PF441 RSPO Public Summary Report Revision 6 (December / 2017)

### RSPO PRINCIPLE AND CRITERIA – 2nd Annual Surveillance Assessment (ASA1\_2) Public Summary Report

Sime Darby Plantation Berhad					
Head Office:					
PO Kimbe West New Btritain					
Papua New Guinea					
Certification Unit:					
Guadalcanal Plains Palm Oil Limited					
Tetere Palm Oil Mill					
Location of Certification Unit:					
2001 P.O. Box					
Honiara, Guadalcanal Province					
Solomon Island					

## **bsi**

**RSPO Public Summary Report** Revision 6 (December / 2017)

#### **TABLE of CONTENTS** Page No 1. Company Details ......4 2. 3. Location(s) of Mill & Supply Bases ......5 4. 5. 6. 7. 8. Certified Tonnage of FFB (from other certified unit(s)) if applicable \*.....7 9. Non-Certified Tonnage of FFB (outside supplier – excluded from certificate) if applicable ......7 10. Certified Tonnage ......7 11. 12. 13. 2.1 2.2 2.3 3.1 3.2 Progress against Time Bound Plan ......15 3.3 3.4

...making excellence a habit." Page 2 of 119



Appendix F: Location Map of Tetere Palm Oil Mill Certification Unit and Supply bases	102
Appendix G: Estates Field Map	103
Appendix H: List of Smallholder Sampled	107
Appendix I: List of Abbreviations	119

**RSPO Public Summary Report** 

Revision 6 (December / 2017)

### Section 1: Scope of the Certification Assessment

1. Company Details	1. Company Details					
RSPO Membership Number	1-0008-04-000-00	Membership Approval Date	30/11/2004			
Parent Company Name	Sime Darby Plantation Berhad					
Address	Parent Company Address: Main Block, Level 3, Plantation To Petaling Jaya, Selangor Oil Mill Address: Head office: PO Kimbe West New Certification unit: Tetere Palm Oi	v Britain, Papua New Gu	inea			
Subsidiary (Certification Unit Name)	Guadalcanal Plains Palm Oil Limited Tetere Palm Oil Mill					
Address	Tetere Plantation PO Box 2001, North Guadalcanal, Solomon Islands					
Contact Name	Mr Craig Gibsone					
Website	www.nbpol.com.pg E-mail cgibsone@gppol.com.s					
Telephone	+677 21003	Facsimile	+677 21009			

2. Certification Information					
Certificate Number	RSPO 666858	Date of First Certification	18/03/2011		
		Certificate Start Date	18/03/2016		
		Certificate Expiry Date	17/03/2021		
Scope of Certification	Production of Palm Oil and Palm Kernel				
Applicable Standards	RSPO P&C 2013 or National Interpretation; RSPO Supply Chain Certification Standard 2017 (CPO Mill – Module D)				

3. Other Certifications						
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date			
KC#202204-1	KOSHER STD	RABBI MORDECHAI GUTNICK	01/11/2018			



4. Location(s) of Mill & Supply Bases						
Name (Mill / Supply Base)	Location [Map Reference #]	GPS Coordinates (Note for Auditors: Deg °, Minutes `, Seconds ``; The format must be two decimal points) (Eg. 3° 51' 14.01" N)				
		Latitude	Longitude			
Tetere Oil Mill	Guadalcanal, Solomon Islands	160°13′07.32″E	9°26′33.72″S			
Tetere Estate	Guadalcanal, Solomon Islands	160°13′07.68″E	9°26′56.04″S			
Ngalimbiu Estate	Guadalcanal, Solomon Islands	160°08′48.84″E	9°27′48.24″S			
Mbalisuna Estate	Guadalcanal, Solomon Islands	160°15′20.52″E	9°26′50.64″S			
Scheme Smallholders – West Zone	Guadalcanal, Solomon Islands	160°08′24″E	9°27′01″S			
Scheme Smallholders – Central Zone	Guadalcanal, Solomon Islands	160°12′36″E	9°27′36″S			
Scheme Smallholders – MBA East Zone	Guadalcanal, Solomon Islands	160°15′14″E	9°28′05″S			
Scheme Smallholders – MBE East Zone	Guadalcanal, Solomon Islands	160°19′20″E	9°29′03″S			

5. Description of Supply Base						
Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted	
Tetere	2,047.97	-	900.02	2,947.99	69.47	
Ngalimbiu	2,312.84	-	185.81	2,498.65	92.56	
Mbalisuna	2,403.77	-	464.70	2,868.47	83.80	
subtotal	6,764.58	-	1,550.53	8,315.11	81.35	
Scheme Smallholders – West Zone	245.50	-	-	245.50	100	
Scheme Smallholders – Central Zone	181.71	-	-	181.71	100	
Scheme Smallholders – MBA East Zone	180.80	-	-	180.80	100	
Scheme Smallholders – MBE East Zone	102.77	-	-	102.77	100	

