in the staffs personal stores (Not Chemical Store). These stores did not have the basic requirements of a chemical store such a Chemical Store Signages, Hazard Signages, Bund traps, Spill Kits, Available SDS, etc.		
Corrections:	Immediately conduct refreshing training on correct way of PPE usage and safe procedure for Premix station to all Mandore and spraying operators.		
Root Cause Analysis:	Minimal balance of chemical use after premix activity wrongly kept in Tools store.		
Corrective Actions:	Do training on chemical calibration then emphasis chemical issuance based on target are to be sprayed in a day work.		
Assessment Conclusion:	<p>Major NC close out verification:</p> <p>Corrective action plan taken was verified as per evidence submitted as following:</p> <ul style="list-style-type: none"> - Records of photos, training report and attendance on Chemical Issuance & Storage of Premixes Balance of affected workers dated 25/2/2020 by Estate’s Assistant Manager and Senior Manager - Issuance of Internal Memo by Senior Estate Manager to all Field Staff on Chemical Issuance & Storage of Premixes Balance - Records of photos, training report and attendance on Chemical and Pesticide Usage Calibration of all affected staff and workers dated 10/3/2020 by Estate’s Assistant Manager and Senior Manager 		

RSPO Public Summary Report
Revision 9 (Nov 2019)

	Evidence shown the CAP was found to be effective thus the major NC was closed on 11/4/2020. Continuous implementation will be further verified in the next audit.
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Non-conformity			
NCR Ref #	1872166-202001-M5	Clause & Category (Major / Minor)	5.3.2 - RSPO SCCS 2017 (Critical/Major)
Date Issued	15/1/2020	Due Date	14/4/2020
Closed (Yes / No)	Yes	Date of nonconformity Closure	11/4/2020
Statement of Nonconformity:	Segaria Palm Oil Mill: Found internal audit RSPO was not review in management review meeting		
Requirement Reference:	<p>The site shall have a written procedure to conduct annual internal audit to determine whether the organisation;</p> <ul style="list-style-type: none"> • Conforms to the requirements in the RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents. • Effectively implements and maintains the standard requirements within its organisation. <p>Any non-conformities found as part of the internal audit shall be issued corrective action. The outcomes of the internal audits and all actions taken to correct non-conformities shall be subject to management review at least annually. The organisation shall be able to maintain the internal audit records and reports.</p>		
Objective Evidence:	Segaria Palm Oil Mill: Internal audit was done on 18 – 20 December 2019 by company internal auditor. There are 2 Major NC for SCCS as per record. No management review have been done to discuss NC for internal Audit 2019.		
Corrections:	Organise MRM immediately and documented.		
Root Cause Analysis:	The RSPO internal audit for mill and estate not been conducted simultaneously.		
Corrective Actions:	Plan future audit to be conducted simultaneously in the same audit plan.		
Assessment Conclusion:	<p>Major NC close out verification:</p> <p>Corrective action plan taken was verified as per evidence submitted as following:</p> <ul style="list-style-type: none"> - Records of minutes of meeting for RSPO SCCS management review chaired by Boustead’s Sustainability Chairman and attended by all managers dated 23/1/2020 - Notification of Management Review Meeting to be conducted simultaneously with Internal Audit records of by Boustead’s Sustainability Chairman and to all managers dated 23/1/2020 <p>Evidence shown the CAP was found to be effective thus the major NC was closed on 11/4/2020. Continuous implementation will be further verified in the next audit.</p>		

RSPO Public Summary Report
Revision 9 (Nov 2019)

Non-conformity			
NCR Ref #	1872166-202001-N1	Clause & Category (Major / Minor)	2.2.3 - RSPO P&C MYNI 2019 (Minor)
Date Issued	15/1/2020	Due Date	Next annual surveillance assessment
Closed (Yes / No)	No	Date of nonconformity Closure	"Open"
Statement of Nonconformity:	Segaria Palm Oil Mill: The contract sampled did not contained clauses disallowing child, forced and trafficked labour		
Requirement Reference:	All contracts, including those for FFB supply, contain clauses disallowing child, forced and trafficked labour. Where young workers are employed, the contracts include a clause for their protection.		
Objective Evidence:	Segaria Palm Oil Mill: Found contract for on Yee Ping Trading Sdn Bhd, Syarikat Perdagangan Lean Soon Hung Sdn Bhd and Jocephenie Shipping & Freight Forwarding Sdn Bhd dated 1 Jan 2019 did not contain clauses disallowing child, forced and trafficked labour.		
Corrections:	Immediately ask for assistance from Marketing & Sustainability Department to prepare new contract with new terms.		
Root Cause Analysis:	The previous contract term as mill is not follow the guidelines for new P&C 2019 (Principal and Criteria)		
Corrective Actions:	The management will prepare new agreement with all guidelines for new P&C 2019 and will implemented training and briefing to relevant contractors.		
Assessment Conclusion:	The submitted CAP detailing on proposed actions to be taken to address the nonconformity based on the root cause determined were being reviewed by auditors deemed to be appropriate. Thus, the evidence of effectiveness of CAP will be verify during next coming surveillance assessment.		

Non-conformity			
NCR Ref #	1872166-202001-N2	Clause & Category (Major / Minor)	3.5.1 - RSPO P&C MYNI 2019 (Minor)
Date Issued	15/1/2020	Due Date	Next annual surveillance assessment
Closed (Yes / No)	No	Date of nonconformity Closure	"Open"

RSPO Public Summary Report
Revision 9 (Nov 2019)

Statement of Nonconformity:	Segaria Palm Oil Mill: The documented employment procedures for recruitment, selection, hiring, promotion, retirement and/or termination are not available to the workers.
Requirement Reference:	Employment procedures for recruitment, selection, hiring, promotion, retirement and/or termination are documented and made available to the workers and their representatives where applicable.
Objective Evidence:	Segaria Palm Oil Mill: Documented employment procedures for recruitment, selection, hiring, promotion, retirement and/or termination are not available during the audit.
Corrections:	The mill was established the flowchart for Employment new recruitment.
Root Cause Analysis:	The management has established employment new recruitment flowchart and implemented, but the employment procedure new recruitment not well documented as per HQ/HR guidance.
Corrective Actions:	The flowchart for Employment recruitment will be used to create the procedure and documented.
Assessment Conclusion:	The submitted CAP detailing on proposed actions to be taken to address the nonconformity based on the root cause determined were being reviewed by auditors deemed to be appropriate. Thus, the evidence of effectiveness of CAP will be verify during next coming surveillance assessment.

Opportunity for Improvements

OFI #	Description
Nil	N/A

Positive Findings

PF #	Description
PF 1	Stakeholder interview – mostly positive feedbacks
PF 2	Good continuous improvement program implementation generally for productivity aspects
PF 3	Good social contributions towards internal and external stakeholders
PF 4	Good documents retrieval

3.4.1 Status of Nonconformities Previously Identified and Observations

Non-conformity			
NCR Ref #	1734699-201901-M1	Clause & Category (Major / Minor)	5.2.1 - RSPO P&C MYNI 2014 (Major)
Closed (Yes / No)	Yes	Date of nonconformity Closure	2/4/2019

RSPO Public Summary Report
Revision 9 (Nov 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:	Segaria Estate: 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.
Correction/containment	To follow up with BEA Sustainability section at HQ. E-mails dated 01/02/2019 and 07/02/2019 to MEC (Environmental Consultant) was been delivered as to urge them expedite full report submission.
Cause	Full HCV report yet to be available for auditor perusal.
Corrective Actions:	Management plan was done and implemented once HCV report obtained. Evidence verified: - Follow-up Emails dated 1/2/2019 & 7/2/2019 - Extracts of HCV report November 2017 by MEC - HCV Management Action Plan 2019
Assessment Conclusion:	ASA 2 verification: Corrective action found to be effective, based on-site verification and supported with sufficient documented evidence. The High Conservation Value assessment report was available dated November 2018 by Malaysian Environmental Consultant Sdn. Bhd. This HCV report cover the identification of high biodiversity value habitat in Segaria estate. From the report, there are HCV 1,2,3 and 4 in Segaria Estate with total 143.9 Ha. The HCV report for the assessment done concurrently by internal assessors shown a total of 143.9 ha of HCV areas identified consist of following: - Buffer zone/riparian – 71.9 Ha - Pocket Jungle – 33.3 ha - unplanted area/steep area – 38.7 ha CAP implementations were effectively evidence. Hence, Major NC remained closed.

Non-conformity			
NCR Ref #	1734699-201901-M2	Clause & Category (Major / Minor)	6.5.2 - RSPO P&C MYNI 2014 (Major)
Closed (Yes / No)	Yes	Date of nonconformity Closure	2/4/2019

RSPO Public Summary Report
Revision 9 (Nov 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:	<p>Segaria Estate:</p> <p>Workers were found being employed without having the work agreement as per following:</p> <ol style="list-style-type: none"> 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
Correction/containment	Expedite legalization process then prepare new fresh work agreement for them.
Cause	Expiry of valid passport and work pass during retention at Immigration Department of Semporna District for renewal purpose.
Corrective Actions:	<p>Contract agreement must be available for new recruit/engage worker prior to start work.</p> <p>Evidence verified:</p> <ul style="list-style-type: none"> - Expedite follow-up email with agent - Re-application to ambassador through agent - Work agreement copy sample
Assessment Conclusion:	<p>ASA 2 verification:</p> <p>Corrective action found to be effective, based on-site verification and supported with sufficient documented evidence.</p> <p>Details of payments and conditions of employment are stated and documented in the Letters of Employment given to all workers and staff in Segaria business unit. The documents are prepared in dual-language, i.e. English and another language that the worker is conversant in (either Hindi, Bengali, or Bahasa). The contract stipulates terms of conditions of service such position, period of employment, types of work, responsibilities of employer, responsibilities of employee, salary payable, working hours, annual leave, sick leave and public holidays, mutual termination of contract, facilities, etc. The documents are signed by the Human Resources Manager and the worker, and dated.</p> <p>Sample mill agreements:</p> <ul style="list-style-type: none"> - Employee ID # 0318B; Date joined: 14/2/1998; Workstation: Sampling boy; Nationality: Malaysia - Employee ID # 0112H; Date joined: 1/11/2009; Workstation: Sprinkler Operator; Nationality: Malaysia - Employee ID # 0337A; Date joined: 4/10/2015; Workstation: Ramp Operator; Nationality: Indonesia - Employee ID # 0472I; Date joined: 26/9/2018; Workstation: Fitter Apprentice; Nationality: Malaysia

RSPO Public Summary Report
Revision 9 (Nov 2019)

	<ul style="list-style-type: none"> - Employee ID # 0224F; Date joined: 4/11/2008; Workstation: USB Collector; Nationality: Malaysia - Employee ID # 0209E; Date joined: 26/8/2005; Workstation: Line Sweeper; Nationality: Malaysia <p>Agreement found insufficiently detailing conditions related to entitlement of local and foreign workers in accordance with but not limited to Sabah Labour Ordinance and Sabah Immigration Ordinance such as workers' accommodation, medical treatments, amenities, transportation, levy, insurance compensation and etc.</p> <p>Sample estate agreements:</p> <ul style="list-style-type: none"> - Employee ID # 1912; Date joined: 1/10/2012; Post: Harvester; Nationality: Indonesia - Employee ID # 2245; Date joined: 1/1/2018; Post: Driver; Nationality: Malaysia - Employee ID # 2490; Date joined: 26/12/2010; Post: General Worker; Nationality: Indonesia - Employee ID # 1875; Date joined: 26/2/2010; Post: Manurer; Nationality: Indonesia - Employee ID # 1999; Date joined: 1/10/2016; Post: Loose Fruit Collector; Nationality: Malaysia - Employee ID # 2654; Date joined: 1/1/2019; Post: Harvester; Nationality: Malaysia - Employee ID # 2511; Date joined: 1/7/2018; Post: Loose Fruit Collector; Nationality: Indonesia - Employee ID # 1840; Date joined: 26/9/2010; Post: Gardener; Nationality: Indonesia <p>Agreement found insufficiently detailing conditions related to entitlement of local and foreign workers in accordance with but not limited to Sabah Labour Ordinance and Sabah Immigration Ordinance such as workers' accommodation, medical treatments, amenities, transportation, levy, insurance compensation and etc.</p> <p>CAP implementations were effectively evidence. Hence, Major NC remained closed.</p>
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Non-conformity			
NCR Ref #	1734699-201901-M3	Clause & Category (Major / Minor)	6.12.3 - RSPO P&C MYNI 2014 (Major)
Closed (Yes / No)	Yes	Date of nonconformity Closure	2/4/2019
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:	Segaria Estate: List of workers already employed (Senarai Pekerja Filipina - Passport Baru) not according to Foreign Labour Policy (Date Approved : 13/4/2016) and Foreign		

RSPO Public Summary Report
Revision 9 (Nov 2019)

	Workers Procedure (Issue 1; Date of issue: Jan 2016; Rev. # 1; Date Approved: 25/1/2016)
Correction/containment	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.
Cause	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. Evidence verified: - Briefing to PIC and memo on Foreign Labour Policy and Foreign Workers Procedure
Assessment Conclusion:	<p>ASA 2 verification: Corrective action found to be effective, based on-site verification and supported with sufficient documented evidence.</p> <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>Details of payments and conditions of employment are stated and documented in the Letters of Employment given to all workers and staff in Segaria business unit. The documents are prepared in dual-language, i.e. English and another language that the worker is conversant in (either Hindi, Bengali, or Bahasa). The contract stipulates terms of conditions of service such position, period of employment, types of work, responsibilities of employer, responsibilities of employee, salary payable, working hours, annual leave, sick leave and public holidays, mutual termination of contract, facilities, etc. The documents are signed by the Human Resources Manager and the worker, and dated.</p> <p>Sample mill agreements:</p> <ul style="list-style-type: none"> - Employee ID # 0318B; Date joined: 14/2/1998; Workstation: Sampling boy; Nationality: Malaysia - Employee ID # 0112H; Date joined: 1/11/2009; Workstation: Sprinkler Operator; Nationality: Malaysia - Employee ID # 0337A; Date joined: 4/10/2015; Workstation: Ramp Operator; Nationality: Indonesia - Employee ID # 0472I; Date joined: 26/9/2018; Workstation: Fitter Apprentice; Nationality: Malaysia - Employee ID # 0224F; Date joined: 4/11/2008; Workstation: USB Collector; Nationality: Malaysia - Employee ID # 0209E; Date joined: 26/8/2005; Workstation: Line Sweeper; Nationality: Malaysia <p>Agreement found insufficiently detailing conditions related to entitlement of local and foreign workers in accordance with but not limited to Sabah Labour Ordinance and Sabah Immigration Ordinance such as workers' accommodation, medical treatments, amenities, transportation, levy, insurance compensation and etc.</p> <p>Sample estate agreements:</p> <ul style="list-style-type: none"> - Employee ID # 1912; Date joined: 1/10/2012; Post: Harvester; Nationality: Indonesia

RSPO Public Summary Report
Revision 9 (Nov 2019)

	<ul style="list-style-type: none"> - Employee ID # 2245; Date joined: 1/1/2018; Post: Driver; Nationality: Malaysia - Employee ID # 2490; Date joined: 26/12/2010; Post: General Worker; Nationality: Indonesia - Employee ID # 1875; Date joined: 26/2/2010; Post: Manurer; Nationality: Indonesia - Employee ID # 1999; Date joined: 1/10/2016; Post: Loose Fruit Collector; Nationality: Malaysia - Employee ID # 2654; Date joined: 1/1/2019; Post: Harvester; Nationality: Malaysia - Employee ID # 2511; Date joined: 1/7/2018; Post: Loose Fruit Collector; Nationality: Indonesia - Employee ID # 1840; Date joined: 26/9/2010; Post: Gardener; Nationality: Indonesia <p>Agreement found insufficiently detailing conditions related to entitlement of local and foreign workers in accordance with but not limited to Sabah Labour Ordinance and Sabah Immigration Ordinance such as workers' accommodation, medical treatments, amenities, transportation, levy, insurance compensation and etc.</p> <p>CAP implementations were effectively evidence. Hence, Major NC remained closed.</p>
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Non-conformity			
NCR Ref #	1734699-201901-N1	Clause & Category (Major / Minor)	4.7.5 - RSPO P&C MYNI 2014 (Minor)
Closed (Yes / No)	Yes	Date of nonconformity Closure	13/1/2020
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.		
Correction/containment	Liaise with respective Assessor then immediately notify DOSH through JKKP7 and quickly do amendment of JKKP8 for year 2018.		
Cause	Misinterpretation between Estate Management and Assessor.		
Corrective Actions:	Timely JKKP7 submission upon test result discussion which clearly agreed by both parties.		
Assessment Conclusion:	ASA 2 verification:		

RSPO Public Summary Report
Revision 9 (Nov 2019)

	<p>Corrective action found to be effective, based on-site verification and supported with sufficient documented evidence.</p> <p>Emergency Response Plans are available for Emergency Contact Number, Emergency Evacuation, First Aid Locations, Fire Extinguisher Locations, Emergency Response Plan (Fire, Chemical Spillage, Chemical Contamination, Flood and Accident) and displayed at strategic locations around the mill, estate office and stores. The competent personals are appointed and trained to be part of the Emergency Response Team. Appointment letters were sighted in both mill and estate respectively.</p> <p>Records of latest trainings done are as below.</p> <table border="1"> <thead> <tr> <th>TRAININGS</th> <th>DATE</th> </tr> </thead> <tbody> <tr> <td>Taklimat Pelan Tindakan Kecemasan (ERP)</td> <td>10.11.2018</td> </tr> <tr> <td>Taklimat dan Latihan Kebakaran (Fire Drill)</td> <td>20.12.2018</td> </tr> </tbody> </table> <p>The assigned first aiders were present at the site visited. They showed understanding on the contents and usage of the items in the First Aid Kits. First aid kits were available at the sampled locations mentioned in the First Aid Kit Location Map. Sampled First aid Kit boxes showed regular maintenance and records of the usage.</p> <p>Records of all accidents were kept and reviewed during the periodic Safety And Health Meeting done in the Segaria POM and Estate respectively.</p> <p>CAP implementations were effectively evidence. Hence, Minor NC has been closed on 13/1/2020.</p>	TRAININGS	DATE	Taklimat Pelan Tindakan Kecemasan (ERP)	10.11.2018	Taklimat dan Latihan Kebakaran (Fire Drill)	20.12.2018
TRAININGS	DATE						
Taklimat Pelan Tindakan Kecemasan (ERP)	10.11.2018						
Taklimat dan Latihan Kebakaran (Fire Drill)	20.12.2018						

Non-conformity			
NCR Ref #	1734699-201901-N2	Clause & Category (Major / Minor)	5.3.3 - RSPO P&C MYNI 2014 (Minor)
Closed (Yes / No)	Yes	Date of nonconformity Closure	13/1/2020
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:	Segaria Palm Oil Mill: 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.		
Correction/containment	Immediately clear off the decanter cake for fertilizer.		
Cause	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:	<p>ASA 2 verification: Corrective action found to be effective, based on-site verification and supported with sufficient documented evidence.</p> <p>The waste management plan was available dated 13 April 2019 in Segaria Mill, this incorporated recycled waste, Scheduled waste, Domestic waste, industrial waste, E- Waste, Sludge cake waste and laboratory waste.</p> <p>All waste products and sources of pollution had been identified in Waste Management Action Plan Year 2020 for the estate. Based on the Waste Management Action Plan Year 2020 the following wastes and its sources were identified:</p> <ul style="list-style-type: none"> - Domestic waste: Rubbish from linesite, office and etc. at Field PM99A - Scheduled waste: SW305, SW306, SW 410 & SW 102 - Recyclable waste: Empty chemical container, empty fertilizer bag, palm fronds, etc. <p>CAP implementations were effectively evidence. Hence, Minor NC has been closed on 13/1/2020.</p>

Opportunity for Improvement	
OFI#	Description
OFI 1	-Nil-

3.4.2 Summary of the Nonconformities and Status

CAR Ref.	Category (Major / Minor)	P&C Indicator	Issued Date	Status & Date (Closure)
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	Closed on 31/1/2019
1563886-201712-N2	Minor	6.5.3	06/12/2017	Closed on 31/1/2019
1734699-201901-M1	Major	5.2.1	31/1/2019	Closed on 2/4/2019
1734699-201901-M2	Major	6.5.2	31/1/2019	Closed on 2/4/2019
1734699-201901-M3	Major	6.12.3	31/1/2019	Closed on 2/4/2019
1734699-201901-N1	Minor	4.7.5	31/1/2019	Closed on 13/1/2020

1734699-201901-N2	Minor	5.3.3	31/1/2019	Closed on 13/1/2020
1872166-202001-M1	Critical (Major)	3.4.3	15/1/2020	Closed on 11/4/2020
1872166-202001-M2	Critical (Major)	6.2.4	15/1/2020	Closed on 11/4/2020
1872166-202001-M3	Critical (Major)	6.7.3	15/1/2020	Closed on 11/4/2020
1872166-202001-M4	Critical (Major)	7.2.7	15/1/2020	Closed on 11/4/2020
1872166-202001-M5	Critical (Major)	SCCS 5.3.2	15/1/2020	Closed on 11/4/2020
1872166-202001-N1	Minor	2.2.3	15/1/2020	Open
1872166-202001-N2	Minor	3.5.1	15/1/2020	Open

3.5 Stakeholders and previous land owner / user 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 and Supply Base 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> <ul style="list-style-type: none"> General workers Mill operators Harvesters Sprayers Gender committee representative Crèche Minders 	<p>Local communities/Union/Contractors</p> <ul style="list-style-type: none"> Mill vendors (contractors & suppliers) Estate vendors (contractors & suppliers) Estate sundry shop operators NUPW representatives
<p>Government Departments</p> <ul style="list-style-type: none"> SK Ladang Segaria 	<p>NGO</p> <ul style="list-style-type: none"> CLC Volunteer/Teacher

RSPO Public Summary Report
Revision 9 (Nov 2019)



IS #	Stakeholders comment
1	Feedbacks: <u>Mill and estate vendors (Contractors & Suppliers)</u> - The payment received is within the timeline. It was a long term business relationship and no other issue.
	Management Responses: Noted on the information.
	Audit Team Findings: No other issue.
2	Feedbacks: <u>SK Ladang Segaria Teacher</u> Estate management helped a lot in school children programs and actively participating in events organized by Teachers and Parents Association (PIBG). Look forward to continuous good relationship.
	Management Responses: Noted on the information.
	Audit Team Findings: No other issue.
3	Feedbacks: <u>CLC Teacher</u> Estate and mill management assist a lot on promoting and ensuring all foreign workers' children to attend schooling at CLC. Sufficient facilities provided by company for CLC operation.
	Management Responses: Noted on the information.
	Audit Team Findings: No other issue.
4	Feedbacks: <u>Crèche Minders</u> Sufficient caretakers provided to all employees' children during working hour. Good facilities maintained for crèche operation
	Management Responses: Noted on the information.
	Audit Team Findings: No other issue.
5	Feedbacks: <u>Segaria POM Canteen operator</u> The canteen operated from morning until evening. The water used for cook and drinks are come from clean water supply from house which they bring themselves.
	Management Responses: Noted on the information.
	Audit Team Findings: No other issue.

