

**RSPO PRINCIPLE AND CRITERIA –  
INITIAL ASSESSMENT  
Public Summary Report**

<b>BOUSTEAD PLANTATIONS BERHAD</b>
Head Office: 19 <sup>th</sup> Floor Menara Boustead, 69, Jalan Raja Chulan, 50200 Kuala Lumpur, Malaysia
Certification Unit: Boustead Emastulin Sdn Bhd – Segaria Business Unit Segaria Palm Oil Mill and Segaria Estate
Location of Certification Unit: P.O. Box 132 91308 Semporna, Sabah, Malaysia

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## Section 1: Scope of the Certification Assessment

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

2. Certification Information			
<b>Certificate Number</b>	RSPO 682292	<b>Date of First Certification</b>	07/03/2018
		<b>Certificate Start Date</b>	07/03/2018
		<b>Certificate Expiry Date</b>	06/03/2023
<b>Scope of Certification</b>	Production of Palm Oil and Palm Kernel from Segaria Palm Oil Mill and Supply Base (Segaria Estate)		
<b>Applicable Standards</b>	RSPO P&C MYNI 2014 ; RSPO Supply Chain Certification Standard 2014 (CPO Mill – Module D)		

3. Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
AR1109	ISO 9001:2008	SIRIM QAS International Sdn Bhd	20 <sup>th</sup> July 2018

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

5. Description of Supply Base					
Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Segaria Estate	4,465.10	134.90	146.20	4,746.20	94%
<b>Total</b>	4,465.10	134.90	146.20	4,746.20	94%

6. Plantings & Cycle							
Estate	Age (Years)					Mature	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
Segaria Estate	-	1,267.20	2,420.40	777.50	-	4,465.10	-
<b>Total (ha)</b>	-	1,267.20	2,420.40	777.50	-	4,465.10	-

7. Certified Tonnage of FFB (Own Certified Scope)			
Estate	Tonnage / year		
	Estimated Production (Dec 16 – Nov 17)	Actual production (Dec 16 – Nov 17)	Forecast production (Dec 17 – Nov 18)
Segaria Estate	N/A	N/A	98,200.00
<b>Total</b>	N/A	N/A	98,200.00

8. Certified Tonnage of FFB (from other certified unit(s)) if applicable *			
Estate	Tonnage / year		
	Estimated (Dec 16 – Nov 17)	Actual (Dec 16 – Nov 17)	Forecast (Dec 17 – Nov 18)
N/A	N/A		N/A
<b>Total</b>			

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<b>9. Non-Certified Tonnage of FFB (outside supplier – excluded from certificate) if applicable</b>			
<b>Independent FFB Supplier</b>	<b>Tonnage / year</b>		
	<b>Estimated (Dec 16–Nov 17)</b>	<b>Actual (Dec 16–Nov 17)</b>	<b>Forecast (Dec 17–Nov18)</b>
Cermat	435.00	277.31	-
Hatawa	200.00	53.22	-
Longgor	675.00	174.83	-
Man Tong Sing	2,450.00	2,474.46	-
<b>Total</b>	<b>3,760.00</b>	<b>2,979.82</b>	<b>-</b>

<b>10. Certified Tonnage</b>			
<b>Mill Capacity: 30 MT/hr</b>	<b>Estimated (Dec 16–Nov 17)</b>	<b>Actual (Dec 16–Nov 17)</b>	<b>Forecast (Dec 17–Nov18)</b>
	<b>FFB</b>	<b>FFB</b>	<b>FFB</b>
	N/A	N/A	98,200 mt
	<b>CPO (OER: %)</b>	<b>CPO (OER: %)</b>	<b>CPO (OER: %)</b>
	N/A	N/A	22,525 mt (22.93)
	<b>PK (KER: %)</b>	<b>PK (KER: %)</b>	<b>PK (KER: %)</b>
	N/A	N/A	3,900 mt (3.97)

<b>11. Actual Sold Volume (CPO)</b>					
	<b>RSPO Certified</b>	<b>Other Schemes Certified</b>		<b>Conventional</b>	<b>Total</b>
		<b>ISCC</b>	<b>RSB</b>		
<b>CPO (MT)</b>	N/A				

<b>12. Actual Sold Volume (PK)</b>					
	<b>RSPO Certified</b>	<b>Other Schemes Certified</b>		<b>Conventional</b>	<b>Total</b>
		<b>ISCC</b>	<b>RSB</b>		
<b>PK (MT)</b>	N/A				

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

## Section 2: Assessment Process

### Certification Body:

BSI Services Malaysia Sdn Bhd,  
(ASI Accreditation Number: RSPO-ACC-19)  
Unit 3, Level 10, Tower A  
The Vertical Business Suites, Bangsar South  
No. 8, Jalan Kerinchi  
59200 Kuala Lumpur  
Tel +603 2242 4211 Fax +603 2242 4218  
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[www.bsigroup.com](http://www.bsigroup.com)

BSI is a leading global provider of management systems assessment and certification, with more than 60,000 certified locations and clients in over 100 countries. BSI Standards is the UK's National Standards Body. BSI provides independent, third-party certification of management systems. BSI is ASI Accredited (RSPO-ACC-19) to conduct RSPO assessment since 31/10/2014 with accredited office located at Kuala Lumpur, Malaysia and an office at Singapore, Jakarta, Bangkok and Australia which involve in RSPO Certification Program.

### 2.1 Assessment Methodology, Programme, Site Visits

The on-site initial assessment was conducted from 5-6/12/2017. The audit programme is included as Appendix D. The approach to the audit was to treat the mill and its supply base as an RSPO Certification Unit. Mill was audited together with the sample estates. A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HCVs, declared conservation areas and local communities.

The Major NC close out on-site assessment was conducted on 19/01/2018.

The methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interviews of staff, workers and their families and external stakeholders, review of documentation and monitoring data. RSPO Principles & Criterias MYNI 2014 and RSPO Supply Chain Certification Standard 2014 were used to guide the collection of information to assess compliance. The comments made by external stakeholders were also taken into account in the assessment where the stakeholder notification was made on 30 October 2017 through BSI and RSPO website as per following link: [https://www.rspo.org/uploads/default/pnc/Public\\_Notification\\_for\\_Initial\\_Assessment\\_Boustead\\_Segaria\\_POM\\_\(English\).pdf](https://www.rspo.org/uploads/default/pnc/Public_Notification_for_Initial_Assessment_Boustead_Segaria_POM_(English).pdf)

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 of its supply base.

- The estates sample were determined based on formula  $N = 0.8\sqrt{y}$  where  $y$  is the number of estates (*Note: This is applicable until 30<sup>th</sup> June 2018*).
- 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

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smallholders were based on the formula  $(0.8\sqrt{y}) \times (z)$ ; where y is total number of independent group member and where z is the multiplier defined by the risk assessment. The sampled smallholder listed in Appendix I.

Meetings were held with stakeholders to seek their views on the performance of the company with respect to the RSPO requirements and aspects where they considered that improvements could be made. At the start of each 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.

The assessment findings for the initial 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 assessment, the report was externally reviewed by RSPO approved Certification Reviewer prior to certification decision by BSI.

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

<b>Assessment Program</b>					
<b>Name (Mill / Supply Base)</b>	<b>Year 1 (Certification)</b>	<b>Year 2 (ASA 1)</b>	<b>Year 3 (ASA 2)</b>	<b>Year 4 (ASA 3)</b>	<b>Year 5 (ASA 4)</b>
Segaria POM	√	√	√	√	√
Segaria Estate	√	√	√	√	√

**Tentative Date of Next Visit:** October 16, 2018 - October 17, 2018

**Total No. of Mandays:** 6 mandays



**2.2 BSI Assessment Team:**

Team Member Name	Role	Qualifications
Mohd Hafiz Mat Hussain	Team Leader	He holds Bachelor Degree in Plantation Technology and Management, graduated from University Technology Mara (UiTM) on 2009. He has 4 years working experience in oil palm plantation industry. He also has the experiences as an auditor for several standards including ISO 9001, ISO 140001, OHSAS 18001, MSPO and RSPO in his previous certification body. He completed the ISO 9001 Lead Auditor Course, ISO 14001 Lead Auditor Course and OHSAS 18001 Lead Auditor Course in 2013, Endorsed RSPO P&C Lead Auditor Course in 2014, MSPO Awareness Training in 2014 and Endorsed RSPO SCCS Lead Auditor Course in 2016. He had been involved in RSPO auditing since May 2013 within Malaysia, Papua New Guinea, Solomon Islands, Gabon and Liberia. During this assessment, he assessed on the aspects of legal, mill best practices, estate best practices, safety and health, environmental and workers and stakeholders consultation.
Hafriazhar Mohd Mokhtar	Team Member	Hafriazhar Mohd. Mokhtar is a Chemical Engineer by qualification. He has more than five years of direct work experience in the upstream processes of palm oil within the plantation industry. He is a qualified Lead Auditor for CDM, ISO 14001, ISO 50001 and ISO 9001 and has accumulated more than 500 audit days throughout his current career as the auditor for multiple disciplines covering Malaysia, Indonesia and Thailand. He has been trained in the RSPO P&C and SCCS standards and recently completed his RSPO P&C Lead Assessor training and has been involved in RSPO audits within Malaysia, Papua New Guinea and Solomon Islands. During assessment, he covered the mill and estate best practices, legal issues, social issues, workers consultation, stakeholder consultation, environmental and occupational safety & health.
Hu Ning Shing	Team Member	She holds Bachelor Degree in Science majoring in Applied Chemistry, graduated from University of Malaya on 2011. She has 5 years working experience in rubber and palm oil industry. She also has the experiences as auditor for several standards including ISO 9001, MSPO and RSPO in his previous certification body. She completed the ISO 9001 Lead Auditor Course on 2016, Endorsed RSPO P&C Lead Auditor Course in 2012 and Endorsed RSPO SCCS Lead Auditor Course in 2015. She had been involved in RSPO auditing since November 2015 in more than various companies in Malaysia. During this assessment, she assessed on the aspects of social.

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**2.3 Assessment Plan:**

Monday, 04/12/17	09.00 am – 03.00 pm	<b>Meeting with stakeholders</b> (Government, NGO, contractor at Tawau)	√		
	02.25 pm – 05.25 pm	Audit Team travelling to Tawau via <b>MH 2664</b>		√	√
	05.30 pm	Check in hotel at Samporna	√	√	√
Tuesday, 05/12/17 <b>(RSPO)</b>	07.30 am	Audit team travel from Samporna to Segaria POM	√	√	√
	08.30 am	Opening Meeting: <ul style="list-style-type: none"> <li>Opening Presentation by Audit team leader.</li> <li>Confirmation of assessment scope and finalize Audit plan.</li> <li>Presentation by Segaria CU</li> </ul>	√	√	√
	09.00 am – 12.00 pm	<b>Segaria Palm Oil Mill</b> Document Review P1 – P8: SOPs, Supply chain for CPO mill, Review on SEIA documents and records, wage records, employee data, training records, legal permits, mill inspection and internal monitoring records, CIP & implementation etc.	√	√	√
		<b>RSPO Supply Chain</b> for CPO mill, weighbridge and storage area.		√	
		<b>Meeting with stakeholders</b> (Government, village rep, smallholders, Union Leader, contractor etc.)			√
	12.00 pm – 01.00 pm	LUNCH	√	√	√
	01.00 pm – 04.30 pm	Continue with unfinished elements	√	√	√
04.30 pm – 05.00 pm	Interim Closing Briefing	√	√	√	
Wednesday 06/12/17 <b>(RSPO)</b>	08.00 am – 12.00 pm	<b>Segaria Estate</b> Document review P1 – P8: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc).	√	√	√
	10.00 am – 12.00 pm	<b>Meeting with stakeholders</b> (Government, village rep, smallholders, Union Leader, contractor etc.)			√
	12.00 pm – 01.00 pm	LUNCH	√	√	√
	01.00 pm – 03.30 pm	Continue with unfinished elements	√	√	√
	03.30 pm	Verify any outstanding issues & Preparation for closing meeting	√	√	√
	04.00 pm	Closing meeting (RSPO)	√	√	√

### Section 3: Assessment Findings

#### 3.1 Details of audit results are provided in the following Appendix:

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

#### 3.2 Progress against Time Bound Plan

Time Bound Plan		
Requirement	Remarks	Compliance
<b>Summary of the Time Bound Plan</b>		
Does the plan include all subsidiaries, estates and mills?	Yes	Yes
Have all the estates and mills certified within five years after obtaining RSPO membership?	No, please refer to TBP.	Yes
Is the time bound plan challenging? <ul style="list-style-type: none"> <li>• Age of plantations.</li> <li>• Location.</li> <li>• POM development</li> <li>• Infrastructure.</li> <li>• Compliance with applicable law.</li> </ul>	Yes, please refer to TBP	Yes
Have there been any changes since the last audit? Are they justified?	No changes.	Yes
If there have been changes, what circumstances have occurred?	No	Yes
Have there been any stakeholder comments?	No	Yes
Have there been any newly acquired subsidiaries?	No	Yes
If yes, have the newly acquisitions certified within a three-year timeframe?	N/A	Yes

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Have there been any isolated lapses in implementation of the plan?	No	Yes
<b>Un-Certified Units or Holdings</b>		
No replacement after dates defined in NIs Criterion 7.3: <ul style="list-style-type: none"> <li>• Primary forest.</li> <li>• Any area required to maintain or enhance HCVs in accordance with RSPO P&amp;C criterion 7.3.</li> </ul>	So far no new planting that replaced primary forest.	Yes
Any new plantings since January 1 <sup>st</sup> 2010 shall comply with the RSPO New Plantings Procedure.	No new planting activities within uncertified unit.	Yes
Any Land conflicts are being resolved through a mutually agreed process, such as RSPO Complaints System or Dispute Settlement Facility, in accordance with RSPO P&C criteria 2.2, 6.4, 7.5 and 7.6.	No land conflict	Yes
Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO P&C criterion 6.3.	No labour dispute	Yes
Any Legal non- compliance is being addressed through measures consistent with the requirements of RSPO P&C criteria 2.1	No	Yes
Did the company conduct an internal audit? If so, has a positive assurance statement been produced?	Yes, the report had been submitted to all unit for improvement plan.	Yes

### 3.3 Progress of scheme smallholders and/or outgrowers

Progress of scheme smallholders or outgrowers towards compliance with relevant standards		
Requirement	Remarks	Compliance
Has 100% of scheme smallholders and/or scheme outgrowers comply with the standard within three years of the mill's initial certification?	N/A	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 Certification Assessment there were three (3) Major & two (2) Minor nonconformities raised. The Segaria POM Certification unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted.

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

Summary of Total Number of Nonconformity			
Nonconformity			
<b>NCR Ref #</b>	1563886-201712-M1	<b>Clause &amp; Category (Major / Minor)</b>	Major
<b>Date Issued</b>	06/12/2017	<b>Due Date</b>	04/02/2018
<b>Closed (Yes / No)</b>	Yes	<b>Date of nonconformity Closure</b>	19/1/2018
<b>Statement of Nonconformity:</b>	SIA report was not available during the time of audit.		
<b>Requirement Reference:</b>	6.1.1: A social impact assessment (SIA) including records of meetings shall be documented.		
<b>Objective Evidence:</b>	Segaria POM and Segaria Estate: SIA was conducted by MEC on 28/9/2017. However, report has yet to receive.		
<b>Corrections:</b>	Immediately liaise with sustainability department to get necessary assistance.		
<b>Root Cause Analysis:</b>	Pending final report by MEC.		
<b>Corrective Actions:</b>	To ensure that report is available within two weeks' time and reply any comment in the report if necessary.		
<b>Assessment Conclusion:</b>	Verification during Onsite Verification: Social Impact Assessment Report, dated 30th November 2017 for Boustead		

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	Emastulin Sdn Bhd-Segaria Estate and Mill by Malaysian Environmental Consultants Sdn Bhd was sighted. The assessment team consists of 6 assessors. Thus, Major NC was closed on 19/1/2018.		
<b>Nonconformity</b>			
<b>NCR Ref #</b>	1563886-201712-M2	<b>Clause &amp; Category (Major / Minor)</b>	Major
<b>Date Issued</b>	06/12/2017	<b>Due Date</b>	04/02/2018
<b>Closed (Yes / No)</b>	Yes	<b>Date of nonconformity Closure</b>	19/1/2018
<b>Statement of Nonconformity:</b>	Plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts identified was not available.		
<b>Requirement Reference:</b>	6.1.3: Plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts identified, shall be developed in consultation with the affected parties, documented and timetabled, including responsibilities for implementation.		
<b>Objective Evidence:</b>	SIA management plan has yet to be developed as the report for SIA was not received.		
<b>Corrections:</b>	Immediately liaise with sustainability department to get necessary assistance.		
<b>Root Cause Analysis:</b>	Pending final report by MEC.		
<b>Corrective Actions:</b>	To ensure that report is available within two weeks' time and reply any comment in the report if necessary.		
<b>Assessment Conclusion:</b>	<p>Verification during Onsite Verification: Social Impact Assessment Report, dated 30th November 2017 for Boustead Emastulin Sdn Bhd-Segaria Estate and Mill by Malaysian Environmental Consultants Sdn Bhd was sighted. The assessment team consist of 6 assessors.</p> <p>Segaria Estate: Social Action Plan 2018 and CSR Plan for Segaria Estate was established. All the comments by the assessors during Social Impact Assessment were included in the action plan.</p> <p>Segaria POM: Social action plan 2018 for Segaria Mill was established. All the comments by the assessors during Social Impact Assessment were included in the action plan.</p> <p>Thus, Major NC was closed on 19/1/2018.</p>		
<b>Nonconformity</b>			
<b>NCR Ref #</b>	1563886-201712-M3	<b>Clause &amp; Category (Major / Minor)</b>	Major
<b>Date Issued</b>	06/12/2017	<b>Due Date</b>	04/02/2018
<b>Closed (Yes / No)</b>	Yes	<b>Date of nonconformity Closure</b>	19/1/2018
<b>Statement of Nonconformity:</b>	The workers who worked on rest day did not pay according to Sabah Ordinance		

