

**MALAYSIAN SUSTAINABLE PALM OIL
EXTENSION OF SCOPE
Public Summary Report****TDM Plantation Sdn. Bhd.**

Client company Address:

Head Office: Level 3, Bangunan UMNO Terengganu, Lot 3224, Jalan Masjid
Abidin, 20100 Kuala Terengganu, Terengganu, Malaysia

Certification Unit:

Sungai Tong Group Estates:

Jaya Estate, Fikri Estate, Tayor Estate,
Pelung Estate, Jerangau Estate, Pinang Emas Estate and Bukit Bidong Estate

Location of Certification Unit:

Ladang Bukit Bidong, Lot 2092, Jalan Merang – Terengganu, Kg. Gong Tengah,
22100, Permaisuri, Terengganu, Malaysia

Report prepared by:
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Report Number: 3342525

Assessment Conducted by:

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Section 1: Executive Summary

1.1 Organizational Information and Contact Person			
Company Name	TDM Plantation Sdn. Bhd.		
Mill/Estate	MPOB License No.	Expiry Date	
	500042704000 (Sungai Tong POM)	31 st March 2021	
	501497502000 (Jaya Estate)	31 st March 2021	
	503379102000 (Fikri Estate)	31 st August 2021	
	501496702000 (Tayor Estate)	31 st March 2021	
	502826702000 (Pelung Estate)	31 st March 2021	
	502250102000 (Jerangau Estate)	31 st August 2021	
	502606002000 (Pinang Emas Estate)	28 th February 2021	
	619539102000 (Bukit Bidong Estate)	31 st August 2021	
Address	Kilang Kelapa Sawit Sungai Tong, Lot 7663, Batu 23, Jalan Kuala Terengganu-Kota Bharu, 21500 Setiu, Terengganu, Malaysia Bukit Bidong Estate: Ladang Bukit Bidong, Lot 2092, Jalan Merang – Terengganu, Kg. Gong Tengah, 22100, Permaisuri, Terengganu, Malaysia		
Certification Unit	Sungai Tong Palm Oil Mill & Plantations: Jaya Estate, Fikri Estate, Tayor Estate, Pelung Estate, Jerangau Estate, Pinang Emas Estate and Bukit Bidong Estate		
Contact Person Name	Mohd Izwan Haffez bin Che Azmi		
Website	www.tdemberhad.com.my	E-mail	izwan.tdmp@tdemberhad.com.my
Telephone	09-6204 800/ 019-9515 898	Facsimile	09-6204 803

1.2 Certification Information			
Certificate Number	Mill: MSPO 678754 Estate: MSPO 686825		
Issue Date	27/12/2017	Expiry date	26/12/2022
Scope of Certification	Mill: Production of Sustainable Palm Oil and Palm Oil Products Estates: Production of Sustainable Oil Palm Fruits		
Standard	MS 2530-3:2013 and MS 2530-4:2013		
Stage 1 Date	N/A (The certification unit is RSPO certified)		
Stage 2 / Initial Assessment Visit Date (IAV)	24-25/09/2017		
Continuous Assessment Visit Date (CAV) 1	09-11/12/2018		
Continuous Assessment Visit Date (CAV) 2	23-26/09/2019		
Continuous Assessment Visit Date (CAV) 3	28/09-01/10/2020		

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Extension of scope	16-17/12/2020		
Continuous Assessment Visit Date (CAV) 4	-		
Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
RSPO 595564	RSPO Principles & Criteria: MYNI 2019	BSI Services Malaysia Sdn. Bhd.	26/12/2023

1.3 Location of Certification Unit			
Name of the Certification Unit (Palm Oil Mill/ Estate/ Smallholder/ Independent Smallholder)	Site Address	GPS Reference of the site office	
		Latitude	Longitude
Sungai Tong Palm Oil Mill	Sungai Tong, 21500 Setiu, Terengganu, Malaysia	5° 18' 29.88" N	102° 54' 37.80" E
Jaya Estate	Sungai Tong, 21500 Setiu, Terengganu, Malaysia	5° 21' 15.84" N	102° 53' 30.12" E
Fikri Estate	Sungai Tong, 21500 Setiu, Terengganu, Malaysia	5° 19' 21.00" N	102° 53' 51.36" E
Tayor Estate	Sungai Tong, 21500 Setiu, Terengganu, Malaysia	5° 15' 57.60" N	102° 53' 27.60" E
Pelung Estate	Sungai Tong, 21500 Setiu, Terengganu, Malaysia	5° 16' 55.56" N	102° 49' 59.52" E
Jerangau Estate	Wakil Pos Pelar, 21810 Ajil, Terengganu, Malaysia	4° 57' 39.60" N	103° 9' 46.79" E
Pinang Emas Estate	Bukit Besi, 23000 Dungun, Terengganu, Malaysia	4° 45' 39.96" N	103° 13' 25.68" E
Bukit Bidong Estate	Lot 2092, Jalan Merang – Terengganu, Kg. Gong Tengah, 22100, Permaisuri, Terengganu, Malaysia	5° 29' 20.51" N	102° 55' 30.2" E

1.4 Certified Area					
Estates	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Jaya	3,365.50	0	90.29	3,455.79	97.39
Fikri	3,102.72	0	608.33	3,711.05	83.61
Tayor	2,124.27	5.00	90.65	2,219.92	95.69
Pelung	1,347.24	305.88	1,364.08	3,017.20	44.65
Jerangau	1,436.57	0	44.36	1,480.93	97.00
Pinang Emas	2,823.91	0	1,046.27	3,870.18	72.97
Bukit Bidong	2,307.00	0	287.50	2,594.50	88.91

TOTAL	16,507.21	310.88	3,531.48	20,349.57	82.89
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1.5 Plantings & Cycle

Estates	Age (Years)					Mature**	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
Jaya	0	0	2,920.72	444.78	0	3,365.50	0
Fikri	281.08	82.36	973.86	1,277.56	487.86	2,821.64	281.08
Tayor	465.40	0	10.59	1,648.28	0	1,658.87	465.40
Pelung	929.80	0	0	417.44	0	417.44	929.80
Jerangau	510.58	479.61	0	59.72	386.66	925.99	510.58
Pinang Emas	684.73	79.57	565.60	1,458.87	35.14	2,139.18	684.73
Bukit Bidong	424.75	1,882.25	0	0	0	1,882.25	424.75
Total (ha)	3,296.34	2,523.79	4,470.77	5,306.65	909.66	13,210.87	3296.34

1.6 Certified Tonnage of FFB

Estates	Tonnage / year		
	Estimated (Dec 2019 - Nov 2020)	Actual (Dec 2019 - Nov 2020)	Forecast (Dec 2020 - Nov 2021)
Bukit Bidong	25,231	19,283.14	33,070
Total	25,231	19,283.14	33,070

1.7 Uncertified Tonnage of FFB

Estate	Tonnage / year		
	Estimated (Dec 2019 - Nov 2020)	Actual (Dec 2019 - Nov 2020)	Forecast (Dec 2020 - Nov 2021)
N/A	N/A	N/A	N/A
Total	N/A	N/A	N/A

1.8 Certified Tonnage

Mill Capacity: xx MT/hr	Estimated (Dec 2019 - Nov 2020)	Actual (Dec 2019 - Aug 2020)	Forecast (Dec 2020 - Nov 2021)
		FFB	FFB
	N/A	N/A	N/A
SCC Model: MB/SG	CPO (OER: %)	CPO (OER: %)	CPO (OER: %)
	N/A	N/A	N/A

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	PK (KER: %)	PK (KER: %)	PK (KER: %)
	N/A	N/A	N/A

1.9 Actual Sold Volume (CPO) (Dec 2019 - Aug 2020)				
MSPO Certified	Other Schemes Certified		Conventional	Total
	ISCC	RSPO		
N/A				

1.10 Actual Sold Volume (PK) (Dec 2019 - Aug 2020)				
MSPO Certified	Other Schemes Certified		Conventional	Total
	ISCC	RSPO		
N/A				

Section 2: Assessment Process

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

Assessment Methodology, Programme, Site Visits

This on-site assessment was conducted from 16-17/12/2020. The audit programme is included as Section 2.3. The approach to the audit was to treat Bukit Bidong Estate to be included under TDM Sungai Tong group estate for its existing six (Jaya Estate, Fikri Estate, Tayor Estate, Pelung Estate, Jerangau Estate and Pinang Emas Estate) FFB supply bases. A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HBVs, declared conservation areas and local communities.

The methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interviews of staff, workers and their families and external stakeholders, review of documentation and monitoring data. MS 2530-3:2013 and MS 2530-4:2013 were used to guide the collection of information to assess compliance. The comments made by external stakeholders were also taken into account in the assessment.

The estates or smallholders' sample were determined based on formula $S = r\sqrt{n}$ where n is the number of estates while when applicable, the smallholders' sample were determined following the MSPO Certification Requirement. The sampling of smallholders was based on the formula $(r\sqrt{n})$; where r is the risk factor (may defers 1, 1.5 and 2 depending on risk), where n is total number of group members. The sampled smallholder listed in Appendix C.

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

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

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

This report is structured to provide a summary of assessment finding as attached in the Section 3. The assessment was based on random samples and therefore nonconformities may exist that have not been identified.

This report was externally reviewed by MSPO approved Peer Reviewer prior to certification decision by BSI.