List of land owner / user contacted					
Name	Years of ownership / used	Land area (ha)	Agreement (Yes / No)	Agreement base on FPIC (Yes/No)	Compliance on the agreement terms and conditions
Ladang Segaria Sdn Bhd	1974 - 2005	7,317 Acres	Yes	No	Yes, change of company name to Boustead Emastulin Sdn. Bhd.
Ladang Segaria Sdn Bhd	1965 - 2005	4,012 Acres	Yes	No	Yes, change of company name to Boustead Emastulin Sdn. Bhd.
Ladang Segaria Sdn Bhd	1975 - 2005	398.9 Acres	Yes	No	Yes, change of company name to Boustead Emastulin Sdn. Bhd.

Previous land owner / user comment	
Nil	Feedbacks: N/A
	Management Responses: N/A
	Audit Team Findings: N/A

3.6 Impartiality and conflict of interest

During this assessment there was no circumstances or pressure that had influenced the independence or confidentiality of the assessment team consist of Hafriazhar Mohd. Mokhtar as Audit Team Leader, Muhammad Naquiuddin and Vijay Kanna as Audit Team Members.

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 and Supply Base has complied with the RSPO P&C MYNI 2019, 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 and Supply Base is continued.</p>	
Report prepared by	Acceptance of Assessment Conclusion
Name: Hafriazhar Mohd. Mokhtar	Name: Muguthan A/L Mariappan
Company Name: BSI Services Malaysia Sdn. Bhd.	Company Name: Boustead Emastulin Sdn. Bhd. Segaria Palm Oil Mill
Title: Lead Auditor	Title: Mill Manager/Engineer
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: 4/5/2020	Date: 5/5/2020

Appendix A: Summary of Findings

Criterion / Indicator		Assessment Findings	Compliance
<p>Principle 1: Behave ethically and transparently Drive ethical business behaviour, build trust and transparency with stakeholders to ensure strong and healthy relationships.</p>			
<p>Criteria 1.1 The unit of certification provides 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.</p>			
1.1.1	<p>(C) Documents that are specified in the RSPO P&C are made available to the public.</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 2015-2019; KER Performance 2015-2019 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 also available publicly.</p> <p>Latest external stakeholder meeting conducted on 29/10/2019 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 11/11/2019 attended by all staff and employees. Estate internal stakeholder meeting was conducted on 12-13/11/2019 attended by all staff and employees.</p>	Complied

RSPO Public Summary Report
Revision 9 (Nov 2019)

1.1.2	Information is provided in appropriate languages and accessible to relevant stakeholders.	<p>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.</p> <p>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.</p>	Complied
1.1.3	(C) Records of requests for information and responses are maintained.	<p>Records of request for information and responses are maintained as per sample sighted as following:</p> <ul style="list-style-type: none"> - DOE Inspection Log Book: Field Citation S/n: 002036 & Borang Selongkar S/n: 000842; Date: 15/11/2019 - DOSH Machinery Inspection Log Book: Pemeriksaan Ulangan Kilang & Jentera Berperakuan Kelayakan Segaria POM H/K/0294; Date: 29/4/2019 - Borang Aduan/Pendapat Pekerja Kilang, Ladang, Orang Awam, Masyarakat Sekitar & Lain-lain # SRM-ADUAN/OFC 0079; Date: 8/1/2020 from Mill Workers housing defect complaint 	Complied
1.1.4	(C) Consultation and communication procedures are documented, disclosed, implemented, made available, and explained to all relevant stakeholders by a nominated management official.	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
1.1.5	There is a current list of contact and details of stakeholders and their nominated representatives.	Current list of stakeholders containing their nominated representatives contact and details available for internal and external stakeholders among local communities, authorities, vendors, neighbours and etc.	Complied

Criteria 1.2

The unit of certification commits to ethical conduct in all business operations and transactions.

RSPO Public Summary Report
Revision 9 (Nov 2019)

1.2.1	A policy for ethical conduct is in place and implemented in all business operations and transactions, including recruitment and contracts.	<p>Boustead Plantations Berhad has established a handbook of Code of Ethics & Conduct 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 or weekly assembly such as conducted on 8/1/2020 by the Manager of Segaria POM and on 11/11/2019 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
1.2.2	A system is in place to monitor compliance and the implementation of the policy and overall ethical business practice.	All employees of mill and estate were given the Code of Ethics & Conduct handbook and signed the letter of declaration to comply with the requirements. Individual performance for compliance of policy implementation were monitored by immediate superior and assessed during annual appraisal program.	Complied

Principle 2: Operate legally and respect rights

Implement legal requirements as the basic principles of operation in any jurisdiction.

Criteria 2.1:

**RSPO Public Summary Report
Revision 9 (Nov 2019)**

There is compliance with all applicable local, national and ratified international laws and regulations.			
2.1.1	(C) The unit of certification complies with applicable legal requirements.	<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 May 2020 2. Metrology license for weighbridge C184018 dated 18 Jan 2019 3. Suruhanjaya Tenaga Siries 34865: Lesen Pemasangan Persendirian-2019/00375, expiry 23/4/2020 4. Water tube boiler license SB PMD 2100 valid until 28 July 2020 5. Back pressure receiver SB PMT 9322 valid until 28 July 2020 6. Water softener PMT 56918 valid until 28 July 2020 7. Diesel permit form KPDNKK.SPN600-1/7/2016/32(P) <p>Segaria Estate</p> <ol style="list-style-type: none"> 1. SSM license for Emastulin Automobile Sdn Bhd (Segaria estate) dated 14 July 2009 2. License for Diesel from KPDNHEP referred letter KPDNHEP SPN 600-1/7/2013/36(P) dated 10 Jan 2020. 3. License for business referred letter SPA /2020/395 valid until 31 December 2020. 4. License for hired foreigner from JTK Sabah (B-000002/10) valid until 23 oct 2020 5. MPOB License 504677002000 valid until 31 March 2020 <p>Air Receiver SB PMT 13364 valid until 13 April 2020</p>	Complied
2.1.2	A documented system for ensuring legal compliance is in place. This system has a means to track changes to the law and regulations.	<p>LORR was established to cover all legal acts, regulations and other Requirement related to POM and supply base. The sample of Act and Legal:</p> <ol style="list-style-type: none"> 1. Minimum Wages Order 2018 	Complied

		<p>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</p>	
2.1.3	Legal or authorised boundaries are clearly demarcated and visibly maintained, and there is no planting beyond these legal or authorised boundaries.	The boundary between Segaria estate and Hatawa was clearly demarcated and visibly maintained using red circle and boundary marker, and there is no planting beyond these legal or authorised boundaries	Complied
Criteria 2.2			
All contractors providing operational services and supplying labour, and Fresh Fruit Bunch (FFB) suppliers, comply with legal requirements.			
2.2.1	A list of contracted parties is maintained.	The list of contractor was available in Boustead Segaria POM with total 60 contractor including transporter. Same also for Segaria estate, total contractor was 11 contractor all majority was for transporter.	Complied
2.2.2	<p>All contracts, including those for FFB supply, contain specific clauses on meeting applicable legal requirements, and this can be demonstrated by the third party.</p> <p>Evidence of legal due diligence of all contracted third parties, recruitment agencies (licensed/ accredited) for migrant workers, service providers and labour contractors, is available.</p>	All contract was available for all contractor sampling on Yee Ping Trading Sdn Bhd, Syarikat Perladangan Lean Soon Hung Sdn Bhd and Jacphenie Shipping & Freight Forwarding Sdn Bhd dated 1 Jan 2019. In estate the contract agreement (Bryan Enterprise) already stated regarding to must meet applicable legal requirement.	Complied
2.2.3	All contracts, including those for FFB supply, contain clauses disallowing child, forced and trafficked labour.	From the contract found no clauses disallowing child, forced and trafficked labour. Thus Minor NC been raised.	Minor nonconformance

	Where young workers are employed, the contracts include a clause for their protection.		
Criteria 2.3			
All FFB supplies from outside the unit of certification are from legal sources.			
2.3.1	<p>(C) For all directly sourced FFB, the mill requires:</p> <ul style="list-style-type: none"> • Information on geo-location of FFB origins • Evidence of the ownership status or the right/claim to the land, or valid use of land by the grower/ smallholder • One or more supporting documents for claims • Valid MPOB license 	This Mill was identity preserve and only accept FFB from Segaria estate. Not applicable	Not applicable
2.3.2	For all indirectly sourced FFB, the unit of certification obtains from the collection centres, agents or other intermediaries, the evidence as listed in Indicator 2.3.1.	This Mill was identity preserve and only accept FFB from Segaria estate. Not applicable.	Not applicable
PROCEDURAL NOTE:			
For Implementation Procedure for 2.3.2 refer to Annex 4.			
Principle 3: Optimise productivity, efficiency, positive impact and resilience			
Implement plans, procedures and systems for continuous improvement.			
Criteria 3.1			
There is an implemented management plan for the unit of certification that aims to achieve long-term economic and financial viability.			
3.1.1	(C) A business or management plan (minimum three years) is documented that includes, where applicable, a jointly developed business case for Scheme Smallholders.	Segaria POM and Estate have established and implemented its commitment towards long term sustainability and improvements through a "5 YEARS PLANNING HORIZON".	Complied

**RSPO Public Summary Report
Revision 9 (Nov 2019)**

		<p>The 5 Years Planning Horizon shows a business plan for the year 2021 to 2025 where the throughput (FFB, CPO), Area statement & Yield, Cost and Capital Expenditure is projected. The business plan shows the commitments of Segaria Estate and Mill towards better management of resources to increase productivity while reducing the cost of expenditure.</p> <p>The Segaria POM and Estate have a yearly budget prepared by the management and approved by top management that indicates the business plan on an annual basis. This annual budget specifies into the details of the expenditures through better and more sustainable management.</p>													
3.1.2	An annual replanting programme projected for a minimum of five years with yearly review, is available.	<p>An annual revised replanting program was established by Segaria Estate which was updated on 8th April 2019. The replanting programme sighted as follow:</p> <table border="1" data-bbox="958 791 1794 1013"> <thead> <tr> <th>YEAR</th> <th>TOTAL Ha</th> </tr> </thead> <tbody> <tr> <td>2020</td> <td>196.90</td> </tr> <tr> <td>2021</td> <td>243.40</td> </tr> <tr> <td>2022</td> <td>122.60</td> </tr> <tr> <td>2023</td> <td>319.70</td> </tr> <tr> <td>2024</td> <td>208.70</td> </tr> </tbody> </table>	YEAR	TOTAL Ha	2020	196.90	2021	243.40	2022	122.60	2023	319.70	2024	208.70	Complied
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3.1.3	The unit of certification holds management reviews at planned intervals appropriate to the scale and nature of the activities undertaken.	<p>The management review was conducted together on 20th November 2019 for Segaria POM and Estate at the Segaria Estate Meeting Room. The meeting was chaired by the Chairman Mr. Christopher Lim and attended by the Sustainability Chairman, mill and estate members.</p> <p>Among the matters discussed during the management review are as follows :-</p> <ol style="list-style-type: none"> 1. Results of Internal Audits 2. Preventive and Corrective Action Status from Audit Report 3. Customer Feedback 4. Changes Affecting Policy 	Complied												

		<p>5. Recommendations for Improvement</p> <p>The minutes of meeting indicated that Internal audit findings were each thoroughly examined and the corrective action plan were discussed.</p> <p>Among the Findings and Corrective Action Plan that were sighted are as below :-</p> <table border="1" data-bbox="958 576 1794 938"> <thead> <tr> <th>NON-CONFORMANCES</th> <th>CORRECTIVE ACTION PLAN</th> </tr> </thead> <tbody> <tr> <td>HIRARC record for Clinic was not available at the time of audit.</td> <td>HIRARC for Clinic to be drawn up promptly by OSH Committee.</td> </tr> <tr> <td>Chemical Drums were found at line site during site inspection.</td> <td>Regular training on right procedure for SW recycling to be implemented.</td> </tr> <tr> <td>Drinking Water analysis were monitored. However, there is no follow up action by the estate for interpretations of water analysis results.</td> <td>Ensure at all time that the drinking water standard parameter is complied.</td> </tr> </tbody> </table>	NON-CONFORMANCES	CORRECTIVE ACTION PLAN	HIRARC record for Clinic was not available at the time of audit.	HIRARC for Clinic to be drawn up promptly by OSH Committee.	Chemical Drums were found at line site during site inspection.	Regular training on right procedure for SW recycling to be implemented.	Drinking Water analysis were monitored. However, there is no follow up action by the estate for interpretations of water analysis results.	Ensure at all time that the drinking water standard parameter is complied.	
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Drinking Water analysis were monitored. However, there is no follow up action by the estate for interpretations of water analysis results.	Ensure at all time that the drinking water standard parameter is complied.										
<p>Criteria 3.2 The unit of certification regularly monitors and reviews their economic, social and environmental performance and develops and implements action plans that allow demonstrable continuous improvement in key operations.</p>											
3.2.1	<p>(C) The action plan for continuous improvement is implemented, based on consideration of the main social and environmental impacts and opportunities of the unit of certification.</p>	<p>Segaria POM and Estate has continued to show its commitment towards continuous improvement through a number of implementation. Sighted implementations of the sampled continuous improvements are as below.</p> <ol style="list-style-type: none"> Greenhouse Gases (GHG) Emission Reduction Plan <ul style="list-style-type: none"> Carry out replanting exercise on on existing oil palm plantation with GAP & BMP. Efficient Application of Inorganic Materials (Fertiliser) Make use of palm biomass such as pruned frond, EFB and oil palm trunk as natural fertilizers. 	Complied								

RSPO Public Summary Report
Revision 9 (Nov 2019)

		<ul style="list-style-type: none"> • Efficient use of fossil fuel based machineries. • Minimize the number of fossil fuel based machineries. • Timely replace old units of fossil fuel based machineries. <p>2. Reduction in use of pesticide.</p> <ul style="list-style-type: none"> • Implementation of Integrated Pest Management • Planting of Beneficial Plants • Purchase new & Fixing Barn Owl (If needed) • Conduct regular Calibration to avoid over usage of pesticide <p>Ensure chemical issuance from store according to approved requisition chit.</p>	
3.2.2	As part of the monitoring and continuous improvement process, annual reports are submitted to the RSPO Secretariat using the RSPO metrics template.	Not applicable as the template has not been released by RSPO.	Complied
<p>PROCEDURAL NOTE for 3.2.2: THE RSPO metrics template is awaiting decision/ agreement by RSPO and the issue is still being discussed. Until such metrics is agreed and developed, companies will carry on with existing reporting e.g. PalmGHG, Annual communication of Progress (ACOP) reporting, and information provided to Certification Body and feedback via RSPO Secretariat is required.</p>			
<p>Criteria 3.3 Operating procedures are appropriately documented, consistently implemented and monitored.</p>			
3.3.1	(C) Standard Operating Procedures (SOPs) for the unit of certification are in place.	<p>The mill operations are directed by SOP maintained by the management. The latest review dated January 2018.</p> <p>Among others relating to;</p> <ol style="list-style-type: none"> 1. Reception Station 2. Fruit Handling 3. Sterilization Station 4. Threshing Station 5. Pressing Station 6. Effluent Treatment 7. Engine House 	Complied

		<p>Similarly the estates operations are guided by SOP maintained by the management under the Oil Palm Circular which includes Operational procedures for :-</p> <ol style="list-style-type: none"> 1. Establishment of Legumes Cover Crops 2. Land Preparation And Construction Of In-Field Mechanization Paths 3. Pest And Disease Management In The Nursery 4. Mulching <p>Supervision Method and Control for FFb Collection</p>	
3.3.2	A mechanism to check consistent implementation of procedures is in place.	<p>The mill have adopted the following practices;</p> <ul style="list-style-type: none"> • Internal Audits & Internal Audit Reports • Plantation Advisor Visits • Work Unit Checklists <p>The estates similarly practice the following to check the implementations of procedures.</p> <ul style="list-style-type: none"> • Internal Audits and Internal Audit Reports • Annual Surveys by AAR (Research Centre) to monitor the Soils and Palm fertility. <p>Planting Advisor Visit and Reports</p>	Complied
3.3.3	Records of monitoring and any actions taken are maintained and available.	<p>The monitoring of the SOP implementation was closely made by all levels of the supervisory personnel with records maintained and checked. The records sighted were as follows;</p> <ol style="list-style-type: none"> a) Delivery Notes b) FFB Quality Analysis c) FFB Grading Sheet d) Unstripped Bunch - Checklist e) Kernel SILO & Losses Checklist f) Turbine & Diesel Engine Record 	Complied

RSPO Public Summary Report
Revision 9 (Nov 2019)

		<p>Similarly the estate maintained records such as below</p> <ul style="list-style-type: none"> a) Daily FFB Quality Assessment and Bunch Count on platform/palm row b) Daily FFB Bunch count for MTG System c) Oil Palm Nursery Book d) Record of Pest /Disease Control <p>- All the above records were kept for a minimum period of 12 months.</p>	
<p>Criteria 3.4 A comprehensive Social and Environmental Impact Assessment (SEIA) is undertaken prior to new plantings or operations, and a social and environmental management and monitoring plan is implemented and regularly updated in ongoing operations.</p>			
3.4.1	<p>(C) In new plantings or operations including mills, an independent SEIA, undertaken through a participatory methodology involving the affected stakeholders and including the impacts of any smallholder/outgrower scheme, is documented.</p>	<p>There's no new planting within Segaria Estate. For existing plantation, the social part documented as Social Impact Assessment (SIA) 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). The assessment undertaken by professionals through participatory methodology involving affected stakeholders of both Segaria Estate and Segaria Palm Oil Mill.</p> <p>For environmental part, the aspect and impact of environmental was been review yearly and latest was on January 2020.</p>	Complied
3.4.2	<p>For the unit of certification, a SEIA is available and social and environmental management and monitoring plans have been developed with participation of affected stakeholders.</p>	<p>For social part, SIA is available and been reviewed periodically, latest during the stakeholder meeting conducted on 29/10/2019 for progress and updates of management plan.</p> <p>For environmental part, stack emission monitoring report was available for Boiler no 2 dated 20 September 2019 by Multi-Serve Enterprise. From the result the average value was 79.0 mg/m3.</p>	Complied