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	(Sabah Cap. 67).
<b>Requirement Reference:</b>	6.5.1: Documentation of pay and conditions shall be available.
<b>Objective Evidence:</b>	<p>Sampled of payslip, Field &amp; General Work Daily Attendance, Oil Palm Harvester Reception Data and Electronic Time Card (mill) of workers found that they were not paid according to Sabah Ordinance (Sabah Cap. 67) amended as at 10.02.2005 by Act A1238, Section 104C. (2) (a) and (b) "An employee employed on a daily, hourly or other similar rate of pay who works on a rest day shall be paid for any period of work— (a) which does not exceed half his normal hours of work, one day's wages at the ordinary rate of pay; or (b) which is more than half but does not exceed his normal hours of work, two days' wages at the ordinary rate of pay" as below for November 2017:</p> <p>a. Employee No.: 0102E for 10/11/2017 (Segaria POM)  b. Employee No.: 0321F for 31/10/2017 and 14/11/2017 (Segaria POM)  c. Employee No.: 0225C for 27/10/2017, 3/11/2017, 10/11/2017 and 24/11/2017 (Segaria POM)  d. Employee No.: 1240 for 26/11/2017 (Segaria Estate)  e. Employee No.: 1085 for 2/11/2017, 9/11/2017, 16/11/2017, 23/11/2017 and 30/11/2017 (Segaria Estate)  f. Employee No.: 1903 for 3/11/2017, 17/11/2017 and 24/11/2017 (Segaria Estate)</p>
<b>Corrections:</b>	<p>SM: Immediate payment of the arrears to all respective employees made on 11.12.2017.</p> <p>SE: Payment has been made to the respective workers on 18/12/2017.</p>
<b>Root Cause Analysis:</b>	Yet to establish a system for tracking employees that plan to work in rest day.
<b>Corrective Actions:</b>	<p>SM: Payment for working in rest day to be followed with Sabah Labour Ordinance (Sabah Cap. 67) amended as at 10.02.2005. Mill has started a system where all employee need to apply for working on rest day with specific form 3 days before commencement of work. By having this system, better monitoring and wages calculation is expected any potential error can be avoided.</p> <p>SE: All employees have been informed during muster call whoever have been offered to work by their respective Staff on rest day (Friday) or public holiday must come to office latest by 6.00 a.m to report their attendance to the assigned staffs on duty at both Main and Sipit division.</p>
<b>Assessment Conclusion:</b>	<p>Verification during Onsite Verification:  Segaria Estate;-  1. Employee No.: 1240 for 26/11/2017 (Segaria Estate)  Payment voucher for November 17-  Under pay Rest day work - <math>RM35.38 \times 2 = RM70.76</math>, Paid on 7/11/17=<math>RM35.38</math> (Balance <math>RM35.38</math>)  Under pay rest day o/t - <math>RM35.38 \times 2 = RM8.845/hrs \times 4 = RM35.38</math>, Paid on 7/11/17 =<math>RM26.54</math>, Balance <math>RM8.84</math> (paid on 18/12/17-Voucher No C12/17)  Pay Slip December 2017  Total work day - 24days  Work on PH - 1 day =<math>RM106.14</math>  Normal OT -89hrs = <math>RM590.40</math>  PH O/T-3 hrs = <math>RM39.80</math></p>

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	<p>2. Employee No.: 1085 for 2/11/2017, 9/11/2017, 16/11/2017, 23/11/2017 and 30/11/2017 (Segaria Estate)          Payment voucher for November 17-          Rest day work - <math>RM35.38 \times 5days \times 2 = RM353.80</math>, Paid on 7/11/17 = RM176.90, Balance RM176.90          Under pay rest day o/time- <math>RM35.38/8 \times 2 = RM8.845/hrs \times 22 = 194.59</math>, Paid on 7/11/17= RM145.94, Balance RM48.65 (paid on 18/12/17-Voucher No C12/18 :RM225.55)          Pay Slip December 2017          Normal OT-96hrs =RM636.84          Public Holiday 2 days = RM212.28          PH OT 8Hrs= RM106.14          Total day worked - 23 days ( no work on rest day)</p> <p>3. Employee No.: 1903 for 3/11/2017, 17/11/2017 and 24/11/2017 (Segaria Estate)          Payment voucher for November 17-          Rest day work - <math>RM0.2696 \times 654 bunches \times 2 = RM352.64</math>, Paid on 7/11/17 = RM176.32, Balance RM176.32 (paid on 18/12/17-Voucher No C12/16)          Pay Slip December 2017          Total day worked - 23 days ( no work on rest day)</p> <p>4. Employee No: 1972          Total day worked - 24 days ( no work on rest day)</p> <p>5. Employee No: 1782          Total work day-25 days          Normal o/t-78hrs =RM517.43          work on PH- 1day =RM106.14          PH o/t- 3 hrs =RM39.80</p> <p>Segaria POM</p> <p>1. Employee No.: 0102E (Segaria POM)          Payment voucher (C07) for November 17-          Rest day work - 1 day =RM72.80, paid on Nov 17 =RM63.70, balance RM9.10 (paid on 11/12/17)          Pay slip Dec 17- day work -21 days (RM764.40), OT normal days-42hrs (RM286.65), work rest day-3 days (RM218.40), PH worked-1 day (RM109.20)</p> <p>2. Employee No.: 0321F (Segaria POM)          No issue, no underpaid for Nov 17          Payslip December 17-day worked-22.5days (RM888.75), Normal OT hrs-24hrs (RM177.75), Rest day- 3 days (RM237.00)</p> <p>3. Employee No.: 0225C (Segaria POM)          Payment voucher (C06) for November 17-          Rest day work - 1 day =RM72.80, paid on Nov 17 =RM45.50, balance RM27.30 (paid on 11/12/17)          Payslip December 17- worked day-23days (RM837.20), normal day OT - 33hrs (225.23), rest day-2 days (RM145.60), Rest day OT- 6hrs (RM54.60), PH work -1 day (RM109.20)</p>
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	All the evidence sighted found adequate. The management has paid in accordance to Sabah Ordinance (Sabah Cap. 67) for December 2017 payment. Thus, Major NC was closed on 19/1/2018.		
<b>Nonconformity</b>			
<b>NCR Ref #</b>	1563886-201712-N1	<b>Clause &amp; Category (Major / Minor)</b>	Minor
<b>Date Issued</b>	06/12/2017	<b>Due Date</b>	05/12/2018
<b>Closed (Yes / No)</b>	No	<b>Date of nonconformity Closure</b>	-
<b>Statement of Nonconformity:</b>	During the audit, there is no Visiting Engineering Visit Report available for review.		
<b>Requirement Reference:</b>	4.1.2: A mechanism to check consistent implementation of procedures shall be in place.		
<b>Objective Evidence:</b>	Visiting Engineering Visit for Segaria POM was conducted on 22/2/2017 by Deputy Group Engineer, Group Engineering Department. However, the report yet to receive.		
<b>Corrections:</b>	Mill has sent an email to ask for it on 07.12.2017.		
<b>Root Cause Analysis:</b>	Pending reply from respective Visiting Engineer.		
<b>Corrective Actions:</b>	To ensure that the report to be always available after each visit within timeframe. Normally mill will be visited every 6 monthly and the report expected to be issued a month after the visit for mill to respond. Efficient follow up practice between mill and Visiting Engineer in the future will avoid similar incident to happen again.		
<b>Assessment Conclusion:</b>	CAP was accepted. The evidence was sighted; Visiting Engineering Visit report was sighted. Report no:10/2017 date of visit 21-22/2/2017 by deputy group engineer. The effectiveness of the corrective action will be verified during next assessment.		
<b>Nonconformity</b>			
<b>NCR Ref #</b>	1563886-201712-N2	<b>Clause &amp; Category (Major / Minor)</b>	Minor
<b>Date Issued</b>	06/12/2017	<b>Due Date</b>	05/12/2018
<b>Closed (Yes / No)</b>	No	<b>Date of nonconformity Closure</b>	-
<b>Statement of Nonconformity:</b>	Provision of adequate water supplies not fully ensured according to national standards or above.		
<b>Requirement Reference:</b>	6.5.3: Growers and millers shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible.		
<b>Objective Evidence:</b>	Segaria POM: Sampling analysis of drinking water supplies was not based on National Drinking Water Quality Standard as per Certificate of Analysis Lab Ref. No.: 20171011/19B for Sample Marking: Domestic - Japanese Pond (Outlet)		

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	Segaria Estate: Sampling analysis of drinking water supplies was not based on National Drinking Water Quality Standard as per Certificate of Analysis Lab Ref. No.: 20171011/20B for Sample Marking: Sipit Division (Outlet)
<b>Corrections:</b>	All the drinking water samples was sent out for testing on 06.12.2017.
<b>Root Cause Analysis:</b>	Misinterpretation on actual parameters that have to be tested.
<b>Corrective Actions:</b>	To maintain the good exercise of sending out drinking water sample in accordance with drinking water parameters test within 6 months period. Proper drinking water monitoring book is initiated similar to how mill maintain all the record for effluent treatment plant as per regulatory requirement
<b>Assessment Conclusion:</b>	CAP was accepted. Drinking water analysis was conducted on 8/12/17 by Dynakey Laboratories Sdn Bhd. 25 parameters were tested as per National Standard for Drinking Water Quality, 2nd Version, January 2004 by MOH. The parameters tested, Eg: Total coliforms, Zinc, Total hardness, Manganese, Mercury etc. All parameters were found within the limits. Report :20171213/08 (Sample A, Taman Ria-Perumahan Pekerja Estate) Report: 20171213/09 (Sample B-Perumahan Staff kilang) Report:20171213/10 (Sample C,Taman Mewah-Estate Main Div) Report:20171213/11 (Sample D, Taman Indah-Sipit Division) Report:20171213/12 (Sample E, Taman Segar-Perumahan Pekerja Kilang)  The effectiveness of the corrective action will be verified during next assessment.

Positive Findings	
PF #	Description
PF #1.	SPOM & SE- Positive comments from all stakeholders interviewed
PF #2	SPOM & SE-Good sanitation at workers housing complex
PF #3	SPOM-Proper storage for scheduled waste
PF #4	SPOM-Consistent implementation of monitoring as per DOE license compliance schedule
PF #5	SPOM-Good implementation of hazard signages at all station
PF #6	SE-Construction of sport facilities (CSR) & facilities for sprayer in Sipit Division
PF #7	SE- Good implementation of Pollen Box for pollination

**3.4.1 Status of Nonconformities Previously Identified and Observations**

Non-Conformity			
NCR Ref #	N/A	Clause & Category (Major / Minor)	
Closed (Yes / No)		Date of nonconformity Closure	
<b>Statement of Nonconformity:</b>			
<b>Requirement Reference:</b>			

<b>Objective Evidence:</b>	
<b>Corrective Actions:</b>	
<b>Assessment Conclusion:</b>	

**3.4.2 Summary of the Nonconformities and Status**

<b>CAR Ref.</b>	<b>CATEGORY (MAJOR/ MINOR)</b>	<b>ISSUED</b>	<b>STATUS &amp; DATE (Closure)</b>
1563886-201712-M1 – 6.1.1	Major	06/12/2017	Closed on 19/1/2018
1563886-201712-M2 – 6.1.3	Major	06/12/2017	Closed on 19/1/2018
1563886-201712-M3 – 6.5.1	Major	06/12/2017	Closed on 19/1/2018
1563886-201712-N1 – 4.1.2	Minor	06/12/2017	“Open”
1563886-201712-N2 – 6.5.3	Minor	06/12/2017	“Open”

### 3.5. Stakeholders Consultation

Stakeholder consultation involved internal and external stakeholders. External stakeholders were contacted by telephone to arrange meetings at a location convenient to them to discuss Segaria POM 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	
<b>Internal Stakeholders</b> Workers' Committee Representative (SPOM & SE) Gender Committee Representative (SPOM & SE) Sprayer Harvester Mill Operators	<b>Union/Contractors/Local Communities</b> Agensi Pekerjaan JBM Sdn Bhd Contractors Ketua Kampung Taman Indah Ketua Kampung Taman Mewah
<b>Government Departments</b> DOSH, Tawau DOE, Tawau Immigration Department, Semporna	<b>NGO</b> (No issue raised by NGO related to Segaria BU)

IS #	Description
1	<b>Issues:</b> DOE, Tawau - He explained that Segaria POM and Segaria Estate were comply with applicable legal and act related to environment.
	<b>Management Responses:</b> The management will continue to comply with the legal requirement.
	<b>Audit Team Findings:</b> Verified DOE Logbook, there is no issue was raised.
2	<b>Issues:</b> DOSH, Tawau - She explained that Segaria POM and Segaria Estate were comply with OSHA, FMA and other requirement. During the last visit by DOSH, no major issue was raised.
	<b>Management Responses:</b> The management will continue to comply with the legal requirement.
	<b>Audit Team Findings:</b> Verified DOSH Logbook, there is no issue was raised.
3	<b>Issues:</b>



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	<p>Imigration Department, Semporna - He explained that Segaria POM and Segaria Estate were comply with applicable legal and act related to Imigration. No major issue.</p> <p><b>Management Responses:</b> The management will continue to comply with the legal requirement.</p> <p><b>Audit Team Findings:</b> Document review found that no issue was sighted related to Immigration Act.</p>
<b>4</b>	<p><b>Issues:</b> Agensi Pekerjaan JBM Sdn Bhd – They informed that the payment was made promptly and they signed contract agreement with the management.</p> <p><b>Management Responses:</b> The management has made payment promptly according to the agreement signed.</p> <p><b>Audit Team Findings:</b> No further issue.</p>
<b>5</b>	<p><b>Issues:</b> Workers’ Committee Representatives (Segaria Estate): They have no issue with the management. They informed that all the issues raised during the meeting was resolved by the management. No discrimination was occurred by the management based on gender, nationalities, religion and etc. They were well aware of the RSPO requirements and complaint procedure.</p> <p><b>Management Responses:</b> The management will ensure that all the issues raised in future will be solved accordingly.</p> <p><b>Audit Team Findings:</b> No other issue.</p>
<b>6</b>	<p><b>Issues:</b> Contractors: They informed that they have signed on the contract agreement prior the services and understood the terms and conditions. Payment was made promptly according to the agreement. They have good relationship with the management.</p> <p><b>Management Responses:</b> The management will continue to maintain good relationship with the contractors and make payment promptly.</p> <p><b>Audit Team Findings:</b> Verified the records of payment found that the management made payment according to terms stated in the agreement.</p>
<b>7</b>	<p><b>Issues:</b> Gender Committee Representatives (Segaria Estate): They informed that no sexual harassment or violence case reported so far. They are aware of the complaint procedure and the function of the establishment of gender committee. They also informed that the management treated them equally without discrimination on gender.</p> <p><b>Management Responses:</b> The management will continue to monitor if there is any case of sexual harassment or violence reported.</p> <p><b>Audit Team Findings:</b> No further issue.</p>
<b>8</b>	<p><b>Issues:</b> Ketua Kampung Taman Indah and Taman Mewah: They informed that the housing was in good condition. Free water and electricity are supply to them without any charges. Other basic amenities such as church, mosque, and recreational facilities were provided to them.</p> <p><b>Management Responses:</b> Linesite inspection was carried out on weekly basis to inspect the condition of the housing.</p> <p><b>Audit Team Findings:</b> Verified the inspection records found that it was been carried out on weekly basis by Estate Hospital Assistant.</p>

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<b>9</b>	<b>Issues:</b> Community Learning Centre Teacher: The teacher informed that all the buildings and maintenance was carried out by the company. He has requested the company to construct resting cottage and additional classrooms for the children.
	<b>Management Responses:</b> The management has allocated a budget for construction of new mosque by next year and will converted the current mosque into new classrooms for CLC. For the resting cottage, the management will consider and will get approval from top management in future.
	<b>Audit Team Findings:</b> This will be verified during next audit.
<b>10</b>	<b>Issues:</b> Crèche Attendant: She informed that her salary has achieved Minimum Wage Order 2016. There are 5 attendants in the crèche to take care the children.
	<b>Management Responses:</b> The management will ensure to pay the salary according to Minimum Wage Order 2016.
	<b>Audit Team Findings:</b> No further issue.
<b>11</b>	<b>Issues:</b> Workers' Representative (Segaria POM): They informed that the road condition in front of housing area during dry season caused dusty in their house. Besides, they informed that the quality of treat water was unsatisfied as it was smelly and muddy.
	<b>Management Responses:</b> The management has planned to construct polymer road at the area. Measurement of the road has been carried out and will be carried out after the budget approved by top management. Besides, the company has sent the treated water for testing on 7/12/2017.
	<b>Audit Team Findings:</b> Seen the Summary Road Measurement and map of the road which proposed to construct polymer road. These will be verified during next audit.
<b>12</b>	<b>Issues:</b> Gender Committee Representatives (Segaria POM): They informed that no sexual harassment or violence case reported so far. They are aware of the complaint procedure and the function of the establishment of gender committee. They also informed that the management treated them equally without discrimination on gender.
	<b>Management Responses:</b> The management will continue to monitor if there is any case of sexual harassment or violence reported.
	<b>Audit Team Findings:</b> No further issue.