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

Assessment Program						
Name (Mill / Plantation / Group smallholders)	Year 1 (Certification)	Year 2 (ASA 1)	Year 3 (ASA 2)	Year 4 (ASA 3)	Ext. of scope	Year 5 (ASA 4)
Sungai Tong Palm Oil Mill	✓	✓	✓	✓		✓
Jaya Estate	✓		✓			✓
Fikri Estate	✓		✓			✓
Tayor Estate	✓		✓			✓
Pelung Estate		✓		✓		
Jerangau Estate		✓		✓		
Pinang Emas Estate		✓		✓		
Bukit Bidong Estate					✓	

Tentative Date of Next Visit: September 27, 2021 - September 30, 2021

Total No. of Mandays: 8

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2.1 BSI Assessment Team

Team Member Names	Role	Qualifications
Mohamed Hidhir Zainal Abidin	Team Leader	He holds Bachelor Degree in Chemical Engineering, graduated from National University of Malaysia on 2006. He has 7 years working experience in palm oil industry specifically on palm oil milling for 5 years. He also has the experiences as auditor for several standards including ISO 9001, ISO 140001, OHSAS 18001, MSPO and RSPO in his previous work with another certification body. He completed the ISO 9001 Lead Auditor Course, ISO 14001 Lead Auditor Course and OHSAS 18001 Lead Auditor Course in 2012, Endorsed RSPO P&C Lead Auditor Course in 2013, MSPO Awareness Training in 2014 and Endorsed RSPO SCCS Lead Auditor Course in 2015. He had been involved in RSPO auditing since May 2012 in various plantation companies in Malaysia. During this assessment, he assessed on the aspects of legal, mill best practices, safety and health, environmental and workers and stakeholder consultation.

2.2 Accompanying Persons

No.	Name	Role
	N/A	

2.3 Assessment Plan

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

PRELIMINARY AGENDA			
Date	Time	Subjects	Hidhir
Wednesday 16/12/20 Bkt Bidong Estate	0730 am	Audit team travelling to Bkt Bidong Estate	√
	08.30 - 09.00	<ul style="list-style-type: none"> Opening Presentation by Audit team leader. Confirmation of assessment scope and finalize Audit Plan 	√
	09.30 - 12.30	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	Stakeholder consultation	√
	12.30 - 13.30	Lunch	√
	13.30 - 16.30	Continue with site review and unfinished elements	√
	16.30 - 17.00	Interim Closing briefing.	√
Thursday 17/12/20 Bkt Bidong Estate	0730 AM	Traveling to Bkt Bidong Estate	√
	09.00 - 12.30	Document review P1 – P6 (MSP0 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 and P6 : Best practices, P7: Development of New Planting (if any)	√
	12.30 - 13.30	Lunch	√
	13.30 - 16.30	Continue with document review and unfinished elements	√
	16.00 - 17.00	Closing meeting - end of audit	√
Friday 18/12/20	AM	Audit team travelling back to KL	√

Section 3: Assessment Findings

3.1 Details of audit results

This assessment has been assessed using the following MSPO normative requirements. The assessment details are provided in Appendix A.

- MSPO MS 2530-2:2013 – General Principles for Independent Smallholders
- MSPO MS 2530-3:2013 – General Principles for Oil Palm Plantations and Organized Smallholders
- MSPO MS 2530-4:2013 – General Principles for Palm Oil Mills

3.2 Details of Nonconformities and Opportunity for improvement

The nonconformity is listed below.

During the extension of scope audit, there were three (3) Major, one (1) Minor nonconformities raised. The Bukit Bidong Estate submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted.

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

Major Nonconformities:		
Ref: 2002098-202012-M1	Area/Process: Bukit Bidong Estate	Clause: 4.6.1.1
	Issue Date: 17/12/2020	Closure date: 16/3/2021
Requirements:	Standard operating procedures shall be appropriately documented and consistently implemented and monitored	
Statement of Nonconformity:	Standard operating procedure for peat management was not documented	
Objective Evidence:	Bukit Bidong Estate has OP planted on peat area. No SOP on peat management has been established for monitoring and consistent implementation.	
Corrections:	To develop SOP on Peat Soil Management	
Root cause analysis:	This estate is newly acquired, thus there is no SOP on peat management yet.	
Corrective Actions:	TDMP committed to generate new SOP on peat in order to run estate under standard operating procedure (SOP). TDMP will provide new SOP to encounter the absence of SOP. After the completion of the SOP, briefing and training will be done to all staff and workers.	
Assessment Conclusion:	SOP on peat management has been established as per the following; i) Drain construction, TDM/SOP/DC/2021 dated 1 February 2021 ii) Land Development, TDM/SOP/LD/2021 dated 1 February 2021 iii) Holing and planting (mineral and peat), TDM/SOP/HL/2021 dated 1 February 2021 Evidence verified found to be adequate to close the major NC on 16/3/2021. Continuous implementation will be further verified in the next assessment.	

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Major Nonconformities:		
Ref: 2002098-202012-M2	Area/Process: Bukit Bidong Estate	Clause: 4.4.4.2
	Issue Date: 17/12/2020	Closure date : 16/3/2021
Requirements:	The occupational safety and health plan shall cover the following: b) The risks of all operations shall be assessed and documented.	
Statement of Nonconformity:	Occupational safety and health plan was not effectively implemented.	
Objective Evidence:	i) The use of "badang" for FFB evacuation and CANTAS has yet to be registered in HIRARC. ii) Chemical risk has been assessed by registered DOSH assessor. Based on CHRA assessor recommendation, health surveillance programme has yet to be established for sprayers, manuring gangs, diesel handlers and workshop personnel. No records of health surveillance for the said workers as to date available at the estate.	
Corrections:	i) To update HIRARC for Badang & Cantas ii) To conduct health surveillance program for the said workers immediately by Health Assistant and monitored by the VMO.	
Root cause analysis:	i) Badang and Cantas were newly started. In addition, flood and raining season made Badang and Cantas not fully utilized. No major and excessive usage of them ii) Visiting Medical Officer (VMO) to the estate only cater for housing/ line-site requirement rather than physical/ health inspection to the workers.	
Corrective Actions:	i) Mechanization Department will produce the SOP for both Badang and Cantas, followed by HIRARC for both machineries then. In the SOP will be mentioned that any new activities/technology introduced will be coupled with a HIRARC. ii) Health surveillance program will be conducted on quarterly basis, using checklist provided by the VMO. The checklist then will be verified by the VMO during visit session. VMO scope of service will be amended to cope with the new requirement.	
Assessment Conclusion:	i) Updated HIRARC for <i>badang and cantas</i> dated 15/2/21 was verified. Related hazard and risk as well as control measures have been identified and documented. ii) The latest health surveillance programme dated 14/3/21 was carried out by VMO of TDMP, Dr Mohd Shahrul Faiz from Klinik Al-Rijal Kuala Terengganu. Evidence verified found to be adequate to close the major NC on 16/3/2021. Continuous implementation will be further verified in the next assessment.	

Major Nonconformities:		
Ref: 2002098-202012-M3	Area/Process: Bukit Bidong Estate	Clause: 4.2.2.3
	Issue Date: 17/12/2020	Closure date : 16/3/2021
Requirements:	List of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders should be properly maintained.	
Statement of Nonconformity:	Records of all consultation and communication and records of action taken in response to input from stakeholders have yet to be properly maintained	

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Objective Evidence:	MSPO consultation and communication was just recently carried out on 15/12/20 to targeted stakeholders via email. At the point of audit, there was no response received from the stakeholders. During onsite consultation, delay of payment was highlighted by contractors. This has not been captured in any complaint records for further action.
Corrections:	Estate management (PIC) will do a meeting by face to face and record all stakeholder's comment.
Root cause analysis:	No response received by estate from stakeholder as at BSI audit estate, due to no further action by the PIC. Delay of payment was due to the transition of management from TH to TDM.
Corrective Actions:	Stakeholder meeting to be conducted together with other estate from North Zone on yearly basis. The process was proven effective. In order to improve the communication channel with the stakeholders, complaint/ grievances/ feedback form will be distributed to the participants right after the meeting ended, in case they're reluctant to ask any question or making statement during Q&A session. Further follow-up through phone call, if necessary.
Assessment Conclusion:	Stakeholder invitation was posted out on 3/3/21 for the planned meeting on 8/3/21. Verified meeting minute dated 8/3/21 which chaired by manager, Mr Adib Saifuddin. Any concerns or feedbacks have been discussed in the meeting and also recorded in the request /feedback form for further action. Evidence verified found to be adequate to close the major NC on 16/3/2021. Continuous implementation will be further verified in the next assessment.

Minor Nonconformities:		
Ref: 2002098-202012-N1	Area/Process: Bukit Bidong Estate	Clause: 4.4.1.1
	Issue Date: 17/12/2020	Status: Open – to be verified in the next assessment
Requirements:	Social impact should be identified and plans are implemented to mitigate the negative impacts and promote the positive ones.	
Statement of Nonconformity:	Social and plan was not comprehensively identified and implemented	
Objective Evidence:	Noted there were questionnaire/survey form for domestic waste and mosquito issue at line site used as SIA input data. However, there were other issues that being observed related to chicken rearing/poultry at line site and the use/storage of petrol for workers.	
Corrections:	The proper Social Impact Assessment (SIA) must be done before the next coming audit.	
Root cause analysis:	The questionnaire/ survey is one of the estate initiatives to identify potential social issues in the near vicinity, the questionnaire however is not fully comprehensive and cover all issues	
Corrective Actions:	To engage/ hire a third party to conduct the assessment so that the assessment is appropriately reported.	
Assessment Conclusion:	The corrective action plan is accepted. Effectiveness of corrective action taken will be further verified in the next audit.	

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Noteworthy Positive Comments	
1	Good cooperation by management team/staff/sustainability team
2	Good documentation upkeep and retrieval

3.3 Status of Nonconformities Previously Identified and OFI

Not applicable.