**RSPO Public Summary Report
Revision 9 (Nov 2019)**

3.4.3	<p>(C) The social and environmental management and monitoring plan is implemented, reviewed and updated regularly in a participatory way.</p>	<p>For social part, the plan established as Management Plan on Social Impact Assessment for the Year 2019; Reviewed & Updated on Jan. 2019 includes mitigation plan for areas of concerned as following:</p> <ul style="list-style-type: none"> - Passport and work permits - Personal protective equipment (PPE) - Wages and work condition - Gender committee - Workers housing - Clean water & sanitation - Living amenities and facilities - Health <p>For environmental part, the online environmental report (OER) to DOE was done Quarterly by management (ASSH/TWU(B)31/152/000/001) dated 3 Jan 2020 previously was reported on 9 Oct 2019.</p> <p>However, it was found that the potential environmental aspect and impact for activities related to mill workers new housing constructions were assessed and documented in the register of Environmental Aspect and Impact dated January 2020. Thus, the environmental management and monitoring inadequately implemented.</p> <p>Hence, a critical noncompliance has been raised.</p>	Critical (Major non-conformance)
<p>Criteria 3.5 A system for managing human resources is in place.</p>			
3.5.1	<p>Employment procedures for recruitment, selection, hiring, promotion, retirement and/or termination are documented and made available to the workers and their representatives where applicable.</p>	<p>Mill established the Flowchart for Employment Recruitment however the procedures for employment, recruitment, selection, hiring, promotion, retirement and/or termination was not available. Issue was highlighted by internal auditors as per records of internal audit report # 01/2019; NCR No. 2; Date: 20/12/2019 but not yet resolved.</p>	Minor nonconformance

		Hence, a Minor NC has been raised.										
3.5.2	Employment procedures are implemented and records are maintained.	Since procedures are not available, employment implementation was unable to be verified according to the procedure. However, records of employment particulars for all employees available individually as per sample sighted.	Complied									
Criteria 3.6												
An Occupational health and safety (H&S) plan is documented, effectively communicated and implemented.												
3.6.1	C) All operations are risk assessed to identify H&S issues. Mitigation plans and procedures are documented and implemented.	<p>CHRA (HQ/11/ASS/00/298-2018/131) was sighted for the estate dated 14 September 2018 by Dr Mohd Azizan Bin Abdul Aziz(HQ/11/ASS/00/298- 2018/131) from DAB OH Sdn Bhd. The recommendation provided by the assessor have been addressed by the estate to reduce the operational risk.</p> <p>The risk are assessed through the implementation of HIRARC. Boustead Plantations have implemented a SOP that states the importance of risk assessment through HIRARC (Date of Issue : 14th March 2011). All work units that have been identified to have potential risks are documented and the sampled areas are as follows. Mitigation plans and control procedures such as PPE, Administrative Control and Trainings were documented.</p> <p>SEGARIA POM</p> <table border="1"> <thead> <tr> <th>AREA</th> <th>DATE REVIEWED</th> <th>JOB STEP RISK</th> </tr> </thead> <tbody> <tr> <td>RAMP – Unloading FFB</td> <td>13.05.2019</td> <td>Movement of FFB Lorry to and from the ramp</td> </tr> <tr> <td>PRESSING STATION – Cleaning of Digester and Press Body</td> <td>13.05.2019</td> <td>Standing too close to the press</td> </tr> </tbody> </table>	AREA	DATE REVIEWED	JOB STEP RISK	RAMP – Unloading FFB	13.05.2019	Movement of FFB Lorry to and from the ramp	PRESSING STATION – Cleaning of Digester and Press Body	13.05.2019	Standing too close to the press	Complied
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**RSPO Public Summary Report
Revision 9 (Nov 2019)**

		Nut Cracking Station –Maintenance and Operation of Nut elevator	13.05.2019	Moving of Machinery while Decoking		
		Boiler Station – Lighting Fire in the furnace	13.05.2019	Overfeeding of Fuel		
SEGARIA ESTATE						
		AREA	DATE REVIEWED	JOB STEP RISK		
		Harvester	Aug 2019	-Falling from Tractor. -Inhalation of vehicle smoke emission -Cut on hand by sharp object.		
		Spraying	Dec 2018	-Poisonous vapour inhalation. -Chemical spill into eye		
		Manuring	Dec 2018	-Slip and fall -Poisonous vapour or dust inhalation		
		FFB Loader	Dec 2018	-Slip and fall from moving tractor -FFB loading stud prick		

3.6.2	(C) The effectiveness of the H&S plan to address health and safety risks to people is monitored.	The effectiveness of the HIRARC is monitored and ensured through checklist and trainings that are conducted by Segaria POM and Estate in each of the operations. It was sighted during the site visits and documents reviews that the sampled HIRARC were in place.	Complied									
Criteria 3.7												
All staff, workers, Scheme Smallholders, outgrowers, and contract workers are appropriately trained.												
3.7.1	(C) A documented programme that provides training is in place, which is accessible to all staff, workers, Scheme Smallholders and outgrowers, taking into account gender-specific needs, and which covers applicable aspects of the RSPO P&C, in a form they understand, and which includes assessments of training.	<p>Segaria POM A documented training plan for the year 2020 was available under the "Mill Training Plan" where the training needs were planned for the whole year. The trainings were divided into 3 categories namely administrative staffs, Executive Staffs and Workers. Frequency of trainings were decided by identifying the risk level of the job done.</p> <p>Segaria Estate Similarly the estate have implemented a training plan for the year 2020 which is divided into 3 training programs namely Maintenance Training Programme, OSH & RSPO Training Programme and Operations Training. This training programme is used as a guideline to ensure continuous awareness and assessment on the understanding of the required modules.</p>	Complied									
3.7.2	Records of training are maintained.	<p>Records of training were maintained and sighted as below :-</p> <p><u>Segaria POM</u></p> <table border="1" data-bbox="954 1174 1794 1335"> <thead> <tr> <th>Training</th> <th>Date</th> <th>Attendees</th> </tr> </thead> <tbody> <tr> <td>Latihan Cara Kerja Di Stesen Water Treatment</td> <td>16.07.2019</td> <td>17 workers</td> </tr> <tr> <td>Latihan Cara Kerja Di Stesen Loading Ramp</td> <td>09.07.2019</td> <td>14 Workers</td> </tr> </tbody> </table>	Training	Date	Attendees	Latihan Cara Kerja Di Stesen Water Treatment	16.07.2019	17 workers	Latihan Cara Kerja Di Stesen Loading Ramp	09.07.2019	14 Workers	Complied
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RSPO Public Summary Report
Revision 9 (Nov 2019)

		<table border="1"> <tr> <td>Latihan Cara Kerja Di Stesen Sterilizer</td> <td>20.06.2019</td> <td>16 Workers</td> </tr> </table> <p><u>Segaria Estate</u></p> <table border="1"> <thead> <tr> <th>Training</th> <th>Date</th> <th>Attendees</th> </tr> </thead> <tbody> <tr> <td>Working at Height Training</td> <td>30.23.2019</td> <td>7 Workers</td> </tr> <tr> <td>Triple Rinsing Training</td> <td>21.09.2019</td> <td>10 Workers</td> </tr> <tr> <td>Construction SWP Briefing – (contractor)</td> <td>12.08.2019</td> <td>6 Workers</td> </tr> <tr> <td>Tractor Driver Training</td> <td>16.07.2019</td> <td>35 Workers</td> </tr> </tbody> </table>	Latihan Cara Kerja Di Stesen Sterilizer	20.06.2019	16 Workers	Training	Date	Attendees	Working at Height Training	30.23.2019	7 Workers	Triple Rinsing Training	21.09.2019	10 Workers	Construction SWP Briefing – (contractor)	12.08.2019	6 Workers	Tractor Driver Training	16.07.2019	35 Workers	
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3.7.3	Appropriate training is provided for personnel carrying out the tasks critical to the effective implementation of the Supply Chain Certification Standard (SCCS). Training is specific and relevant to the task(s) performed.	The management provide training to critical control point (CCP) regarding to Supply Chain Certification Standard dated 26 Sept 2019 by En Azrin Mazhidi attended by 10 person including chief clerk, ap security, weighbridge operator and FFB grader.	Complied																		
<p>Supply chain requirements for mills.</p> <p>Procedural note:</p> <p>The below numbering is as per the current RSPO SCCS standard and will be renumbered to become 3.8 and onwards following the revision of the RSPO SCCS in 2019. 'D' therefore refers to RSPO SCCS 'Module D – Crude Palm Oil (CPO) mills: Identity Preserved' and 'E' to RSPO SCCS 'Module E – CPO mills: Mass Balance'. Depending on the supply chain model chosen, the corresponding requirements apply as well as all general requirements (those with numbers only).</p> <p>The RSPO SCCS document uses the terms 'site' and 'organisation' to refer to the unit of certification.</p>																					
<p>Definition</p>																					
3.8.1	<p>Definition Identity Preserved Mill D.1:</p> <p>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.</p>	FFB were obtained from all Boustead certified estates only. There was no third party's crop nor non-certified FFB received by the mill. This was verified during the stakeholders meeting and site visit at mill.	Complied																		

**RSPO Public Summary Report
Revision 9 (Nov 2019)**

	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.		
3.8.2	<p>Definition Mass Balance Mill E.1</p> <p>Certification for CPO mills is necessary to verify the volumes of certified and uncertified FFB entering the mill and sales volume of RSPO certified products. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own and 3rd party certified supply base. In that scenario, the mill can claim only the volume of oil palm products produced from processing of the certified FFB as MB.</p>	Not applicable as Segaria POM applied Identity Preserve (IP) supply chain module.	Not applicable
Explanation (Volume and product integrity)			
3.8.3	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>The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill is recorded in this public summary report.</p> <p>RSPO Membership of Segaria Palm Oil Mill is under Boustead Plantations Berhad with RSPO Membership # 1-0012-04-000-00 since 2011.</p> <p>RSPO Palmtrace Member ID: RSPO_PO1000003734 (Boustead Emastulin Sdn Bhd -Segaria Business Unit) which license expires on 6/4/2020.</p>	Complied

	<p>The mill shall also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organisation (RSPO IT platform).</p>		
<p>5.3 Documented procedures</p>			
<p>3.8.4</p>	<p>5.3.1, D.3, E.3 The site shall have written procedures and/or work instructions to ensure the implementation of all elements of the applicable supply chain model specified. This shall include at minimum the following:</p> <ul style="list-style-type: none"> • Complete and up to date procedures covering the implementation of all the elements of the supply chain model requirements. • Complete and up to date records and reports that demonstrate compliance with the supply chain model requirements (including training records). • 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 organisation's procedures for the implementation of this standard. • The site shall have documented procedures for receiving and processing certified and non-certified FFBs. 	<p>Segaria Palm Oil Mill implemented the supply chain program based on Boustead Plantations Supply Chain (SCC) Procedures; Issue 1; Issue date: July 2016; Rev. # 8; Rev. date: December 2019. The procedure was prepared by Sustainability Unit and approved by Sustainability Chairman which covering the implementation of all supply chain requirements. No changes as per verification.</p> <p>Complete up to date records and reports available as part of daily implementation of supply chain as following Daily Production Report; Daily Stock (December) 2019 as at 31/12/2019:</p> <ul style="list-style-type: none"> - Segaria Palm Oil Mass Balancing Record for Oil Mills FY 2019 - Certified CPO sales contract - Certified PK sales contract - Despatch records - FFB received & processed to date: 80,063.18mt - CPO production to date: 18,958.00mt - PK production to date: 2,754.00mt <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</p>	<p>Complied</p>

**RSPO Public Summary Report
Revision 9 (Nov 2019)**

		for the appointment of Mill Manager as the Sustainability Chairman for Segaria Palm Oil Mill. Appointment made by the company group RSPO Chairman.	
5.3.2 Internal Audit			
3.8.5	<p>The site shall have a written procedure to conduct annual internal audit to determine whether the organisation;</p> <ul style="list-style-type: none"> • Conforms to the requirements in the RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents. • Effectively implements and maintains the standard requirements within its organisation. <p>Any non-conformities found as part of the internal audit shall be issued corrective action. The outcomes of the internal audits and all actions taken to correct non- conformities shall be subject to management review at least annually. The organisation shall be able to maintain the internal audit records and reports.</p>	<p>Procedure namely Mill RSPO Supply Chain Standards, dated July 2016, Revised Date: December 2018, Revision: 8.0 was established. There also establish Internal audit procedure dated July 2016 revised dated :Oct 2018. which covered the internal audit under Internal The internal audit will be plan to be conducted once a year.</p> <p>Internal audit was done on 18 – 20 December 2019 by company internal auditor. There are 2 Major NC for SCCS. However, no management review have been done for discuss NC for internal Audit 2019. Hence, a Major NC has been raised.</p>	Critical (Major nonconformance)
5.4 Purchasing Goods In			
3.8.6	<p>D.4.1/ D.4.2 , E.4.1/E.4.2</p> <p>The site shall verify and document the tonnage and sources of certified and the tonnage of non-certified FFBs received.</p> <p>The site shall inform the CB immediately if there is a projected overproduction of certified tonnage.</p> <p>The site shall have a mechanism in place for handling non-conforming oil palm products and/or documents.</p>	<p>The daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the certified FFB. Records verified by internal and external audit.</p> <p>Segaria POM has system to verify at the weighbridge. Segaria POM only received FFB from Segaria Estate. Sighted sampled as following:</p> <ol style="list-style-type: none"> 1. Segaria Estate Despatch Note: A108415 Weighbridge Ticket: 107588 	Complied

		<p>Date: 30/11/2019 Field: PM08F1/46B Tonnage: 8.49 mt Transporter: ST8320D</p> <p>2. Segaria Estate Despatch Note: A106655 Weighbridge Ticket: 105530 Date: 28/09/2019 Field: PJ10E1/64 Tonnage: 8.89 mt Transporter: SS541E</p>	
5.5 Outsourcing Activities			
3.8.7	<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 mill 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 organisation (not the tank farm manager).</p>	<p>In Segaria POM, the only outsource activity was the Transporter as per detail below. There are 3 transporter been using in Segaria POM as per contract verification as following:</p> <ul style="list-style-type: none"> - CPO transporter: Jacpheine Shipping & Freight Forwarding Sdn Bhd (Contract dated 1 Jan 2019) - PK transporter: Pengangkutan Dagang Tera Sdn Bhd (Contract dated 1 Jan 2019) - PK transporter: Yee Ping Trading (Contract dated 1 Jan 2019) 	Complied

**RSPO Public Summary Report
Revision 9 (Nov 2019)**

	<p>Sites which include outsourcing within the scope of their RSPO Supply Chain certificate shall ensure the following:</p> <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 that certification bodies (CBs) have access to the outsourcing contractor or operation if an audit is deemed necessary.</p> <p>c) The site has a documented control system with explicit procedures for the outsourced process which is communicated to the relevant contractor.</p> <p>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.</p>	<p>a) Based on the agreement dated 1 Jan 2019, under point no 2 (whereas) the company agree to provide sufficient number of licensed and insured lorry tankers for transportation and delivery of crude palm oil from the mill to nominated oil refinery/bulking station.</p> <p>b) As per agreement contract the transport policy have said the approved certification bodied of RSPO,ISCC and MSPO have the rights to audit the contractor from time to time (if Necessary) and contractor/ transporters shall provide unrestricted access to their respective operations.</p> <p>c) The communication on document control system have been done on 26 Sept 2019 as per training record.</p> <p>d) The Site already communicate with the contractor dated 26 Sept 2019 regarding relevant access and verified during interview with the contractor during stakeholder interview.</p>	<p>Complied</p>
	<p>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.</p>	<p>The contact detail for each company transporter was available under stakeholder list with address and phone no.</p>	<p>Complied</p>
	<p>The site shall at its next audit inform its CB of the names and contact details of any new contractor used</p>	<p>No new contractor in Segaria POM. Same as previous year</p>	<p>Complied</p>

RSPO Public Summary Report
Revision 9 (Nov 2019)

	for the processing or physical handling of RSPO certified oil palm products.		
5.9 Record keeping			
3.8.8	The organisation 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.	Complied
	Retention times for all records and reports shall be a minimum of two (2) years and shall comply with legal and regulatory requirements and be able to confirm the certified status of raw materials or products held in stock.	Procedure namely Mill RSPO Supply Chain Standards, dated: July 2016, Revised Date: December 2019, Revision: 8.0 has defined at least 7 years of retention time for all records.	Complied
	The organisation shall be able to provide the estimate volume of palm oil / palm kernel oil content (separate categories) in the RSPO certified oil palm product and keep an up to date record of the volume purchased (input) and claimed (output) over a period of twelve (12) months.	Not applicable. The product of the facility is containing 100% palm oil.	Complied
	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.	All the inventory records are maintained and updated on daily basis and monthly. Daily records are prepared at the entry point at the weighbridge.	Complied
	E.5.1 a) The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis and / or three-monthly basis.	All the inventory records are maintained and updated on daily basis and monthly. Daily records are prepared at the entry point at the weighbridge.	Complied

	<p>b) All volumes of palm oil and palm kernel oil that are delivered are deducted from the material accounting system according to conversion ratios stated by RSPO.</p> <p>c) The site can only deliver Mass Balance sales from a positive stock. Positive stock can include product ordered for delivery within three (3) months. However, a site is allowed to sell short. (i.e. product can be sold before it is in stock.)</p>		
5.10 Conversion Factors			
3.8.9	<p>Where applicable, a conversion rate shall be applied to provide a reliable estimate for the amount of certified output available from the associated inputs. Organisations 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).</p>	<p>Conversion factor of CPO and PK production is depending on the actual OER and KER. Average OER and KER for period of Jan – Dec 2019 were 23.68% (OER) & 3.44% (KER).</p>	Complied
	<p>Conversion rates shall be periodically updated to ensure accuracy against actual performance or industry average if appropriate.</p>	<p>Conversion factor calculated on daily basis and updated for weekly, monthly and annually basis figures.</p>	Complied
3.8.10	<p>Processing D.6 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>	<p>No non-certified product since Segaria POM applied IP module.</p>	Complied
5.6 Sales and goods out			

**RSPO Public Summary Report
Revision 9 (Nov 2019)**

<p>3.8.11</p>	<p>The supplying site shall ensure that the following minimum information for RSPO certified products is made available in document form: The name and address of the buyer;</p> <ul style="list-style-type: none"> • 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. • 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>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.</p>	<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 # POLS00424; Date: 19/11/2019; Commodity: Malaysian Crude Unbleached Palm Oil (RSPO IP) In Bulk; Mill (Supplier): Segaria Palm Oil Mill; Quantity: 1200 mt; Sample despatch tickets:</p> <ul style="list-style-type: none"> - Despatch ticket # 108688; Date: 31/12/2019; DO # CPO 306201902936; Tanker # SU8138/TS754; Nett weight: 39.89mt; - Despatch ticket # 108443; Date: 23/12/2019; DO # CPO 306201902933; Tanker # SD228E/SS4225V; Nett weight: 37.95mt <p>2) Lahad Datu Edible Oils Sdn. Bhd. (Buyer) CPO (IP) Agreement; Sales Agreement # POLS00423; Date: 18/10/2019; Commodity: Malaysian Crude Unbleached Palm Oil (RSPO IP) In Bulk; Mill (Supplier): Segaria Palm Oil Mill; Quantity: 1400 mt; Sample despatch tickets:</p> <ul style="list-style-type: none"> - Despatch ticket # 107748; Date: 5/12/2019; DO # CPO 306201902902; Tanker # SS5696M/ST2538N; Nett weight: 34.80mt - Despatch ticket # 107699; Date: 4/12/2019; DO # CPO 306201902900; Tanker # SD128H/SS966T; Nett weight: 38.00mt <p>PK agreement and delivery sample:</p> <p>1) Lahad Datu Edible Oils Sdn. Bhd. (Buyer) PK (IP) Agreement; Sales Agreement # PKLS00129; Date: 19/11/2019; Commodity: Malaysian Palm Kernel (RSPO IP); Mill (Supplier): Segaria Palm Oil Mill; Quantity: 150 mt; Sample despatch tickets:</p> <ul style="list-style-type: none"> - Despatch ticket # 108442; Date: 23/12/2019; DO # PK 306201902932; Lorry # SB8228D; Nett weight: 34.64mt 	<p>Complied</p>
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RSPO Public Summary Report
Revision 9 (Nov 2019)

		<ul style="list-style-type: none"> - Despatch ticket # 108167; Date: 16/12/2019; DO # PK 306201902921; Lorry # SS8138Y/TS/463; Nett weight: 31.26mt 2) Lahad Datu Edible Oils Sdn. Bhd. (Buyer) PK (IP) Agreement; Sales Agreement # PKLS00130; Date: 20/12/2019; Commodity: Malaysian Palm Kernel (RSPO IP); Mill (Supplier): Segaria Palm Oil Mill; Quantity: 250 mt; Sample despatch tickets: <ul style="list-style-type: none"> - Despatch ticket # 108686; Date: 31/12/2019; DO # PK 306201902935; Lorry # RS8138/T/S672; Nett weight: 36.71mt - Despatch ticket # 108649; Date: 30/12/2019; DO # PK 306201902934; Lorry # WXC8168/T/S446; Nett weight: 29.71mt 	
5.7 Registration of Transactions			
3.8.12	<p>Supply chain actors who:</p> <ul style="list-style-type: none"> Are mills, traders, crushers and refineries; and Take legal ownership and/or physically handle RSPO Certified Sustainable oil palm products that are available in the yield scheme of the RSPO IT Platform (Figure 2 and 3, refer Annex 1) shall register their transaction in the RSPO IT platform and confirm upon receipt where applicable. 	<p>The actor is a palm oil mill and its products are CPO and PK which are covered under Figure 2 and 3, Annex 1 of the RSPO SCCS Standard. Based on the downloaded transactions register from the certification unit's Palmtrace, the company was able to demonstrate that it has been registering its transactions in the Palmtrace accordingly.</p>	Complied
	<p>The involved supply chain actors mentioned in 5.7.1 shall do the following actions in the RSPO IT Platform: 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</p>	<p>Based on the announcement (transaction) summary, all the registrations were found to be in order.</p>	Complied