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<b>Formal Signing-off of Assessment Conclusion and Recommendation</b>	
<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 certification unit has complied with the RSPO P&amp;C MYNI 2014, RSPO Supply Chain Certification Standard 2014 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 certification unit is approved.</p>	
<b>Report prepared by</b>	<b>Acceptance of Assessment Conclusion</b>
<p><b>Name:</b> Mohd Hafiz Mat Hussain</p>	<p><b>Name:</b> AHUBR BIN SEMAIL</p>
<p><b>Company Name:</b> BSI Services Malaysia Sdn Bhd</p>	<p><b>Company Name:</b> B. PLANTATIONS BHD.</p>
<p><b>Title:</b> Lead auditor</p>	<p><b>Title:</b> PLANTING ADVISOR</p>
<p><b>Signature:</b></p> 	<p><b>Signature:</b></p> <p><i>(I the undersigned, being the most senior relevant management representative of the operation seeking or holding certification, agree with the contents of this report and accept the liability in execution of the procedure in the report.)</i></p> 
<p><b>Date:</b> 02/02/2018</p>	<p><b>Date:</b> 5/2/2018</p>

**Appendix A: Summary of Findings**

Criterion / Indicator	Assessment Findings	Compliance
<b>Principle 1: Commitment to Transparency</b>		
<b>Criterion 1.1:</b>		
Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.		
1.1.1	<p>There shall be evidence that growers and millers provide adequate information on (environmental, social and/or legal) issues relevant to RSPO Criteria to relevant stakeholders for effective participation in decision making.</p> <p>- Minor compliance -</p> <p>Adequate information covering on environmental, social and legal issues which are relevant to RSPO Criteria and relevant to stakeholders is shared for effective participation and decision making. Information on environmental, social and legal issues relevant to RSPO Criteria was made available to relevant stakeholders for effective participation in decision making. Publicly available documents such as land title, OSH plan, HCV documents, negotiation procedure, complaint records, RSPO public summary reports, and EIA, Management Plans &amp; Continuous Improvement Plans and company policies are available. During the stakeholder meeting held on 22/8/2017, all the relevant stakeholders such as government authorities, school's representatives, contractors, internal workers and etc were briefed on all the RSPO principles and criteria. Interviewed with the stakeholders confirmed that they are invited to stakeholder meeting and briefed on the RSPO matters.</p>	Complied



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Criterion / Indicator	Assessment Findings	Compliance
<p>1.1.2 Records of requests for information and responses shall be maintained. -Major compliance</p>	<p>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. There was no request and response for information so far through interviewed with the clerks. Besides, complaint form was implemented to record if any complaint received from stakeholders. Seen the records of complaint that lodged by the stakeholders mainly on housing repair. The last complaint was lodged on 6/11/2017 in Segaria POM.</p> <p>In addition, Segaria Estate has implemented Request and Response Form where the stakeholders have requested for assistance such as applied for gate pass to enter the premises, genset issue and etc. Seen the last request was from the Head of Resident in Taman Indah for additional water tank on 30/11/2017. The management has planned action and allocated budget in Y2017 for 50 units was seen. The requester has acknowledged on the form to accept the planned action by the management.</p> <p>All operating units maintained records of information request and response. Request for information are attended promptly and confirmed by stakeholders interviewed. In the mill, there is an enquiry register record. For example, Inspection Record by Department of Occupational Safety &amp; Health and Department of Environment sighted during onsite visit. Last onsite visit was done on 13/3/2017 (DOSH) and 9/5/2017 (DOE). There is no Major issue raised during the visit.</p>	<p>Complied</p>
<p><b>Criterion 1.2:</b> Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.</p>		

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Criterion / Indicator	Assessment Findings	Compliance
<p>1.2.1</p> <p>Publicly available documents shall include, but are not necessary limited to:</p> <ul style="list-style-type: none"> <li>• Land titles/user rights (Criterion 2.2);</li> <li>• Occupational health and safety plans (Criterion 4.7);</li> <li>• Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8);</li> <li>• HCV documentation (Criteria 5.2 and 7.3);</li> <li>• Pollution prevention and reduction plans (Criterion 5.6);</li> <li>• Details of complaints and grievances (Criterion 6.3);</li> <li>• Negotiation procedures (Criterion 6.4);</li> <li>• Continual improvement plans (Criterion 8.1);</li> <li>• Public summary of certification assessment report;</li> <li>• Human Rights Policy (Criterion 6.13).</li> </ul> <p>- Major compliance –</p>	<p>The procedure is to ensure that documents if to be release and made publicly available are readily available. Boustead Plantations Bhd will ensure that the following documents are available if requested and they do not impinge on confidentiality and will not cause detrimental sustainability or social outcoments. Among the documents that were made available for viewing are:</p> <ul style="list-style-type: none"> <li>• Land title (held as hard copy by the property department)</li> <li>• Health and safety plan</li> <li>• Plans and impact assessment- environmental &amp; social</li> <li>• Pollution prevention plans</li> <li>• Details of complaints and grievances</li> <li>• Negotiation procedures</li> <li>• Continuous improvement plan</li> <li>• Biodiversity plans</li> <li>• Policy documents</li> </ul> <p>In addition to the website, the policies were also displayed at various locations at the operating units including the main notice boards of the estates, mill offices and muster ground notice boards for employees and visitors to view.</p> <p>Records such as enquiry register and record of government visit documented the visit or request from the stakeholders. For example, Inspection Record by Department of Occupational Safety &amp; Health and Department of Environment sighted during onsite visit. Last onsite visit was done on 13/3/2017 (DOSH) and 9/5/2017 (DOE).</p>	<p>Complied</p>
<p><b>Criteria 1.3:</b> Growers and millers commit to ethical conduct in all business operations and transactions.</p>		
<p>1.3.1</p> <p>There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions, which shall be documented and communicated to all levels of the workforce and operations.</p> <p>-Minor compliance</p>	<p>Conduct handbook where the company is 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 are 6 principles that all the employees must observe in the Code of Conduct as below:</p> <ol style="list-style-type: none"> <li>a. To avoid conflict of interest.</li> <li>b. To avoid misuse of position.</li> <li>c. 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.</li> <li>d. To ensure confidentiality of information, communication and transactions conducted by the Group.</li> <li>e. To ensure transparency and justice.</li> <li>f. To create a respectful workplace environment and culture.</li> </ol> <p>Training of the policy was conducted on 17/10/2017 by the Manager of Segaria POM and on 13/9/2017 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>	<p>Complied</p>

**Principle 2: Compliance with applicable laws and regulations**

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Criterion / Indicator	Assessment Findings	Compliance
<b>Criterion 2.1:</b> There is compliance with all applicable local, national and ratified international laws and regulations.		
2.1.1 Evidence of compliance with relevant legal requirements shall be available. - Major compliance -	<p>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><b>Segaria Mill</b></p> <ol style="list-style-type: none"> <li>1. DOE License: 003471, expired 30/6/18</li> <li>2. Suruhanjaya Tenaga: Lesen Pemasangan Persendirian-21183, expiry 23/4/18</li> <li>3. FMA permit : all still valid (SB PMD 2100; 8/6/18, SB PMT 11173;8/6/18,SB PMT 7250;8/6/18)</li> <li>4. Ordinan Perlesenan Perdagangan : SPA/2017/791, expiry on 31/12/17</li> <li>5. MPOB License: 508110904000 for KKS Segaria, expiry on 31/5/2018</li> <li>6. Permit barang kawalan berjadual : KPDNKK.SPN.600-1/7/2016/32(P), Diesel 26,000Ltr expiry on 20/11/2018</li> <li>7. Lesen untuk menggaji pekerja bukan pemastautin: B-000002/08 expiry 12/10/2018</li> <li>8. CePSWaM, CEPPOME: 851016-02-5081</li> <li>9. Steam Engineer Grade 1: 851016-02-5081</li> <li>10. NW-NSDK-AGT-R-0011-M: 680403-12-6057</li> <li>11. H/ED/06/03 (Dandang Stim Grade 1): 701115-12-5324</li> <li>12. SB/10/EIP/02/18 (ICE): 790314-12-6247</li> <li>13. PJ-T-4-B-0263-2007 (Engine Driver-A4):680114125461</li> </ol> <p><b>Segaria Estate</b></p> <ol style="list-style-type: none"> <li>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</li> <li>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</li> <li>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</li> <li>4. MPOB License: 504677002000 expiry 31/3/18, 4465.1 Ha</li> </ol> <ul style="list-style-type: none"> <li>• DOE Licence: JPKKS/12/003471 (validity period 1/7/2017 - 30/6/2018) for 30 MT/hr and method of POME discharge is land irrigation with BOD final discharge limit &lt;50mg/l</li> <li>• Discharge from Final Discharge Pit; Plan # SJ/701/14/01-02 Proposed Dewatering Press Site; Plan # GE/SP/ETP/182 Proposed Sprinkler Application Site</li> </ul>	<p>Complied</p>

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Criterion / Indicator	Assessment Findings	Compliance
2.1.2 A documented system, which includes written information on legal requirements, shall be maintained. - Minor compliance -	LORR was established to cover all legal acts, regulations and other requirement related to POM and supply base. The sample of Act and Legal:  1. OSHA 1994 2. FMA 1967 3. Pesticide Act 1974 4. Electrical Supply (Amendment) Act 2015 5. Fire Services Act 6. Environmental Quality Act 7. Local Government Act  Last evaluation was conducted on 16/10/17.	Complied
2.1.3 A mechanism for ensuring compliance shall be implemented. - Minor compliance -	The mechanism for ensuring compliance was done through evaluation of compliance. The last evaluation of compliance was done on 16/10/2017 (SPOM).	Complied
2.1.4 A system for tracking any changes in the law shall be implemented. - Minor compliance -	Tracking system available to identify changes in the relevant regulations through head office, sustainability team, website information and the information are communicated from the Head Office (Sustainability Section). Boustead Plantations Berhad have centralised system for tracking any changes in the law and subscribe into Lawnet. The latest communication was done on 22/11/2017 regarding FMA (Exemption of Certificate for Unfired Pressure Vessel) Order 2017.	Complied
<b>Criterion 2.2:</b> The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights.		
2.2.1 Documents showing legal ownership or lease, history of land tenure and the actual legal use of the land shall be available. - Major compliance -	Segaria Estate hold 3 land title (under Boustead Emastulin Sdn Bhd: 1. Provisional Lease : 26290060 dated 24/10/74 (7,317 Acre) Ref No:L.S.1210/1/3/II,25/8/2005 change of name from Ladang Segaria Sdn Bhd to Boustead Emastulin Sdn Bhd 2. Provisional Lease : 126290122 dated 1/1/65 (4,012 acres) Ref. No: L.S.1210.1.3/II, dated 20/5/2005 change of name from Ladang Segaria Sdn Bhd to Boustead Emastulin Sdn Bhd 3. Provisional Lease : 125311284 dated 17/4/75 (398.9 Acres) Ref. No: L.S.1210.1.319, dated 20/5/2005 change of name from Ladang Segaria Sdn Bhd to Boustead Emastulin Sdn Bhd	Complied
2.2.2 Legal boundaries shall be clearly demarcated and visibly maintained. - Minor compliance -	A legal boundary was clearly demarcated. Site visit to boundary at field 94B with Hatawa (Tawau) Sdn Bhd, found that the boundary stone (04° 30.723' N, 118° 22.546' E) was maintained and peg using wooden peg.	Complied

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Criterion / Indicator	Assessment Findings	Compliance
2.2.3	Where there are or have been disputes, additional proof of legal acquisition of title and evidence that fair compensation has been made to previous owners and occupants shall be available, and that these have been accepted with free, prior and informed consent (FPIC). - Minor compliance -	Complied
2.2.4	There shall be an absence of significant land conflict, unless requirements for acceptable conflict resolution processes (see Criteria 6.3 and 6.4) are implemented and accepted by the parties involved. -Major compliance	Complied
2.2.5	For any conflict or dispute over the land, the extent of the disputed area shall be mapped out in a participatory way with involvement of affected parties (including neighbouring communities where applicable). -Minor compliance	Complied
2.2.6	To avoid escalation of conflict, there shall be no evidence that palm oil operations have instigated violence in maintaining peace and order in their current and planned operations. -Major compliance	Complied
<b>Criterion 2.3:</b> Use of the land for oil palm does not diminish the legal rights, customary or user right of other users without their free, prior and informed consent.		
2.3.1	Maps of an appropriate scale showing the extent of recognized legal, customary or user rights (Criteria 2.2, 7.5 and 7.6) shall be developed through participatory mapping involving affected parties (including neighbouring communities where applicable, and relevant authorities). - Major compliance -	Complied

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Criterion / Indicator	Assessment Findings	Compliance
2.3.2 Copies of negotiated agreements detailing the process of free, prior and informed consent (FPIC) (Criteria 2.2, 7.5 and 7.6) shall be available and shall include: a) Evidence that a plan has been developed through consultation and discussion with all affected groups in the communities, and that information has been provided to all affected groups, including information on the steps that shall be taken to involve them in decision making; b) Evidence that the company has respected communities' decisions to give or withhold their consent to the operation at the time that this decision was taken; c) Evidence that the legal, economic, environmental and social implications for permitting operations on their land have been understood and accepted by affected communities, including the implications for the legal status of their land at the expiry of the company's title, concession or lease on the land. - Minor compliance -	The estate lands are legally owned and leased by the company. The existing estates are not encumbered by any customary land rights. The company has constructed trenches, wooden pegs and painted the palms to differentiate the land boundaries.	Complied
2.3.3 All relevant information shall be available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements. -Minor compliance	The estate lands are legally owned and leased by the company. The existing estates are not encumbered by any customary land rights. The company has constructed trenches, wooden pegs and painted the palms to differentiate the land boundaries.	Complied
2.3.4 Evidence shall be available to show that communities are represented through institutions or representatives of their own choosing, including legal counsel. -Major compliance	The estate lands are legally owned and leased by the company. The existing estates are not encumbered by any customary land rights. The company has constructed trenches, wooden pegs and painted the palms to differentiate the land boundaries.	Complied
<b>Principle 3: Commitment to long-term economic and financial viability</b>		
<b>Criterion 3.1:</b> There is an implemented management plan that aims to achieve long-term economic and financial viability.		

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Criterion / Indicator	Assessment Findings	Compliance												
3.1.1 A business or management plan (minimum three years) shall be documented that includes, where appropriate, a business case for scheme smallholders. - Major compliance -	<p>SPOM and supply base have established and implemented its commitment to long term sustainability and improvements through a capital expenditure programme eg: Consist of area statement, capital expenditures, vehicle and heavy planrunning schedule, upkeep and cultivation, harvesting, nursery, production cost etc. Budget 2018 and 5 years planning horizon (projections 2019- 2023) was verified during the audit.</p> <p>Segaria POM and supply base have made progress towards achieving their performance production targets for the current financial year.</p> <p><u>Segaria POM</u></p> <ol style="list-style-type: none"> <li>1. EFB Cruching System</li> <li>2. New unit vacuum dryer pump</li> <li>3. Moving floor and fuel bunker for shredded EFB</li> </ol> <p><u>Segaria Estate</u></p> <ol style="list-style-type: none"> <li>1. Cummins Genset</li> <li>2. Sincos Post Hole Digger (Auger)</li> <li>3. Water Reservoir/Tank</li> </ol>	Complied												
3.1.2 An annual replanting programme projected for a minimum of five years (but longer where necessary to reflect the management of fragile soils, see Criterion 4.3), with yearly review, shall be available. - Minor compliance -	<p>Future replanting program was established which was updated on 19/8/2017. The replanting programme sighted as follow:</p> <table border="1" data-bbox="662 1128 1139 1279"> <thead> <tr> <th>Year</th> <th>Ha</th> <th>Remark</th> </tr> </thead> <tbody> <tr> <td>2018</td> <td>234.40</td> <td rowspan="4">Segaria Estate</td> </tr> <tr> <td>2019</td> <td>223.60</td> </tr> <tr> <td>2020</td> <td>196.90</td> </tr> <tr> <td>2021</td> <td>122.60</td> </tr> </tbody> </table> <p>There is no replanting in 2022.</p>	Year	Ha	Remark	2018	234.40	Segaria Estate	2019	223.60	2020	196.90	2021	122.60	Complied
Year	Ha	Remark												
2018	234.40	Segaria Estate												
2019	223.60													
2020	196.90													
2021	122.60													
<b>Principle 4: Use of appropriate best practices by growers and millers</b>														
<b>Criterion 4.1:</b> Operating procedures are appropriately documented, consistently implemented and monitored.														