3.4 Summary of the Nonconformities and Status



CAR Ref.	CLASS	ISSUED	STATUS
2002098-202012-M1	Major	17/12/2020	Closed on 16/03/2021
2002098-202012-M2	Major	17/12/2020	Closed on 16/03/2021
2002098-202012-M3	Major	17/12/2020	Closed on 16/03/2021
2002098-202012-N1	Minor	17/12/2020	"Open"

3.5 Issues Raised by Stakeholders

IS #	Description
1	<p>Feedback: <u>Contractors and vendors</u> They have been invited and attended the stakeholders meeting with the certification unit and had been explained about the MSP0 requirements. Business relationship between them and the certification unit has been good. However, there are some pending payment issue raised by the contractors.</p> <p>Management Responses: There are some delays of payment due to change of company ownership from TH Plantation-YT to TDM Plantation.</p> <p>Audit Team Findings: Those feedbacks was not incorporated in the social management plan for further monitoring and resolution. A non-compliance was raised under indicator 4.2.2.3.</p>
2	<p>Feedback: <u>Surrounding communities</u> They have been invited and attended the stakeholders meeting with the certification unit and had been explained about the MSP0 requirements. Relationship between them and the certification unit has been good. Aware of the complaint mechanism. So far, the operations of the estates and mill do not affect their livelihood or activities. Contributions and support from the certification units for local development are much appreciated.</p> <p>Management Responses: No further action.</p> <p>Audit Team Findings: No further action.</p>

3	<p>Feedbacks: Gender Representatives – They are aware of the function of the committee and reported that there was no sexual harassment case reported. They were given equal opportunity to work in the company.</p>
	<p>Management Responses: The management will ensure the welfare and safety of female workers are protected.</p>
	<p>Audit Team Findings: No further issue.</p>
4	<p>Feedbacks: Workers representative (Indonesia) - No issue with the management and always open for consultation and assistance. Equal opportunity to all workers regardless of their nationality, gender and race.</p>
	<p>Management Responses: No favouritism and all workers are equally treated.</p>
	<p>Audit Team Findings: No further issue.</p>

Section 4: Assessment Conclusion and Recommendation

Acknowledgement of Internal Responsibility and Formal Sign-off of Assessment Findings	
Based on the findings during the assessment <i>Bukit Bidong</i> Estate comply with the MS 2530-3:2013 . It is recommended that the certification of <i>Bukit Bidong</i> to be certified and included in the scope of Sg Tong Group Estate	
Acknowledgement of Assessment Findings	Report Prepared by
Name: Adib Safiuddin bin Sallehan	Name: Mohamed Hidhir Zainal Abidin
Company name: TDM-YT PLANTATION SDB.BHD Ladang Bukit Bidong	Company name: BSI Services (M) Sdn Bhd
Title: Manager	Title: Lead Auditor
Signature: 	Signature: 
Date: 23rd May 2021	Date: 23rd May 2021

Appendix A: Summary of the findings by Principles and Criteria

MS 2530-3:2013 Malaysian Sustainable Palm Oil (MSPO) Part 3: General principles for Plantations and Organized Smallholders

Criterion / Indicator		Assessment Findings	Compliance
4.1 Principle 1: Management commitment & responsibility			
Criterion 4.1.1 – Malaysian Sustainable Palm Oil (MSPO) Policy			
4.1.1.1	A policy for the implementation of MSPO shall be established. - Major compliance -	On group level, policy for the implementation of MSPO established as TDM Berhad Sustainability Policy; signed by the new CEO dated 1 st July 2020. Transition from previous company Tabung Haji – Yayasan Terenganu to TDM-YT was officially made on 8 th October 2020.	Yes
4.1.1.2	The policy shall also emphasize commitment to continual improvement. - Major compliance -	The policy emphasized the commitment by management in all its management aspect through: <ul style="list-style-type: none"> - Commitment and responsible management - Transparency - Compliance towards legal requirements - Responsibility in social, health, safety and employment condition - Environmental, natural resources, biodiversity and ecosystem - Best management practices - Responsible new development The policy also included on the commitment to implement continual improvement through gainful utilization of resources among human,	Yes

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Criterion / Indicator		Assessment Findings	Compliance
		process and technology to ensure sustainability production of palm products.	
Criterion 4.1.2 – Internal Audit			
4.1.2.1	Internal audit shall be planned and conducted regularly to determine the strong and weak points and potential area for further improvement. - Major compliance -	Internal audit was conducted on 17/11/20. Records of internal audit report and findings shown the internal audit able to determine the strong and weak points and potential area for further improvement.	Yes
4.1.2.2	The internal audit procedures and audit results shall be documented and evaluated, followed by the identification of strengths and root causes of nonconformities, in order to implement the necessary corrective action. - Major compliance -	Internal audit procedure established as TDM Plantation Sdn. Bhd. KPOM MSPO Internal Audit Standard Operating Procedure; Date: 1/8/2017; Edition: TDMP/01; Rev.: TDMP-01/2017. Identified findings recorded in Sustainability Audit Non-Compliance Findings & Recommendations as well as Visual Inspections & Site Visit form as per sighted for the latest audit conducted as per schedule. Sighted the Corrective Action Report on Non-compliance Findings on the analysis of nonconformity raised.	Yes
4.1.2.3	Report shall be made available to the management for their review. - Major compliance -	The internal audit report has distributed to the POM management and reported to TDM Plantation Sdn Bhd management.	Yes
Criterion 4.1.3 – Management Review			
4.1.3.1	The management shall periodically review the continuous suitability, adequacy and effectiveness of the requirements for effective implementation of MSPO and decide on any changes,	The latest management review was carried out on 19/11/20 combined with Monthly Operational Meeting. Review on the continuous suitability, adequacy and effectiveness of the requirements for	Yes

Criterion / Indicator		Assessment Findings	Compliance
	improvement and modification. - Major compliance -	effective implementation of MSPO has been discussed and presented in the meeting.	
Criterion 4.1.4 – Continual Improvement			
4.1.4.1	The action plan for continual improvement shall be based on consideration of the main social and environmental impact and opportunities of the company. - Major compliance -	Continual improvement plan and CAPEX was based on consideration of the main social and environmental impact and opportunities of the company.	Yes
4.1.4.2	The company shall establish a system to improve practices in line with new information and techniques or new industry standards and technology (where applicable) that are available and feasible for adoption. - Major compliance -	The estate has optimised the use of mechanised operations to reduce pollutions. For in-field collection, mechanised buffalo will be introduced for mechanization to mitigate the labour shortage issue The new technology has been introduced for harvesting using CANTAS machine.	Yes
4.1.4.3	An action plan to provide the necessary resources including training, to implement the new techniques or new industry standard or technology (where applicable) shall be established. - Major compliance -	The action plan was established as Continuous Improvement Plan for 2019/2020.	Yes
4.2 Principle 2: Transparency			
Criterion 4.2.1 – Transparency of information and documents relevant to MSPO requirements			

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4.2.1.1	The management shall communicate the information requested by the relevant stakeholders in the appropriate languages and forms, except those limited by commercial confidentiality or disclosure that could result in negative environmental or social outcomes. - Major compliance -	Records of communication with stakeholders were sighted. Most of them were related to request for assistance such as donation for sports day, Raya celebration, transportation, and netball pole. The management has responded and provided with assistance. The mill and estates have developed the stakeholder list which included all relevant stakeholders such as local communities, government authorities, contractors and suppliers and etc.	Yes
4.2.1.2	Management documents shall be publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes. - Major compliance -	There was no restriction noted as to the documents made available to the public except those prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes. Documents that publicly available are such as social and environment impact assessment, action plan, meeting minutes and audit reports. Besides, policies were also displayed at various locations including the main notice boards of the estates, mill offices and muster ground notice boards for employees and visitors to view.	Yes
Criterion 4.2.2 – Transparent method of communication and consultation			
4.2.2.1	Procedures shall be established for consultation and communication with the relevant stakeholders. - Major compliance -	TDM Plantation Sdn Bhd has developed a Communication Procedure with POM/ Estates and Flowchart to Handle Social Issue; Version # 2.0/2017. Maximum 28 working days shall be taken to resolve the issues. All internal and external stakeholders were briefed on this procedure	Yes
4.2.2.2	A management official should be nominated to be responsible for issues related to Indicator 1 at each operating unit. - Minor compliance -	All Estate Managers were appointed as the management officials as per Letter from Group Human Resource Manager; ref. # TDMP/HR/PSNGEN(MSPO/RSPO); dated 18/9/2017	Yes

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Criterion / Indicator		Assessment Findings	Compliance
4.2.2.3	<p>List of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders should be properly maintained.</p> <p>- Major compliance -</p>	<p>Stakeholder list was developed where all the affected stakeholders were included into the list such as government authorities, local communities, contractors and supplier, neighboring schools and etc. Sampled records maintained as following:</p> <ul style="list-style-type: none"> - Register of stakeholders 2020 list - External communications letters received - Communication of workers and contractors form <p>Stakeholder meeting invitation was sent on 3/8/20 via email, post and manual handouts to the related stakeholder during this COVID19 pandemic. Inputs from with stakeholders such as local communities, managers from other estates, workers’ representatives, school representatives and etc will be recorded for meeting. MSPO consultation and communication was just recently carried out on 15/12/20 to targeted stakeholders via email. At the point of audit, there was no response received from the stakeholders. During onsite consultation, delay of payment was highlighted by contractors. This has not been captured in any complaint records for further action. Thus, a major NC was raised.</p>	Major Non-compliance
Criterion 4.2.3 – Traceability			
4.2.3.1	<p>The management shall establish, implement and maintain a standard operating procedure to comply with the requirements for traceability of the relevant product(s).</p> <p>- Major compliance -</p>	<p>SOP on the traceability of the FFB has established and describe in the TDM Plantation Sdn. Bhd. Standard Operating Procedure dated 1/7/2019. Assistant Manager is responsible and the records were kept by harvesting supervisors.</p>	Yes

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Criterion / Indicator		Assessment Findings	Compliance
4.2.3.2	The management shall conduct regular inspections on compliance with the established traceability system. - Major compliance -	Estate supervisor will verify the records related to the traceability of FFB and reported to estate management for further. Sighted the harvesting record for the month October 2020 for all estates.	Yes
4.2.3.3	The management should identify and assign suitable employees to implement and maintain the traceability system. - Minor compliance -	The appointed Traceability Person In Charge (TPIC) for each estates will be assigned to implement and maintain the traceability system. Appointment letter dated 1/8/20 was made available for verification.	Yes
4.2.3.4	Records of sales, delivery or transportation of FFB shall be maintained. - Major compliance -	Records of sales and delivery/transportation of FFB were maintained and updated on daily basis as part of estate production report. <u>Bukit Bidong Estate</u> i) Ticket no. 201027010102A dated 27/10/20. Lorry no. TBS9338, block 1LB, weight: 8.99 mt ii) Ticket no. 200830009342A dated 30/08/20. Lorry no. TAQ3555, block 7LB, weight: 8.62 mt iii) Ticket no. 200930009720A dated 30/09/20. Lorry no. CCK6199, block 7LB, weight: 8.78 mt	Yes
4.3 Principle 3: Compliance to legal requirements			
Criterion 4.3.1 – Regulatory requirements			