	<p>Announcement / Announcement is based on members' own standard operating procedures.</p> <p>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.</p> <p>Remove: RSPO certified volumes sold under other scheme or as conventional, or in case of underproduction, loss or damage shall be removed.</p> <p>Confirm: Acknowledge the purchase of RSPO certified volume by confirming Shipping Announcements / Announcements.</p>		
5.11 Claims			
3.8.13	<p>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.</p>	<p>RSPO trademark was not use. Nonetheless, the facility is aware with the requirements of the RSPO Rules on Market Communications and Claims.</p>	Complied
5.4	<p>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.</p>	<p>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.</p>	Complied

	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.		
General corporate communications			
4.1	A corporate communication is one made by any RSPO member that highlights its membership of the RSPO and/or its commitment to the principles of the RSPO. Corporate communication is an 'off-product' claim.	No off-product claim made by Segaria POM and verified through document and site review (notice board, business card, shipping documentation, procurement/purchasing document and promotional material etc.).	Complied
4.2	In corporate communications a member is allowed to: <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. Additionally, where an RSPO member displays the RSPO trademark in digital format this must be accompanied by the text 'Check our progress at www.rspo.org ' where the link must lead to the member's profile page.	Not applicable as no off-product claim made by Segaria POM as to date.	Complied
4.3	In corporate communications RSPO members must not make any statement that may lead consumers to	Not applicable as no off-product claim made by Segaria POM as to date.	Complied

RSPO Public Summary Report
Revision 9 (Nov 2019)

	believe that RSPO membership by itself implies the selling of RSPO-certified oil palm products.		
4.4	Members must ensure that all communication is consistent, clear and cannot mislead consumers or other stakeholders as to the certified content of oil palm products in the member's own products.	Not applicable as no off-product claim made by Segaria POM as to date.	Complied
4.5	Members are not allowed to use the RSPO corporate logo as shown in the RSPO Rules on Market Communications & Claims document. This is for the sole use of the RSPO secretariat.	No evidence of RSPO corporate logo used by Segaria POM and verified through document and site review (notice board, business card, shipping documentation, procurement/ purchasing document and promotional material etc.).	Complied
Business to business communications			
5.1	Business to Business communication relates to RSPO members in the supply chain selling to and/or communicating with other organizations in the supply chain about the use of certified sustainable oil palm products.	Procedure namely Mill RSPO Supply Chain Standards, dated July 2016, Revised Date: December 2019, Revision: 8.0 clearly stated that the communication will be comply with the rules of respective certification scheme, e.g.: 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.	Complied
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: December 2019, Revision: 8.0 clearly stated that all sale of certified oil palm products must be printed (at weighbridge ticket) with certificate number and RSPO SCC model.	Complied
5.3	Where a distributor or wholesaler takes title to products containing certified sustainable oil palm products, the requirements of the RSPO SCCS can follow either of two options: a. If the distributor or wholesaler holds only a Distributor license, it may only communicate RSPO-certified oil palm products by linking the	Segaria POM is not under distributor or wholesaler category. Thus, this requirement is not applicable	Complied

	<p>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>If the distributor or wholesaler is supply chain-certified they should follow the requirements outlined in section 5.2.</p>		
5.4	<p>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.</p> <p>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.</p>	<p>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.</p>	Complied
Business to consumer communication			
6.1	<p>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.</p>	<p>No business to consumer communication on product specific claim made Segaria POM and only producing crude and unfinished product. This is not applicable for POM.</p>	Complied

RSPO Public Summary Report
Revision 9 (Nov 2019)

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 producing crude and unfinished product. This is not applicable for POM.	Complied
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 producing crude and unfinished product. This is not applicable for POM.	Complied
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 producing crude and unfinished product. This is not applicable for POM.	Complied
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 producing crude and unfinished product. This is not applicable for POM.	Complied
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 producing crude and unfinished product. This is not applicable for POM.	Complied
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 producing crude and unfinished product. This is not applicable for POM.	Complied
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	No business to consumer communication on product specific claim made Segaria POM and only producing crude and unfinished product. This is not applicable for POM.	Complied

	<p>of the trademark is in compliance with the rules contained within this document and that the claim itself can be supported through a certified supply chain. Any other palm oil claims, including those highlighting the absence of palm oil, must be highlighted to the CB during the audit to ensure that all claims comply with the requirements of these rules. The CB will confirm the outcome of these audits, to be conducted annually, to RSPO who may continue to grant a trademark license or withdraw permission based upon the audit findings. This is in keeping with the rules applying to RSPO supply chain certified members. The guidance document for audits is available on www.rspo.org.</p>		
<p>MODULE A – IDENTITY PRESERVED & SEGREGATED SPECIFIC RULES Certified oil palm content (IP)</p>			
	<p>For IP, 95% or above of the oil palm content must be RSPO IP-certified.</p>	<p>Segaria POM is producing crude palm product and does not involved in any labelling of end product.</p>	<p>Complied</p>
	<p>For SG, 95% or above of the oil palm content must be SG, or a combination of SG and IP.</p>	<p>Segaria POM is producing crude palm product and does not involved in any labelling of end product.</p>	<p>Complied</p>
	<p>Where there is any percentage of non-certified oil palm within the product, the reason for this must be fully justified and an action plan for moving to fully certified oil palm must be in place, in accordance with the requirements of the RSPO SCCS. In addition, the volume of non-certified oil palm products must be covered by the purchase of RSPO Credits of equivalent volume.</p>	<p>Segaria POM is producing crude palm product and does not involved in any labelling of end product.</p>	<p>Complied</p>

Labelling and trademark (IP)			
	<p>Members are allowed to use the RSPO label in one of the following ways:</p> <p>a. RSPO trademark which includes the tag 'CERTIFIED' or</p> <p>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>	<p>Segaria POM is producing crude palm product and does not involved in any labelling of end product.</p>	<p>Complied</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 	<p>Segaria POM is producing crude palm product and does not involved in any labelling of end product.</p>	<p>Complied</p>

	<ul style="list-style-type: none"> • 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 <p>References to (or images of) particular RSPO-certified production units, if the relationship to those units can be shown by company records.</p>		
<p>Principle 4: Respect community and human rights and deliver benefit Respect community rights, provide equal opportunities, maximise benefits from engagement and ensure remediation where needed.</p>			
<p>Criteria 4.1 The unit of certification respects human rights, which includes respecting the rights of Human Rights Defenders.</p>			
4.1.1	<p>(C) A policy to respect human rights, including prohibiting retaliation against Human Rights Defenders (HRD), is documented and communicated to all levels of the workforce, operations, supply chain and local communities and prohibits intimidation and harassment by the unit of certification and contracted services, including contracted security forces.</p>	<p>Segaria mill and estates adopted Boustead Plantations Berhad Human Rights Policy; Signed by Dato' Shoib Abdullah; Date: 11/1/2016. 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 mill internal stakeholder meeting on 11/11/2019 attended by all staff and employees. Estate internal stakeholder meeting was conducted on 12-13/11/2019 attended by all staff and employees. Furthermore, the policy displayed on the notice board outside the office.</p>	Complied

**RSPO Public Summary Report
Revision 9 (Nov 2019)**

4.1.2	The unit of certification does not instigate violence or use any form of harassment in their operations.	There is no evidence of any use of violence or the instigation of violence within the Segaria business unit. This was further verified during interviews held with internal and external stakeholders.	Complied
Criteria 4.2			
There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all affected parties.			
4.2.1	(C) The mutually agreed system, open to all affected parties, resolves disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants, HRD, community spokespersons and whistleblowers, where requested, without risk of reprisal or intimidation and follows the RSPO policy on respect for HRD.	System available as Complaint/ Suggestion Flowchart and implemented accordingly. Record shown latest complaints dated 20/12/2019 as per Borang Cadangan/Aduan Segaria Estate resolved on 21/12/2019. Neither any complaints nor land dispute occurred in the Segaria Certification Unit at the time of audit as verified through stakeholder consultation.	Complied
4.2.2	Procedures are in place to ensure that the system is understood by the affected parties, including by illiterate parties.	Verification with stakeholders confirmed that the procedures were well understood in case of any necessary.	Complied
4.2.3	The unit of certification keeps parties to a grievance informed of its progress, including against agreed timeframe and the outcome is available and communicated to relevant stakeholders.	Neither any complaints nor land dispute occurred in the Segaria Certification Unit at the time of audit as verified through stakeholder consultation.	Complied
4.2.4	The conflict resolution mechanism includes the option of access to independent legal and technical advice, the ability for complainants to choose individuals or groups to support them and/or act as observers, as well as the option of a third-party mediator.	Neither any complaints nor land dispute occurred in the Segaria Certification Unit at the time of audit as verified through stakeholder consultation.	Complied
Criteria 4.3			
The unit of certification contributes to local sustainable development as agreed by local communities.			

RSPO Public Summary Report
Revision 9 (Nov 2019)

4.3.1	Contributions to community development that are based on the results of consultation with local communities are demonstrated.	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. Sighted the sample contributions made as following: <ul style="list-style-type: none"> - Contribution for "Back to School" haircut program and banner on 01/2019 - Donation to PERKEP IPD Semporna "Ladies Night" program on 01/2019 - Contribution to Tennis Tournament MSS Sabah 2019 on 03/2019 - Contribution of transport for NAPSIR-CLC program on 10/2019 - Donation for OCPD Cup Football Tournament on 10/2019 	Complied
Criteria 4.4 Use of the land for oil palm does not diminish the legal, customary or user rights of other users without their free, prior and informed consent.			
4.4.1	(C) Documents showing legal ownership or lease, or authorised use of customary land authorised by customary landowners through a Free, Prior and Informed Consent (FPIC) process. Documents related to the history of land tenure and the actual legal or customary use of the land are available.	Documents showing legal ownership available as Segaria Estate holds 3 land titles under Boustead Emastulin Sdn Bhd as following: <ol style="list-style-type: none"> 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 Latest quit rent was paid on 24/1/2019 as per payment voucher # B01/5494406; Sabah State Government receipt # 12201901000325	Complied

<p>4.4.2</p>	<p>Copies of documents evidencing agreement-making processes and negotiated agreements detailing the FPIC process are available and include:</p> <p>a) Evidence that a plan has been developed through consultation and discussion in good faith with all affected groups in the communities, with particular assurance that vulnerable, minorities' and gender groups are consulted, and that information has been provided to all affected groups, including information on the steps that are taken to involve them in decision making</p>	<p>Evidence of documentations and stakeholder consultation shown that no customary land within Segaria Certification Unit. The lands are country leased land and provisional lease to Boustead Emastulin Sdn Bhd. Sighted the land titles for Segaria Estate. The surrounding areas owned by smallholders and other plantation's companies. There's no evidence of land encroachment by Segaria Estate and Mill.</p>	<p>Complied</p>
<p>b) Evidence that the unit of certification has respected communities' decisions to give or withhold their consent to the operation at the time that these decisions were taken</p>	<p>Evidence of documentations and stakeholder consultation shown that no customary land within Segaria Certification Unit. The lands are country leased land and provisional lease to Boustead Emastulin Sdn Bhd. Sighted the land titles for Segaria Estate. The surrounding areas owned by smallholders and other plantation's companies. There's no evidence of land encroachment by Segaria Estate and Mill.</p>		
<p>c) Evidence that the legal, economic, environmental and social implications of 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 unit of certification's title, concession or lease on the land.</p>	<p>Evidence of documentations and stakeholder consultation shown that no customary land within Segaria Certification Unit. The lands are country leased land and provisional lease to Boustead Emastulin Sdn Bhd. Sighted the land titles for Segaria Estate. The surrounding areas owned by smallholders and other plantation's companies. There's no evidence of land encroachment by Segaria Estate and Mill.</p>		
<p>4.4.3</p>	<p>(C) Maps of an appropriate scale showing the extent of recognised legal, customary or user rights are developed through participatory mapping involving affected parties (including neighbouring communities where applicable, and relevant authorities).</p>	<p>Evidence of documentations and stakeholder consultation shown that no customary land within Segaria Certification Unit. The lands are country leased land and provisional lease to Boustead Emastulin Sdn Bhd. Sighted the land titles for Segaria Estate. The surrounding areas owned by smallholders and other</p>	<p>Complied</p>

RSPO Public Summary Report
Revision 9 (Nov 2019)

		plantation’s companies. There’s no evidence of land encroachment by Segaria Estate and Mill.	
4.4.4	All relevant information is available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements.	Evidence of documentations and stakeholder consultation shown that no customary land within Segaria Certification Unit. The lands are country leased land and provisional lease to Boustead Emastulin Sdn Bhd. Sighted the land titles for Segaria Estate. The surrounding areas owned by smallholders and other plantation’s companies. There’s no evidence of land encroachment by Segaria Estate and Mill.	Complied
4.4.5	(C) Evidence is available to show that communities are represented through institutions or representatives of their own choosing, including by legal counsel if they so choose.	Evidence of documentations and stakeholder consultation shown that no customary land within Segaria Certification Unit. The lands are country leased land and provisional lease to Boustead Emastulin Sdn Bhd. Sighted the land titles for Segaria Estate. The surrounding areas owned by smallholders and other plantation’s companies. There’s no evidence of land encroachment by Segaria Estate and Mill.	Complied
4.4.6	There is evidence that implementation of agreements negotiated through FPIC is annually reviewed in consultation with affected parties.	Evidence of documentations and stakeholder consultation shown that no customary land within Segaria Certification Unit. The lands are country leased land and provisional lease to Boustead Emastulin Sdn Bhd. Sighted the land titles for Segaria Estate. The surrounding areas owned by smallholders and other plantation’s companies. There’s no evidence of land encroachment by Segaria Estate and Mill.	Complied
Criteria 4.5			
No new plantings are established on local peoples’ land where it can be demonstrated that there are legal, customary or user rights, without their FPIC. This is dealt with through a documented system that enables these and other stakeholders to express their views through their own representative institutions.			
4.5.1	(C) Documents showing identification and assessment of demonstrable legal, customary and user rights are available.	Evidence of documentations and stakeholder consultation shown that no customary land within Segaria Certification Unit. This was based on the records of legal ownership available as Segaria Estate holds 3 land titles under Boustead Emastulin Sdn Bhd as following:	Complied

RSPO Public Summary Report
Revision 9 (Nov 2019)

		<ol style="list-style-type: none"> 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 <p>Records of Social Impact Assessment for Segaria Estate and Mill by Malaysia Environmental Consultants; November 2017 reported that the lands are country leased land and provisional lease to Boustead Emastulin Sdn Bhd. Sighted the land titles for Segaria Estate. The land titles were originally owned by Sabah Agricultural Development (Holding) Co. Sdn. Bhd. The surrounding areas owned by smallholders and other plantation's companies. There's no evidence of land encroachment by Segaria Estate and Mill.</p>	
4.5.2	<p>(C) FPIC is obtained for all oil palm development through a comprehensive process, including in particular, full respect for their legal and customary rights to the territories, lands and resources via local communities' own representative institutions, with all the relevant information and documents made available, with option of resourced access to independent advice through a documented, long-term and two-way process of consultation and negotiation.</p>	<p>As above, evidence of documentations and stakeholder consultation shown that no customary land within Segaria Certification Unit. However, in case of FPIC required, the process will be manage based on the procedure of Fair Compensation; Ref. # 1; Issue date: 4/2/2015; Version # 01 to ensure the implementation of a fair compensation for any issue/disputes related to land power to claim rights, ownership and access to land between parties involved in considering differences in ethic group, gender differences and etc. if any.</p> <p>The procedure is also to ensure that any negotiation concerning indigenous people, local communities and other stakeholders are treated fairly and to have mutual benefit of the company and the parties involved.</p>	Complied

**RSPO Public Summary Report
Revision 9 (Nov 2019)**

4.5.3	Evidence is available that affected local peoples understand they have the right to say 'no' to operations planned on their lands before and during initial discussions, during the stage of information gathering and associated consultations, during negotiations, and up until an agreement with the unit of certification is signed and ratified by these local peoples. Negotiated agreements are non-coercive and entered into voluntarily and carried out prior to new operations.	As above, evidence of documentations and stakeholder consultation shown that no customary land and disputes occurred within Segaria Certification Unit.	Complied
4.5.4	To ensure local food and water security, as part of the FPIC process, participatory SEIA and participatory land-use planning with local peoples, the full range of food and water provisioning options are considered. There is transparency of the land allocation process.	As above, evidence of documentations and stakeholder consultation shown that no customary land and disputes occurred within Segaria Certification Unit.	Complied
4.5.5	Evidence is available that the affected communities and rights holders have had the option to access to information and advice, that is independent of the project proponent, concerning the legal, economic, environmental and social implications of the proposed operations on their lands.	As above, evidence of documentations and stakeholder consultation shown that no customary land and disputes occurred within Segaria Certification Unit.	Complied
4.5.6	Evidence is available that the communities (or their representatives) gave consent to the initial planning phases of the operations prior to the issuance of anew concession or land title to the operator.	As above, evidence of documentations and stakeholder consultation shown that no customary land and disputes occurred within Segaria Certification Unit.	Complied
4.5.7	New lands are not acquired for plantations and mills after 15 November 2018 as a result of recent (2005 or later) expropriations without consent under the right	There's no new land acquired for plantations and mills after 15/11/2018 within Segaria Certification Unit. Evidence of documentations and stakeholder consultation shown that the existing land was owned by Boustead Emastulin Sdn. Bhd. since 20/5/2005.	Complied

RSPO Public Summary Report
Revision 9 (Nov 2019)

	of eminent domain of the federal and state land acquisition legislations.		
4.5.8	(C) Newlands are not acquired in areas inhabited by communities in voluntary isolation.	There's no new land acquired for plantations and mills after 15/11/2018 within Segaria Certification Unit. Evidence of documentations and stakeholder consultation shown that the existing land was owned by Boustead Emastulin Sdn. Bhd. since 20/5/2005.	Complied
Criteria 4.6			
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.			
4.6.1	(C) A mutually agreed procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, is in place.	Evidence of documentations and stakeholder consultation shown that no customary land and disputes occurred within Segaria Certification Unit. However, in case of any compensation required, the process will be manage based on the available procedure of Fair Compensation; Ref. # 1; Issue date: 4/2/2015; Version # 01 to ensure the implementation of a fair compensation for any issue/disputes related to land power to claim rights, ownership and access to land between parties involved in considering differences in ethic group, gender differences and etc. if any. The procedure is also to ensure that any negotiation concerning indigenous people, local communities and other stakeholders are treated fairly and to have mutual benefit of the company and the parties involved.	Complied
4.6.2	(C) A mutually agreed procedure for calculating and distributing fair and gender-equal compensation (monetary or otherwise) is established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation.	Evidence of documentations and stakeholder consultation shown that no customary land and disputes occurred within Segaria Certification Unit. However, in case of any compensation required, the process will be manage based on the available procedure of Fair Compensation; Ref. # 1; Issue date: 4/2/2015; Version # 01 to ensure the implementation of a fair compensation for any issue/disputes related to land power to claim rights, ownership and access to land between	Complied

		<p>parties involved in considering differences in ethnic group, gender differences and etc. if any.</p> <p>The procedure is also to ensure that any negotiation concerning indigenous people, local communities and other stakeholders are treated fairly and to have mutual benefit of the company and the parties involved.</p>	
4.6.3	Evidence is available that equal opportunities are provided to both men and women to hold land titles for small holdings.	<p>Evidence of documentations and stakeholder consultation shown that no customary land and disputes occurred within Segaria Certification Unit. However, in case of any compensation required, the process will be manage based on the available procedure of Fair Compensation; Ref. # 1; Issue date: 4/2/2015; Version # 01 to ensure the implementation of a fair compensation for any issue/disputes related to land power to claim rights, ownership and access to land between parties involved in considering differences in ethnic group, gender differences and etc. if any.</p> <p>The procedure is also to ensure that any negotiation concerning indigenous people, local communities and other stakeholders are treated fairly and to have mutual benefit of the company and the parties involved.</p>	Complied
4.6.4	The process and outcomes of any negotiated agreements, compensation and payments are documented, with evidence of the participation of affected parties, and made publicly available to them.	<p>Evidence of documentations and stakeholder consultation shown that no customary land and disputes occurred within Segaria Certification Unit. However, in case of any compensation required, the process will be manage based on the available procedure of Fair Compensation; Ref. # 1; Issue date: 4/2/2015; Version # 01 to ensure the implementation of a fair compensation for any issue/disputes related to land power to claim rights, ownership and access to land between parties involved in considering differences in ethnic group, gender differences and etc. if any.</p>	Complied