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Criterion / Indicator	Assessment Findings	Compliance
<p>4.1.1</p> <p>Standard Operating Procedures (SOPs) for estates and mills are documented - Major compliance -</p>	<p>Quality Assurance Manual (QAM, Rev:01, Date:2/11/09), Mill operation Manual (MOM, Issue 2, Date: June 2002) and Standard Operating Procedure for SPOM was established to cover all the station. Sighted some of the procedure related to loading ramp, sterilization station, threshing and press station, clarification station, kernel station, depericarper station, kernel station, effluent treatment plant, boiler house, power house, water treatment plant and etc.</p> <p>Work Instructions have been derived from SOPs and it were displayed at work stations at the mill and at certain locations at the estates, such as the Muster Notice Boards. Eg: WI Boiler Station, WI Sterilizer Station, WI Oil Room, WI Press Station and etc.</p> <p>Boustead Plantations Bhd has established the agriculture manual (Oil Palm Circular) covers felling and clearing, planting material, weeding, lalang, manuring, pest &amp; disease, census &amp; thinning out, drains, road &amp; bridges, soil/water conservation, boundaries, fences &amp; survey, supplying, pruning, collection (harvesting), external transport and etc.</p> <p>SWP - Safe work procedure including SOP for Reception &amp; dispatch, Fruit Handling, Sterilisation, Threshing, Pressing, Boiuler House, RWT, Workshop, Laboratory, Mill Store, Working at height, Confined Space and etc.</p>	<p>Complied</p>
<p>4.1.2</p> <p>A mechanism to check consistent implementation of procedures shall be in place. - Minor compliance -</p>	<p>Internal Audit was conducted once a year by Sustainability section, the 1<sup>st</sup> internal audit was conducted on 30-2/11/2017 for Segaria POM and Segaria Estate to cover the entire criterion stated in the standard.</p> <p>Planting Advisory Visit was conducted on 14-18/2/2017. The PA report was sighted.</p> <p>Visiting Engineering Visit for Segaria POM was conducted on 22/2/2017 by Deputy Group Engineer, Group Engineering Department. However, the report yet to be received.</p>	<p>Minor nonconformance</p>
<p>4.1.3</p> <p>Records of monitoring and any actions taken shall be maintained and available, as appropriate. - Minor compliance -</p>	<p>All records related to Internal Audit, Visiting Engineering Visit and Estate Plantation Advisory Visit was maintained and available at Mill and Estate Office.</p>	<p>Complied</p>
<p>4.1.4</p> <p>The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB). - Major compliance -</p>	<p>The mill previously received external crops with the records of the origins of all third-party sourced FFB available. However, effective from 5/11/2017, no any external FFB delivered except from Segaria Estate only.</p>	<p>Complied</p>
<p><b>Criterion 4.2:</b> Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.</p>		



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Criterion / Indicator	Assessment Findings	Compliance								
4.2.1 There shall be evidence that good agriculture practices, as contained in Standard Operating Procedures (SOPs), are followed to manage soil fertility to a level that ensures optimal and sustained yield, where possible. - Minor compliance -	<p>Boustead Plantations Bhd has established the agriculture manual (Oil Palm Circular) covers felling and clearing, planting material, weeding, lalang, manuring, pest &amp; disease, census &amp; thinning out, drains, road &amp; bridges, soil/water conservation, boundaries, fences &amp; survey, supplying, pruning, collection (harvesting), external transport and etc. The related SOP, namely Soil Conservation/Water Management was sighted.</p> <p>All estate operate in accordance with the OPC and standard operating procedures. The practices consistently monitored by estate operation management and PA visit. The recommendations for improvements are given to maintain the sustainable practices.</p> <p>Furthermore, the establishment of weevil box at Segaria Estate for pollination was sighted.</p>	Complied								
4.2.2 Records of fertiliser inputs shall be maintained. - Minor compliance -	<p>Fertilizers are applied as per agronomist recommendation 2017. Record shows application date, filed number, dosage applied per palm, type of fertilizer and number of applicators.</p> <p><u>Segaria Estate (Main Div)</u> Fertilizer recommendation dated 1/11/2016 was done by agronomist :</p> <ol style="list-style-type: none"> <li>1. AS : 1,579.69 mt</li> <li>2. Fertibor : 19.65 mt</li> <li>3. KS : 291.14 mt</li> <li>4. MOP : 998.83 mt</li> <li>5. NKA1 : 1,579.93 mt</li> <li>6. RP : 538.07 mt</li> </ol> <p>The last application was carried out at PM08B1 for CAC (1.50 kg/palm).</p>	Complied								
4.2.3 There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status. - Minor compliance -	<p>External Agronomist from Advanced Agriecological Research Sdn Bhd visited estate on 24-27/5/2016 to carry out foliar sampling prior to the fertilizer recommendation for 2017, Leaf and soil nutrient analysis. It was commonly used in the diagnosis of fertilizer requirements in oil palms. Foliar, soil and fertilizer recommendation report by AAR Sdn Bhd dated 25/7/2016 was sighted. Foliar and Soil analysis report were conducted annually by AAR Sdn Bhd.</p>	Complied								
4.2.4 A nutrient recycling strategy shall be in place, and may include use of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), and palm residues after replanting. - Minor compliance -	<p>POME and composting were applied as per agronomist report, EFB Utilization at rate 40mt/ha.</p> <table border="1" data-bbox="660 1626 1297 1720"> <thead> <tr> <th>Year</th> <th>Amount</th> <th>Type</th> <th>Remark</th> </tr> </thead> <tbody> <tr> <td>2017</td> <td>3,936.24 mt</td> <td>EFB</td> <td>SE</td> </tr> </tbody> </table>	Year	Amount	Type	Remark	2017	3,936.24 mt	EFB	SE	Complied
Year	Amount	Type	Remark							
2017	3,936.24 mt	EFB	SE							
<p><b>Criterion 4.3:</b> Practices minimise and control erosion and degradation of soils.</p>										

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Criterion / Indicator		Assessment Findings	Compliance																						
4.3.1	Maps of any fragile soils shall be available. - Major compliance -	Soil series map available for both estate visited. No other soil categorised as problematic or fragile soil. Sighted the type of soil available at Segaria Estate <table border="1"> <thead> <tr> <th>No.</th> <th>Type of Soil</th> </tr> </thead> <tbody> <tr><td>1</td><td>Apas</td></tr> <tr><td>2</td><td>Batang</td></tr> <tr><td>3</td><td>Beruang</td></tr> <tr><td>4</td><td>Kinabutan</td></tr> <tr><td>5</td><td>Kobovan</td></tr> <tr><td>6</td><td>Koyah</td></tr> <tr><td>7</td><td>Kumansi</td></tr> <tr><td>8</td><td>Lumisir</td></tr> <tr><td>9</td><td>Sipit</td></tr> <tr><td>10</td><td>Tanjung Lipat</td></tr> </tbody> </table>	No.	Type of Soil	1	Apas	2	Batang	3	Beruang	4	Kinabutan	5	Kobovan	6	Koyah	7	Kumansi	8	Lumisir	9	Sipit	10	Tanjung Lipat	Complied
No.	Type of Soil																								
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8	Lumisir																								
9	Sipit																								
10	Tanjung Lipat																								
4.3.2	A management strategy shall be in place for plantings on slopes above a certain limit (this needs to be soil and climate specific). - Minor compliance -	Boustead Plantations Bhd has established SOP related to planting on slope namely Soil Conservation/Water Management was sighted. All the strategy including soil conservation practices, type of vegetation, ground cover establishment and etc.	Complied																						
4.3.3	A road maintenance programme shall be in place. - Minor compliance -	Estates has implemented annual road and bridges programme. Example of programme checked at Segaria Estate shows the file road programme indicating road repairs and maintenance for the whole estate roads includes grading, compacting and to strengthen the road surface. During site visit, found that the road condition was in good condition.	Complied																						
4.3.4	Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover management programme shall be in place. - Minor compliance -	There is no peat soil or soil categorised as problematic or fragile soil at both estates.	Complied																						
4.3.5	Drainability assessments shall be required prior to replanting on peat to determine the long-term viability of the necessary drainage for oil palm growing. - Minor compliance -	There is no peat soil or soil categorised as problematic or fragile soil at both estates.	Complied																						
4.3.6	A management strategy shall be in place for other fragile and problem soils (e.g. sandy, low organic matter, acid sulphate soils). - Minor compliance -	There is no peat soil or soil categorised as problematic or fragile soil at both estates.	Complied																						
<b>Criterion 4.4:</b> Practices maintain the quality and availability of surface and ground water.																									

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Criterion / Indicator	Assessment Findings	Compliance
<p>4.4.1</p> <p>An implemented water management plan shall be in place. - Minor compliance -</p>	<p>Documented Water Management Plan Year 2017 inclusive of location; wastewaters produced; treatment/containment method; reuse/recycle/disposal method was sighted. The plan implemented as per following:</p> <ul style="list-style-type: none"> <li>- Identification of water sources</li> <li>- Efficient use of water</li> <li>- Renewability of water sources</li> <li>- Riparian buffer zone</li> <li>- Areas where buffer zone not established</li> <li>- Water quality monitoring</li> <li>- Effluent analysis</li> <li>- Demarcation of wetlands areas</li> <li>- Soil and water conservation measures</li> <li>- No construction of bunds/weirs/dam across main rivers</li> </ul> <p>Sampled implementation in place including the following monitoring were sighted:</p> <ul style="list-style-type: none"> <li>- Monthly water analysis by mill, latest conducted on 7/11/2017; Analysis cert. no.: 20171114/006A-06C by Dynakey Laboratories Sdn Bhd</li> <li>- Yearly estate river inlet and outlet analysis; Analysis cert. no.: 20171011-19A-0 - 20B-0); dated: 31/10/2017 at Sipit Division by Dynakey Laboratories Sdn Bhd</li> </ul> <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> <p>Rainfall data for period from 2016 recorded at 3158.0mm.</p> <p>Rainfall data to date for period from Jan 2017 to Nov 2017 recorded at 3119.0mm.</p>	<p>Complied</p>
<p>4.4.2</p> <p>Protection of water courses and wetlands, including maintaining and restoring appropriate riparian and other buffer zones (refer to national best practice and national guidelines) shall be demonstrated. - Major compliance -</p>	<p>Protection of water courses and wetlands implemented as per established policy of slope and river buffer protection policy (Refer <i>Polisi Zon Perlindungan Cerun dan Zon Penampian Sungai</i>); dated 12/1/2015. Protection program includes monitoring of river water quality as per sample Certificate of Analysis; Cert. # 20171114-06-0; Sample date: 7/11/2017; Report date: 20/11/2017; Sample mark: A. Upstream; B. Downstream; C. Final discharge (POME). All results found within the limits of Raw Water Quality Standard.</p>	<p>Complied</p>
<p>4.4.3</p> <p>Appropriate treatment of mill effluent to required levels and regular monitoring of discharge quality, especially Biochemical Oxygen Demand (BOD), shall be in compliance with national regulations (Criteria 2.1 and 5.6). - Minor compliance -</p>	<p>POME treatment was done through anaerobic ponds system and monitoring was done according to DOE license on monthly basis as per sample Certificate of Analysis; Cert. # 20171114-06-0; Sample date: 7/11/2017; Report date: 20/11/2017. The result shown BOD was within limit of &lt;50mg/l.</p>	<p>Complied</p>
<p>4.4.4</p> <p>Mill water use per tonne of Fresh Fruit Bunches (FFB) (see Criterion 5.6) shall be monitored. - Minor compliance -</p>	<p>Mill Water Consumption Against FFB Process FY 2017 period Jan – Oct 2017 = 1.24 m<sup>3</sup>/mt; total FFB: 103,544 mt; total water: 83,716 m<sup>3</sup></p>	<p>Complied</p>

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Criterion / Indicator		Assessment Findings	Compliance												
<b>Criterion 4.5:</b> Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.															
4.5.1	Implementation of Integrated Pest Management (IPM) plans shall be monitored. - Major compliance -	<p>OPC Related to Pest &amp; Diseases (OPC 04.a, 04.c, 04.f, 04.g) and Integrated Pest Management Action Plan for Segaria Estate, dated 17/8/17 were established to includes the planting of beneficial plants, leaf-eating caterpillars, rhinoceros beetle and natural enemies. Beneficial plants such as Turnera subulata, Antigonon leptopus and Cassia Cobanensis are grown in the estates.</p> <p>Records of planting of new areas and maintenance of existing areas of beneficial plants, location maps and barn owl census are available.</p> <table border="1"> <tr> <td></td> <td>Distance</td> <td>Estate</td> </tr> <tr> <td>Beneficial Plant</td> <td>2,589 mtr</td> <td>Segaria Estate</td> </tr> </table> <p>The occupancy rate for Barn owl box on Sept 2017.</p> <table border="1"> <tr> <td></td> <td>Occupancy rate</td> <td>Estate</td> </tr> <tr> <td>Barn owl</td> <td>56%</td> <td>Segaria Estate</td> </tr> </table>		Distance	Estate	Beneficial Plant	2,589 mtr	Segaria Estate		Occupancy rate	Estate	Barn owl	56%	Segaria Estate	Complied
	Distance	Estate													
Beneficial Plant	2,589 mtr	Segaria Estate													
	Occupancy rate	Estate													
Barn owl	56%	Segaria Estate													
4.5.2	Training of those involved in IPM implementation shall be demonstrated. - Minor compliance -	<p>Training for those involve with IPM implementation was conducted accordingly. Training records for staff and workers on IPM implementation were available and verified to be satisfactory during on-site assessment.</p> <p># cross refer with indicator 4.8.2</p>	Complied												
<b>Criterion 4.6:</b> Pesticides are used in ways that do not endanger health or the environment															
4.6.1	Justification of all pesticides used shall be demonstrated. The use of selective products that are specific to the target pest, weed or disease and which have minimal effect on non-target species shall be used where available. - Major compliance -	Justification of pesticides applied is available in the Oil Palm Circular (Manual). Refer to OPC Weeding (01.c) and Lallang (02.a). The use of pesticide is specific to the target pest, weed and disease. Justification takes consideration to minimize effect on non-target species.	Complied												
4.6.2	Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) shall be provided. - Major compliance -	<p>Records of pesticides and their active ingredients used, LD50, area treated, amount of a.i. applied per ha, and number of applications was maintained.</p> <table border="1"> <tr> <td></td> <td>2017 (todate Sep)</td> </tr> <tr> <td>Segaria</td> <td>0.34 % a.i/ha</td> </tr> </table>		2017 (todate Sep)	Segaria	0.34 % a.i/ha	Complied								
	2017 (todate Sep)														
Segaria	0.34 % a.i/ha														
4.6.3	Any use of pesticides shall be minimised as part of a plan, and in accordance with Integrated Pest Management (IPM) plans. There shall be no prophylactic use of pesticides, except in specific situations identified in national Best Practice guidelines. - Major compliance -	The quantity of agrochemicals required for various field conditions are documented and justified in Oil Palm Circular (OPC). The implementation in the field is consistent with the manual. There is no prophylactic use of pesticides.	Complied												

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Criterion / Indicator	Assessment Findings	Compliance
4.6.4	Pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat, are not used, except in specific situations identified in national Best Practice guidelines. The use of such pesticides shall be minimised and eliminated as part of a plan, and shall only be used in exceptional circumstances. - Minor compliance -	Boustead Plantations Bhd has stopped using paraquat for weeding activities. Alternatives such as Glyphosate were used. The implementation in the field is consistent with the OPC.  Complied
4.6.5	Pesticides shall only be handled, used or applied by persons who have completed the necessary training and shall always be applied in accordance with the product label. Appropriate safety and application equipment shall be provided and used. All precautions attached to the products shall be properly observed, applied, and understood by workers (see Criterion 4.7). - Major compliance -	Pesticide operators given training on the safe handling and application of the pesticides. Suitable personal protective equipment's and application equipment provided to the operators. All precautions attached to the products explained to operators and understood by them. This was noted during the interview with workers at field PM99A.  #cross refer with indicator 4.8.2  Complied
4.6.6	Storage of all pesticides shall be according to recognised best practices. All pesticide containers shall be properly disposed of and not used for other purposes (see Criterion 5.3). - Major compliance -	The operating units comply with Regulation 9 of the Pesticides Act 1974 requiring balance of remaining solution to be kept under lock and key. During visit it was noted that all the remaining pesticides are kept in the store and securely locked and comply with regulation.  Complied
4.6.7	Application of pesticides shall be by proven methods that minimise risk and impacts. - Minor compliance -	The quantity of agrochemicals required for various field conditions are documented and justified in the Oil Palm Circular (Manual). Refer to OPC Weeding (01.c) and Lallang (02.a). The implementation in the field is consistent with the Agriculture Manual.  Complied
4.6.8	Pesticides shall be applied aerially only where there is documented justification. Communities shall be informed of impending aerial pesticide applications with all relevant information within reasonable time prior to application. - Major compliance -	No aerial spraying at Segaria Estate.  Complied
4.6.9	Maintenance of employee and associated smallholder knowledge and skills on pesticide handling shall be demonstrated, including provision of appropriate information materials (see Criterion 4.8). - Minor compliance -	There is no associated smallholder at Segaria Estate. Employees handling pesticide given knowledge and skill required to cover safe handling practices and standard operating procedures.  #cross refer with indicator 4.8.2  Complied