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Criterion / Indicator		Assessment Findings	Compliance
4.3.1.1	<p>All operations are in compliance with the applicable local, state, national and ratified international laws and regulations.</p> <p>- Major compliance -</p>	<p>i) Environment Quality (Prescribed Activities) Environmental Impact Assessment Order 1987, Section 1A and section 34(A) of Environment Quality (Amendment) Act 1985;</p> <p>Preliminary EIA under Yayasan Terengganu dated June 2003 for "the development project of 2,623 ha (6,481.9 acre) Rapid Estate Sdn Bhd on Lot 3489, Mukim Merang and Lot PT9792, Lot PT9793, Mukim Chalok, District of Setiu, Terengganu Darul Iman.</p> <p>ii) Diesel permit, ref. no.: KPDNKK BST 800-1/8/04/17 (SK/D), serial no.P: T001022 for 10,000 liter diesel storage capacity and valid until 23/1/21.</p> <p>iii) MPOB license no. 619539102000 for licensed activity "<i>menjual dan mengalih</i>" with total area of 2,594.5 ha and valid until 31/8/21.</p> <p>iv) Air compressor license, TG PMT80775 valid until 11/5/21.</p>	Yes
4.3.1.2	<p>The management shall list all laws applicable to their operations in a legal requirements register.</p> <p>- Major compliance -</p>	<p>All operating units have Legal & Other Requirements Register (LORR) covering all the necessary regulatory requirements. Refer to legal register for 2020.</p>	Yes
4.3.1.3	<p>The legal requirements register shall be updated as and when there are any new amendments or any new regulations coming into force.</p> <p>- Major compliance -</p>	<p>The latest legal register for 2020 was sighted. Among the applicable legal laws registered are EQA, OSHA, Factory & Machinery Act, Employment Act, Workers' Minimum Standard of Housing and Amenities Act Regulation 2020, Minimum Wages order 2020 to name a few. Other related legal for COVID19 pandemic under Prevention and Control of Infectious Diseases (Measure Within The Infected Local Areas) Regulation 2020 was also has been identified.</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
4.3.1.4	The management should assign a person responsible to monitor compliance and to track and update the changes in regulatory requirements. - Minor compliance -	Person in charge for legal compliance for TDM Estates is estate's assistant manager. Appointment letter dated 1/8/20 was verified at Bukit Bidong Estate.	Yes
Criterion 4.3.2 – Lands use rights			
4.3.2.1	The management shall ensure that their oil palm cultivation activities do not diminish the land use rights of other users. - Major compliance -	TDMP (Bukit Bidong Estate) is having the legal land titles and there is no evidence that the oil palm cultivation activities diminish land use rights of other users.	Yes
4.3.2.2	The management shall provide documents showing legal ownership or lease, history of land tenure and the actual use of the land. - Major compliance -	Certificate of incorporation on change of name of company from TH-YT Plantation Sdn Bhd to TDM-YT Plantation Sdn Bhd on 8 th October 2020. 3 land titles under TH-YT i) Grant no. 7311, District: Setiu, Mukim: Merang, Lot 2092, title area: 1,838 ha, leasehold for 60 years ended on 22 nd December 2064. Land use type: Oil Palm cultivation ii) Grant no. 7312, District: Setiu, Mukim: Caluk, Lot 9366, title area: 103.7 ha, leasehold for 60 years ended on 22 nd December 2064. Land use type: Oil Palm cultivation iii) Grant no. 9796, District: Setiu, Mukim: Caluk, Lot 9365, title area: 652.8 ha, leasehold for 60 years ended on 22 nd December 2064. Land use type: Oil Palm cultivation	Yes

Criterion / Indicator		Assessment Findings	Compliance
4.3.2.3	Legal perimeter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable. - Major compliance -	Based on site visit of the estates' boundaries with third parties' lands, among the method of demarcation are metal pegging (painted with blue & white), perimeter trench and electrical fencing.	Yes
4.3.2.4	Where there are, or have been, disputes, documented proof of legal acquisition of land title and fair compensation that have been or are being made to previous owners and occupants; shall be made available and that these should have been accepted with free prior informed consent (FPIC). - Minor compliance -	There is no land dispute in Bukit Bidong Estate at the time of audit. The land belongs to TDM and land ownership documents verified.	Yes
Criterion 4.3.3 – Customary rights			
4.3.3.1	Where lands are encumbered by customary rights, the company shall demonstrate that these rights are understood and are not being threatened or reduced. - Major compliance -	No any lands encumbered by customary rights at Bukit Bidong Estate. However, company able to demonstrate that any customary rights are understood and not being threatened or reduced.	Yes
4.3.3.2	Maps of an appropriate scale showing extent of recognized customary rights land, if any, should made available. - Minor compliance -	No any lands encumbered by customary rights at Bukit Bidong Estate. However, company able to demonstrate that any customary rights are understood and not being threatened or reduced.	Yes
4.3.3.3	Negotiation and FPIC shall be recorded and copies of negotiated agreements should be made available. - Major compliance -	No any lands encumbered by customary rights at Bukit Bidong Estate. However, company able to demonstrate that any customary rights are understood and not being threatened or reduced.	Yes

Criterion / Indicator	Assessment Findings	Compliance	
4.4 Principle 4: Social responsibility, health, safety and employment condition			
Criterion 4.4.1: Social Impact Assessment (SIA)			
4.4.1.1	Social impact should be identified and plans are implemented to mitigate the negative impacts and promote the positive ones. - Minor compliance -	Noted there were questionnaire/survey form for domestic waste and mosquito issue at line site used as SIA input data. However, there were other issues that being observed related to chicken rearing/poultry at line site and the use/storage of petrol for workers. Thus, a minor NC was raised.	Minor Non-compliance
Criterion 4.4.2: Complaints and grievances			
4.4.2.1	A system for dealing with complaints and grievances shall be established and documented. - Major compliance -	TDM Plantation Sdn Bhd has established a flowchart on handling social issue. Two-way communication was the method been utilized by the management. The management has to discuss the issue raised by stakeholders within 2 weeks for the first meeting. According to the procedure, all the complaints and grievances will be recorded in each individual form.	Yes
4.4.2.2	The system shall be able to resolve disputes in an effective, timely and appropriate manner that is accepted by all parties. - Major compliance -	The forms can be filling and drop into the suggestion box at the office or send to PIC. The estate management has implemented House Maintenance Records to record any complaints related to housing by the workers. For eg: roof was leaking, water pipe broken and etc. The management has taken action to rectify the problem.	Yes
4.4.2.3	A complaint form should be made available at the premises, where employees and affected stakeholders can make a complaint.	Complaint Logbook for Line site Repair and Complaint/ Request form was established and implemented. No external stakeholders were recorded related on complaint and grievances. Latest complaint	Yes

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	- Minor compliance -	recorded for house repair dated 13/9/20. Noted repair work completed on 17/9/20.	
4.4.2.4	Employees and the surrounding communities should be made aware that complaints or suggestions can be made any time. - Minor compliance -	Grievances procedure flowchart also displayed on the office signboard and security post. Checked the complainants file noted that acknowledgement was evident in the complaint form. Interviewed with the workers' representatives confirmed that the management has addressed the issues raised by them.	Yes
4.4.2.5	Complaints and resolutions for the last 24 months shall be documented and made available to affected stakeholders upon request. - Major compliance -	Grievances procedure flowchart and complaint form displayed on the office signboard.	Yes
Criterion 4.4.3: Commitment to contribute to local sustainable development			
4.4.3.1	Growers should contribute to local development in consultation with the local communities. - Minor compliance -	Bukit Bidong Estate has made contributions to the local communities and stakeholders such as below: i) Covid19 food supply for workers during MCO period.	Yes
Criterion 4.4.4: Employees safety and health			
4.4.4.1	An occupational safety and health policy and plan shall be documented, effectively communicated and implemented. - Major compliance -	TDM Plantation Sdn Bhd has established, implemented and maintained its Occupational, Safety & Health Policy dated 1/9/2017, signed by CEO, Mr Jailani Bin Che Kar. It is seen communicated by displaying hard copy at notice boards and through MSPO Policy and its subsidiary policies briefing. OHS plan for 2019 has been developed to cover all	Yes

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Criterion / Indicator		Assessment Findings	Compliance
		activities involved at the estates. Please see indicator 4.4.4.2 below for details.	
4.4.4.2	<p>The occupational safety and health plan shall cover the following:</p> <ul style="list-style-type: none"> a) A safety and health policy, which is communicated and implemented. b) The risks of all operations shall be assessed and documented. c) An awareness and training programme which includes the following requirements for employees exposed to pesticides: <ul style="list-style-type: none"> i. all employees involved shall be adequately trained on safe working practices ii. all precautions attached to products shall be properly observed and applied d) The management shall provide the appropriate PPE at the place of work to cover all potentially hazardous operations as identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC). e) The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labeling) Regulation 1997 and Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000. f) The management shall appoint responsible person(s) for workers' safety and health. The appointed person(s) of trust 	<p>a) TDM Plantations Sdn Bhd has established its 2019 Occupational Safety & Health Plan. Interview with workers and staff confirmed that they were aware of the company safety and health policy as it has been communicated and occasionally reminded during morning muster.</p> <p>b) Risk had been assessed and documented in HIRRC Register at the audited estates.</p> <p>HIRARC related to activities such as:</p> <ul style="list-style-type: none"> - in the field - harvesting, spraying, manuring, weeding, pruning & sanitation, road / drainage maintenance, driving, transporting workers and - at workshop, for example, welding, grinding, farm tractor servicing and maintenance were assessed and reviewed. <p>New activities related to FFB evacuation using "badang" and CANTAS as the new harvesting tool has yet to be risk assessed. Thus, a major NC was raised.</p> <p>Where chemicals are used at the estates, Chemical Health Risk Assessment (CHRA) had been verified conducted by engaging DOSH-Registered Assessor under QMSPRO Sdn Bhd, JKKP HIE 127/171-2 (154) dated May 2016.</p> <p>c) Awareness and training program for employees exposed to pesticides had been carried out at all estates assessed. Training and Refresher training on chemical handling, PPE and individual SOP for</p>	Major Non-Compliance