		The procedure is also to ensure that any negotiation concerning indigenous people, local communities and other stakeholders are treated fairly and to have mutual benefit of the company and the parties involved.	
Criteria 4.7			
Where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their FPIC and negotiated agreements.			
4.7.1	(C) A mutually agreed procedure for identifying people entitled to compensation is in place.	<p>Evidence of documentations and stakeholder consultation shown that no customary land and disputes occurred within Segaria Certification Unit. However, in case of any compensation required, the process will be manage based on the available procedure of Fair Compensation; Ref. # 1; Issue date: 4/2/2015; Version # 01 to ensure the implementation of a fair compensation for any issue/disputes related to land power to claim rights, ownership and access to land between parties involved in considering differences in ethic group, gender differences and etc. if any.</p> <p>The procedure is also to ensure that any negotiation concerning indigenous people, local communities and other stakeholders are treated fairly and to have mutual benefit of the company and the parties involved.</p>	Complied
4.7.2	(C) A mutually agreed procedure for calculating and distributing fair compensation (monetary or otherwise) is in place and documented and made available to affected parties.	<p>Evidence of documentations and stakeholder consultation shown that no customary land and disputes occurred within Segaria Certification Unit. However, in case of any compensation required, the process will be manage based on the available procedure of Fair Compensation; Ref. # 1; Issue date: 4/2/2015; Version # 01 to ensure the implementation of a fair compensation for any issue/disputes related to land power to claim rights, ownership and access to land between parties involved in considering differences in ethic group, gender differences and etc. if any.</p>	Complied

		The procedure is also to ensure that any negotiation concerning indigenous people, local communities and other stakeholders are treated fairly and to have mutual benefit of the company and the parties involved.	
4.7.3	Communities that have lost access and rights to land for plantation expansion are given opportunities to benefit from plantation development.	<p>Evidence of documentations and stakeholder consultation shown that no customary land and disputes occurred within Segaria Certification Unit. However, in case of any compensation required, the process will be manage based on the available procedure of Fair Compensation; Ref. # 1; Issue date: 4/2/2015; Version # 01 to ensure the implementation of a fair compensation for any issue/disputes related to land power to claim rights, ownership and access to land between parties involved in considering differences in ethic group, gender differences and etc. if any.</p> <p>The procedure is also to ensure that any negotiation concerning indigenous people, local communities and other stakeholders are treated fairly and to have mutual benefit of the company and the parties involved.</p>	Complied
<p>Criteria 4.8 The right to use the land is demonstrated and is not legitimately contested by local people who can demonstrated that they have legal customary, or user rights.</p>			
4.8.1	Where there are or have been disputes, proof of legal acquisition of title and evidence that mutually agreed compensation has been made to all people who held legal, customary, or user rights at the time of acquisition is available and provided to parties to a dispute, and that any compensation was accepted following a documented process of FPIC.	Evidence of documentations and stakeholder consultation shown that no customary land and disputes occurred within Segaria Certification Unit. However, in case of any compensation required, the process will be manage based on the available procedure of Fair Compensation; Ref. # 1; Issue date: 4/2/2015; Version # 01 to ensure the implementation of a fair compensation for any issue/disputes related to land power to claim rights, ownership and access to land between parties involved in considering differences in ethic group, gender differences and etc. if any.	Complied

RSPO Public Summary Report
Revision 9 (Nov 2019)

		The procedure is also to ensure that any negotiation concerning indigenous people, local communities and other stakeholders are treated fairly and to have mutual benefit of the company and the parties involved.	
4.8.2	(C) Land conflict is not present in the area of the unit of certification. Where land conflict exists, acceptable conflict resolution processes (see Criteria 4.2 and 4.6) are implemented and accepted by the parties involved. In the case of newly acquired plantations, the unit of certification addresses any unresolved conflict through appropriate conflict resolution mechanisms.	<p>Evidence of documentations and stakeholder consultation shown that no land conflict and disputes occurred within Segaria Certification Unit. However, in case of any compensation required, the process will be manage based on the available procedure of Fair Compensation; Ref. # 1; Issue date: 4/2/2015; Version # 01 to ensure the implementation of a fair compensation for any issue/disputes related to land power to claim rights, ownership and access to land between parties involved in considering differences in ethic group, gender differences and etc. if any.</p> <p>The procedure is also to ensure that any negotiation concerning indigenous people, local communities and other stakeholders are treated fairly and to have mutual benefit of the company and the parties involved.</p>	Complied
4.8.3	Where there is evidence of acquisition through dispossession or forced abandonment of customary and user rights prior to the current operations and there remain parties with demonstrable customary and land use right, there claims will be settled using the relevant requirements (Indicator 4.4.2, 4.4.3 and 4.4.4)	<p>Evidence of documentations and stakeholder consultation shown that no land conflict and disputes occurred within Segaria Certification Unit. However, in case of any compensation required, the process will be manage based on the available procedure of Fair Compensation; Ref. # 1; Issue date: 4/2/2015; Version # 01 to ensure the implementation of a fair compensation for any issue/disputes related to land power to claim rights, ownership and access to land between parties involved in considering differences in ethic group, gender differences and etc. if any.</p> <p>The procedure is also to ensure that any negotiation concerning indigenous people, local communities and other stakeholders are treated fairly and to have mutual benefit of the company and the parties involved.</p>	Complied

RSPO Public Summary Report
Revision 9 (Nov 2019)

4.8.4	For any conflict or dispute over the land, the extent of the disputed area is mapped out in participatory way with involvement of affected parties (including neighbouring communities where applicable)	Evidence of documentations and stakeholder consultation shown that no land conflict and disputes occurred within Segaria Certification Unit. However, in case of any compensation required, the process will be manage based on the available procedure of Fair Compensation; Ref. # 1; Issue date: 4/2/2015; Version # 01 to ensure the implementation of a fair compensation for any issue/disputes related to land power to claim rights, ownership and access to land between parties involved in considering differences in ethic group, gender differences and etc. if any. The procedure is also to ensure that any negotiation concerning indigenous people, local communities and other stakeholders are treated fairly and to have mutual benefit of the company and the parties involved.	Complied
Principle 5: Support smallholder inclusion			
Include smallholders in RSPO supply chains and improve their livelihoods through fair and transparent partnerships.			
Criteria 5.1			
The unit of certification deals fairly and transparently with all smallholders (Independent and Scheme) and other local businesses.			
5.1.1	Current and previous period prices paid for FFB are publicly available and accessible by smallholders.	The prices paid for FFB was publicly available at weighbridge area and updated by weekly however no outsider crop was send to Segaria POM and Segaria was an IP mill.	Complied
5.1.2	(C) Evidence is available that the unit of certification regularly explains the FFB pricing to smallholders (at least once a year or upon request).	The Segaria POM was and IP Mill, no outsider crop was send to mill. No applicable for Segaria Mill	Not applicable
5.1.3	(C) Fair pricing, including premium pricing, when applicable, is agreed with smallholders in the supply base and documented.	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.	Not applicable

**RSPO Public Summary Report
Revision 9 (Nov 2019)**

5.1.4	(C) Evidence is available that all parties, including women and independent representative organisations assisting smallholders where requested, are involved in decision-making processes and understand the contracts. These include those involving finance, loans/credits, and repayments through FFB price reductions for replanting and or other support mechanisms where applicable.	The mill has stopped purchase of smallholder crops since 4th November 2017 and only received crops from own supply bases. Thus, this criteria is not applicable to the mill.	Not applicable
5.1.5	Contracts are fair, legal and transparent and have an agreed timeframe.	The mill has stopped purchase of smallholder crops since 4th November 2017 and only received crops from own supply bases. Thus, this criteria is not applicable to the mill.	Not applicable
5.1.6	(C) Agreed payments are made in a timely manner and receipts specifying price, weight, deductions and amount paid are given.	The mill has stopped purchase of smallholder crops since 4th November 2017 and only received crops from own supply bases. Thus, this criteria is not applicable to the mill.	Not applicable
5.1.7	Weighing equipment is verified by an independent third party on a regular basis (this can be government).	The weighbridge equipment was verified by Metrology Sdn Bhd and latest was done on 18 Jan 2019	Complied
5.1.8	The unit of certification supports Independent Smallholders with certification, where applicable, ensuring mutual agreements between the unit of certification and the smallholders on who runs the internal control system (ICS), who holds the certificates, and who holds and sells the certified material.	The mill has stopped purchase of smallholder crops since 4th November 2017 and only received crops from own supply bases. Thus, this criteria is not applicable to the mill.	Not applicable
5.1.9	(C) The unit of certification has a grievance mechanism for smallholders and all grievances raised are dealt with in a timely manner.	The mill has stopped purchase of smallholder crops since 4th November 2017 and only received crops from own supply bases. Thus, this criteria is not applicable to the mill.	Not applicable
Criteria 5.2			

The unit of certification supports improved livelihoods of smallholders and their inclusion in sustainable palm oil value chains.			
5.2.1	The unit of certification consults with interested smallholders (irrespective of type) including women or other partners in their supply base to assess their needs for support to improve their livelihoods and their interest in RSPO certification.	The mill has stopped purchase of smallholder crops since 4th November 2017 and only received crops from own supply bases. Thus, this criteria is not applicable to the mill.	Not applicable
5.2.2	The unit of certification develops and implements livelihood improvement programmes, including at least capacity building to enhance productivity, quality, organisational and managerial competencies, and specific elements of RSPO certification (including the RSPO Standard for Independent Smallholder or RSIS).	No independent small holder for Segaria POM. The mill has stopped purchase of smallholder crops since 4th November 2017 and only received crops from own supply bases. Thus, this criteria is not applicable to the mill.	Not applicable
5.2.3	Where applicable, the unit of certification provides support to smallholders to promote legality of FFB production.	No independent small holder for Segaria POM. The mill has stopped purchase of smallholder crops since 4th November 2017 and only received crops from own supply bases. Thus, this criteria is not applicable to the mill.	Not applicable
5.2.4	(C) Evidence exists that the unit of certification trains Scheme Smallholders on pesticide handling.	No independent small holder for Segaria POM. The mill has stopped purchase of smallholder crops since 4th November 2017 and only received crops from own supply bases. Thus, this criteria is not applicable to the mill.	Not applicable
5.2.5	The unit of certification regularly reviews and publicly reports on the progress of the smallholder support programme.	No independent small holder for Segaria POM. The mill has stopped purchase of smallholder crops since 4th November 2017 and only received crops from own supply bases. Thus, this criteria is not applicable to the mill.	Not applicable
Principle 6: respect workers' rights and conditions			
Protect workers' rights and ensure safe and decent working conditions.			
Criteria 6.1			
Any form of discrimination is prohibited.			

RSPO Public Summary Report
Revision 9 (Nov 2019)

6.1.1	(C) A publicly available non-discrimination and equal opportunity policy is implemented in such a way to prevent discrimination based on ethnic origin, caste, national origin, religion, disability, gender, sexual orientation, gender identity, union membership, political affiliation or age.	Segaria Business Unit adopted Boustead’s 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
6.1.2	(C) Evidence is provided that workers and groups including local communities, women, and migrant workers have not been discriminated against including charging of recruitment fees for foreign workers.	Through document reviewed on the list of employees found that the composition of workers consisted of local, foreign workers, male and female workers. Interview conducted 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
6.1.3	The unit of certification demonstrates that recruitment selection, hiring, access to training and promotion are based on skills, capabilities, qualities and medical fitness necessary for the jobs available.	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
6.1.4	Pregnancy testing is not conducted as a discriminatory measure and is only permissible when it is legally mandated. Alternative equivalent employment is offered for pregnant women.	There is no evidence that pregnancy tests are being conducted as a discriminatory measure. Pregnancy test is required to determine for Foreign Workers’ Medical Examination (FOMEMA). During this audit period, there is no record of any pregnant female workers.	Complied

RSPO Public Summary Report
Revision 9 (Nov 2019)

6.1.5	(C) A gender committee is in place specifically to raise awareness, identify and address issues of concern, as well as opportunities and improvements for women.	Women committee was in place specifically to raise awareness, identify and address issues of concern, as well as opportunities and improvements for women. The committee was established with the members been appointed by all women employees through meetings. Sighted latest meeting was conducted as per records of Minit Mesyuarat Persatuan Wanita Kilang Kelapa Sawit Segaria (Pewanis) bil: 01/2019; Date: 27/7/2019	Complied
6.1.6	There is evidence of equal pay for the same work scope.	Interview held with three General Workers at the mill and estate, followed by a review of their payslips for the months of Feb, April and August 2019 demonstrate that each general worker doing the same work scope receive equal pay.	Complied
<p>Criteria 6.2 Pay and conditions for staff and workers and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages (DLW).</p>			
6.2.1	(C) Applicable labour laws, union and/or other collective agreements and documentation of pay and conditions are available to the workers in national languages (English or Bahasa Malaysia) and explained to them in language they understand.	Details of payments and conditions of employment are stated and documented in the Letters of Employment given to all workers and staff in Segaria business unit. The documents are prepared in dual-language, i.e. English and another language that the worker is conversant in (either Hindi, Bengali, or Bahasa). The contract stipulates terms of conditions of service such position, period of employment, types of work, responsibilities of employer, responsibilities of employee, salary payable, working hours, annual leave, sick leave and public holidays, mutual termination of contract, facilities, etc. The documents are signed by the Human Resources Manager and the worker, and dated.	Complied
6.2.2	(C) Employment contracts and related documents detailing payments and conditions of employment (e.g. regular working hours, deductions, overtime, sick leave, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc. in compliance with national legal requirements) and payroll documents	Sample mill agreements: - Employee ID # 0318B; Date joined: 14/2/1998; Workstation: Sampling boy; Nationality: Malaysia - Employee ID # 0112H; Date joined: 1/11/2009; Workstation: Sprinkler Operator; Nationality: Malaysia	Complied

**RSPO Public Summary Report
Revision 9 (Nov 2019)**

	<p>give accurate information on compensation for all work performed. This includes a form of record for work done by family members.</p>	<ul style="list-style-type: none"> - Employee ID # 0337A; Date joined: 4/10/2015; Workstation: Ramp Operator; Nationality: Indonesia - Employee ID # 0472I; Date joined: 26/9/2018; Workstation: Fitter Apprentice; Nationality: Malaysia - Employee ID # 0224F; Date joined: 4/11/2008; Workstation: USB Collector; Nationality: Malaysia - Employee ID # 0209E; Date joined: 26/8/2005; Workstation: Line Sweeper; Nationality: Malaysia <p>Agreement found insufficiently detailing conditions related to entitlement of local and foreign workers in accordance with but not limited to Sabah Labour Ordinance and Sabah Immigration Ordinance such as workers' accommodation, medical treatments, amenities, transportation, levy, insurance compensation and etc.</p> <p>Sample estate agreements:</p> <ul style="list-style-type: none"> - Employee ID # 1912; Date joined: 1/10/2012; Post: Harvester; Nationality: Indonesia - Employee ID # 2245; Date joined: 1/1/2018; Post: Driver; Nationality: Malaysia - Employee ID # 2490; Date joined: 26/12/2010; Post: General Worker; Nationality: Indonesia - Employee ID # 1875; Date joined: 26/2/2010; Post: Manurer; Nationality: Indonesia - Employee ID # 1999; Date joined: 1/10/2016; Post: Loose Fruit Collector; Nationality: Malaysia - Employee ID # 2654; Date joined: 1/1/2019; Post: Harvester; Nationality: Malaysia - Employee ID # 2511; Date joined: 1/7/2018; Post: Loose Fruit Collector; Nationality: Indonesia - Employee ID # 1840; Date joined: 26/9/2010; Post: Gardener; Nationality: Indonesia 	
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RSPO Public Summary Report
Revision 9 (Nov 2019)

		Agreement found insufficiently detailing conditions related to entitlement of local and foreign workers in accordance with but not limited to Sabah Labour Ordinance and Sabah Immigration Ordinance such as workers' accommodation, medical treatments, amenities, transportation, levy, insurance compensation and etc.	
6.2.3	(C) There is evidence of legal compliance for regular working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice and other legal labour requirements.	Interview held with three General Workers at the mill and estate, followed by a review of their sampled (refer indicator 6.2.2) payslips for the months of Feb, April and August 2019 demonstrate that each workers fairly employed in compliance with legal requirements for regular working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice and minimum wages requirement.	Complied
6.2.4	(C) The unit of certification provides adequate housing, sanitation facilities, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible. National laws or in their absence the ILO Guidance on Workers' Housing Recommendation No. 115, are used. In the case of acquisitions of non-certified units, a plan is developed detailing the upgrade of infrastructure. A reasonable time (5years)is allowed to upgrade the infrastructure.	Visit to Segaria POM workers housing area found that at the housing area at the new house construction site, the outlet drain also found not clear of undergrowth to permit free flow of water. This demonstrated that the implementation of housing area inspection was insufficient according to requirement under Workers Minimum Housing & Amenities Act 1990; Para 23. Weekly inspection of worker's housing; (1) It shall be the duty of the employer of a place of employment where workers and their dependents are provided with housing accommodation to ensure that – (a) the area surrounding the workers' housing is kept clear of undergrowth and maintained in a clean and sanitary condition; (b) the perimeter drains around each dwelling or block of dwellings including all outlet drains are kept in a good state of repair and clear of refuse or undergrowth to permit free flow of water; (c) all refuse in the housing site is collected daily and disposed of satisfactorily. Hence, a Major NC has been raised.	Critical (Major nonconformance)
6.2.5	The unit of certification makes efforts to improve workers' access to adequate, sufficient and affordable food.	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	Complied

**RSPO Public Summary Report
Revision 9 (Nov 2019)**

		shop were reasonable. Besides, most of the workers will purchase their sundries at the nearby town in Semporna.	
6.2.6	A DLW is paid to all workers, including those on piece rate/quotas, for whom the calculation is based on achievable quotas during regular work hours.	As of the date of this audit, the payment of wages is still based on the minimum wages stipulated under the Minimum Wages (Amendment) Order 2018, which is 42.31 per day, or RM1,100 per month or more. Payslips for Feb, April and August 2019 sighted for sampled workers (refer indicator 6.2.2) confirmed the payment of the minimum wages. As stipulated under the Minimum Wages and Leave Pay Policies in Malaysia, Boustead will conduct a fair and decent wage assessment of its workers based on a credible methodology with the goal of providing workers a fair and decent wage.	Complied

PROCEDURAL NOTE:

RSPO STANDARD STANDING COMMITTEE
14th of October 2019

STATEMENT FROM THE RSPO STANDARD STANDING COMMITTEE REGARDING THE INDICATOR 6.2.6 ON DECENT LIVING WAGE

With reference to procedural note of indicator 6.2.6, the RSPO has published a guidance on the DLW calculation in June 2019. The RSPO Secretariat will endeavor to carry out DLW country benchmarks for palm oil producing countries in which RSPO members operate and for which no Global Living Wage Coalition (GLWC) benchmarks exist¹

Where a GLWC living wage standard (benchmark), or one that fulfills the basic requirements of the RSPO-endorsed living wage methodology, has been established in the country or region of operation, the same should be used as benchmarks.

In the absence of such benchmarks, the RSPO will collaborate with the GLWC and/or local experts on developing oil palm industry benchmarks¹. These benchmarks will be developed in collaboration and consultation with relevant stakeholders such as palm oil industry members, workers' union, authorities and/or relevant organisations.

For countries where no living wage standard is established, until such time that an RSPO endorsed benchmark for the country is in place, national minimum wages shall be paid to all workers. In addition to the payment of minimum wages, the Unit of Certification (UoC) shall conduct an assessment

of the prevailing wages and in-kind benefits provided to workers in the Unit of Certification aligned with the RSPO Guidance for Implementing a Decent Living Wage¹.

Once the benchmarks are available, this procedural note is no longer applicable. UoC shall have an implementation plan towards the payment of a DLW with specific targets, and a phased implementation process including:

- Updated assessment on prevailing wages and in-kind benefits
- There is annual progress on the implementation of living wages
- Where a minimum wage, based on equivalent of baskets of goods, is stipulated in Collective Bargaining Agreements (CBAs), this should be used as the foundation for the gradual implementation of the living wage payment
- The UoC may choose to implement the living wage payment in specific section as a pilot project; the pilot will then be evaluated and adapted before eventual scale up of the living wage implementation.

¹ As of September 2019, GLWC has developed national benchmarks in Bangladesh, Belize, Brazil, China, Colombia, Costa Rica, Dominican Republic, Ecuador, Ethiopia, Ghana, Guatemala, India, Kenya, Malawi, Mexico, Nicaragua, Pakistan, South Africa, Sri Lanka, Uganda and Vietnam. These benchmarks are developed based on banana, coffee, floriculture, textile, manufacturing, seafood processing and tea industry. The RSPO is in the process of commissioning benchmarks for Malaysia and Indonesia for the palm oil sector and will develop methods to calculate and/or define DLW applicability for all palm oil producing countries in which RSPO members operate.

² Benchmark in this context may include other approaches and/or methods to calculate the applicability of DLW in the country or region in accordance to the RSPO endorsed method for determining a DLW. Local applicability for benchmarks is important and it may differ based on the needs of each locality or country.

³ RSPO Guidance for Implementing a Decent Living Wage. The RSPO will also develop further guidance and tools to calculate DLW in line with the RSPO endorsed methodology which may include independent studies by local experts in their respective region or country.