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Criterion / Indicator		Assessment Findings	Compliance														
4.6.10	Proper disposal of waste material, according to procedures that are fully understood by workers and managers shall be demonstrated (see Criterion 5.3). - Minor compliance -	<p>The management disposed the empty containers as per scheduled waste regulations. Some of the empty containers were used back for pre mixing activity.</p> <p>Proper disposal of waste material are carried out as per the company procedures. The procedures are fully understood by workers and managers.</p> <p>Workers interview reveal that they are aware of the zero burning policy including domestic waste are not allowed to be burned.</p> <p>Management disposes waste material as per regulation for schedule waste and domestic waste.</p>	Complied														
4.6.11	Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated. - Major compliance -	<p>Annual medical surveillance for sprayers and pesticide operators were demonstrated.</p> <p>Medical examination programme established for sprayers which conducted by Chong Clinic (HQ/11/DOC/00/223)</p> <table border="1"> <thead> <tr> <th>ID No</th> <th>Date of Medical check up</th> <th>Result</th> <th>Estate</th> </tr> </thead> <tbody> <tr> <td>AR321481</td> <td rowspan="3">28/10/17</td> <td>Fit to work</td> <td>Segaria</td> </tr> <tr> <td>AR341950</td> <td>Fit to work</td> <td>Estate</td> </tr> <tr> <td>AT967967</td> <td>Fit to work</td> <td></td> </tr> </tbody> </table> <p>All the workers found fit with no of workers diagnose with abnormal results (occupational caused).</p>	ID No	Date of Medical check up	Result	Estate	AR321481	28/10/17	Fit to work	Segaria	AR341950	Fit to work	Estate	AT967967	Fit to work		Complied
ID No	Date of Medical check up	Result	Estate														
AR321481	28/10/17	Fit to work	Segaria														
AR341950		Fit to work	Estate														
AT967967		Fit to work															
4.6.12	No work with pesticides shall be undertaken by pregnant or breast-feeding women. - Major compliance -	No pregnant or breast feeding women undertaking the work with pesticide. It was confirmed during interview the female workers (sprayers) and they well aware. During interview with female workers also confirmed knowledge of transfer to alternative duties if they wished to continue working when pregnancy was confirmed or breast-feeding.	Complied														
<p><b>Criterion 4.7:</b>            An occupational health and safety plan is documented, effectively communicated and implemented. The health and safety plan shall cover the following:</p>																	

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Criterion / Indicator	Assessment Findings	Compliance
<p>4.7.1</p> <p>A health and safety policy shall be in place. A health and safety plan covering all activities shall be documented and implemented, and its effectiveness monitored. - Major compliance -</p>	<p>SPOM and supply base have established Safety and Health Policy, dated 1/6/2012 signed by Managing Director.</p> <p>OHS plan for 2017 dated 1/1/2017 has been established. The OHS plan comprises of OSH legal compliance, emergency response plan (ERP), OSH management system, risk management, safety committee activities and etc. Sample of OSH management system activities as follows :</p> <ol style="list-style-type: none"> <li>1. CHRA was conducted 17/5/2016 by Rehpro Scientific Sdn Bhd (JKKP HIE 127/171-2(290))</li> <li>2. LEV was done on 8/3/2017 by IHT2, Rehpro Scientific Sdn (JKKP HIE 127/171-3/2(205).</li> <li>3. Positive Noise Monitoring was done by Dab Oh Sdn Bhd. On 14/11/2013. Noise mapping/zoning was identify, established and displayed accordingly at site.</li> <li>4. Stack emission was done on 25/8/2016 and 22/3/2017 accordingly by Multi Serve Enterprise. The result found that the average dust emission was within the required limit.</li> <li>5. Annual Audiometric Testing was conducted on 5/10/2017 by DAB OH Sdn Bhd. Found that 18 workers having normal hearing, 4 workers having hearing impairment and 1 worker having STS. Retest audiometric was plan on end of Dec 2017.</li> </ol> <p>Medical Surveillance was carried out on 5/10/17 for 22 workers by DAB OH Sdn Bhd (HQ/10/DOC/00/167). Sighted the report and found that all the workers were normal (fit to work).</p>	<p>Complied</p>
<p>4.7.2</p> <p>All operations where health and safety is an issue shall be risk assessed, and procedures and actions shall be documented and implemented to address the identified issues. All precautions attached to products shall be properly observed and applied to the workers. - Major compliance -</p>	<p>SOP for HIRARC has been established. Last reviewed was done on 17/10/2017 (Segaria POM) and 3/7/17 (Segaria Estate) to include EFB Hopper, workshop, chemical store, WTP station, Kernel Plant, Confined Space, Boiler Station, Ramp, Pressing Station, Clarification Station, Sterilizer Station, Harvesting, Manuring, Spraying, Nursery, Replanting and etc.</p>	<p>Complied</p>
<p>4.7.3</p> <p>All workers involved in the operation shall be adequately trained in safe working practices (see Criterion 4.8). Adequate and appropriate protective equipment shall be available to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, and land preparation, harvesting and, if it is used, burning. - Minor compliance -</p>	<p>Observed at Sterilizer station, press station, oil room, boiler station, spraying activity and harvesting activity, adequate and appropriate protective equipment was provided.</p> <p>The training was conducted accordingly at mill and estates.</p> <p>#Cross refer with indicator 4.8.2</p>	<p>Complied</p>



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Criterion / Indicator	Assessment Findings	Compliance																				
<p>4.7.4</p> <p>The responsible person/persons shall be identified. There shall be records of regular meetings between the responsible person/s and workers. Concerns of all parties about health, safety and welfare shall be discussed at these meetings, and any issues raised shall be recorded. - Major compliance -</p>	<p>The responsible persons are the Manager and Assistant Manager of the respective operating units. JKPP meeting members consist of employer &amp; employee representatives. Records of regular meetings between the responsible person and workers were maintained. There was no major issue. Refer OHS meeting minutes :</p> <p>1. OHS meeting at SPOM – dated 12/9/17. All the agenda was discussed accordingly during OHS meeting, eg: accident review, workplace inspection, safety improvement plan, issues from workers, training, complaints has been discussed and action to be taken.</p> <p>OHS meeting at Segaria Estate – dated 19/7/17. All the agenda was discussed accordingly during OHS meeting, eg: accident review, workplace inspection, safety improvement plan, issues from workers, training, complaints has been discussed and action to be taken.</p>	<p>Complied</p>																				
<p>4.7.5</p> <p>Accident and emergency procedures shall exist and instructions shall be clearly understood by all workers. Accident procedures shall be available in the appropriate language of the workforce. Assigned operatives trained in First Aid should be present in both field and other operations, and first aid equipment shall be available at worksites. Records of all accidents shall be kept and periodically reviewed. - Minor compliance -</p>	<p>Accident and emergency procedure was established to include emergency evacuation, fire situation, chemical spillage, accident at work place. Fire drill been conducted on yearly basis, which the last was conducted on 22/3/17 (SPOM) and 20/11/17 (SE). The management had sent the ERT to the training of ERT Enhancement on 30/9/2017 which was conducted by BOMBA. ERP organization chart, assembly area and location of fire extinguishers and contact numbers available and displayed at relevant locations. First aid equipment available at worksites. First aiders competency certificate available e.g. 810516125918, 721215125493, 751130125555.</p> <table border="1" data-bbox="660 1245 1297 1364"> <thead> <tr> <th>Estate/Mill</th> <th>First Aid Box Station (Site Visit)</th> </tr> </thead> <tbody> <tr> <td>SPOM</td> <td>Boiler, Office, Workshop</td> </tr> <tr> <td>Segaria Estate</td> <td>Spraying, Harvesting, Workshop, Office</td> </tr> </tbody> </table> <p>At SPOM, JKPP 7 related to workers found with STS during audiometric test was sent to DOSH accordingly on 1/11/2017. JKPP 8 was sent to DOSH on 22/1/2017.</p>	Estate/Mill	First Aid Box Station (Site Visit)	SPOM	Boiler, Office, Workshop	Segaria Estate	Spraying, Harvesting, Workshop, Office	<p>Complied</p>														
Estate/Mill	First Aid Box Station (Site Visit)																					
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<p>4.7.6</p> <p>All workers shall be provided with medical care, and covered by accident insurance. - Minor compliance -</p>	<p>All workers provided with medical care, and covered by accident insurance. Sample insurance policies checked:</p> <table border="1" data-bbox="660 1576 1297 1984"> <thead> <tr> <th>Insurance</th> <th>Period</th> <th>Mill/ Estate</th> <th>Remark</th> </tr> </thead> <tbody> <tr> <td>AXA Affin (LWX/9322496 3/27/03/TCW)</td> <td>1/1/17- 31/12/17</td> <td>SPOM</td> <td>AR339106, AR331848, AR320421</td> </tr> <tr> <td>SOCISO</td> <td>Nov, Oct 17</td> <td>SPOM</td> <td>810427126345, 941109126411, 841008126609</td> </tr> <tr> <td>AXA Affin (LWX/9322530 5/27/03/SC)</td> <td>1/1/17- 31/12/17</td> <td>SE</td> <td>AR321481, AR341950, AT967967</td> </tr> <tr> <td>SOCISO</td> <td>Nov, Oct 17</td> <td>SE</td> <td>741028125575, 751012125538, 960225126682</td> </tr> </tbody> </table>	Insurance	Period	Mill/ Estate	Remark	AXA Affin (LWX/9322496 3/27/03/TCW)	1/1/17- 31/12/17	SPOM	AR339106, AR331848, AR320421	SOCISO	Nov, Oct 17	SPOM	810427126345, 941109126411, 841008126609	AXA Affin (LWX/9322530 5/27/03/SC)	1/1/17- 31/12/17	SE	AR321481, AR341950, AT967967	SOCISO	Nov, Oct 17	SE	741028125575, 751012125538, 960225126682	<p>Complied</p>
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4.7.7 Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics - Minor compliance -	Records of incident and accident were available, using internal reporting system. Records on Lost Time Incident (LTI) metrics had been verified to be satisfactory.  Sample of accident statistic as shown below :  <table border="1"> <thead> <tr> <th>Year</th> <th>SPOM</th> <th>SE</th> </tr> </thead> <tbody> <tr> <td>2017</td> <td>3 days</td> <td>22 days</td> </tr> </tbody> </table> <p>*LTA is equivalent to lost man days</p>	Year	SPOM	SE	2017	3 days	22 days	Complied
Year	SPOM	SE						
2017	3 days	22 days						

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

4.8.1 A formal training programme shall be in place that covers all aspects of the RSPO Principles and Criteria, and that includes regular assessments of training needs and documentation of the programme. - Major compliance -	A formal training programme on all aspects of RSPO Principles and Criteria has been established and implemented. Training for various categories of operators, including all field and office staff, with regards to individual duties and training needs had been reviewed and found to be complied.  Training programme planned for year 2017 was consistently implemented. The programme includes training for all categories of workers. Evidence of adequate and appropriate training on safe working practices provided to: - workers exposed to machinery and high noise levels, - workers working in confined space, - harvesters - pesticides operators - manurers	Complied
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4.8.2 Records of training for each employee shall be maintained. - Minor compliance -	The records of training were available at mill and estate office. Sample training checked:  <table border="1"> <thead> <tr> <th>Date</th> <th>Training</th> <th>Remark</th> </tr> </thead> <tbody> <tr> <td>22/2/17</td> <td>Confined Space</td> <td rowspan="4">SPOM</td> </tr> <tr> <td>11/1/17</td> <td>First Aid Box</td> </tr> <tr> <td>11-12/1/17</td> <td>Lab Analysis</td> </tr> <tr> <td>17/10/17</td> <td>Policy Company</td> </tr> <tr> <td>13/3/2017</td> <td>Harvesting</td> <td rowspan="10">Segaria Estate</td> </tr> <tr> <td>7/4/17</td> <td>PPE Implementation</td> </tr> <tr> <td>6/4/17</td> <td>Manuring</td> </tr> <tr> <td>5/10/17</td> <td>Spraying</td> </tr> <tr> <td>23/7/17</td> <td>P&amp;D</td> </tr> <tr> <td>23/10/17</td> <td>Tractor Driver</td> </tr> <tr> <td>15-16/11/17</td> <td>First Aid</td> </tr> <tr> <td>9/10/17</td> <td>Triple Rinsing</td> </tr> <tr> <td>8/10/17</td> <td>Recycle</td> </tr> <tr> <td>24/5/17</td> <td>Nursery</td> </tr> <tr> <td>27/11/17</td> <td>ERP</td> </tr> </tbody> </table>	Date	Training	Remark	22/2/17	Confined Space	SPOM	11/1/17	First Aid Box	11-12/1/17	Lab Analysis	17/10/17	Policy Company	13/3/2017	Harvesting	Segaria Estate	7/4/17	PPE Implementation	6/4/17	Manuring	5/10/17	Spraying	23/7/17	P&D	23/10/17	Tractor Driver	15-16/11/17	First Aid	9/10/17	Triple Rinsing	8/10/17	Recycle	24/5/17	Nursery	27/11/17	ERP	Complied
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**Principle 5: Environmental responsibility and conservation of natural resources and biodiversity**

<b>Criterion 5.1:</b> Aspects of plantation and mill management, including replanting, that have environmental impacts are identified, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.
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Criterion / Indicator	Assessment Findings	Compliance
<p>5.1.1</p> <p>An environmental impact assessment (EIA) shall be documented. - Major compliance -</p>	<p>Mill: Established based on the procedure for Environmental Aspect/Impact Evaluation; Issue 1; Dated Dec 2011 and documented as following: - Environmental Aspect and Impact Identification 2017/2018; Serial # EAI/2017/001-1 to EAI/2017/013-4 dated 8/1/2017 - Environmental Impact Evaluation Form Serial # EIE/2017/001-1 to EIE/2017/014-4 dated 8/1/2017 Sighted the aspect identified and impact evaluated covered all mill operational stations activities including operation of vertical sterilizer, maintenance of crude oil pumps, sludge pumps, waste pumps, effluent treatment plant and etc.</p> <p>Estate: Established based on the same procedure for Environmental Aspect/Impact Evaluation; Issue 1; Dated Dec 2011 and documented as following: - Environmental Aspect and Impact Identification 2017/2018; Serial # EAI/2017/001-1 to EAI/2017/013-4 dated 17/7/2017 - Environmental Impact Evaluation Form Serial # EIE/2017/001-1 to EIE/2017/014-4 dated 17/7/2017 Sighted also the <i>Surat Akujanji [Selaras dengan Peruntukan Perenggan 7(1)(b), Perintah Perlindungan Alam Sekitar (Aktiviti yang ditetapkan)/(Penilaian Kesan Alam Sekitar) 2005]</i> for Compliance of <i>Syarat-syarat Alam Sekitar [Seksyen 12(5) dan 20, Enakmen Perlindungan Alam Sekitar 2002]</i> on "Proposed Replanting of Oil Palm Plantation at Segaria Estate in Semporna Sabah"; Ref. JPAS/PP/18/600-1/11/1/101; Dated 25/2/2011. The approval was valid for two years from the date of signing on 25/2/2011. Although no any replanting has been conducted throughout that period (25/2/2011 – 24/2/2013) due to the revised replanting program as specified in indicator 3.1.2 of this checklist, the estate however implemented the relevant management plan for their existing planting which covered all field and facilities operational activities including operation of field upkeeps, machinery repair workshop, spraying and harvesting.</p>	<p>Complied</p>
<p>5.1.2</p> <p>Where the identification of impacts requires changes in current practices, in order to mitigate negative effects, a timetable for change shall be developed and implemented within a comprehensive management plan. The management plan shall identify the responsible person/persons. - Minor compliance -</p>	<p>The procedure (Environmental Aspect/Impact Evaluation; Issue 1; Dated Dec 2011) specified to systematically identify significant environmental aspects and impacts from any future activities which may result from plant modification, expansion, increase in capacity and etc. Based on the latest records dated 8/1/2017, no any recent changes in operation since the last took place on 2015 for the installation vertical sterilizer.</p> <p>Relevant environmental management plan has been established with mill manager and assistant manager been nominated as the responsible persons.</p>	<p>Complied</p>

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Criterion / Indicator	Assessment Findings	Compliance	
5.1.3	<p>This plan shall incorporate a monitoring protocol, adaptive to operational changes, which shall be implemented to monitor the effectiveness of the mitigation measures. The plan shall be reviewed as a minimum every two years to reflect the results of monitoring and where there are operational changes that may have positive and negative environmental impacts.</p> <p>- Minor compliance -</p>	<p>Few environmental plan has been established including waste management action plan, continuous improvement environmental plan and etc. The following was sighted:</p> <ul style="list-style-type: none"> <li>- Segaria POM Waste Management Action Plan Year 2017</li> <li>- Scheduled wastes management procedure; Issue # 1; Dated June 2017</li> <li>- Continuous Improvement Environmental Plan 2017-2018</li> <li>- 3R Waste Management Practices Campaign as per Mill Manager notification letter dated 19/9/2017</li> </ul>	Complied
<p><b>Criterion 5.2:</b> The status of rare, threatened or endangered species and other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and and operations managed to best ensure that they are maintained and/or enhanced.</p>			
5.2.1	<p>Information shall be collated in a High Conservation Value (HCV) assessment that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors).</p> <p>- Major compliance -</p>	<p>Bousted Segaria Estate has been engaging an external HCV assessor (Malaysia Environmental Consultant – MEC) to conduct a comprehensive assessment which was done from 23-29/9/2017 to cover both planted area and relevant wider landscape-level considerations. The full report was yet to be issued by MEC however preliminary report for the assessment done concurrently by internal assessors shown a total of 134.9 ha of HCV areas identified consist of following:</p> <ul style="list-style-type: none"> <li>- Hutan Simpan Mount Pock (HCV 1) – within block PM94B, PM98A, PM03A, PM07A, PJ10A &amp; PJ11A</li> <li>- Hot Spring (HCV 2) – nearby Estate Manager’s bungalow</li> <li>- Waterfall (HCV 2) – within block PM98A &amp; PM07A</li> <li>- Muslim &amp; Christian Cemeteries (HCV 5)</li> <li>- Planted forest tree (Jati &amp; Mahageni) area (HCV 4) – in Sipit Division &amp; nearby Waterfall area</li> </ul>	Complied