Criterion / Indicator	Assessment Findings	Compliance
<p>must have knowledge and access to latest national regulations and collective agreements.</p> <p>g) The management shall conduct regular two-way communication with their employees where issues affecting their business such as employee’s health, safety and welfare are discussed openly. Records from such meeting are kept and the concerns of the employees and any remedial actions taken are recorded.</p> <p>h) Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees.</p> <p>i) Employees trained in First Aid should be present at all field operations. A First Aid Kit equipped with approved contents should be available at each worksite.</p> <p>j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.</p> <p>- Major compliance -</p>	<p>sprayers workers were conducted annually. The objective was to ensure all workers involved have been adequately trained in understanding SDS, Safe Work Practices and the correct use of PPE as well the dangers the chemical posed. The emphasis of training is on safety, health and environmental risks of chemicals exposure as well as risk recognition of acute and long-term exposure symptom. Reference to information in Chemical Safety Data Sheet, in particular, all precautions attached to the products were explained as well as emphasis on the importance for donning PPE correctly.</p> <p>Verified chemical register dated 1/8/20 and SDS of chemical;</p> <ul style="list-style-type: none"> i) Ken-Amine (2,4 D- Dimethylamine) class II, SDS in bi-lingual dated November 2014. ii) Kencozeb M45 (Dithio-carbamate) class IV, SDS in bi-lingual dated 4/1/2016 iii) Glysium 48SL, class III, SDS dated 26/3/12 (only English) <p>d) Suitable PPE has been provided to the workers based on the information in the HIRARC Register, SDS and CHRA assessor’s recommendation. During the site visit, the PPE were adequately implemented, for example, to harvesting, spraying and manuring gang. Sighted common PPE issued include safety helmets, Wellington boots, gloves and goggles/safety glass. PPE issuance record at each estate was verified. In addition to basic PPE, special PPE are also provided for workers assigned to dangerous operation such as sprayers, specifically R95 respirators, nitrile rubber gloves and apron.</p> <p>e) The estate follow company established SOP Chemical Handling to ensure proper and safe handling and storage in accordance to</p>	

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Criterion / Indicator		Assessment Findings					Compliance										
		<p>Occupational Safety Health (CLASS) Regulation 2013 and Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000. The application of pesticides was guided by CHRA, SDS of the Chemical, MPOB Code of Good Agricultural Practice for Oil Palm Estates and Small Holdings, and, Standard Operating Procedure such as;</p> <p>- Chemical Management, edition: TDM/01 rev:TDMP-01/2017</p> <p>f) The person in-charge for overall safety and health at TDM Plantations Sdn Bhd is the HQ Safety & Health Officer, DOSH Registration No. HQ/16/SHO/01/00345 appointed effective 01/01/2015. At estate level he is supported by site Compliance Executive (Assistant Manager) and the OSH Committee.</p> <p>g) Safety & Health Committee has been established as sighted in the 2020 OSH Committee Organization Chart. Each estate assessed conduct at three monthly intervals their OSH Committee meeting as follows:</p> <table border="1"> <thead> <tr> <th>Frequency</th> <th>1/20</th> <th>2/20</th> <th>3/20</th> <th>4/20</th> </tr> </thead> <tbody> <tr> <td>Date of SHC meeting</td> <td>Not conducted due to MCO</td> <td>14/6/20</td> <td>14/9/20</td> <td>Plan on 21/12/20</td> </tr> </tbody> </table> <p>Viewing the minutes, the meeting had discussed issues related to employees' safety, health and welfare to improve conditions on the job and develop strategies to make the work environment safe and healthy. Discussion include Building and Line Site Inspection, Training,</p>					Frequency	1/20	2/20	3/20	4/20	Date of SHC meeting	Not conducted due to MCO	14/6/20	14/9/20	Plan on 21/12/20	
Frequency	1/20	2/20	3/20	4/20													
Date of SHC meeting	Not conducted due to MCO	14/6/20	14/9/20	Plan on 21/12/20													

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Criterion / Indicator	Assessment Findings	Compliance
	<p>Emergency Response and Preparedness and Environment. Unsafe or unhealthy work conditions needing corrective action were acted</p> <p>h) All estates have Accident and Emergency procedures in addition to Emergency Preparedness and Response Plan. They too have established their own Estate Emergency Response Team. Sighted the organization chart for 2020 available and displayed at each estate office noticeboard. A common ERP had been developed that include the following credible scenarios identified, i.e. fire, flood, explosion, chemical spillage, and accident. The estate has site specific Plans including maps showing assembly areas and up-to-date lists of emergency contacts with training conducted to communicate the Plan. Interviews of estate staff and workers confirmed their understanding of emergency response as shown during participation in emergency drill. Emergency Response and evacuation drill was executed on 12/8/20.</p> <p>i) There are adequate number of trained First Aiders in the field. All of them are Mandores of respective work gang. First aid kits were made available in the field. The custodian is Mandore. Field inspection of the First Aid kits revealed its contents were complete, up-to-date and no sedative or expired medication found as it was regularly checked and replenished by the Estate Hospital Assistant.</p> <p>j) Records on all accidents and diseases arising out of or in connection with work which occur at the place of work had been verified maintained satisfactorily. Quarterly review on accident cases were carried out during Safety & Health (OSH) Committee meeting. Based on JKKP 8 submission via MyKKP, total of 3 incidents with 114 LTI reported. Ref. no.:JKKP8/40247/2019 dated 30/1/20.</p>	

Criterion / Indicator	Assessment Findings	Compliance	
Criterion 4.4.5: Employment conditions			
4.4.5.1	<p>The management shall establish policy on good social practices regarding human rights in respect of industrial harmony. The policy shall be signed by the top management and effectively communicated to the employees.</p> <p>- Major compliance -</p>	<p>TDM Plantation Sdn Bhd has newly revised the Human Rights Policy on 1/7/20. The management is committed to support the principle of Universal Declaration of Human Rights and ILO Core Convention on Labour Standards. They evaluated and managed the human rights activities parallel to the policy such as workers, contractors and suppliers, local communities and etc. The policy was displayed at the notice board in front of office and muster ground area.</p>	<p>Yes</p>
4.4.5.2	<p>The management shall not engage in or support discriminatory practices and shall provide equal opportunity and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics.</p> <p>- Major compliance -</p>	<p>TDM Plantation Sdn Bhd has newly revised the Social Policy dated 1/7/2020 where they are committed to treat all the workers equally during the recruitment and promotion process without discrimination based on nationality, race, ethnic, religion, sexual orientation, age and etc. There were no evidences of any form of discrimination based on race, national origin, religion, gender, union and political affiliation and is covered in the policy as well.</p>	<p>Yes</p>
4.4.5.3	<p>Management shall ensure that employees' pay and conditions meet legal or industry minimum standards and as per agreed Collective Agreements. The living wage should be sufficient to meet basic needs and provide some discretionary income based on minimum wage.</p> <p>- Major compliance -</p>	<p>The payroll and pay slip records of employees showed that all employees are paid with the monthly salary are compliance with the local minimum wages requirements. Payslip of month January 2020 (normal), July 2020 (peak) and November 2020 (low) for the sampled workers as below:</p> <ul style="list-style-type: none"> i) THPYT575 ii) THPYT584 iii) THPYT641 iv) THPYT712 	<p>Yes</p>

Criterion / Indicator		Assessment Findings	Compliance
		v) THPYT690 vi) THPYT398 vii) THPYT730 viii) THPYT646 ix) THPYT720 x) THPYT181 Review the pay slip of Bukit Bidong Estate employees pay statements has been carried out and confirm that their basic salary wages are comply with Minimum Wage Order 2020 of RM 1200/ month or RM 46.15 per day.	
4.4.5.4	Management should ensure employees of contractors are paid based on legal or industry minimum standards according to the employment contract agreed between the contractor and his employee. - Minor compliance -	The management ensures the employees of contractors are paid based on legal or industry minimum standard by obtaining the pay slips of the contractors' employees and verify against legal requirements.	Yes
4.4.5.5	The management shall establish records that provide an accurate account of all employees (including seasonal workers and subcontracted workers on the premises). The records should contain full names, gender, date of birth, date of entry, a job description, wage and the period of employment. - Major compliance -	The management have a list or record for all workers and record under master list workers contain full names, gender, date of birth, date of entry, a job description, wage and the period of employment.	Yes
4.4.5.6	All employees shall be provided with fair contracts that have been signed by both employee and employer. A copy of	There is a contract and agreement for staff and workers including foreign workers and pay and conditions are documented and are	Yes

Criterion / Indicator		Assessment Findings	Compliance
	<p>employment contract is available for each and every employee indicated in the employment records.</p> <p>- Major compliance -</p>	<p>above the industry minimum standard. Inspection of a sample of employee contracts confirmed that terms and conditions are clearly outlined and have been signed by the worker.</p> <p>i) THPYT575 ii) THPYT584 iii) THPYT641 iv) THPYT712 v) THPYT690 vi) THPYT398 vii) THPYT730 viii) THPYT646 ix) THPYT720 x) THPYT181</p>	
4.4.5.7	<p>The management shall establish a time recording system that makes working hours and overtime transparent for both employees and employer.</p> <p>- Major compliance -</p>	<p>Estates established a time recording system using Check Roll Book for all employees at different station. The working hours for all employees has been clearly documented in the Check Roll Book as well as their pay slip under OT section to ensure transparent for both employees and employer. Time recording system has been carried out manually on daily basis for field and office staff & executives. For office staff & executives, the working hours are recorded in the Executives & Staff Attendance List. For field workers, they record the working hours in the Daily Time Record. The overtime working hours</p>	Yes