6.2.7	Permanent, full-time employment is used for all core work performed by the unit of certification. Casual, temporary and day labour is limited to jobs that are temporary or seasonal.	Based on documentation review, interviews and field observations, there is no evidence that the units within the Segaria Business Unit employ any casual, temporary and day labour. All employees are employed on either permanent or contractual full-time basis.	Complied
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Criteria 6.3

The unit of certification 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.			
6.3.1	(C) A published statement recognising freedom of association and right to collective bargaining in national languages (English and/or Bahasa Malaysia) is available and is explained to all workers, in language that they understand, and is demonstrably implemented.	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.	Complied
6.3.2	Minutes of meetings between the unit of certification with trade unions or workers representatives, who are freely elected, are documented in national languages (English and/or Bahasa Malaysia) and made available upon request.	Minutes of meetings between the unit of certification with trade unions or workers representatives, who are freely elected, are available upon request as documented in national languages as per records of Minit mesyuarat ahli jawatankuasa persatuan pekerja; Date: 28/7/2019.	Complied
6.3.3	Management does not interfere with the formation or operation of registered unions/ labour organisations or associations, or other freely elected representatives for all workers including migrant and contract workers.	Workers are free to elect their own representatives to sit in the Workers' Community. Interview conducted with the local and foreign worker representative confirmed that management does not interfere with the formation and operations of the committee.	Complied
Criteria 6.4: Children are not employed or exploited.			
6.4.1	A formal policy for the protection of children, including prohibition of child labour and remediation is in place, and included into service contracts and supplier agreements.	Boustead Plantations Berhad has developed the Employment of Child and Age Limit Policy dated 11/1/2011. The company adopted 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.	Complied

**RSPO Public Summary Report
Revision 9 (Nov 2019)**

6.4.2	(C) There is evidence that minimum age requirements are met. Personnel files show that all workers are above the national minimum age or above company policy minimum age, whichever is higher. There is a documented age screening verification procedure.	Stakeholder interview and documentation 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
6.4.3	(C) Young persons may be employed only for non-hazardous work, with protective restrictions in place for that work.	Based on documents sighted, interviews and observations, there was no evidence that the Estates and the Mill employ anyone below the age of 18 years. This was verified by examining the master lists of each operating unit where details of the workers' particulars and dates of birth are available. Interviews with workers and staff, as well as observations made during field visits confirm that only those above 18 are employed.	Complied
6.4.4	The unit of certification demonstrates communication about its 'no child labour' policy and the negative effects of child labour, and promotes child protection to supervisors and other key staff, smallholders, FFB suppliers and communities where workers live.	Communication demonstrated as per stakeholder interview and records of stakeholder meeting sighted. Latest external stakeholder meeting conducted on 29/10/2019 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 11/11/2019 attended by all staff and employees. Estate internal stakeholder meeting was conducted on 12-13/11/2019 attended by all staff and employees.	Complied
Criteria 6.5: There is no harassment or abuse in the workplace, and reproductive rights are protected.			
6.5.1	(C) A policy to prevent sexual and all other forms of harassment and violence is implemented and communicated to all levels of the workforce.	A Sexual Harassment Policy signed by Senior General Manager, En. Shoib Abdullah dated 11/1/2011 was in place. Latest communication was conducted in the meeting as per sample records of Minit mesyuarat persatuan wanita kilang kelapa sawit segaria (Pewanis) bil: 01/2019; Date: 27/7/2019. Policy also displayed in strategic location in mill and estate offices.	Complied

6.5.2	(C) A policy to protect the reproductive rights of all, especially of women, is implemented and communicated to all levels of the workforce.	A Reproductive Rights Policy dated 11/8/2015 signed by Senior General Manager was in place. Latest communication was conducted in the meeting as per sample records of Minit mesyuarat persatuan wanita kilang kelapa sawit segaria (Pewanis) bil: 01/2019; Date: 27/7/2019. Policy also displayed in strategic location in mill and estate offices.	Complied
6.5.3	Management has assessed the needs of new mothers, in consultation with the new mothers, and actions are taken to address the needs that have been identified.	Interview conducted with women committee representatives confirmed that there are no new mothers at any of the Estates and Mill within Segaria Business Unit. In case of any, the committee representative will take actions to address any needs that have been identified.	Complied
6.5.4	A grievance mechanism, which respects anonymity and protects complainants where requested, is established, implemented and communicated to all levels of the workforce.	Boustead 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 as per records of Minit mesyuarat persatuan wanita kilang kelapa sawit segaria (Pewanis) bil: 01/2019; Date: 27/7/2019. No any reported case of complaints and grievances as per stakeholder interview conducted.	Complied
Criteria 6.6: No forms of forced or trafficked labour are used.			
6.6.1	(C) All workers have entered into employment voluntarily and the following are prohibited: <ul style="list-style-type: none"> • Retention of identity documents or passports (except for administration purposes including legalisation and renewal processes) • Charging the workers for recruitment fees • Contract substitution • Involuntary overtime 	Based on documentation review, interviews held with workers at the estate and mill, (gardeners, harvesters, mandores, lab workers, ramp operator, boiler man, drivers, etc) and observations, there is no evidence that workers are in a forced employment. Retention of documents: All foreign workers are given the option of whether to keep their own passports, or to keep them securely at the office. They have also signed a document each to confirm their request to place the passports in the locker.	Complied

	<ul style="list-style-type: none"> • Lack of freedom of workers to resign • Penalty to the workers for termination of employment • Debt bondage • Withholding of wages 	<p>Charging for recruitment fee: Workers do not pay any recruitment fee since all employment cost were borne by the company.</p> <p>Involuntary overtime: Based on interviews conducted, there is no evidence of involuntary overtime at either the Estates or Mill.</p> <p>Lack of freedom of workers to resign: There is no evidence observed of workers being prohibited from resigning. The Terms and Conditions of Employment Contracts signed by all workers contains a provision for early termination of the contract where workers can give 14-days termination notice.</p> <p>Penalty to workers for termination of employment: The Terms and Conditions of Employment Contracts signed by all workers states that no penalty will be imposed for premature termination of the employment contract.</p> <p>Debt bondage: Based on interviews with workers, there is no evidence of any form of debt bondage.</p> <p>Withholding of wages: Based on review of the employment contracts and workers' pay slips for February 2019, April 2019 and August 2019, as well as interviews held with the workers, there is no evidence of any wages being withheld from the workers.</p>	
6.6.2	(C) Where temporary or migrant workers are employed, a specific labour policy and procedures are established and implemented.	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	Complied

Criteria 6.7:

The unit of certification ensures that the working environment under its control is safe and without undue risk to health.

<p>6.7.1</p>	<p>(C) The responsible person(s) for H&S is identified. There are records of regular meetings between the responsible person(s) and workers. Concerns of all parties about health, safety and welfare are discussed at these meetings, and any issues raised are recorded.</p>	<p><u>SEGARIA POM</u> The mill has appointed Mr.Muguthan A/L Mariappan as the Chairman of the Safety Committee 2019/2020 together with Employer and Employee representative based on their work units as members of the safety committee.</p> <p>The Occupational Safety & Health Meetings were done on a regular basis (3 months Interval) to address the safety and health issues in the Mill.</p> <table border="1" data-bbox="958 639 1787 1358"> <thead> <tr> <th>Meeting</th> <th>Date</th> <th>Issues Raised</th> </tr> </thead> <tbody> <tr> <td>Mesyuarat JKKP 1/2019</td> <td>27th March 2019</td> <td>1. Lawatan JKKP pada 09.3.2018 dan keputusan rumusan pemeriksaan.</td> </tr> <tr> <td>Mesyuarat JKKP 2/2019</td> <td>25th June 2019</td> <td>1. Pemadam Api ABC di kawasan perumahan perlu ditambah</td> </tr> <tr> <td>Mesyuarat JKKP 3/2019</td> <td>24th September 2019</td> <td>1. Lokasi Pemadam Api di Store Utama di letakkan di kawasan kurang bersesuaian. 2. Keadaan lantai di kawasan kilang perlu diperbaiki keadaan strukturnya untuk mengelak sebarang risiko bahaya. 3. SOP perlu diwujudkan bagi kerja-kerja di ruang terkurung.</td> </tr> <tr> <td>Mesyuarat 4/2019</td> <td>17th December 2019</td> <td>1. Majikan perlu memastikan pengenalan pastian masalah Ergonomik dijalankan secara bertulis.</td> </tr> </tbody> </table>	Meeting	Date	Issues Raised	Mesyuarat JKKP 1/2019	27 th March 2019	1. Lawatan JKKP pada 09.3.2018 dan keputusan rumusan pemeriksaan.	Mesyuarat JKKP 2/2019	25 th June 2019	1. Pemadam Api ABC di kawasan perumahan perlu ditambah	Mesyuarat JKKP 3/2019	24 th September 2019	1. Lokasi Pemadam Api di Store Utama di letakkan di kawasan kurang bersesuaian. 2. Keadaan lantai di kawasan kilang perlu diperbaiki keadaan strukturnya untuk mengelak sebarang risiko bahaya. 3. SOP perlu diwujudkan bagi kerja-kerja di ruang terkurung.	Mesyuarat 4/2019	17 th December 2019	1. Majikan perlu memastikan pengenalan pastian masalah Ergonomik dijalankan secara bertulis.	<p>Complied</p>
Meeting	Date	Issues Raised																
Mesyuarat JKKP 1/2019	27 th March 2019	1. Lawatan JKKP pada 09.3.2018 dan keputusan rumusan pemeriksaan.																
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Mesyuarat 4/2019	17 th December 2019	1. Majikan perlu memastikan pengenalan pastian masalah Ergonomik dijalankan secara bertulis.																

Segaria Estate

The estate has appointed Tn. Christopher Lim as the Chairman of the Safety Committee 2019/2020 together with Employer and Employee representative based on their work units as members of the safety committee.

The Occupational Safety & Health Meetings were done on a regular basis (3 months Interval) to address the safety and health issues in the estate.

Meeting	Date	Issues Raised
Mesyuarat JKKP 01/19	27.03.2019	1. Flooding at the 'Taman Asuhan Kanak-kanak' every time there is a heavy rain. 2. Better quality shoes that can last longer as the current shoes last only for 2 – 5 months.
Mesyuarat JKKP 02/19	26.06.2019	1. Signboard to be placed at Taman Ria Construction Project and Clinic. 2. Lorry Drivers that drive fast to be taken actions against them. AP to take serious action and issue summons if required.
Mesyuarat JKKP 03/19	18.09.2019	1. Night watchman should use the siren every hour. 2. AP should do road blocks to monitor the vehicles that enter and leave the estate.
Mesyuarat JKKP 04/19	11.12.2019	1. To ensure SDS is displayed and Safety Procedures in the stores

**RSPO Public Summary Report
Revision 9 (Nov 2019)**

			are updated and in good condition.							
6.7.2	<p>Accident and emergency procedures are in place and instructions are clearly understood by all workers. Accident procedures are available in national languages (English and/or Bahasa Malaysia) and explained in the language understandable to the workforce. Assigned operatives trained in first aid are present in both field and other operations, and first aid equipment is available at worksites. Records of all accidents are kept and periodically reviewed.</p>	<p>Emergency Response Plans are available for Emergency Contact Number, Emergency Evacuation, First Aid Locations, Fire Extinguisher Locations, Emergency Response Plan (Fire, Chemical Spillage, Chemical Contamination, Flood and Accident) and displayed at strategic locations around the mill, estate office and stores. The competent persons are appointed and trained to be part of the Emergency Response Team. Appointment letters were sighted in both mill and estate respectively.</p> <p>Records of latest trainings done are as below.</p> <table border="1"> <thead> <tr> <th>TRAININGS</th> <th>DATE</th> </tr> </thead> <tbody> <tr> <td>Taklimat Pelan Tindakan Kecemasan (ERP)</td> <td>10.11.2018</td> </tr> <tr> <td>Taklimat dan Latihan Kebakaran (Fire Drill)</td> <td>20.12.2018</td> </tr> </tbody> </table> <p>The assigned first aiders were present at the site visited. They showed understanding on the contents and usage of the items in the First Aid Kits. First aid kits were available at the sampled locations mentioned in the First Aid Kit Location Map. Sampled First aid Kit boxes showed regular maintenance and records of the usage.</p> <p>Records of all accidents were kept and reviewed during the periodic Safety And Health Meeting done in the Segaria POM and Estate respectively.</p>	TRAININGS	DATE	Taklimat Pelan Tindakan Kecemasan (ERP)	10.11.2018	Taklimat dan Latihan Kebakaran (Fire Drill)	20.12.2018		Complied
TRAININGS	DATE									
Taklimat Pelan Tindakan Kecemasan (ERP)	10.11.2018									
Taklimat dan Latihan Kebakaran (Fire Drill)	20.12.2018									
6.7.3	<p>(C) Workers use appropriate personal protective equipment (PPE), which is provided free of charge to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, land preparation, and harvesting.</p>	<p>All workers were provided with appropriate PPE where the cost are bared by the management. Interviews conducted during the site visit at the Mill and Estate showed understanding and approval from the workers that:</p>		Critical (Major nonconformance)						

Sanitation facilities for those applying pesticides are available, so that workers can change out of PPE, wash and put on their personal clothing.

- The management bears the cost of all PPEs and the workers are entitled to effective and appropriate PPE.
- The importance of using required PPE at all times during work.
- Proper storage and disposal methods of PPE.

Sampled issuance of PPE are as below :-

Segaria POM

Name	PPE	Issuance Date
Rahmatiah Bt Balong (Lab Asst)	Face Mask N95	15.09.2019
	Safety West	23.09.2019
	Face Mask N95	18.11.2019
Henrah B Ramli (Boiler)	Ear Plug	13.01.2020
	Leather Hand Glove	13.01.2020
Sudi B. Ahmad	Ear Plug	13.01.2020
	Safety Shoes (NK86)	12.01.2020

Segaria Estate

Name	PPE	Issuance Date
Gusnawati Abdul Latif	Apron	21.09.2019

		Aming Samsuddin	Rubber Shoes	21.09.2019	
		Astuti Basri	Safety Goggles	21.09.2019	
		Ardi		21.09.2019	
		<p>It was sighted during the Site Visit at Segaria Estate, a chemical sprayer was wearing the nitrile gloves inside out indicating the contaminated side of the gloves was in contact with the workers skin. It was also sighted at the premix station a total of 4 workers filling water into the premix containers not wearing safety boots, nitrile gloves, apron, face masks/respirators. They were also noticed to be sitting on the premix containers while filling the premix containers. Hence, a Major NC has been raised.</p> <p>The estate have provided Emergency Shower Room, Shower Room, Changing Area and PPE Storage Area for the workers especially chemical handlers for them to change out of PPE, wash and put on their personal clothing.</p>			
6.7.4	All workers are provided with medical care and covered by accident insurance. Costs incurred from work-related incidents leading to injury or sickness are covered in accordance with Malaysian law.	<p>All workers are provided with medical care as the mill and estate workers are permitted to obtain medical care from the dispensary located in the Segaria Estate by the management as stated in the contract agreement. The workers are not restricted to obtain medical assistance from the dispensary. In the event of major injuries or accidents, the workers will be given appropriate medical care at the hospital under the expenses of the management.</p> <p>All workers are covered under the Social Security Organisation (SOCSO). Sample of SOCSO Contribution via Form 8a were sighted in the mill and estate respectively. Verified payment for the month of November amounting to RM 9,005.60 (Voucher No: UOB/12/04)</p>			Complied

RSPO Public Summary Report
Revision 9 (Nov 2019)

6.7.5	Occupational injuries are recorded using Lost Time Accident (LTA) metrics.	<p><u>Segaria POM</u></p> <p>The Lost Time Accident are recorded and maintained. The records are as follows :-</p> <table border="1" data-bbox="958 491 1794 639"> <thead> <tr> <th>Operating Units</th> <th>2018</th> <th>2019</th> </tr> </thead> <tbody> <tr> <td>Segaria POM</td> <td>13 Days (3 Cases)</td> <td>0 Days (0 Cases)</td> </tr> <tr> <td>Segaria Estate</td> <td>8 days (2 Cases)</td> <td>11 Days (3 Cases)</td> </tr> </tbody> </table>	Operating Units	2018	2019	Segaria POM	13 Days (3 Cases)	0 Days (0 Cases)	Segaria Estate	8 days (2 Cases)	11 Days (3 Cases)	Complied
Operating Units	2018	2019										
Segaria POM	13 Days (3 Cases)	0 Days (0 Cases)										
Segaria Estate	8 days (2 Cases)	11 Days (3 Cases)										
<p>Principle 7: Protect, conserve and enhance ecosystem and the environment.</p>												
<p>Criteria 7.1: Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management (IPM) techniques.</p>												
7.1.1	(C) IPM plans are implemented and monitored to ensure effective pest control.	<p>The estate have implemented a yearly IPM plan with the objectives as below :</p> <ul style="list-style-type: none"> • Prevent or minimize loss or damage to palm and yield by pest. • Minimize loss and damages to ripe & unripe fruits and basal tissue of the palm base by rat attacks. • Ensure sufficient food source for natural predators especially barn owl • To reduce the use of pesticides <p>The effectiveness of the plan is monitored through a number of documents. Amongst the documents sighted are:</p> <ul style="list-style-type: none"> • Beneficial Palms Point Mapping • Monthly A/I records. • Barn Owl Records and Occupancy Census ➤ Rat Baiting Census and application Records. 	Complied									
7.1.2	Species referenced in the Global Invasive Species Database and CABI.org are not to be used in managed	There were no species referenced in the Global invasive Species database and CABI.org sighted within the estate and POM premises.	Complied									

	areas, unless plans to prevent and monitor their spread are implemented.														
7.1.3	There is no use of fire for pest control unless in exceptional circumstances, i.e. where no other effective methods exist, and with prior approval of government authorities.	It was identified that there is no use of fire for the pest control at the estates.	Complied												
Criteria 7.2:															
Pesticides are used in ways that do not endanger health of workers, families, communities or the environment.															
7.2.1	(C) Justification of all pesticides used is demonstrated. Selective products and application methods that are specific to the target pest, weed or disease are prioritised.	The justification of all pesticide used is demonstrated in the Oil Palm Circular (OPC. No. 01.b.) dated June 2002 and reviewed in December 2017. Subject : Weed Management In Oil Palm which states the recommendations for pesticides to be used in the estate. The Pesticides Recommendations is categorized by palm age indicating the type of chemicals to be used, the rate/ha, probable no. of rounds/year and additional notes.	Complied												
7.2.2	(C) Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) are provided.	Records of pesticides used were maintained and monitored on a monthly basis. Sample of pesticide records in liter/ha for the year 2019 sighted were as follows: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>PESTICIDE</th> <th>AI/HA</th> </tr> </thead> <tbody> <tr> <td>GARLON</td> <td>507.5</td> </tr> <tr> <td>FASTAC</td> <td>8143.7</td> </tr> <tr> <td>KRUSH</td> <td>360.9</td> </tr> <tr> <td>BASTA 15</td> <td>76.4</td> </tr> <tr> <td>KISOL</td> <td>164.4</td> </tr> </tbody> </table>	PESTICIDE	AI/HA	GARLON	507.5	FASTAC	8143.7	KRUSH	360.9	BASTA 15	76.4	KISOL	164.4	Complied
PESTICIDE	AI/HA														
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7.2.3	(C) Any use of pesticides is minimised as part of a plan, eliminated where possible, in accordance with IPM plans.	The estate has implemented a long term chemical reduction plan where they are currently monitoring the usage of chemicals on a monthly basis to ensure reduction of chemical use in the long run. Paraquat was eliminated. In its place, alternatives such as Glyphosate was used instead.	Complied												

**RSPO Public Summary Report
Revision 9 (Nov 2019)**

		The estate also have implemented an IPM Plan to further reduce the use of pesticides. Sighted during the site visit the establishment of beneficial plants along the estate roads and immature areas as well as barn owl boxes placed at intended areas.	
7.2.4	There is no prophylactic use of pesticides, unless in exceptional circumstances, as identified in national best practice guidelines.	No prophylactic use of pesticide were identified in the estate.	Complied
7.2.5	<p>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, unless in exceptional circumstances, as validated by a due diligence process, or when authorised by government authorities for pest outbreaks.</p> <p>The due diligence refers to:</p> <ul style="list-style-type: none"> a) Judgment of the threat and verify why this is a major threat b) Why there is no other alternative which can be used c) Which process was applied to verify why there is no other less hazardous alternative d) What is the process to limit the negative impacts of the application e) Estimation of the timescale of the application and steps taken to limit application to the specific outbreak. 	<p>Sighting of the Chemical Register dated 05.01.2020 showed that only class II, III & IV chemicals were used at the estates visited.</p> <p>Paraquat was eliminated. In its place, alternatives such as Glyphosate was used instead.</p>	Complied
7.2.6	(C) Pesticides are only handled, used or applied by persons who have completed the necessary training and are always applied in accordance with the product	Pesticide operators have been given training on the safe handling/application of pesticides including demonstration on the correct PPE usage as listed in the table below. Safety Data Sheet were used and explained to the participants. All	Complied