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Criterion / Indicator	Assessment Findings	Compliance
<p>5.2.2</p> <p>Where rare, threatened or endangered (RTE) species, or HCVs, are present or are affected by plantation or mill operations, appropriate measures that are expected to maintain and/or enhance them shall be implemented through a management plan. - Major compliance -</p>	<p>Based on the <i>Polisi Alam Sekitar &amp; Biodeversiti</i>, dated 11/1/2011; signed by Senior GM of Bousted Estates Agency Sdn Bhd, the HCV Management Plan has been established as 4 objectives as following:</p> <p>i) Wild Life Conservation</p> <p>Target: to ensure no illegal hunting activities inside or outside the estate perimeter.</p> <p>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</p> <p>ii) Waterways Quality and Health Monitoring</p> <p>Target: to ensure recommended WQI index met a range of 81 to 100%</p> <p>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</p> <p>iii) Agricultural Land Contamination</p> <p>Target: to continuously establish and enhance in-estate buffers</p> <p>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) Zero Degradation of Agricultural Land</p> <p>Target: to minimize or free from soil erosion at slope/terrace area</p> <p>Action plan: planting LCC such as Pueraria Javanica at along slopes and Mucuna Bracteata; construct terrace at slope area &gt;25°; 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>Complied</p>

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5.2.3	<p>There shall be a programme to regularly educate the workforce about the status of these RTE species, and appropriate disciplinary measures shall be instigated in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect or kill these species.</p> <p>- Minor compliance -</p>	Complied
5.2.4	<p>Where a management plan has been created there shall be ongoing monitoring:</p> <ul style="list-style-type: none"> <li>• The status of HCV and RTE species that are affected by plantation or mill operations shall be documented and reported;</li> <li>• Outcomes of monitoring shall be fed back into the management plan.</li> </ul> <p>- Minor compliance -</p>	Complied
5.2.5	<p>Where HCV set-asides with existing rights of local communities have been identified, there shall be evidence of a negotiated agreement that optimally safeguards both the HCVs and these rights.</p> <p>- Minor compliance -</p>	Complied
<p><b>Criterion 5.3:</b> Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.</p>		

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Criterion / Indicator	Assessment Findings	Compliance
5.3.1 All waste products and sources of pollution shall be identified and documented. - Major compliance -	All waste products and sources of pollution had been identified in Waste Management Action Plan Year 2017 for each operating units. Based on the Waste Management Action Plan Year 2017 the following wastes and its sources were identified:  - Domestic waste: Rubbish from linesite, office and etc. - Industrial waste: POME, EFB, scrap metal, compost, reused empty container, used tyres & tubes - Scheduled waste: SW305, SW306, SW 410 & SW 102 - Recyclable waste: Empty chemical container, empty fertilizer bag, palm fronds, etc.	Complied
5.3.2 All chemicals and their containers shall be disposed of responsibly. - Major compliance -	Segaria Estate conducted the Triple Rinsing of Empty Chemical Container Training ( <i>Latihan 3 Kali Pembilasan Bekas Racun dan Bahan Kimia</i> ) on 6/10/2017 to all sprayers gang for both division based on the guideline for used plastic pesticide container recycling program (UPPCR). Visit to estates confirmed that all pesticides stored at chemical store where empty chemical containers have been triple rinsed and punctured. The containers were collected by G-Planter for recycle purposes. Storage records sighted shown the UPPCR Collection by G-Planter that a total of 1,574 pcs of 20 litres and 200 pcs of Ally Bottle 500g collected on 9/10/2017.	Complied
5.3.3 A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented. - Minor compliance -	Visit to both mill and estates 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; Inventory # 2016022415R9S2KE112017. 5 <sup>th</sup> schedule was update accordingly as on 30/11/2017. E-consignment dated 3/5/2017 for SW102, SW305, SW306, SW410 by Legenda Bumimas Sdn. Bhd.	Complied
<b>Criterion 5.4:</b> Efficiency of fossil fuel use and the use of renewable energy is optimised.		
5.4.1 A plan for improving efficiency of the use of fossil fuels and to optimise renewable energy shall be in place and monitored. - Minor compliance -	A plan for improving efficiency of the use of fossil fuels was established to include Mill and estate quarters, office, meeting room, weighbridge, laboratory and mill operation, fuel consumption at estate Diesel use per mt FFB was monitored every month. The Plan for Improving Fossil Fuel and Palm GHG FY 2017 includes the following:  - To minimize and limit electrical usage - Replace bulb with an energy saving bulb last 10 times longer with 75% less energy - Switch off or unplug any charges or appliances not in use - To put in hibernate of sleep mode for all pc not in use	Complied
<b>Criterion 5.5:</b> Use of fire for preparing land or replanting is avoided, except in specific situations as identified in the ASEAN guidelines or other regional best practice.		

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Criterion / Indicator		Assessment Findings	Compliance
5.5.1	There shall be no land preparation by burning, other than in specific situations as identified in the 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Major compliance -	Group Policy on restricting open burning dated in 2011 has been established. A circular [O.P.C No. 51c, July 1999] stating when there were incidences of Basal Stem Rot [BSR] on the old stands or high risk of Oryctes infestation, then partial burning and pulverisation are to be carried out. Before commence of burn, a permit should be obtained from DOE and burning strictly not allowed during July – November or whenever a "No Open Burning" circular from local authorities	Complied
5.5.2	Where fire has been used for preparing land for replanting, there shall be evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Minor compliance -	The visit to estate field confirmed no use of fire for land preparation during replanting.	Complied
<b>Criterion 5.6:</b> Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.			
5.6.1	An assessment of all polluting activities shall be conducted, including gaseous emissions, particulate/soot emissions and effluent (see Criterion 4.4). - Major compliance -	Based on the assessment done by the mill of all polluting activities as of the Environment Aspect and Impact assessment, identified sources were SW, boiler chimney & POME treatment as the main GHG pollutants. For estate, identified sources were fertilizer, diesel and pesticide chemicals as the main GHG pollutants.  Current monitoring was through online boiler smoke density and alarm and quarterly boiler stack monitoring of dust particulate. Other environmental assessment carried out as per Action Plan for Environmental Assessment 2017 established. Sampled boiler stack emission monitoring sighted was carried out on 22 November 2017 by Chemsain Konsultant Sdn Bhd. Verified draft report, Ref# CK/MO407/177-1/17. The average dust emission result, 0.129 g/Nm3 , dry @ 12 % CO2 vs regulatory limit of 0.4 g/Nm3 , dry @ 12 % CO2.	Complied
5.6.2	Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented. - Major compliance	Significant pollutants identified are SW generated, POME discharge and boiler stack emissions. These pollutants impact to GHG were calculated through the Palm GHG V3 calculator. Sighted the calculation for previous (2016) year i.e. Palm GHG Report – Segaria Business Unit recorded an overall total GHG emission of 0.77 tCO2e/mt of both CPO and PK products. Summary of emissions are recorded in Appendix K below.	Complied
5.6.3	A monitoring system shall be in place, with regular reporting on progress for these significant pollutants and emissions from estate and mill operations, using appropriate tools. - Minor compliance -	Monitoring mainly done as per mill DOE license. Sampled monitoring conducted for significant pollutants including boiler stack monitoring and POME discharge as above. All monitoring were conducted in-house and through 3 <sup>rd</sup> party environmental consultant.	Complied
<b>Principle 6: Responsible consideration of employees and of individuals and communities affected by growers and millers.</b>			



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Criterion / Indicator		Assessment Findings	Compliance
<b>Criterion 6.1:</b> Aspects of plantation and mill management that have social impacts, including replanting, are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.			
6.1.1	A social impact assessment (SIA) including records of meetings shall be documented. - Major compliance -	SIA was conducted by MEC on 28/9/2017. However, report has yet to receive.  Thus, a Major Non-conformance was raised.	Major nonconformance
6.1.2	There shall be evidence that the assessment has been done with the participation of affected parties. - Major compliance -	Stakeholder meeting was conducted on 22/8/2017 with participation of affected parties such as government authorities (Forestry Department, Department of Environmental, DOSH and etc), neighboring plantations, internal workers and etc. They were participated in the process of SIA. Seen the attendance list and meeting minutes.	Complied
6.1.3	Plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts identified, shall be developed in consultation with the affected parties, documented and timetabled, including responsibilities for implementation. - Major compliance -	SIA management plan has yet to be developed as the report for SIA was not received.  Thus, a Major Non-conformance was raised.	Major nonconformance
6.1.4	The plans shall be reviewed as a minimum once every two years and updated as necessary, in those cases where the review has concluded that changes should be made to current practices. There shall be evidence that the review includes the participation of affected parties. - Minor compliance -	Not applicable as this is Stage 2 Assessment. This will be verified during surveillance audit.	Not applicable
6.1.5	Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme). - Minor compliance -	There is no smallholder scheme within the certification unit.	Not applicable
<b>Criterion 6.2:</b> There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.			
6.2.1	Consultation and communication procedures shall be documented. - Major compliance -	Boustead Emastulin Sdn Bhd has developed a Communication Procedure. The procedure is to handle communication for internal and external stakeholders. The methods of communication such as formally write in, through phone call, discussion or meeting and etc. External Communication Form (PKSJ-001) and Communication Record (PKSJ-002) was implemented.	Complied
6.2.2	A management official responsible for these issues shall be nominated. - Minor compliance -	Staff of Segaria POM and Segaria Estate has been appointed as Social Officer to handle any social issues. Letters of appointment dated 1/6/2017 were sighted.	Complied



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<p>6.2.3</p> <p>A list of stakeholders, records of all communication, including confirmation of receipt and that efforts are made to ensure understanding by affected parties, and records of actions taken in response to input from stakeholders, shall be maintained. - Minor compliance -</p>	<p>Stakeholder list FY 2017 was available in Segaria POM and Segaria Estate. The list has included contractors and suppliers, government authorities, school's representatives and etc.</p> <p>Stakeholder meeting was carried out on 22/8/2017 for the whole complex with the participation of relevant parties such as neighboring plantations, government authorities, school's representatives, contractors, internal workers and etc. Meeting minutes was sighted and scope of the RSPO certification was briefed during the meeting. No issue was raised but only suggestions were given to the management such as to organize sport day for the school and etc.</p> <p>In addition, a stakeholder meeting with internal parties was conducted on 30/11/2017 in Segaria POM. No issue was raised. Meeting minutes was available and seen the acknowledgement from the workers who attended the meeting.</p> <p>There was an internal stakeholder meeting conducted on 23/9/2017 in Segaria Estate. Meeting minutes was sighted and issues or comments raised were explained on the spot by the management.</p>	<p>Complied</p>
<p><b>Criterion 6.3:</b> There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all effected parties.</p>		
<p>6.3.1</p> <p>The system, open to all affected parties, shall resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistleblowers, where requested. - Major compliance -</p>	<p>The company has developed Whistleblowing Policy dated 11/1/2011 signed by Senior General Manager. The company has prepared a formal mechanism to handle all the complaints reported. A Complaint/ Suggestion Flowchart was available where it explained the procedure to lodge complaints. Besides, the Segaria POM's Manager has issued a memo on the method to lodge complaint to all the workers. Seen the acknowledgement dated 4/10/2017 by the mill's workers on the acceptance of method to lodge complains.</p>	<p>Complied</p>
<p>6.3.2</p> <p>Documentation of both the process by which a dispute was resolved and the outcome shall be available. - Major compliance –</p>	<p>Complaint/ Suggestion Form for Internal and External Stakeholders was implemented in Segaria POM. Seen the complaint forms and found most of the complains were related to house damage issues such as broken door, water pipe broken and etc. For eg: I/C No. 900403-12-6XXX reported that the florescence lamp was broken at House No. A12 on 29/10/2017. Action has been taken on 10/11/2017. Seen the Daily Store Issue where the lamp has been issued to repair on 10/11/2017.</p> <p>Besides, Segaria Estate has implemented Request and Response form to record any requests, complaints and grievances by the stakeholders. The estate management has taken action or planned action to rectify the complaints raised by the stakeholders such as gen-set issue in division Sipit. The fitter requested to replace a new gen-set on 27/11/2017. The management has submitted the budget and has been approved by top management to be replaced by 1<sup>st</sup> quarter of 2018. Seen the budget 2018 that has been approved to replace the gen-set.</p>	<p>Complied</p>

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<b>Criterion 6.4:</b> Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.		
6.4.1 A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be in place. - Major compliance -	Boustead Emastulin Sdn Bhd has developed a Procedure to Identify the legal user rights of land. The procedure has detailing the process if there is any land dispute reported. The company has also developed a Fair Compensation Procedure with Reference No. 1, issued date 4/2/2015, version 01. The procedure has clearly stated the process of negotiation and compensation if any land disputes with Legal Department. If the negotiation process failed, legal proceedings will be the next action.	Complied
6.4.2 A procedure for calculating and distributing fair compensation (monetary or otherwise) shall be established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation. This procedure shall take into account: gender differences in the power to claim rights, ownership and access to land; differences of transmigrants and long-established communities; and differences in ethnic groups' proof of legal versus communal ownership of land. - Minor compliance -	Procedure as per Criteria 6.4.1. Fair Compensation Procedure with Reference No. 1, issued date 4/2/2015, version 01. The procedure has clearly stated the process of negotiation and compensation if any land disputes with Legal Department. If the negotiation process failed, legal proceedings will be the next action.	Complied
6.4.3 The process and outcome of any negotiated agreements and compensation claims shall be documented, with evidence of the participation of affected parties, and made publicly available. - Major compliance -	No issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders reported during the time of audit. Trenches, wooden pegs and boundary stones were maintained to differentiate the land ownership.	Complied
<b>Criterion 6.5:</b> Pay and conditions for employees and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.		

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<p>6.5.1 Documentation of pay and conditions shall be available. - Major compliance -</p>	<p>The mill and estates consist of local workers, foreign workers and contractor’s workers. The management has included basic pay, net pay, deduction of salary, days of work, days of worked on rest day and etc on the pay slip. Payslip for November 2017 was sampled as below:</p> <ul style="list-style-type: none"> <li>a. Employee No.: 0224N (SPOM)</li> <li>b. Employee No.: 0403E (SPOM)</li> <li>c. Employee No.: 0140C (SPOM)</li> <li>d. Employee No.: 0102E (SPOM)</li> <li>e. Employee No.: 1567 (SE)</li> <li>f. Employee No.: 1836 (SE)</li> </ul> <p>All the sampled workers have achieved the Minimum Wage Order 2016. Besides, interviewed with the workers confirmed that they understood of their deduction of salary and entitlement of triple rate if work on public holiday and double for work on rest day.</p> <p>Sampled of payslips for contractors’ workers in Segaria Estate for Month October 2017 that have achieved Minimum Wage Order 2016 as below:</p> <ul style="list-style-type: none"> <li>a. Passport No.: AT 678520</li> <li>b. Passport No.: AT 698868</li> <li>c. Passport No.: B 1666809</li> <li>d. Passport No.: AT 699008</li> <li>e. Passport No.: AT 968161</li> </ul> <p>However, sampled of payslip, field/ general work daily attendance &amp; oil palm harvester reception data and electronic time card of workers found that they were not paid according to Sabah Ordinance (Sabah Cap. 67) amended as at 10.02.2005 by Act A1238, Section 104C. (2) (a) and (b) <b>“An employee employed on a daily, hourly or other similar rate of pay who works on a rest day shall be paid for any period of work—</b> <b>(a) which does not exceed half his normal hours of work, one day’s wages at the ordinary rate of pay;</b> <b>or</b> <b>(b) which is more than half but does not exceed his normal hours of work, two days’ wages at the ordinary rate of pay”</b> as below for November 2017:</p> <ul style="list-style-type: none"> <li>a. Employee No.: 0102E for 10/11/2017 (SPOM)</li> <li>b. Employee No.: 0321F for 31/10/2017 and 14/11/2017 (SPOM)</li> <li>c. Employee No.: 0225C for 27/10/2017, 3/11/2017, 10/11/2017 and 24/11/2017 (SPOM)</li> <li>d. Employee No.: 1240 for 26/11/2017 (SE)</li> <li>e. Employee No.: 1085 for 2/11/2017, 9/11/2017, 16/11/2017, 23/11/2017 and 30/11/2017 (SE)</li> <li>f. Employee No.: 1903 for 3/11/2017, 17/11/2017 and 24/11/2017 (SE)</li> </ul> <p>Thus, a Major Non-conformance was raised.</p>	<p>Major nonconformance</p>

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	<p>Segaria POM has applied the permit of salary deduction for mosque fund, store, club fee, Segaria Workers' Association and etc on 16/10/2017. Pejabat Tenaga Kerja Semporna has replied on 30/11/2017 with Ref. No. JTK.H.SMP.600-1/3/1 to inform that the application is still under progress.</p> <p>Segaria Estate has also applied permit of salary deduction for mosque fund, club fee and etc on 16/10/2017 with the letter reference no. (03)SE111/06/06-01D and (04)SE111/06/06-01D. Pejabat Tenaga Kerja Semporna has replied on 30/11/2017 to inform the application is still under progress. Besides, the estate has also applied permit for the shift work of 4 hours OT per day for total 12 AP and 8 Security on 25/10/2017. The application is still under progress.</p>	
6.5.2	<p>Labour laws, union agreements or direct contracts of employment detailing payments and conditions of employment (e.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.) shall be available in the languages understood by the workers or explained carefully to them by a management official.</p> <p>- Major compliance -</p> <p>Employment contracts are available in language that understood by workers. The contract has detailing the payments whereas the employment conditions such as period of working, working hour, medical assistance, holiday and annual leave, termination of services and etc. The contract was brief to the workers before the workers signed the contract. The contract was signed by the workers and sampled as below:</p> <ul style="list-style-type: none"> <li>a. Employee No.: 0403E (SPOM)</li> <li>b. Employee No.: 0223I (SPOM)</li> <li>c. Employee No.: 0318B (SPOM)</li> <li>d. Employee No.: 0316H (SPOM)</li> <li>e. Employee No.: 1919 (SE)</li> <li>f. Employee No.: 2028 (SE)</li> <li>g. Employee No.: 1444 (SE)</li> <li>h. Employee No.: 1876 (SE)</li> <li>i. Employee No.: 1836 (SE)</li> <li>j. Passport No.: AT 678520 (Contractor's Worker)</li> <li>k. Passport No.: AT 698868 (Contractor's Worker)</li> <li>l. Passport No.: AR 343844 (Contractor's Worker)</li> <li>m. Passport No.: B 1666809 (Contractor's Worker)</li> </ul>	Complied