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		always approved by the assistant manager. The documented working hours available in the daily check roll records	
4.4.5.8	The working hours and breaks of each individual employee as indicated in the time records shall comply with legal regulations and collective agreements. Overtime shall be mutually agreed and shall always be compensated at the rate applicable and shall meet the applicable legal requirement. - Major compliance -	Through the verification of the O/T form, overtime sheet and also the sampled payslip. There is no overtime more than the legal permitting 104 hours.	Yes
4.4.5.9	Wages and overtime payment documented on the pay slips shall be in line with legal regulations and collective agreements. - Major compliance -	Pay slips of all employees are available as evidence of salary payment. The pay slip contains the following information: a. Gaji pokok b. Kerja Cuti Am/Hujan/Rehat/Sakit c. EIS d. EPF e. SOCSO f. Bayaran kerja lebih masa	Yes
4.4.5.10	Other forms of social benefits should be offered by the employer to employees, their families or the community such as incentives for good work performance, bonus payment, professional development, medical care and health provisions. - Minor compliance -	The management also provides free housing facilities with water and electricity. In addition, clinic facilities are prepared in the estate and the VMO visit twice per month.	Yes

Criterion / Indicator		Assessment Findings	Compliance
4.4.5.11	<p>In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities in compliance with the Workers' Minimum Standards Housing and Amenities Act 1990 (Act 446) or any other applicable legislation.</p> <p>- Major compliance -</p>	<p>On-site living quarters are provided to general workers and staff. Observed that the living quarters are habitable and have amenities such as water, electricity etc. Transportation to send children to neighbouring school was provided as well.</p> <p>Line site inspection was carried out on weekly basis as per the Workers' Minimum Standards Housing and Amenities Act 1990 (Act 446) requirement. The latest inspection dated 2/12/20 was checked. On fortnightly basis, VMO will come and visit the estate (creche and line site). Any comments will be reported in the logbook and presented to management.</p>	Yes
4.4.5.12	<p>The management shall establish a policy and provide guidelines to prevent all forms of sexual harassment and violence at the workplace.</p> <p>- Major compliance -</p>	<p>TDM Plantation Sdn Bhd has revised the Gender Policy dated 1/7/20 where they are responsible to ensure the workplaces are free from any harassment related to sexual, religion, nationality and etc. The policy has been displayed at the notice board in front of office.</p> <p>From the interview with gender committee chair-person in Bukit Bidong estate they aware regarding to policy and guidelines to prevent all form of sexual harassment. Meeting minute dated 25/11/20 available for review. Based on recorded minute, the was no sexual harassment case and violence reported.</p>	Yes
4.4.5.13	<p>The management shall respect the right of all employees to form or join trade union and allow workers own representative(s) to facilitate collective bargaining in accordance with applicable laws and regulations. Employees shall be given the freedom to join a trade union relevant to the industry or to organize themselves for collective bargaining. Employees shall have the right to organize and negotiate their work conditions. Employees exercising this right should not be</p>	<p>TDM Plantation Sdn Bhd has newly revised Freedom of Association Policy dated 1/7/20. The workers were able to join or form any association according to the Employment Act without any restriction.</p>	Yes

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Criterion / Indicator		Assessment Findings	Compliance
	discriminated against or suffer repercussions. - Major compliance -		
4.4.5.14	Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation. Work by children is acceptable on family farms, under adult supervision, and when not interfering with their education programmes. Children shall not be exposed to hazardous working conditions. - Major compliance -	TDM Plantation Sdn. Bhd. has newly revised Protection of Children Policy dated 1/7/20. They are committed not to exploit or recruit any individual less than 16 years old in the plantations. Estate maintain an accurate record of all employees under the list of workers. Through document reviewed on the Employee master listing confirmed that the workers recruited are above 18 years old. Evidence that there is no underage worker (below 18 years old) employed at the work locations visited.	Yes
Criterion 4.4.6: Training and competency			
4.4.6.1	All employees, contractors and relevant smallholders are appropriately trained. A training programme (appropriate to the scale of the organization) that includes regular assessment of training needs and documentation, including records of training shall be kept. - Major compliance -	Bukit Bidong Estate has established an annual training program that covers all aspects of the operations as well certifications (MSPO & RSPO) requirements.	Yes
4.4.6.2	Training needs of individual employees shall be identified prior to the planning and implementation of the training programmes in order to provide the specific skill and competency required to all employees based on their job description. - Major compliance -	Training needs of individual employees was established as per sample OSH Plan, Training Matrix & Training Schedule 2020/2021. Trainings identified for all estate employees including manager, assistant managers, staffs and workers.	Yes

Criterion / Indicator		Assessment Findings	Compliance
4.4.6.3	<p>A continuous training programme should be planned and implemented to ensure that all employees are well trained in their job function and responsibility, in accordance to the documented training procedure.</p> <p>- Minor compliance -</p>	<p>Among training identified and implemented sighted as per sample as following:</p> <ul style="list-style-type: none"> i) Fire drill training – 12/08/2020 ii) PPE training – 25/08/2020 iii) Company policy briefing – 16/11/2020 iv) First Aid Training – 24/11/2020 v) Palm Cutter @ Cantas training – 24/11/2020 	Yes
4.5 Principle 5: Environment, natural resources, biodiversity and ecosystem services			
Criterion 4.5.1: Environmental Management Plan			
4.5.1.1	<p>An environmental policy and management plan in compliance with the relevant country and state environmental laws shall be developed, effectively communicated and implemented.</p> <p>- Major compliance -</p>	<p>A documented Biodiversity and Environmental Policy; Approved by Haji Mohd. Ghozali Bin Yahaya; CEO of TDM Plantation Sdn. Bhd.; Dated 1/7/2020 and Environmental Management Plan 2020 found in line with Environmental Quality Act 1974 (Act 127) has been communicated and implemented accordingly during several meetings and briefings sessions conducted by the estates management with all employees.</p>	Yes
4.5.1.2	<p>The environmental management plan shall cover the following:</p> <ul style="list-style-type: none"> a) An environmental policy and objectives; b) The aspects and impacts analysis of all operations. <p>- Major compliance -</p>	<p>The Environmental Management Plan 2020 covered amongst all the following:</p> <ul style="list-style-type: none"> - Sample communications of environmental policies and objectives conducted during weekly workers assembly on Sundays and during environmental committee meeting sessions among the committee members (<i>Jawatankuasa Pengawasan Prestasi Alam Sekitar</i>) Bukit Bidong Estate for 2020; Minutes of meeting latest date: 17/9/2020. 	Yes

Criterion / Indicator		Assessment Findings	Compliance
		Environmental aspects of all operations assessed and documented as per Environmental Aspect and Impact Identification Form as well as Environmental Impact Evaluation Form; File # TDMP/5.2/EAI for sample aspects and impacts related to FFB transportation activities; EIA/2020-LBB/FFT01 dated 15/11/2020.	
4.5.1.3	An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, effectively implemented and monitored. - Major compliance -	Environmental improvement plan to mitigate the negative impacts and to promote the positive ones developed, implemented and monitored for all identified significant environmental aspects mainly related to the estate’s replanting activities. Monitoring including daily patrol by field staff at contractor’s felling & chipping sites and by estate’s security personnel. Other significant environmental aspects related to mature palm operational activities including spraying and manuring were monitored based on the established pollution prevention plan and biodiversity management plan.	Yes
4.5.1.4	A programme to promote the positive impacts should be included in the continual improvement plan. - Minor compliance -	Program to promote the positive impacts included in the continual improvement plans of estate including the Integrated Pest Management Program which continuously reduce the use of chemicals with introduction of biological pests such as barn owl for rat control. Other positive impacts including the use of organic fertilizer from to reduce the use of inorganic fertilizers.	Yes
4.5.1.5	An awareness and training programme shall be established and implemented to ensure that all employees understand the policy and objectives of the environmental management and improvement plans and are working towards achieving the objectives. - Major compliance -	Awareness programs for the estate employees has been included in the established annual training programs that covers all aspects of the operations as well certifications (MSPO & RSPO) requirements to ensure that employees understand the policy, objectives and management plans and are working towards achieving objectives.	Yes

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Criterion / Indicator		Assessment Findings	Compliance
4.5.1.6	<p>Management shall organize regular meetings with employees where their concerns about environmental quality are discussed.</p> <p>- Major compliance -</p>	<p>Regular communications of environmental policies and objectives were conducted during daily muster briefings and during environmental committee meeting sessions among the committee members (<i>Jawatankuasa Pengawasan Prestasi Alam Sekitar</i>) for 2020; Minutes of meeting latest date: 17/9/2020</p>	Yes
Criterion 4.5.2: Efficiency of energy use and use of renewable energy			
4.5.2.1	<p>Consumption of non-renewable energy shall be optimized and closely monitored by establishing baseline values and trends shall be observed within an appropriate timeframe. There should be a plan to assess the usage of non-renewable energy including fossil fuel, electricity and energy efficiency in the operations over the base period.</p> <p>- Major compliance -</p>	<p>Diesel consumption is only been using as tractor and other vehicle for operation activity. The consumption usage will vertically in line with production of FFB. As to date (November 2020), diesel usage/FFB is 1.43 liter/mt FFB. No renewable energy consumption established at Bukit Bidong Estate.</p>	Yes
4.5.2.2	<p>The oil palm premises shall estimate the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations. This shall include fuel use by contractors, including all transport and machinery operations.</p> <p>- Major compliance -</p>	<p>Diesel consumption is only been using as tractor and other vehicle for operation activity. The consumption usage will vertically in line with production of FFB. As to date (November 2020), diesel usage/FFB is 1.43 liter/mt FFB.</p>	Yes
4.5.2.3	<p>The use of renewable energy should be applied where possible.</p> <p>- Minor compliance -</p>	<p>No renewable energy consumption established at Bukit Bidong Estate.</p>	Yes
Criterion 4.5.3: Waste management and disposal			