	<p>label. All precautions attached to the products are properly observed, applied, and understood by workers (see Criterion 3.6). Personnel applying pesticides must show evidence of regular updates on the knowledge about the activity they carry out.</p>	<p>precautions attached to the products were again reminded during morning briefing. They understood the dangers of the chemicals and the reasoning why to don the required PPE was verified by the auditor in the field during the interviews with workers.</p> <p>The trainings are as below:</p> <table border="1" data-bbox="958 576 1794 710"> <thead> <tr> <th>Training</th> <th>Date</th> <th>Attendees</th> </tr> </thead> <tbody> <tr> <td>Spraying Training</td> <td>16.07.2019</td> <td>8 Workers</td> </tr> <tr> <td>P&D Handling</td> <td>16.07.2019</td> <td>7 Workers</td> </tr> <tr> <td>Spraying Training</td> <td>10.07.2019</td> <td>8 workers</td> </tr> </tbody> </table>	Training	Date	Attendees	Spraying Training	16.07.2019	8 Workers	P&D Handling	16.07.2019	7 Workers	Spraying Training	10.07.2019	8 workers	
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<p>7.2.7</p>	<p>(C) Storage of all pesticides is in accordance with recognised best practices.</p>	<p>Pesticides were found stored in the mill and estate’s Chemical Store in accordance with the Occupational Safety and Health Act 1994 (Act 514) and Pesticides Act 1974 (Act 149) and their Regulations.</p> <p>The stores were at all times locked and at the time of visit the store clerk was seen to unlock the pad-lock to open entrance door for auditor to inspect the store. At the entrance door, signage requiring donning of PPE were visibly posted. The Chemical Store signage with required Hazard Symbols were available at the entrance. The facility ventilation fan was found working with adequate ventilation available, up-to-date chemical register, trade and generic names, and their Safety data Sheet were available.</p> <p>During the site visit at Segaria Estate it was sighted that there were many Pesticide containers such as Amine & Glyphosate filled with chemicals placed in the staffs personal stores (Not Chemical Store). These stores did not have the basic requirements of a chemical store such a Chemical Store Signage, Hazard Signage, Bund traps, Spill Kits, Available SDS, etc. These chemicals are supposed to be stored in the mill and estate’s Chemical Store in accordance with the Occupational Safety and Health Act 1994 (Act 514) and Pesticides Act 1974 (Act 149) and their Regulations. Hence, Major NC has been raised.</p>	<p>Critical (Major nonconformance)</p>												

RSPO Public Summary Report
Revision 9 (Nov 2019)

7.2.8	All pesticide containers are properly disposed of and/or handled responsibly if used for other purposes.	<p>With the exception that some empty agrochemical containers were recycled for premixing pesticides for onward delivery to field, the rest of the empty chemical containers were triple rinsed, pierced and stored in the schedule waste store. At time of the visit all agrochemical containers have been disposed to the registered waste manager.</p> <p>Sampled the latest consignment note for disposal of chemical containers dated 9th January 2020 indicated 59kgs of Chemical Containers were disposed to Lagenda Bumimas Sdn. Bhd.</p>	Complied
7.2.9	(C) Aerial spraying of pesticides is prohibited, unless in exceptional circumstances where no other viable alternatives are available. This requires prior government authority approval. All relevant information is provided to affected local communities at least 48 hours prior to application of aerial spraying.	No aerial spraying have been done in the estate to date.	Complied
7.2.10	(C) Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, is demonstrated.	<p><u>Segaria POM</u> Annual medical surveillance were done for the Segaria POM workers. A total of 34 workers were sent for medical surveillance including chemical exposed workers from the lab and welders. The medical surveillance was conducted on the 31st of December 2019DAB OH SDN BHD (967194-U).</p> <p>The results of the medical surveillance is yet to be obtained and not yet available during the audit.</p> <p><u>Segaria Estate</u> Annual Medical Surveillance were done for the estate for a total of 99 workers involved with pesticide. The medical surveillance was conducted on 24th of</p>	Complied

RSPO Public Summary Report
Revision 9 (Nov 2019)

		<p>October 2019 by Dr. Sim Yong Sing MBBS(Malaya) OHD 0280-k JKPP NO.HQ/11/doc/00/223</p> <p>The results of the medical surveillance indicated that all 99 workers were declared fit.</p>	
7.2.11	<p>(C) No work with pesticides is undertaken by persons under the age of 18, pregnant or breastfeeding women or other people that have medical restrictions and they are offered alternative equivalent work.</p>	<p>Medical screening for woman workers involved in chemical handling and application was conducted on a monthly basis. Latest medical screening conducted indicated none were found pregnant. During the site visit the female chemical handlers were interviewed and they mentioned that they are not pregnant no breastfeeding. Segaria Estate and Mill do not have persons under the age of 18 working in the premises.</p>	Complied
<p>Criteria 7.3: Waste is reduced, recycled, reused and disposed of in an environmentally and socially responsible manner.</p>			
7.3.1	<p>A waste management plan which includes reduction, recycling, reusing, and disposal based on toxicity and hazardous characteristics, is documented and implemented.</p>	<p>The waste management plan was available dated 13 April 2019 in Segaria Mill, this incorporated recycled waste, Scheduled waste, Domestic waste, industrial waste, E- Waste, Sludge cake waste and laboratory waste.</p> <p>All waste products and sources of pollution had been identified in Waste Management Action Plan Year 2020 for the estate. Based on the Waste Management Action Plan Year 2020 the following wastes and its sources were identified:</p> <ul style="list-style-type: none"> - Domestic waste: Rubbish from linesite, office and etc. at Field PM99A - Scheduled waste: SW305, SW306, SW 410 & SW 102 - Recyclable waste: Empty chemical container, empty fertilizer bag, palm fronds, etc. 	Complied
7.3.2	<p>Proper disposal of waste material, according to procedures that are fully understood by workers and managers, is demonstrated.</p>	<p>The scheduled waste inventory was available referred ASSH/TWU(B)31/152/000/001. Segaria POM generate SW 102, 103, 109, 305, 306, 322, 409 and 410. Latest Disposal was on 9 Jan 2020 as per consignment note 2020011015047KPC by Lagenda Bumimas Sdn Bhd. The management unit</p>	Complied

		<p>already give the briefing to the workers latest was on 23 Dec 2019 as per weekly morning briefing and workers was understood as per interview.</p> <p>Visit to estate field and premises shown the management and disposal plan has been implemented accordingly. Records sighted for SW i.e. Identification Inventory of Scheduled Wastes; Ref.: ASSH/TWU(B)95/130/100/231; In Segaria Estate, Inventory is available refer 2016022415R9S2KE12020 dated 11 Jan 2020. Generate SW 102,109,110,305,306,403,404,409 and 410. For disposal SW 409 is disposal at Lagenda Bumimas Sdn Bhd Latest disposal for SW 410 is on 27 July 2019 at Lagenda Bumimas Sdn Bhd. Refer consignment note B 001557.</p>	
7.3.3	The unit of certification does not use open fire for waste disposal.	From the site visit in field PM99A no sighted any open burning or open fire been using for waste disposal.	Complied
<p>Criteria 7.4: Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.</p>			
7.4.1	Good agriculture practices, as contained in SOPs, are followed to manage soil fertility to optimise yield and minimise environmental impacts.	<p>Segaria estate manages and improves soil fertility to a level that ensures optimal and sustained yield by monitoring the fertilizer inputs through annual fertilizer applications.</p> <p>The sustaining of the soil fertility is guided by the organization OPC for Soil And Water Conservation (O.P.C. No. 08a.) dated April 1996 and reviewed in August 2018. Therein containing information on the following</p> <ul style="list-style-type: none"> a) The objectives as to why they should implement soil management practices. b) Ground cover establishment c) Soil Conversation Practices d) Mulching 	Complied

7.4.2	Periodic tissue and soil sampling is carried out to monitor and manage changes in soil fertility and plant health.	Depending on replanting programs, soil sampling was carried out at least once in 5 years period while foliar/tissue sampling carried out based on annual manuring programs. Latest External Agronomist from Advanced Agricultural Research Sdn Bhd visited estate on 2–4 September 2019 to carry out soil sampling prior to the fertilizer recommendation for 2020. The results of the Soil Sampling was available in the Soil Test Report (Report Number -R19/7/26).	Complied								
7.4.3	A nutrient recycling strategy is in place, which includes the recycling of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), palm residues and optimal use of inorganic fertilisers.	<p>The EFB generated from Segari POM is used as bio fuel at the Boiler Station and also distributed to the Segaria Estate where it is used as a mulch in the field to further fertilize the soil. The Mill also distributes its Decanter Cake and Sludge Cake to the estate to be used as a mulch as a method to recycle the generated organic waste.</p> <p>It was sighted at Segaria Estate the mulching was applied responsibly at Field PM08B. EFB is applied at rate of 30 mt/ha as per recommendation by the Agronomist .</p> <p>The applications of mulching are being monitored by the mill and the estate. Sample records for year 2019 are as below.</p> <table border="1" data-bbox="958 1074 1794 1273"> <thead> <tr> <th>Inorganic Materials</th> <th>Mt</th> </tr> </thead> <tbody> <tr> <td>EFB</td> <td>4096.04</td> </tr> <tr> <td>Sludge Cake</td> <td>237.32</td> </tr> <tr> <td>Decanter Cake</td> <td>1357.23</td> </tr> </tbody> </table>	Inorganic Materials	Mt	EFB	4096.04	Sludge Cake	237.32	Decanter Cake	1357.23	Complied
Inorganic Materials	Mt										
EFB	4096.04										
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7.4.4	Records of fertiliser inputs are maintained.	Segaria estate continued to monitor the fertilizer inputs through annual fertilizer applications as programmed in the Estate Manuring Programme 2019 and 2020	Complied								

		<p>The process of the fertilizer application follows a flow chart Fertilizer application, commencing from an agronomist visit for a leaf and soil sampling to determine the level of nutrient and fertility. Thereafter the calculation will be made for an input of fertilizer to maintain/improve the nutrient and fertility at the desired level. The agronomist will develop a yearly recommendation of fertilizer based on the data collected. Estate will use this fertilizer recommendation for the entire requirement in the field identified. Fertilizers are then applied based on the programme generated.</p>																	
<p>Criteria 7.5: Practices minimise and control erosion and degradation of soils.</p>																			
<p>7.5.1</p>	<p>(C) Maps identifying marginal and fragile soils, including steep terrain, are available.</p>	<p>An estate map was available in the estate during the visit indicating that there are no fragile soils in the estate. The soil series available are as below.</p> <table border="1" data-bbox="958 858 1794 1257" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="2" style="text-align: center;">SOIL SERIES</th> </tr> </thead> <tbody> <tr> <td>Apas</td> <td>Koyah</td> </tr> <tr> <td>Batang</td> <td>Kumansi</td> </tr> <tr> <td>Batang (Lateritic)</td> <td>Local Aluvium</td> </tr> <tr> <td>Beruang (Lateritic)</td> <td>Lumisir</td> </tr> <tr> <td>Kinabutan</td> <td>Sipit</td> </tr> <tr> <td>Kobovan</td> <td>Tanjung Lipat</td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table> <p>The estate has a Topography Map that indicates the steep terrains within the estate. The map was developed by AAR, the agronomist assigned by the estate.</p>	SOIL SERIES		Apas	Koyah	Batang	Kumansi	Batang (Lateritic)	Local Aluvium	Beruang (Lateritic)	Lumisir	Kinabutan	Sipit	Kobovan	Tanjung Lipat			<p>Complied</p>
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RSPO Public Summary Report
Revision 9 (Nov 2019)

7.5.2	No replanting on steep slopes (above 25 degrees) unless approved by state governments. In case of replanting is permitted, no replanting in contiguous area of steep terrain (greater than 25 degrees) larger than 25 Ha within the Unit of Certification.	The estate currently does not have any replanting undergoing at the moment. Verification will be done during the next audit on the area replanted with available steep slope documents. The next replanting is projected to be in Feb 2020.	Complied
7.5.3	There is no new planting of oil palm on steep terrain.	Not Applicable as the estate does not have any new planting.	Not applicable
Criteria 7.6:			
Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations.			
7.6.1	(C) To demonstrate the long-term suitability of land for palm oil cultivation, soil maps or soil surveys identifying marginal and fragile soils, including steep terrain, are taken into account in plans and operations.	Soil maps and Soil Surveys and steep terrains are taken into account in plan and operation of the estate as the agronomist that plays a major rule in monitoring and recommending the estate on agronomical operations such as fertiliser inputs. Based on the maps, all the soil of the estate were of mineral types. There are no recognized marginal and fragile soils including steep terrains within the area of the estate visited.	Complied
7.6.2	Extensive planting on marginal and fragile soils, is avoided, or, if necessary, done in accordance with the soil management plan for best practices.	Not Applicable as the estate does not have marginal or fragile soils within its vicinity.	Not applicable
7.6.3	Soil surveys and topographic information guide the planning of drainage and irrigation systems, roads and other infrastructure.	Soil surveys are conducted by the agronomist (AA Resources) mainly to monitor the soil fertility. Topographic Maps are available in the estate that measures the height of the terrains around the area under the estate. The estate have constructed terraces at the hilly areas as well as well establishment of cover crop such as <i>Mucuna bracteata</i> where appropriate, to minimize soil erosion and improve soil quality. Drainage systems and desilting programmes were sighted in the estate to further improve the water management within the estate.	Complied
Criteria 7.7			

No new planting on peat, regardless of depth after 15 November 2018 and all peatlands are managed responsibly.			
7.7.1	(C) There is no new planting on peat regardless of depth after 15 November 2018 in existing and new development areas.	Not Applicable as the estate does not have peat soils within its vicinity.	Complied
7.7.2	Areas of peat within the managed areas are inventoried, documented and reported (effective from 15 November 2018) to RSPO Secretariat.	Not Applicable as the estate does not have peat soils within its vicinity.	Complied
PROCEDURAL NOTE: Maps and other documentation of peat soils are provided, prepared and shared in line with RSPO Peatland Working Group (PLWG) audit guidance.			
7.7.3	(C) Subsidence of peat is monitored, documented and minimised.	Not Applicable as the estate does not have peat soils within its vicinity.	Complied
7.7.4	(C) A documented water and ground cover management programme is in place.	Not Applicable as the estate does not have peat soils within its vicinity.	Not applicable
7.7.5	(C) For plantations planted on peat, drainability assessments are conducted following the RSPO Drainability Assessment Procedure, or other RSPO recognised methods, at least five years prior to replanting. The assessment result is used to set the timeframe for future replanting, as well as for phasing out of oil palm cultivation at least 40 years, or two cycles, whichever is greater, before reaching the natural gravity drainability limit for peat. When oil palm is phased out, it is replaced with crops suitable for a higher water table (paludiculture) or rehabilitated with natural vegetation. This is subject to transitional (5 years: 2019 to 2024) arrangement stated in the Drainability Assessment	Not Applicable as the estate does not have peat soils within its vicinity.	Not applicable

	Procedure. Within 12 months initial implementation period, company could submit other alternate methodologies to be considered by RSPO for recognition.		
7.7.6	(C) All existing plantings on peat are managed according to the RSPO Manual on Best Management Practices (BMPs) for existing oil palm cultivation on peat', version 2 (2018) and associated audit guidance.	Not Applicable as the estate does not have peat soils within its vicinity.	Not applicable
7.7.7	(C) All areas of unplanted and set-aside peatlands in the managed area (regardless of depth) are protected as "peatland conservation areas"; new drainage, road building and power lines by the unit of certification on peat soils is prohibited; peatlands are managed in accordance with the 'RSPO BMPs for Management and Rehabilitation of Natural Vegetation Associated with Oil Palm Cultivation on Peat', version 2 (2018) and associated audit guidance.	Not Applicable as the estate does not have peat soils within its vicinity.	Not applicable
Criteria 7.8			
Practices maintain the quality and availability of surface and groundwater.			
7.8.1	A water management plan is in place and implemented to promote more efficient use and continued availability of water sources and to avoid negative impacts on other users in the catchment. The plan addresses the following: a) The unit of certification does not restrict access to clean water or contribute to pollution of water used by communities.	Water management plan was available dated Jan 2020. Documented Water Management Plan Year 2020 inclusive of location; wastewaters produced; treatment/containment method;reuse/recycle/disposal method was sighted. The plan implemented as per following: - Identification of water sources - Efficient use of water - Renewability of water sources - Riparian buffer zone - Areas where buffer zone not established - Water quality monitoring	Complied

RSPO Public Summary Report
Revision 9 (Nov 2019)

		<ul style="list-style-type: none"> - Effluent analysis - Demarcation of wetlands areas - Soil and water conservation measures - No construction of bunds/weirs/dam across main rivers <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.</p>	
	b) Workers have adequate access to clean water.	The workers quarters have adequate clean water supply by estate management, the management also done the analysis to ensure water was safe for domestic use. From the analysis done DYNAKEY Laboratories Sdn Bhd dated 21 September 2019 the water was safe for drinking referred report 20190712/15.	
7.8.2	(C) Water courses and wetlands are protected, including maintaining and restoring appropriate riparian and other buffer zones in line with 'RSPO Manual on BMPs for the management and rehabilitation of riparian reserves' (April 2017).	Protection of water courses and wetlands implemented as per established policy of slope and river buffer protection policy (Refer Polisi Zon Perlindungan Cerun dan Zon Penampan Sungai); dated 12/1/2018. Protection program includes monitoring of river water quality as per sample dated 14 December 2019 by DYNAKEY Laboratories Sdn Bhd Lab ref no E191209/07A-07C Sample mark: A. Upstream; B. Downstream; C. Final discharge (POME). All results found within the limits of Raw Water Quality Standard.	Complied
7.8.3	Mill effluent is treated to be in compliance with national regulations. Discharge quality of mill effluent, especially Biochemical Oxygen Demand (BOD), is regularly monitored.	The effluent was treated according to national regulation, as per discharge quality of mill effluent latest result was on 14 December 2019 by DYNAKEY Laboratories Sdn Bhd Lab ref no E191209/07A-07C. The result was below BOD 20.	Complied
7.8.4	Mill water use per tonne of FFB is monitored and recorded.	Mill Water Consumption Against FFB Process FY 2019 period Jan – Dec 2019 = 3.12 m3/mt.	Complied
Criteria 7.9: Efficiency of fossil fuel use and the use of renewable energy is optimised.			

**RSPO Public Summary Report
Revision 9 (Nov 2019)**

7.9.1	A plan for improving efficiency of the use of fossil fuels and to optimize renewable energy is implemented, monitored and documented.	The plan for improving efficiency of the use of fossil fuel was available dated Jan 2020. The action was changes the old tractor and vehicle into the new one and also to have daily vehicle maintenance record were utilised to monitored the condition. The monitoring was done monthly by management and Diesel used per FFB was 1.16liter/tan FFB as per Dec 2019.	Complied
Criteria 7.10: Plans to reduce pollution and emissions, including greenhouse gases (GHG), are developed, implemented and monitored and new developments are designed to minimise GHG emissions.			
7.10.1	(C) GHG emissions are identified and assessed for the unit of certification. Plans to reduce or minimize them are implemented, monitored through the Palm GHG calculator and publicly reported.	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 tCO ₂ e/mt of both CPO and PK products. Summary of emissions are recorded in Appendix K below.	Complied
7.10.2	(C) Starting 2014, the carbon stock of the proposed development area and major potential sources of emissions that may result directly from the development are estimated and a plan to minimize them prepared and implemented (following the RSPO GHG Assessment Procedure for New Development).	The major potential sources of emission in Segaria Estate was POME and fertilizer. The management already taken action such as to reduce usage of fertilizer by using back POME using sprinkler system in land application for optimized usage of nutrient. 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 inhouse and through 3rd party environmental consultant. Record of monitoring can refer to effluent plant log book, this record is monitored monthly.	Complied
7.10.3	(C) Other significant pollutants are identified and plans to reduce or minimize them implemented and monitored.	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.	Complied
Criteria 7.11: Fire is not used for preparing land and is prevented in the managed area.			