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<p>6.5.3</p> <p>Growers and millers shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible. - Minor compliance –</p>	<p>It was found that the provision of adequate water supplies not fully ensured according to national standards or above based on the following evidence:</p> <p>Segaria POM: Sampling analysis of drinking water supplies was not based on National Drinking Water Quality Standard as per Certificate of Analysis Lab Ref. No.: 20171011/19B for Sample Marking: Domestic - Japanese Pond (Outlet)</p> <p>Segaria Estate: Sampling analysis of drinking water supplies was not based on National Drinking Water Quality Standard as per Certificate of Analysis Lab Ref. No.: 20171011/20B for Sample Marking: Sipit Division (Outlet)</p> <p>Housing facilities were provided to all the workers who stay inside the linesite such as football field, clinic facilities, church and mosque and etc. Free treated water and electricity was supply to all the residents. Besides, Community Learning Centre was available in the plantations for the children of foreign workers. Linesite inspection was carried out on weekly basis in Segaria POM and Segaria Estate. The last inspection was conducted on 26/11/2017, 18/11/2017 and 11/11/2017 in Segaria POM and 2/12/2017, 25/11/2017, 18/11/2017 and 11/11/2017. Seen the inspection records for every week which done by Estate Hospital Assistant.</p>	<p>Minor nonconformance</p>
<p>6.5.4</p> <p>Growers and millers shall make demonstrable efforts to monitor and improve workers’ access to adequate, sufficient and affordable food. - Minor compliance –</p>	<p>There was two sundry shops found inside the estate’s area. During site visit to the sundry shop found that price was displayed on the foods and goods. Interviewed with the workers confirmed that the price of goods and foods selling in the sundry shop were reasonable. Besides, most of the workers will purchase their sundries at the nearby town in Semporna.</p>	<p>Complied</p>
<p><b>Criterion 6.6:</b> The employer respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.</p>		
<p>6.6.1</p> <p>A published statement in local languages recognising freedom of association shall be available. - Major compliance -</p>	<p>Boustead Plantations Berhad has developed Freedom of Association Policy dated 11/11/2011 signed by Senior General Manager, En. Shoib Abdullah and was publicly available on the notice board. The company is committed and allowed their stakeholders such as employees, clients, business partner and etc to form or join any association. The company has established a Workers’ Community for the employees to speak freely and the meeting will be conducted once every 3 months.</p>	<p>Complied</p>

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6.6.2 Minutes of meetings with main trade unions or workers representatives shall be documented. - Minor compliance -	Workers' Community was established in Segaria POM. Organization Chart and appointment letters dated 26/10/2017 for the committees were available. Meeting was conducted on 26/10/2017 with total 10 participants. Meeting minutes was sighted and issues raised during the meeting was recorded. There was a follow-up meeting on the issues raised during last meeting was conducted on 30/11/2017 to update on all the status of issues. Status of the issues were sighted in the minutes.  Segaria Workers' Committee was established in Segaria Estate. The last meeting was conducted on 21/10/2017 and meeting minutes was sighted. No issue was raised during the meeting.	Complied
<b>Criterion 6.7:</b> Children are not employed or exploited.		
6.7.1 There shall be documentary evidence that minimum age requirements are met. - Major compliance -	The company has developed Employment of Child and Age Limit Policy dated 11/1/2011. The company will comply with the Children and Young Persons (Employment) Act 1966 and ILO Convention 138 (1973) Article 1-3. No workers less than 16 years old will be recruited and less than 18 years old for hazardous work. Document verified on the Employee Master List confirmed that all the workers employed were above 18 years old. During site visit also confirmed that no child labour work in the Segaria Bussiness Unit.	Complied
<b>Criterion 6.8:</b> Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.		
6.8.1 A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment shall be documented. - Major compliance -	The company has established Equal Opportunity Policy dated 11/1/2011 signed by Senior General Manager and was publicly 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
6.8.2 Evidence shall be provided that employees and groups including local communities, women, and migrant workers have not been discriminated against. - Major compliance -	Through document reviewed on the list of employees found that the composition of workers consisted of local, foreign workers, male and female workers. Interviewed with the sampled female and male workers from different nationalities confirmed that no discrimination was happened. Overtime were given to all the workers without any prejudice based on caste, gender, race and nationalities. They are allowed to transfer work station by getting approval from management if they felt unfit on the work assigned.	Complied

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6.8.3 It shall be demonstrated that recruitment selection, hiring and promotion are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available. - Minor compliance -	Boustead Plantations Berhad has developed Foreign Workers Procedure with issue date: Jan 2016, revision no. 1 where the procedure is to ensure the estates/ mills follow the correct steps in employment of foreign workers as stipulated by the government agencies/ state government. The company will apply job order online at Labour Department website before recruit foreign workers. Besides, the company has established the Foreign Workers Policy where the company will ensure all the workers recruited will be treated equally without discrimination based on nationalities, caste, religion and etc. Medical fitness will be checked prior to work to ensure fitness to the work.	Complied
<b>Criterion 6.9:</b> There is no harassment or abuse in the work place, and reproductive rights are protected.		
6.9.1 Policy to prevent sexual and all other forms of harassment and violence shall be implemented and communicated to all levels of the workforce. - Major compliance -	Boustead Plantations Berhad has developed a Sexual Harassment Policy signed by Senior General Manager, En. Shoib Abdullah dated 11/1/2011. The company will ensure the comfort and security of every employees, clients, business partners and public that involved in the plantations' activities. The policy has clearly stated the types of sexual harassment such as verbal, visual, psychology, physical and etc. Training of the policy was conducted in Segaria POM on 1/11/2017 by Chairman of Gender Committee to all female workers and on 17/10/2017 to all the workers. While training was conducted on 28/9/2017 and 8/10/2017 in Segaria Estate. Seen the training attendance lists and evidence of photos of the trainings conducted. Besides, the policy was publicly displayed at the notice board outside the office.	Complied
6.9.2 A policy to protect the reproductive rights of all, especially of women, shall be implemented and communicated to all levels of the workforce. - Major compliance -	Reproductive Rights Policy dated 11/8/2015 signed by Senior General Manager was available. The company will respects the rights of women to make decision without any discrimination, force or threaten by others. Every workers are given freedom to decide for the family planning that does not violate the regulations. Training of the policy was conducted in Segaria POM on 1/11/2017 by Chairman of Gender Committee to all female workers and on 17/10/2017 to all the workers. While training was conducted on 28/9/2017 and 8/10/2017 in Segaria Estate. Seen the training attendance lists and evidence of photos of the trainings conducted. Besides, the policy was publicly displayed at the notice board outside the office.	Complied



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<p>6.9.3</p> <p>A specific grievance mechanism which respects anonymity and protects complainants where requested shall be established, implemented, and communicated to all levels of the workforce.</p> <p>- Minor compliance -</p>	<p>The company has developed Complaint on Sexual Harassment Procedure and Flowchart on Actions to be Taken if any case reported. Training of the complaint and suggestions procedure was conducted in Segaria POM on 1/11/2017 by Chairman of Gender Committee to all female while training was conducted on 28/9/2017 and 8/10/2017 in Segaria Estate. Seen the training attendance lists, evidence of photos of the trainings conducted and training materials such as Complaint Form and etc. The forms can be obtained from office and the Security Post. All the complaints will be remained confidential.</p> <p>Segaria POM has established Women Committee which led by the Storekeeper Attendant. Seen the organization chart and appointment letters dated 2/5/2017. There was a meeting conducted on 28/10/2017 with total 7 attendees. Briefing of policies was carried out during the meeting. Meeting minutes was sighted and no issue was raised during the meeting. Women Committee Programme for Y2017 was sighted and seen some of the planned activities were carried out such as Pap Smear Test conducted on 3/11/2017, briefing of complaint &amp; grievances flow on 28/10/2017 and etc. No sexual harassment or violence case reported so far through interviewed with the female workers.</p> <p>In Segaria Estate, Women Committee was established and meeting was conducted. The last meeting was held on 24/10/2017 and meeting minutes was sighted. Interviewed with the female workers confirmed there was no case of sexual harassment or violence reported.</p>	<p>Complied</p>
<p><b>Criterion 6.10:</b> Growers and mills deal fairly and transparently with smallholders and other local businesses.</p>		
<p>6.10.1</p> <p>Current and past prices paid for Fresh Fruit Bunches (FFB) shall be publicly available.</p> <p>- Minor compliance -</p>	<p>The mill has stopped purchase of smallholder crops since 4<sup>th</sup> November 2017 and only received crops from own supply bases. Therefore, this criteria is not applicable to the mill.</p>	<p>Not applicable</p>
<p>6.10.2</p> <p>Evidence shall be available that growers/millers have explained FFB pricing, and pricing mechanisms for FFB and inputs/services shall be documented (where these are under the control of the mill or plantation).</p> <p>- Major compliance -</p>	<p>The mill has stopped purchase of smallholder crops since 4<sup>th</sup> November 2017 and only received crops from own supply bases. Therefore, this criteria is not applicable to the mill.</p>	<p>Not applicable</p>



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6.10.3	Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent. - Minor compliance -	Sampled of contract agreement that signed by the contractors as below: a. Company Name: Jacphenie Shipping & Freight Forwarding Sdn Bhd for transporting CPO from mill to buyers which valid from 1/1/2017 to 31/12/2017. b. Contract No.: 2017-02 for FFB transport from field to Segaria POM which valid from 1/1/2017 to 31/12/2017. c. Contract No.: 2017-04 for FFB transport from field to Segaria POM which valid from 1/1/2017 to 31/12/2017.	Complied
6.10.4	Agreed payments shall be made in a timely manner. - Minor compliance -	The manner of payment of remuneration shall paid by the company to contractor not later than the 15 <sup>th</sup> days each month upon settling the mill's account for the preceding month. Sampled of payment vouchers for September, October and November 2017 found that the payments were made on 10 <sup>th</sup> or 11 <sup>th</sup> of the month. Interviewed with the contractors confirmed that no delay of payment by Boustead Plantations Berhad.	Complied
<b>Criterion 6.11:</b> Growers and millers contribute to local sustainable development where appropriate.			
6.11.1	Contributions to local development that are based on the results of consultation with local communities shall be demonstrated. - Minor compliance –	Segaria POM has planned on Social Activities for Y2017 such as Mill's sport day, anti-drugs campaign, celebration of Hari Raya festival, Family day of the mill and etc. Seen the photo evident of the activities that have been conducted such as Boustead Sabah Mill's sport day on 30/4/2017 and 1/5/2017, Anti-drug campaign on 19/9/2017 and etc. Besides, the stakeholders such as school has requested for donation on 27/10/2017 for the sport day in school and the management has agreed to donate RM 200 on 4/11/2017.  For Segaria Estate, the company has made donation to the stakeholders upon requests. For eg: the estate has made donation for school's activities such as graduation event, contribution to workers' family who has stroke and etc. Seen the payment vouchers for the donations as below: a. Voucher No.: C11/05 dated 13/11/2017 b. Voucher No.: C08/10 dated 14/9/2017 c. Voucher No.: C08/17 dated 23/8/2017	Complied
6.11.2	Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve smallholder productivity. - Minor compliance –	No Scheme Smallholders within the certification Unit.	Not applicable
<b>Criterion 6.12:</b> No forms of forced or trafficked labour are used.			

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<p>6.12.1</p> <p>There shall be evidence that no forms of forced or trafficked labour are used. - Major compliance -</p>	<p>The company has recruited all the employees with legal identification for local and valid passport and work permit for foreign workers and contract workers. Contract of employment was signed by the workers prior to work. Sampled of foreign workers with valid work permit as below:</p> <ul style="list-style-type: none"> <li>a. Permit No.: PD 7067414 valid until 6/7/2018 (SPOM)</li> <li>b. Permit No.: PD 6687781 valid until 21/3/2018 (SPOM)</li> <li>c. Permit No.: PD 8450064 valid until 30/9/2018 (SPOM)</li> <li>d. Permit No.: PD 7067915 valid until 22/8/2018 (SE)</li> <li>e. Permit No.: PD 7067902 valid until 30/7/2018 (SE)</li> <li>f. Permit No.: PD 8622609 valid until 22/9/2018 (SE)</li> <li>g. Permit No.: PD 7067425 valid until 22/7/2018 (SE Contractor's Worker)</li> <li>h. Permit No.: PD 8440590 valid until 22/9/2018 (SE Contractor's Worker)</li> <li>i. Permit No.: PD 9142920 valid until 31/10/2018 (SE Contractor's Worker)</li> </ul> <p>Total 148 work permits for Indonesian and 18 work permits for Philippines are under process of renewal. Seen the letter of submission on 6/10/2017 to the Agensi Pekerjaan JBM and interviewed with the officer from Immigration Department of Semporna confirmed that the permits were still in progress.</p> <p>Interviewed with the foreign workers confirmed that some of their passport were kept by their own and some were kept in the office for safety purpose. They can get back their passport whenever they requested to the management. They are allowed to move freely without any restriction such as go to the Semporna town during off day.</p>	<p>Complied</p>
<p>6.12.2</p> <p>Where applicable, it shall be demonstrated that no contract substitution has occurred. - Minor compliance -</p>	<p>Interviewed with the foreign workers confirmed that no contract substitution has occurred.</p>	<p>Complied</p>
<p>6.12.3</p> <p>Where temporary or migrant workers are employed, a special labour policy and procedures shall be established and implemented. - Major compliance -</p>	<p>Boustead Plantations Berhad has established Foreign Labour Policy dated 13/4/2016 signed by Senior General Manager. The company has provided statement that no discrimination and no contract substitution will be practice to the foreign workers. Post arrival orientation related to language, safety in work, regulations and culture was briefed to the foreign workers. Besides, decent living condition was provided to them and they are covered with insurance. The training was conducted on 28/9/2017 and 8/10/2017 in Segaria Estate.</p>	<p>Complied</p>
<p><b>Criterion 6.13:</b> Growers and millers respect human rights.</p>		

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6.13.1	<p>A policy to respect human rights shall be documented and communicated to all levels of the workforce and operations (see Criteria 1.2 and 2.1). - Major compliance -</p>	<p>The company has developed Human Rights Policy dated 11/1/2016 signed by Senior General Manager. The company is committed to ensure every individual are treated with fairness, dignity and respect. The company will respect the rights of every individual. They also recognize their responsibilities to respect human rights and avoid complicity in human rights abuses. Training of the policy was conducted on 17/10/2017 by the Manager of Segaria POM while training was conducted on 28/9/2017 and 8/10/2017 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
6.13.2	<p>As long as children of foreign workers in Sabah and Sarawak are ineligible to attend government school, the plantation companies should engage in a process to secure these children access to education as a moral obligation.</p>	<p>The company has established a Community Learning Centre (CLC) for the children of foreign workers. The classrooms were constructed by the company. They have planned to expand additional classroom by constructed a new mosque and the current mosque will be converted into classrooms. There are 3 teachers recruited by Council of Indonesia and 5 teachers were recruited under company. Teaching materials were all from Council of Indonesia. The company has taken the responsibilities by providing the accommodation for the teachers and maintenance of the building.</p>	Complied
<p><b>Principle 7: Responsible development of new plantings</b>  <b>Segaria Palm Oil Mill</b> Certification Unit and supply base did not carry out any new plantings since November 2005. Therefore, Principle 7 is not applicable during this initial assessment. The immature areas are replanted area.</p>			
<p><b>Principle 8: Commitment to continual improvement in key areas of activity</b></p>			
<p><b>Criterion 8.1:</b>          Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.</p>			
8.1.1	<p>The action plan for continual improvement shall be implemented, based on a consideration of the main social and environmental impacts and opportunities of the grower/mill, and shall include a range of Indicators covered by these Principles and Criteria.</p> <p>As a minimum, these shall include, but are not necessarily be limited to:</p> <ul style="list-style-type: none"> <li>• Reduction in use of pesticides(Criterion 4.6);</li> <li>• Environmental impacts (Criteria 4.3, 5.1 and 5.2);</li> <li>• Waste reduction (Criterion 5.3);</li> <li>• Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8);</li> <li>• Social impacts (Criterion 6.1);             <ul style="list-style-type: none"> <li>• Optimising the yield of the supply base.</li> </ul> </li> </ul> <p>- Major compliance -</p>	<p>Some of Improvement Plan for 2017 sighted as below:</p> <ol style="list-style-type: none"> <li>1. Installation of EFB Hopper Roofing No. 1</li> <li>2. Concreting remaining soil portion at EFB dumping area</li> <li>3. New drainage from hydrocyclone to sludge pit</li> <li>4. New Cummins Genset for Segaria Estate</li> <li>5. New Sincos Post Hole Digger (Auger) for Segaria Estate</li> <li>6. To construct Water Reservoir/Tank at Segaria Estate</li> <li>7. Monitored the chemical usage</li> <li>8. Follow the agronomist recommendation for fertilizer application.</li> </ol>	Complied