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Criterion / Indicator		Assessment Findings	Compliance
4.5.3.1	<p>All waste products and sources of pollution shall be identified and documented.</p> <p>- Major compliance -</p>	<p>All waste products and sources of pollution in the estate has been identified and documented in Identification and Management of Wastewater FY 2020/2021; Review date: 25/1/2020 and Waste Management Action Plan FY 2020/2021; Review date: 15/11/2020. Among categories of wastes identified including Scheduled Waste, Domestic Waste and Field Waste where there were some usable wastes or by-products generated from the estate operation such as empty fertilizer bags and tripled-rinsed empty chemical containers. The field waste consists of all parts of palm tree including pruned palm fronds and chipped palm trunk were use as part of organic fertilizers.</p>	Yes
4.5.3.2	<p>A waste management plan to avoid or reduce pollution shall be developed and implemented. The waste management plan should include measures for:</p> <p>a) Identifying and monitoring sources of waste and pollution</p> <p>b) Improving the efficiency of resource utilization and recycling of potential wastes as nutrients or converting them into value-added by-products</p> <p>- Major compliance -</p>	<p>Implementation of the waste management plan sighted as per Waste Management Action Plan 2020/2021 with identified Scheduled Waste and Domestic waste.</p>	Yes
4.5.3.3	<p>The management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environment Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe handling, storage and disposal.</p> <p>- Major compliance -</p>	<p>The SOP Scheduled Waste (Edition TDMP-02, Rev TDMP-02/2017) for handling used chemicals has been established and documented. Therein the procedure described the requirements in Labeling, Legal requirement, Waste generator, Training required, DOE license much in line with the DOE Guidelines for Packaging, Labelling and Storage of Scheduled Wastes.</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
		<p>Labels were sighted affixed properly on the container of SW inclusive of required details at the SW Store. Scheduled waste inventory being updated as required on monthly basis.</p> <p>Sample scheduled waste disposal:</p> <ul style="list-style-type: none"> - Consignment Note # 2020111916USGITY; Date: 19/11/2020; Waste code: SW305 – Used Oil ; Quantity: 0.2 mt; Facility: Pentas Flora (Kelantan) Sdn. Bhd. - Consignment Note # 20201119177EBX00; Date: 19/11/2020; Waste code: SW409 – Contaminated containers; Quantity: 0.455 mt; Facility: Pentas Flora (Kelantan) Sdn. Bhd. - Consignment Note # 2020111917MN4WEZ; Date: 19/11/2020; Waste code: SW410 – oil filters; Quantity: 0.085 mt; Facility: Pentas Flora (Kelantan) Sdn. Bhd. 	
4.5.3.4	<p>Empty pesticide containers shall be punctured and disposed in an environmentally and socially responsible way, such that there is no risk of contamination of water sources or to human health. The disposal instructions on manufacturer's labels should be adhered to. Reference should be made to the national programme on recycling of used HDPE pesticide containers.</p> <p>- Major compliance -</p>	<p>Bukit Bidong Estate handled its empty pesticide containers based on the SOP – Chemical Handling (13) Disposal of empty containers, empty pesticide containers were either reused as premixing containers or been triple-rinsed and punctured prior to disposal as scheduled waste. Sighted records of disposal as per sample above.</p>	Yes
4.5.3.5	<p>Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourses.</p> <p>- Minor compliance -</p>	<p>Disposal of domestic wastes is through government landfill. Weekly collection will be done by the at one centralize collection centre located in the estate. Recyclable wastes such as plastic bottles, aluminium cans and paper are disposed through 3rd party contractor.</p>	Yes

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Criterion / Indicator		Assessment Findings	Compliance
Criterion 4.5.4: Reduction of pollution and emission			
4.5.4.1	An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, scheduled wastes, solid wastes and effluent. - Major compliance -	Estates visited has established Waste Management Plan and the document was available for review. The plan has identified the waste generated, location/station generated, mitigation plan and person responsible for each plan.	Yes
4.5.4.2	An action plan to reduce identified significant pollutants and emissions shall be established and implemented. - Major compliance -	Estate has established IPM Management Plan for FY 2019/2020. Last reviewed was conducted on 26/9/2019. The management plan identified the planting of beneficial plant as issue of concern which have positive impact to reduce the usage of chemical in controlling pest.	Yes
Criterion 4.5.5: Natural water resources			
4.5.5.1	The management shall establish a water management plan to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include: a. Assessment of water usage and sources of supply. b. Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the estate's current activities. c. Ways to optimize water and nutrient usage to reduce wastage (e.g. having in place systems for re-use, night application, maintenance of equipment to reduce leakage, collection of rainwater, etc.).	Water management plan dated 1/8/2020 was made available for verification. The plan has included the assessment of water usage, the needs of water quality monitoring as well as programme to minimise pollution and erosion in the estate. The last river analysis result was carried out on August 2019. For 2020, water sample taken on 16/11/2020 and pending for the result. River Water Quality Monitoring Report for Bukit Bidong Estate; September 2019; By Eralab (KT) Sdn. Bhd.; Certificate of Analysis Lab Report # 19/08/W0718; Date of Sampling: 18/08/2019; Date of report: 3/09/2019. Based on the result, no off-parameter result recorded. During the field visit in sampled estates, it was sighted that the river buffer zone was properly maintained with no spraying and/or manuring	Yes

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Criterion / Indicator		Assessment Findings	Compliance
	<p>d. Protection of water courses and wetlands, including maintaining and restoring appropriate riparian buffer zones at or before planting or replanting, along all natural waterways within the estate.</p> <p>e. Where natural vegetation in riparian areas has been removed, a plan with a timetable for restoration shall be established and implemented.</p> <p>f. Where bore well is being use for water supply, the level of the ground water table should be measured at least annually.</p> <p>- Major compliance -</p>	<p>conducted within the area. Buffer zones were demarcated with paint markings on the palm tree.</p>	
4.5.5.2	<p>No construction of bunds, weirs and dams across main rivers or waterways passing through an estate.</p> <p>- Minor compliance -</p>	<p>Not sight any construction of bunds, weirs and dams across main rivers or waterways passing through an estate.</p>	Yes
4.5.5.3	<p>Water harvesting practices should be implemented (e.g. water from road-side drains can be directed and stored in conservation terraces and various natural receptacles).</p> <p>- Minor compliance -</p>	<p>Water harvesting practices has been implemented (e.g. water from road-side drains and directed to man made drain for irrigation purpose.</p>	Yes
Criterion 4.5.6: Status of rare, threatened, or endangered species and high biodiversity value			
4.5.6.1	<p>Information shall be collated that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). This information should cover:</p>	<p>The biodiversity assessment was carried out based on the SOP, Rare Threatened, Endangered & High Biodiversity Management, MPO-TH-07, rev:0 dated 1/11/17. Identification and assessment of HCV habitats and protected areas within land holdings; and attempt assessments of HCV habitats and protected areas surrounding landholdings are</p>	Yes

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Criterion / Indicator		Assessment Findings	Compliance
	a) Identification of high biodiversity value habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower(s) activities. b) Conservation status (e.g. The International Union on Conservation of Nature and Natural Resources (IUCN) status on legal protection, population status and habitat requirements of rare, threatened, or endangered species), that could be significantly affected by the grower(s) activities. - Major compliance -	available. Identification of the HCV has been conducted through and HCV reassessment by internal team from TH Plantations Berhad. Report dated 14/10/2018 is referred to. Based on the assessment no HCV identified with the estate.	
4.5.6.2	If rare, threatened or endangered species, or high biodiversity value, are present, appropriate measures for management planning and operations should include: a) Ensuring that any legal requirements relating to the protection of the species are met. b) Discouraging any illegal or inappropriate hunting, fishing or collecting activities; and developing responsible measures to resolve human-wildlife conflicts. - Major compliance -	Display of signages at the entrance and strategic location with the estate has been observed. Regular patrolling at the boundary area was done by the staff and AP to ensure to encroachment or illegal activity in the estate. Based on the records, no RTE present with the estate. Nonetheless, the above measures documented in the environmental management plan for 2020/2021.	Yes
4.5.6.3	A management plan to comply with Indicator 1 shall be established and effectively implemented, if required. - Major compliance -	Implementation of management plan can be seen as explained under indicator 4.5.6.2	Yes
Criterion 4.5.7: Zero burning practices			

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Criterion / Indicator		Assessment Findings	Compliance
4.5.7.1	Use of fire for waste disposal and for preparing land for oil palm cultivation or replanting shall be avoided except in specific situations, as identified in regional best practice. - Major compliance -	TDMP has established Zero Burning Policy and documented in Occupational Safety, Health and Environmental Policy signed by the CEO on 5th June 2017. No evidence of open burning sighted during site visit	Yes
4.5.7.2	A special approval from the relevant authorities shall be sought in areas where the previous crop is highly diseased and where there is a significant risk of disease spread or continuation into the next crop. - Major compliance -	Visit to the estates within Sg. Tong POM complex confirmed that no fire been use for oil palm tree diseased control as well as replanting. Hence, no special approval been obtained so far.	Yes
4.5.7.3	Where controlled burning is allowed, it shall be carried out as prescribed by the Environmental Quality (Declared Activities) (Open Burning) Order 2003 or other applicable laws. - Major compliance -	Since no special approval been obtained so far for burning, hence this requirement is not applicable.	Yes
4.5.7.4	Previous crops should be felled or mowed down, chipped and shredded, windrowed or pulverized or ploughed and mulched. - Minor compliance -	Visit to the estates within Sg. Tong POM complex confirmed that previous oil palm trees were felled and chipped prior to replanting.	Yes
4.6 Principle 6: Best Practices			
Criterion 4.6.1: Site Management			