RSPO Public Summary Report
Revision 9 (Nov 2019)

7.11.1	(C) Land for new planting or replanting is not prepared by burning.	No New planting in Segaria Estate. However during replanting at PR2018A the management was using chipping and not use fire for palm disposal.	Complied
7.11.2	The unit of certification establishes fire prevention and control measures for the areas under its direct management.	The Fire prevention procedure have been establish to ensure no fire breakout happen in estate. The training have been doen on 27 July 2019 for emergency team.	Complied
7.11.3	The unit of certification engages with adjacent stakeholders on fire prevention and control measures.	The management already approach the stakeholder during stakeholder meeting on 30 Oct 2019 regarding to fire prevention and control measure.	Complied
Criteria 7.12:			
Land clearing does not cause deforestation or damage any area required to protect or enhance High Conservation Values (HCVs) or High Carbon Stock (HCS) forest. HCVs and HCS forests in the managed area are identified and protected or enhanced.			
7.12.1	(C) Land clearing since November 2005 has not damaged primary forest or any area required to protector enhance HCVs. Land clearing since 15 November 2018 has not damaged HCVs or HCS forests A historic Land Use Change Analysis (LUCA) is conducted prior to any new land clearing, in accordance with the RSPO LUCA guidance document.	No new planting or land clearing in Segaria Estate. Segaria Mill was built on 1980	Complied
7.12.2	(C) HCVs, HCS forests and other conservation areas are identified as follows: a) For existing plantations with an HCV assessment conducted by an RSPO-approved assessor and no new land clearing after 15 November 2018, the current HCV assessment of those plantations remains valid.	The High Conservation Value assessment report was available dated November 2018 by Malaysian Environmental Consultant Sdn. Bhd. This HCV report cover the identification of high biodiversity value habitat in Segaria estate. From the report, there are HCV 1,2,3 and 4 in Segaria Estate with total 143.9 Ha. The HCV report for the assessment done concurrently by internal assessors shown a total of 143.9 ha of HCV areas identified consist of following: - Buffer zone/riparian – 71.9 Ha	Complied

**RSPO Public Summary Report
Revision 9 (Nov 2019)**

		- Pocket Jungle – 33.3 ha - unplanted area/steep area – 38.7 ha	
	b) Any new land clearing (in existing plantations or new plantings) after 15 November 2018 is preceded by an HCV-HCS assessment, using the HCSA Toolkit and the HCV-HCSA Assessment Manual. This will include stakeholder consultation and take into account wider landscape-level considerations.	No new development of Palm Oil and no new land clearing. Not applicable	
PROCEDURAL NOTE for 7.12.2: Requirement is further clarified under the Interpretation of Indicator 7.12.2 and Annex 5 (approved by BOG on 12 June 2019).			
7.12.3	<i>Indicator is not applicable in Malaysia context.</i>	Not applicable	N/A
7.12.4	(C) Where HCVs, HCS forests after 15 November 2018, peatland and other conservation areas have been identified, they are protected and/or enhanced. An integrated management plan to protect and/or enhance HCVs, HCS forests, peatland and other conservation areas is developed, implemented and adapted where necessary, and contains monitoring requirements. The integrated management plan is reviewed at least once every five years. The integrated management plan is developed in consultation with relevant stakeholders and includes the directly managed area and any relevant wider landscape level considerations (where these are identified).	Based on the Polisi Alam Sekitar & Biodeversiti (Environmental & Biodiversity Policy); 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: i) Wild Life Conservation Target: to ensure no illegal hunting activities inside or outside the estate perimeter in line with the Protection of Wild Life Act 1972 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	Complied

		<p>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 wood along identified water courses, wetland and biodiversity area</p> <p>iv) Degradation of Agricultural Land Target: to minimize or free from soil erosion at slope/terrace area Action plan: planting LCC such as Pueraria Javanica at along slopes and Mucuna Bracteata; construct terrace at slope area >25o; continue constructing silt pits; conservation of Nephrolepis Biserrata; prohibit spray at any points of sloping banks; continue setting up buffer zone; planting certivar/Guatemala grasses; construct and maintain well drainage system; continue plant timer trees especially in buffer zone area</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 environmental and biodiversity policy briefing was conducted on 6-7 Nov 2019 and continuously until for year 2019 attended by all estate staff and employee. HCV training 7/11/2018 and 6-7 Nov 2019</p>	
7.12.5	Where rights of local communities have been identified in HCV areas, HCS forest after 15 November 2018, peatland and other conservation areas, there is no reduction of these rights without evidence of a negotiated agreement, obtained through FPIC, encouraging their involvement in the maintenance and management of these conservation areas.	No new development or no new clearing for new planting in segaria estate. The HCV was in good management as per site verification.	Complied
7.12.6	All rare, threatened or endangered (RTE) species are protected, whether or not they are identified in an HCV assessment. A programme to regularly educate the	The High Conservation Value assessment report was available dated November 2018 by Malaysian Environmental Consultant Sdn Bhd. This HCV report cover the identification of high biodiversity value habitat in Segaria estate. From the report,	Complied

**RSPO Public Summary Report
Revision 9 (Nov 2019)**



	workforce about the status of RTE species is in place. Appropriate disciplinary measures are taken and documented in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect, trade, possess or kill these species.	there are HCV 1,2,3 and 4 in Segaria Estate with total 143.9 Ha. No record of capture, harm, collect, trade, possess or kill these species. The management already conduct the training regarding to HCV dated 6-7 Nov 2019 to educated the workers regarding to HCV.	
7.12.7	The status of HCVs, HCS forests after 15 November 2018, other natural ecosystems, peatland conservation areas and RTE species is monitored. Outcomes of this monitoring are fed back into the management plan.	The monitoring for HCV area was done by AP and latest dated of monitoring was on 7 Jan 2020 and previously was on 24 Dec 2019. This was done weekly.	Complied
7.12.8	(C) Where there has been land clearing without prior HCV assessment since November 2005, or without prior HCV-HCSA assessment since 15 November 2018, the Remediation and Compensation Procedure (RaCP) applies.	No land clearing was done in Segaria Estate. No applicable.	Complied

Appendix B: Approved Time Bound Plan

Details of Time Bound Plan as submitted by Boustead Plantations Berhad (Updated 4/7/2019)

No	PMU	Loc	Main Assessment	Certification Status	Status	Updated Information for Partial Certification, Clause 4.5.3 RSPO Time-bound Plan & 4.5.4 Requirements for uncertified management units
1.	Sg. Jernih BU	Pahang	11 Sep 2011	Stage 2	Certification completed	nil
			11 Sep 2016	Re-certification	Recertification completed	nil
2.	Nak BU	Sabah	16 May 2015	Stage 2	Certification completed	nil
			May 2017	Include LTTS	Certification completed	nil
3.	Trong BU	Perak	20 July 2017	Stage 2	Certification completed	nil
4.	Segaria BU	Sabah	Dec 2017	Stage 2	Certification completed	nil
5.	Segamaha BU	Sabah	Oct 2018	Stage 2	Certification completed	nil
6.	Telok Sengat BU	Johor	August 2019	Stage 2	In-progress	nil
7.	Lepan Kabu Bekoh Eldred	Kelantan Johor Johor	2020	-	Deferred to 2020 (initially 2019)	Lepan Kabu Mill ceased operation in May 2018. In July 2019, LKE undergo MSPO Audit. Lepan Kabu, Bekoh, and Eldred (All estates without own mill- loose estates)
8.	Rimba Nilai (Sugut) BU	Sabah	2020	-		
9.	Loagan Bunut BU	Sarawak	2021	-		
10.	Pertama BU	Sabah	2021	-		New Acquisition in 2018 from Duta Plantations Berhad. As per RSPO Certification System for P&C June 2017; new acquisitions shall be certified within a three-year timeframe.
11.	Kanowit BU	Sarawak	2022	-		
12.	Tawai BU	Sabah	2022	-		New Acquisition in 2019 from Sit Seng & Sons Realty Sdn Bhd As per RSPO Certification System for P&C June 2017; new acquisitions shall be certified within a three-year timeframe.

Legend:

	Certified Management Units
	Uncertified Management Units

Appendix C: GHG Reporting Executive Summary

The GHG emissions that were produced in 2019 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 2019 for Segaria Palm Oil Mill and supply base are as following:

Emission per product	tCO ₂ e/tProduct
CPO	0.26
PKO	0.26

Extraction	%
OER	23.81
KER	3.45

Production	t/yr
FFB Process	80,062.73
CPO Produced	19,059.77
PKO Produced	2,762.67

Land Use	Ha
OP Planted Area	4,465.10
OP Planted on peat	-
Conservation (forested)	-
Conservation (non-forested)	144.90
Total	4,610.00

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	44,099.15	0.55	-	-	-	-	44,099.15	0.55
CO ₂ Emission from fertilizer	462.46	0.01	-	-	-	-	462.46	0.01
NO ₂ Emission	4,934.16	0.04	-	-	-	-	4,934.16	0.04
Fuel Consumption	1,376.60	0.02	-	-	-	-	1,376.60	0.02
Peat Oxidation	-	-	-	-	-	-	-	-
Sink								
Crop Sequestration	- 41,800.14	- 0.52	-	-	-	-	- 41,800.14	- 0.52
Conservation Sequestration	-	-	-	-	-	-	-	-
Total	9,072.23	0.10	-	-	-	-	9,072.23	0.10

Summary of Mill Emission and Credit

	tCO ₂ e	tCO ₂ e/tFFB
Emission		
POME	396.05	0.00
Fuel Consumption	1,092.00	0.01
Grid Electricity Utilization	-	-
Credit		
Export of Grid Electricity	-	-
Sales of PKS	-	-
Sales of EFB	-	-
Total	1,488.05	0.02

Summary of Kernel Crusher Emission and Credit (if applicable)

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

*This mill has no kernel crusher operation.

Palm Oil Mill Effluent (POME) Treatment:	
Divert to Compost (%)	-
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: Supply Chain Declaration

A. Monthly Records of Certified and Uncertified FFB Received since the last audit				
No.	Month - Year	Volume of FFB from certified supply bases (mt)	Volume of FFB from uncertified supply bases (mt)	Total FFB/Month (mt)
1	January 2019	9,880.46	-	9,880.46
2	February 2019	7,316.65	-	7,316.65
3	March 2019	8,255.37	-	8,255.37
4	April 2019	4,915.34	-	4,915.34
5	May 2019	7,175.19	-	7,175.19
6	June 2019	6,182.82	-	6,182.82
7	July 2019	5,174.63	-	5,174.63
8	Aug 2019	5,940.50	-	5,940.50
9	Sept 2019	5,195.21	-	5,195.21
10	Oct 2019	6,665.88	-	6,665.88
11	Nov 2019	5,840.41	-	5,840.41
12	Dec 2019	7,520.27	-	7,520.27
Total		80,062.73	-	80,062.73

B. Monthly Records of Certified CPO & PK since the last audit			
No.	Month - Year	Certified CPO (mt)	Certified PK (mt)
1	January 2019	2,303.76	350.53
2	February 2019	2,177.36	292.46
3	March 2019	1,937.27	289.47
4	April 2019	1,346.11	224.17
5	May 2019	1,647.04	219.12
6	June 2019	1,455.37	190.82
7	July 2019	1,221.14	162.53
8	Aug 2019	1,389.05	195.04
9	Sept 2019	1,210.80	215.66
10	Oct 2019	1,704.05	214.89
11	Nov 2019	1,429.98	183.21
12	Dec 2019	1,237.84	224.77
Total		19,059.77	2,762.67

RSPO Public Summary Report
Revision 9 (Nov 2019)

C. Records of Certified CPO & PK Sold under PalmTrace to Buyers since the last audit (if any)				
No.	Buyers Name	Palmtrace Trading License Number	Certified CPO Sold (mt)	Certified PK Sold (mt)
1	A	TR-080acd07-b769	331.41	-
2	A	TR-62d9b217-4ad1	668.59	-
3	A	TR-741b990e-49e0	720.46	-
4	A	TR-9f20ee4a-47b2	1,079.54	-
5	A	TR-b5933a0b-af13	141.60	-
6	A	TR-4e6fd5-87c0	1,358.40	-
7	A	TR-0813937a-bd34	96.97	-
8	A	TR-7347ea18-4b99	1,403.03	-
9	A	TR-5d47e4d6-c7bf	244.01	-
10	A	TR-e41302fb-478d	1,255.99	-
11	A	TR-78b2f89f-738f	90.12	-
12	A	TR-fc68b01e-e775	1,509.88	-
13	A	TR-abc9fd40-34c6	427.39	-
14	A	TR-de6efbb8-d502	2,072.61	-
15	A	TR-a752a6dc-7422	104.75	-
16	A	TR-7b005df6-5ac4	2,095.25	-
17	A	TR-80b78090-95b4	208.51	-
18	A	TR-c505cf81-783a	2,191.49	-
19	A	TR-8eb47a96-5fce	203.30	-
20	A	TR-70fc78ff-4d8e	1,900.00	-
21	A	TR-18a4e173-11c0	-	83.76
22	A	TR-21f70d36-3911	-	66.24
23	A	TR-1f8778ee-b177	-	128.80
24	A	TR-34cd1d60-129f	-	121.20
25	A	TR-fc11ec19-35d0	-	41.33
26	A	TR-0e19a5f5-0be1	-	158.67
27	A	TR-d4d63ce7-6024	-	32.15
28	A	TR-b0839174-7ca6	-	217.85
29	A	TR-a001820e-d9fd	-	1.27
30	A	TR-7d43b1ad-9f4b	-	25.44

RSPO Public Summary Report
Revision 9 (Nov 2019)

31	A	TR-5edaacfc-f883	-	198.73
32	A	TR-0b01a36e-4666	-	274.56
33	A	TR-dcb89656-ea56	-	14.91
34	A	TR-82430f0c-70de	-	292.46
35	A	TR-42f98abb-2d58	-	42.63
36	A	TR-e855eb77-fee	-	287.90
37	A	TR-ce9ca0c8-721d	-	12.10
38	A	TR-f9f4b295-dc55	-	345.42
39	A	TR-abcf16e3-3626	-	16.22
40	A	TR-7e122ec8-d096	-	4.58
41	A	TR-a40c6462-eeb5	-	300.00
Total			18,103.30	2,666.22

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)
Nil	n/a	n/a	n/a	n/a

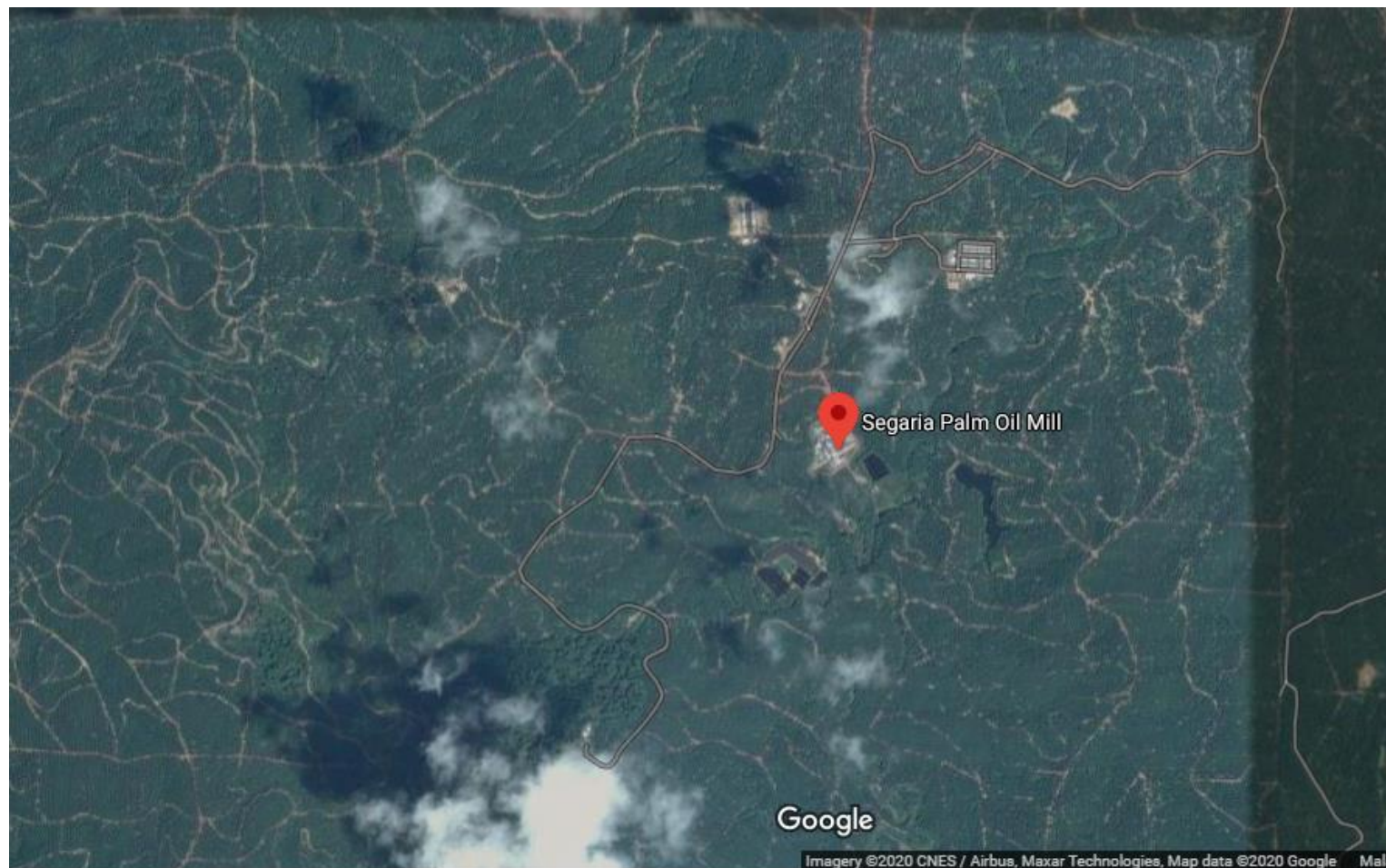
E. Records of CPO & PK Sold as conventional to Buyers since the last audit (if any)

No.	Buyers Name	CPO Sold (mt)	PK Sold (mt)
Nil	n/a	n/a	n/a
TOTAL		n/a	n/a

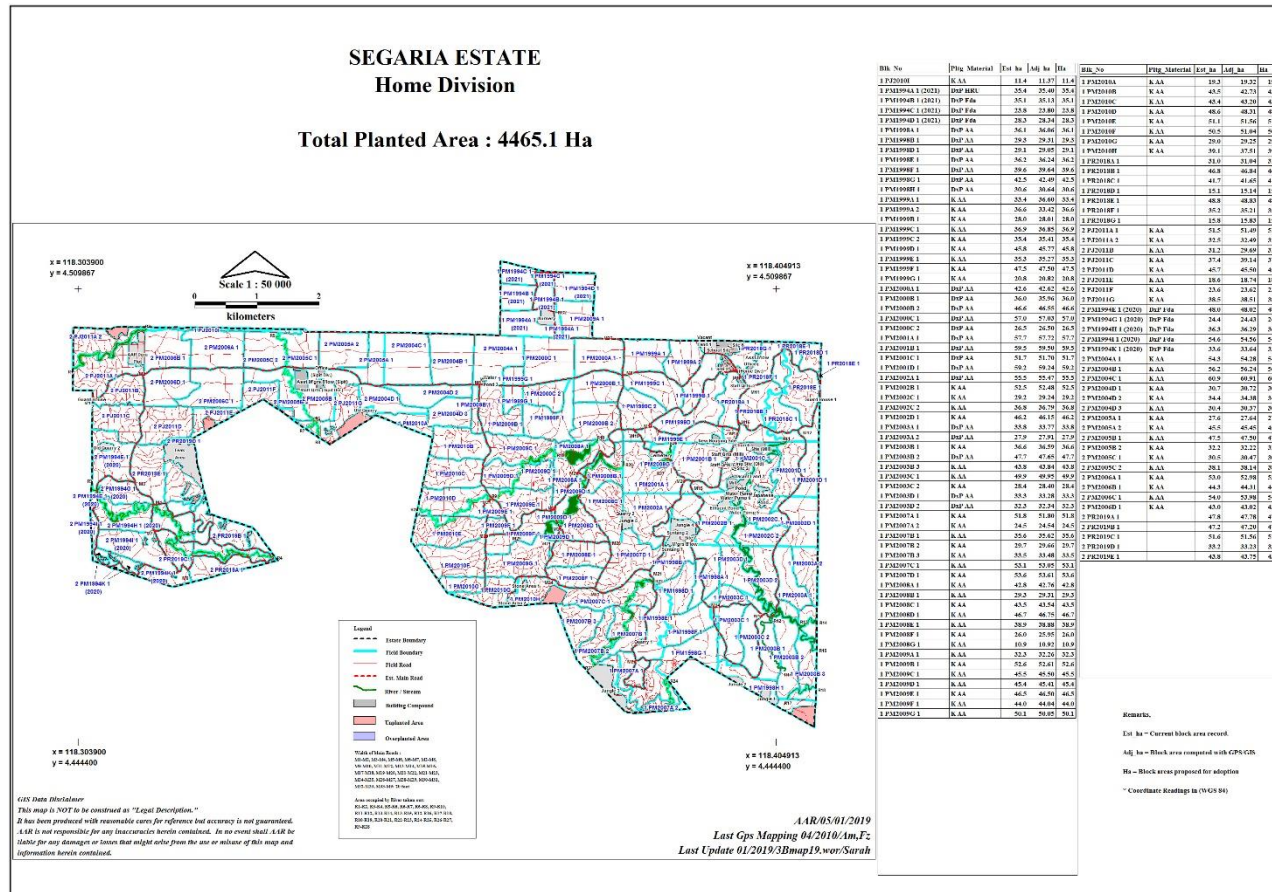
F. Records of Certified CPO Sold under RSPO Credits to Buyers since the last audit (if any)

No.	Buyers Name	PalmTrace Trading License Number	RSPO Credits of Certified CPO Sold (mt)
Nil	n/a	n/a	n/a

Appendix E: Location Map of Segaria Palm Oil Mill Certification Unit and Supply bases



Appendix F: Segaria Estate Field Map



Appendix G: List of Smallholder Sampled

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
SEIA	Social & Environmental Impact Assessment
SIA	Social Impact Assessment
SOP	Standard Operating Procedure