**Appendix B: Approved Time Bound Plan**

Business Unit	2011	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
	1	2	3	4	5	6	7	8	9	10	11
Sg. Jernih Business Unit											
Nak Business Unit ,											
TRP Business Unit											
Segaria Business Unit											
Telok Sengat Business Unit											
Segamaha Business Unit											
Lapan Kabu Business Unit											
Sugut Estates Business,											
Loagan Business Unit											
Kanowit Business Unit											

**Appendix C: GHG Reporting Executive Summary**

The GHG emissions that were produced in 2016 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 2016 for Segaria Palm Oil Mill and supply base are as following:

Emission per product	tCO <sub>2</sub> e/tProduct	Extraction	%
CPO	0.77	OER	25.35
PKO	0.77	KER	3.64

Production	t/yr	Land Use	Ha
FFB Process	83,216.24	OP Planted Area	4,465.10
CPO Produced	21,099.00	OP Planted on peat	0
PKO Produced	3,026.00	Conservation (forested)	0
		Conservation (non-forested)	134.90
		<b>Total</b>	<b>4,600.00</b>

**Summary of Field Emission and Sink**

	Own Crop*		Group		3 <sup>rd</sup> Party		Total	
	tCO <sub>2</sub> e	tCO <sub>2</sub> e / FFB	tCO <sub>2</sub> e	tCO <sub>2</sub> e / FFB	tCO <sub>2</sub> e	tCO <sub>2</sub> e / FFB	tCO <sub>2</sub> e	tCO <sub>2</sub> e / FFB
<b>Emission</b>								
Land Conversion	33,980.40	0.41	0	0	0	0	33,980.40	0.41
CO <sub>2</sub> Emission from fertilizer	2,166.60	0.03	0	0	0	0	2,166.60	0.03
NO <sub>2</sub> Emmision	2,750.50	0.03	0	0	0	0	2,750.50	0.03
Fuel Consumption	1,543.85	0.02	0	0	0	0	1,543.85	0.02
Peat Oxidation	0	0	0	0	0	0	0	0
<b>Sink</b>								
Crop Sequestration	-38,824.64	-0.47	0	0	0	0	-38,824.64	-0.47
Conservation Sequestration	0	0	0	0	0	0	0	0
<b>Total</b>	<b>1,616.71</b>	<b>0.02</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,616.71</b>	<b>0.02</b>

\*Note: Segaria estates

**Summary of Mill Emission and Credit**

	tCO <sub>2</sub> e	tCO <sub>2</sub> e/tFFB
<b>Emission</b>		
POME	16,311.79	0.20
Fuel Consumption	849.89	0.01
Grid Electricity Utilisation	0	0
<b>Credit</b>		
Export of Grid Electricity	-114.27	0
Sales of PKS	0	0
Sales of EFB	0	0
<b>Total</b>	<b>17,047.41</b>	<b>0.20</b>

**Summary of Kernel Crusher Emission and Credit (if applicable)**

Emissions	tCO <sub>2</sub> e
PK from own mill	2,341.04
PK from other source	0
Fuel Consumptions	0
<b>Total Crusher emissions</b>	<b>0</b>

\*This mill has no kernel crusher operation.

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

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

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

Requirements	Compliance
<b>D.1 Definition</b>	
<p>D.1.1 A mill is deemed to be Identity Preserved (IP) if the FFB used by the mill are sourced from plantation/ estates that are certified against the RSPO Principles and Criteria (RSPO P&amp;C), or against the Group Certification scheme. Certification for CPO mills is necessary to verify the volumes and sources of certified FFB entering the mill, the implementation of any processing controls (for example, if physical separation is used), and volume sales of RSPO certified products. If a mill process certified and uncertified FFB without physically separating them, then only Module E is applicable.</p>	<p>Segaria Palm Oil Mill receives and process both certified and non-certified FFB until a letter to all external FFB suppliers were sent by the mill sighted i.e. Notice to Stop FFB Delivery; Letter ref. # SegariaPOM/RSPO-0008/2017; Dated: 31/10/2017; for following external FFB suppliers:</p> <ul style="list-style-type: none"> <li>i) Longgor Sdn. Bhd.</li> <li>ii) Cermat Waruna Sdn. Bhd.</li> <li>iii) Hatawa Sdn. Bhd.</li> <li>iv) Man Tong Ship Properties Sdn. Bhd.</li> </ul> <p>Based on the records of Segaria Mill FFB Receiving Summary Report Dated 7/12/2017, the last external FFB delivered by Longgor Sdn. Bhd. on 4/11/2017; Weighbridge ticket # 40224; Block L; Supplier DO # 8076. Effective from 5/11/2017, no any external FFB delivered except from Segaria Estate only.</p>
<b>D.2 Explanation</b>	
<p>E.2.1 The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill shall be recorded by the certification body (CB) in the public summary of the P&amp;C certification report. For an independent mill, the estimated tonnage of CPO and PK products shall be recorded in the RSPO IT platform, supply chain certificate and public summary audit report. This figure represents the total volume of certified oil palm product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced shall then be recorded in each subsequent annual surveillance report.</p>	<p>Historical records of own (Segaria Estate) FFB received sighted as following:</p> <ul style="list-style-type: none"> <li>i) FY 2014: 102,116.00 mt; OER: 23.82%; KER: 3.62%</li> <li>ii) FY 2015: 97,262.86 mt; OER: 24.82%; KER: 3.60%</li> <li>iii) FY 2016: 83,216.24 mt; OER: 24.56%; KER: 3.52%</li> <li>iv) FY 2017 (as of Nov 2017): 89,533.59 mt; OER: 23.20%; KER: 3.39%</li> </ul> <p>Based on FY 2018 Final Estimates Report Dated 24/10/2017 by Group Engineer, total FFB to be received from own estate (Segaria Estate) for Dec 2017 is 10,000mt hence totaling an estimated of 99,533.59 mt own FFB. The report also forecasted a total of 96,700 mt FFB to be received for FY 2018 (Jan-Dec) with estimated 24% OER &amp; 3.5% KER. Hence, recommended volume was based on both historical and current estimation for the tonnage of CPO and PK products that could potentially be produced by the certified mill is recorded in this public summary report.</p>
<p>D.2.2 The mill shall also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform).</p>	<p>The mill met the registration requirements for the appropriate supply chain through the RSPO supply chain managing organization. Segaria Mill RSPO PalmTrace Member ID registered is RSPO_PO100003734 under Account UID: RSPO_AC1000003671.</p>

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<b>D.3 Documented procedures</b>	
<p>D.3.1 The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following:</p> <p>a) Complete and up to date procedures covering the implementation of all the elements in these requirements;</p> <p>b) The role of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site's procedures for the implementation of this standard.</p>	<p>Segaria Palm Oil Mill implemented the supply chain program based on Bousted Plantations Supply Chain (SCC) Procedures; Issue 1; Issue date: July 2016; Rev. # 2; Rev. date: October 2017. The procedure was prepared by SJPOM and approved by RSPO Chairman which covering the implementation of all supply chain requirements.</p> <p>The procedure also specified the RSPO Chairman shall have the overall responsibility for the implementation of the procedure with assignment of relevant personnel from various departments to assist in the implementation. Sighted the Letter of Appointment; Ref. # BEA/SUST-RSPO/SEGARIABU; Dated: 1/11/2017 for the appointment of Mill Manager as the Sustainability Chairman for Segaria Palm Oil Mill. Appointment made by the company group RSPO Chairman i.e. the Planting Advisor.</p>
<p>D.3.2 The site shall have documented procedures for receiving and processing certified FFBs.</p>	<p>The documented procedure above specified the process for receiving and processing both certified and non-certified FFBs. However Segaria Palm Oil Mill has opted for IP effective 7/11/2017 after the following two step processes took place:</p> <p>Mix crop processing:</p> <ul style="list-style-type: none"> <li>• Final date: 5/11/2017</li> <li>• Machine involved: associated mill processing machineries, oil room pump, production oil pump</li> <li>• Final amount of CPO from mix crop transferred to CPO tank no. 1: 93.51 mt (flushing of process tanks &amp; piping system)</li> <li>• Process steps: Skimming of Vertical Clarifier (VC) No. 1 &amp; VC No. 2: total volume: xx.xx mt and transferred to Bulk Storage Tank BST # 1. Draining of VC Underflow and transferred to (Sludge Pit &amp; Sterilizer Pit</li> </ul>
<b>D.4 Purchasing and goods in</b>	
<p>D.4.1 The site shall verify and document the tonnage and sources of certified FFBs received.</p>	<p>The documented procedure above specified the method of verification and documentation of the tonnage and sources of certified and the tonnage of non-certified FFBs received. Sighted the records of current and previous FFB delivered by both own and outside supplier kept in hardcopy and softcopy through the weighbridge database recording system.</p> <p>Based on the records of Segaria Mill FFB Receiving Summary Report Dated 7/12/2017, the last external FFB delivered by Longgor Sdn. Bhd. on 4/11/2017; Weighbridge ticket # 40224; Block L; Supplier DO # 8076. Effective from 5/11/2017, no any external FFB</p>



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	delivered except from Segaria Estate only.
D.4.2 The site shall inform the CB immediately if there is a projected overproduction of certified tonnage.	The documented procedure above specified the mechanism to notify CB in case of any projected overproduction of certified tonnage. Verification on-site confirmed that the relevant person-in-charge of supply chain aware of this procedure.
<b>D.5 Record keeping</b>	
D.5.1 The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis.	The mill extracted all records related to FFB received, FFB processed, CPO produced and PK produced and compile it into a Mass Balance Spreadsheet to balance all receipts of potential RSPO certified FFB and potential deliveries of RSPO certified CPO and PK on a quarterly basis. Sighted the records of existing balance spreadsheet updated as of the month of November 2017.
<b>D.6 Processing</b>	
D.6.1 The site shall assure and verify through documented procedures and record keeping that the RSPO certified oil palm product is kept separated from non-certified oil palm product including during transport and storage to strive for 100% separation.	<p>Documented procedures established i.e. Bousted Plantations Supply Chain (SCC) Procedures; Issue 1; Issue date: July 2016; Rev. # 2; Rev. date: October 2017 provides assurance that product kept segregated from noncertified material including during transport and storage.</p> <p>However, effective on 5/11/2017, no external FFB being received by the mill anymore. The mill conducted two stages of final clearance and reconcile of previous mix CPO stock through the following:</p> <ol style="list-style-type: none"> <li>1) Final date of mix crop processing; dated 5/11/2017 - flushing of CPO production system, started from the crude oil tank, oil clarifier, production oil piping into the bulk storage tank (BST)</li> <li>2) Final date of CPO dispatch; dated 6/11/2017 – empty up through dispatch of all BST CPO stocks totaling 134.58mt on 6/11/2017 prior to cleaning of BST as per dispatch DO # CPO 306201701529 dated 6/11/2017 to TSH-Wilmar Sdn. Bhd.</li> </ol> <p>Evidence through the daily FFB received report, weighbridge report and daily production report confirmed that no more external FFB delivered on 5/11/2017 onwards and only own estate crops being processed to produce the CPO on 7/11/2017 onwards.</p>
D.6.2 The objective is for 100 % segregated material to be reached.	No any transaction of certified CPO IP and PK IP was conducted yet. However, the mill ready to reach the objective of 100% segregated materials.

**Supply Chain Declaration**

<b>A. Monthly Records of Certified and Uncertified FFB Received since the last audit</b>				
No.	Month - Year	Volume of FFB from certified supply bases (MT)	Volume of FFB from uncertified supply bases (MT)	Total FFB/Month (mt)
N/A				

<b>B. Monthly Records of Certified CPO &amp; PK since the last audit</b>			
No.	Month - Year	Certified CPO (MT)	Certified PK (MT)
N/A			

<b>C. Records of Certified CPO &amp; PK Sold under PalmTrace to Buyers since the last audit (if any)</b>				
No.	Buyers Name	Palmtrace Trading No	Certified CPO Sold (MT)	Certified PK Sold (MT)
N/A				

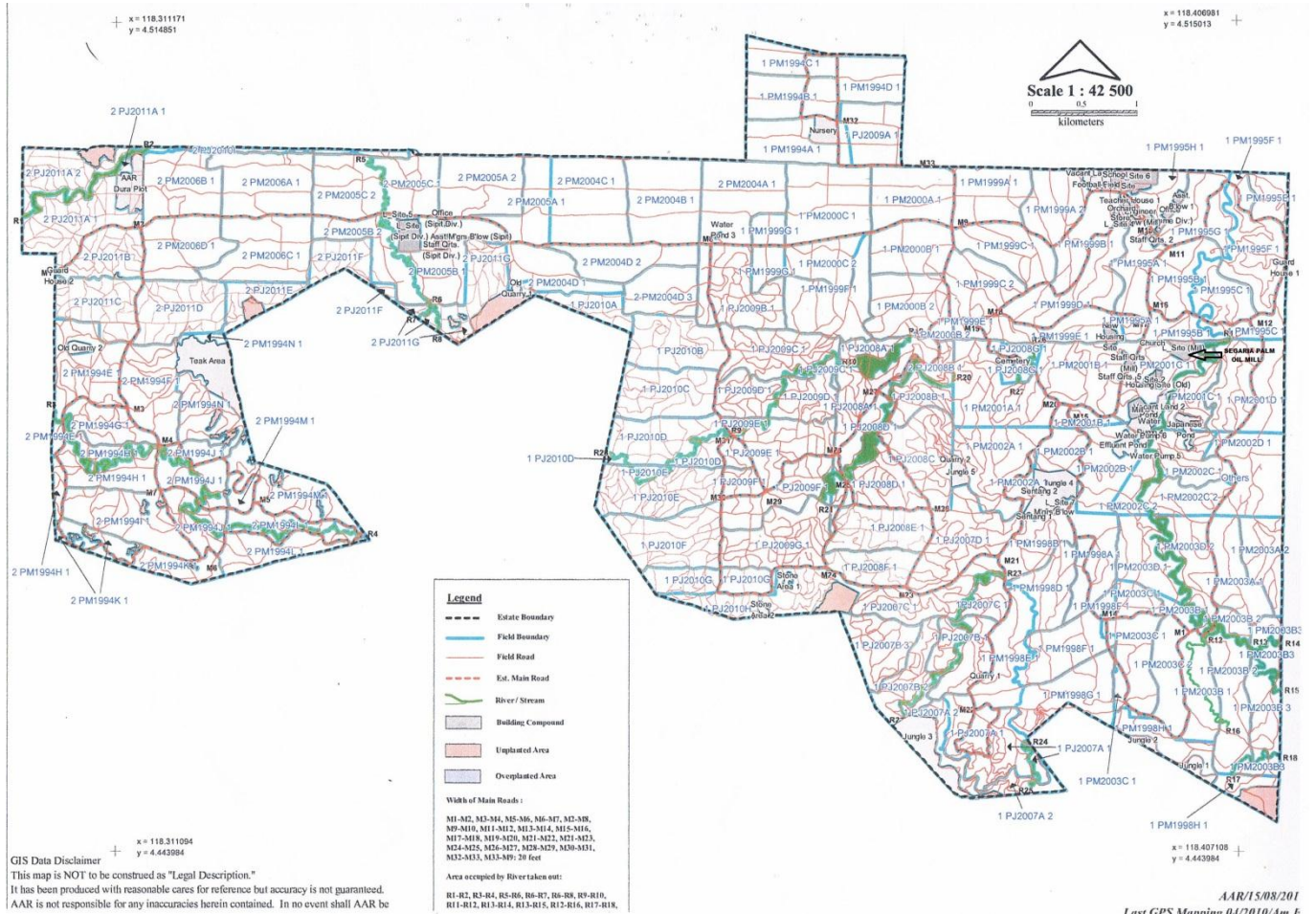
<b>D. Records of CPO &amp; PK Sold under other schemes to Buyers since the last audit (if any)</b>				
No.	Buyers Name	Scheme Name	CPO Sold (MT)	PK Sold (MT)
N/A				

<b>E. Records of CPO &amp; PK Sold as conventional to Buyers since the last audit (if any)</b>			
No.	Buyers Name	CPO Sold (MT)	PK Sold (MT)
N/A			

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<b>F. Records of Certified CPO Sold under RSP0 Credits to Buyers since the last audit (if any)</b>			
<b>No.</b>	<b>Buyers Name</b>	<b>PalmTrace Trading No</b>	<b>RSP0 Credits of Certified CPO Sold (MT)</b>
N/A			

**Appendix E: Location Map of Segaria Palm Oil Mill and Segaria Estate**



## **Appendix F: List of Abbreviations**

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
LORR	Legal and Other Requirement Register
MB	Mass Balance
MSDS	Material Safety Data Sheet
MT	Metric Tonnes
OER	Oil Extraction Rate
OSH	Occupational Safety and Health
PK	Palm Kernel
PKO	Palm Kernel Oil
POM	Palm Oil Mill
POME	Palm Oil Mill Effluent
PPE	Personal Protective Equipment
RSPO	Roundtable on Sustainable Palm Oil
P&C	Principles & Criteria
RTE	Rare, Threatened or Endangered species
SCCS	Supply Chain Certification Standard
SE	Segaria Estate
SEIA	Social & Environmental Impact Assessment
SIA	Social Impact Assessment
SOP	Standard Operating Procedure
SPOM	Segaria Palm Oil Mill
TBP	Time Bound Plan