Criterion / Indicator		Assessment Findings	Compliance
4.6.1.1	Standard operating procedures shall be appropriately documented and consistently implemented and monitored. - Major compliance -	SOP for estates operation was based on TDM Plantation Sdn. Bhd. Agriculture Policy # 01.01 – 14.03. Monitoring of implementation was conducted on periodical basis through inspection visits by Plantation Advisor, Agricultural Services Personnel as well as certification audits internally and externally. Standard operating procedure for peat management was not documented. Bukit Bidong Estate has OP planted on peat area. No SOP on peat management has been established for monitoring and consistent implementation. Thus, a major NC was raised.	Major Non-compliance
4.6.1.2	Where oil palm is grown within permitted levels on sloping land, appropriate soil conservation measures shall be implemented to prevent both soil erosion as well as siltation of drains and waterways. Measures shall be put in place to prevent contamination of surface and groundwater through runoff of either soil, nutrients or chemicals. - Major compliance -	The SOP covers all main and support operations i.e. Boundary marking, Replanting at slope, Soil Conservation at slope area, Water management, Manuring, Weeding and Harvesting.	Yes
4.6.1.3	A visual identification or reference system shall be established for each field. - Major compliance -	During the field visit in sampled estates, it was sighted that the oil palm tree blocks were either demarcated with paint markings on one of the palm tree at the angle or corner and a signboard identifying block name and planted year were installed for each blocks.	Yes
Criterion 4.6.2: Economic and financial viability plan			
4.6.2.1	A documented business or management plan shall be established to demonstrate attention to economic and financial viability through long-term management planning.	Annual business plan in the form of annual budget and the projection for 5 years prepared as guidance for future planning. The business plan contains FFB yield, CPO, OER and KER, costs of production, etc.	Yes

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -		
4.6.2.2	Where applicable, an annual replanting programme shall be established. Long term replanting programme should be established and review annually, where applicable every 3-5 years. - Major compliance -	No replanting programme in the next 3-5 years. First planting was started in 2010.	Yes
4.6.2.3	The business or management plan may contain: a) Attention to quality of planting materials and FFB b) Crop projection: site yield potential, age profile, FFB yield trends c) Cost of production : cost per tonne of FFB d) Price forecast e) e) Financial indicators : cost benefit, discounted cash flow, return on investment - Major compliance -	The business plan covers hectarage statement, FFB yield per Ha, CPO yield per Ha, PK yield per Ha, Mature area expenditures, Immature area expenditures, Capital Expenditures including crop projection for next year, Cost of production/mt, and gross operational profit and loss P&L.	Yes
4.6.2.4	The management plan shall be effectively implemented and the achievement of the goals and objectives shall be regularly monitored, periodically reviewed and documented. - Major compliance -	TDM plantation monitored the estate performance against the targets. The estates performance is recorded in the monthly progress report. Details on the actual vs budget i.e. crop production, fixed and direct cost are shown therein. The management also provides variance report on the performance and reviewed monthly. The supervisory personnel maintained a daily cost sheet for the field operations. The Estate Managers sit monthly with the CEO reviewing performance, operational issues, financial positions.	Yes

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Criterion / Indicator		Assessment Findings	Compliance
Criterion 4.6.3: Transparent and fair price dealing			
4.6.3.1	Pricing mechanisms for the products and other services shall be documented and effectively implemented. - Major compliance -	For estates, they always engage the contractor for services such as replanting, cleaning, vehicle maintenance and etc. Pricing for the service has been documented in the contracts for the transportation: <u>Bukit Bidong Estate</u> i) H&N works resources, 08/2020 dated 20/9/20. (drain cleaning work) ii) Edaran Badang Sdn Bhd, 18/2020 dated 1/11/20 (to supply and rental of badang to transport FFB at Bukit Bidong Estate) All the terms and conditions were specified in the contract and contractors have acknowledged on each page of the contract.	Yes
4.6.3.2	All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner. - Major compliance -	Sample contract and payment record verification together with interviews of suppliers and contractor found the payments has been made as per contract. - Work order no. 13/2020 (Edaran Badang - to supply and rental of badang to transport FFB) dated 20/9/20. Invoice date 6/10/20 (RP301004), payment date 8/10/20. Refer to credit note (CN20200013)	Yes
Criterion 4.6.4: Contractor			
4.6.4.1	Where contractors are engaged, they shall understand the MSP0 requirements and shall provide the required documentation and information.	Estates has prepared a standard contract for all the contractors. In the contract, special clause on the MSP0 requirements were included to ensure compliance. Under Work Order Agreement, additional terms on	Yes

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	the compliance with MSPO and legal requirements provided in the contract acknowledged by the contractor. Refer to work order agreement; i) H&N works resources, 08/2020 dated 20/9/20. ii) Edaran Badang Sdn Bhd, 18/2020 dated 1/11/20	
4.6.4.2	The management shall provide evidence of agreed contracts with the contractor. - Major compliance -	Bukit Bidong Estate has prepared a standard contract for all the contractors. The signed copy of the contract available at the estate office. Sample of contract agreement; i) H&N works resources, 08/2020 dated 20/9/20. ii) Edaran Badang Sdn Bhd, 18/2020 dated 1/11/20	Yes
4.6.4.3	The management shall accept MSPO approved auditors to verify assessments through a physical inspection if required. - Minor compliance -	Estates has no objection to allow BSI auditors to verify the assessment through physical inspection if required.	Yes
4.6.4.4	The management shall be responsible for the observance of the control points applicable to the tasks performed by the contractor, by checking and signing the assessment of the contractor for each task and season contracted. - Major compliance -	All works performed at the estate is checked and verified by the estate personnel. Projects where tenders are issued by HQ are checked by representative from TDM HQ.	Yes
4.7 Principle 7: Development of new planting – no new planting at Bukit Bidong estate			

Appendix B: List of Stakeholders Contacted

<p>Government Officer: -</p>	<p>Community/neighbouring village: -</p>
<p>Suppliers/Contractors/Vendors: - Zam Zam Electric - HME - Mohd Razali</p>	<p>Worker’s Representative/Gender Committee: - Estate workers and staff - Gender committee representative</p>

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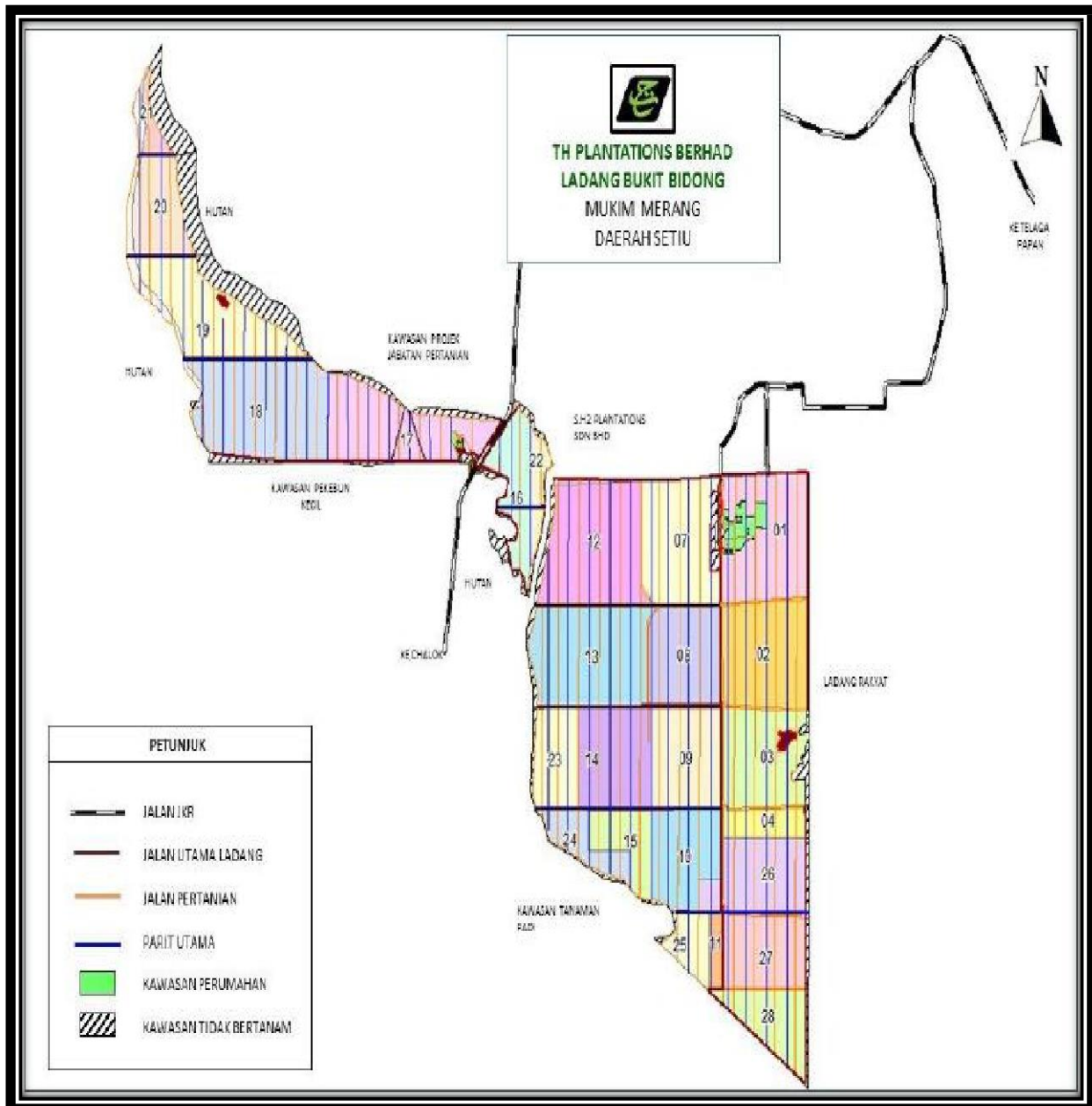
Appendix C: Smallholder Member Details

Not applicable

No.	Smallholder		Location of Planted Area (District)	GPS Coordinates	Certified Area (ha)	Planted Area (ha)
	Name	MPOB License Number				
1	N/A					
2						
3						
4						
5						

Appendix D: Location and Field Maps

Bukit Bidong Estate



Appendix E: List of Abbreviations

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