RSPO Public Summary Report Revision 6 (December / 2017)

subtotal	710.78	0	0	710.78	100
Total	7,475.36	-	1,550.53	9,025.89	83

6. Plantings & Cycle							
Fatata	Age (Years)					<b>-</b> .	
Estate	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30	Mature	Immature
Tetere	320.34	677.96	387.3	618.12	44.25	1727.63	320.34
Ngalimbiu	647.66	1295.93	205.73	163.52	0	1665.18	647.66
Mbalisuna	287.40	232.29	1527.19	257.4	99.49	2196.24	207.53
Subtotal	1255.4	2206.18	2120.22	1039.04	143.74	5589.05	1175.53
Scheme Smallholders – West Zone	8.56	214.88	22.06	0	0	245.50	0
Scheme Smallholders – Central Zone	11.62	50.03	14.58	105.48	0	181.71	0
Scheme Smallholders – MBA East Zone	7.69	161.74	11.37	0	0	180.80	0
Scheme Smallholders – MBE East Zone		77.38	25.39	0	0	102.77	0
Subtotal	27.87	504.03	73.4	105.48	0	710.78	0
Total (ha)	1283.27	2710.21	2193.62	1144.52	143.74	6299.83	1175.53
*Note:			•		· · · · · ·		

7. Certified Tonnage of FFB (Own Certified Scope)						
	Tonnage / year					
Estate	Estimated (Feb 2017 – Jan 2018)	Actual (Feb 2017 – Jan 2018)	Forecast (Feb 2018 – Jan 2019)			
Tetere	32,574	42,383	40,805			
Ngalimbiu	39,365	42,571	44,926			
Mbalisuna	56,049	55,548	56,944			
Subtotal	127,988	140,502	142,675			
Scheme Smallholders – West Zone	1,970	2,054	2,140			
Scheme Smallholders – Central Zone	2,061	1,090	1,746			

...making excellence a habit." Page 6 of 119



Note: Previous assessment estimation was 132,296 (Jan 17 – Dec 17)					
Total	134,315	146,797	149,743		
Subtotal	6,327	6,295	7,068		
Scheme Smallholders – MBE East Zone	827	1,135	1,146		
Scheme Smallholders – MBA East Zone	1,469	2,016	2,036		

8. Certified Tonnage of FFB (from other certified unit(s)) if applicable *						
	Tonnage / yearEstimated (Feb 2017 – Jan 2018)Actual (Feb 2017 – Jan 2018)Forecast (Feb 2018 – Jan 2019)					
Estate						
N/A						
Total						
Note:						

9. Non-Certified Tonnage of FFB (outside supplier – excluded from certificate) if applicable					
		Tonnage / year			
Independent FFB Supplier	Estimated (Feb 2017 – Jan 2018)	Actual (Feb 2017 – Jan 2018)	Forecast (Feb 2018 – Jan 2019)		
N/A					
Total					
Note:	·	·			

10. Certified Tonnage					
Mill Capacity: 45 MT/hr	Estimated (Feb 2017 – Jan 2018)	Actual (Feb 2017 – Jan 2018)	Forecast (Feb 2018 – Jan 2019)		
	FFB	FFB	FFB		
	134,315	146,797	149,743		
SCC Model:	CPO (OER: %)	CPO (OER: %)	CPO (OER: %)		
IP/ <del>MB</del>	31,564.03 (23.5%)	34,865.28 (23.75%)	35,339.35 (23.6%)		
	PK (KER: %)	PK (KER: %)	PK (KER: %)		

...making excellence a habit." Page 7 of 119



	7,575.37 (5.64%)	8,333.71 (5.67%)	8,565.29 (5.72%)
Note:			

11. Actual Sold Volume (CPO) (Feb 2017 – Jan 2018)						
	RSPO Certified	Other Schemes	Certified	Conventional	Total	
		ISCC	RSB	Conventional	local	
CPO (MT)	34,889.60	0	0	0	34,889.60	

Note: 17.72 mt CPO was carried forward balance of the previous month (Jan 2017)

<b>12. Actual Sold Volume (PK)</b> (Feb 2017 – Jan 2018)						
	<b>RSPO</b> Certified	Other Schemes	Certified	Conventional	Total	
	KSFO Certified	ISCC	RSB	conventional	Iotai	
PK (MT)	8,320.08	0	0	0	8,320.08	
				247		

Note: 13.71mt CPO was carried forward balance of the previous month (Jan 2017)

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

### RSPO Public Summary Report Revision 6 (December / 2017)

#### **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 Nicholas Cheong: <u>Nicholas.Cheong@bsigroup.com</u> 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 19-22/2/2018. The audit programme is included as Appendix D. The approach to the audit was to treat the mill and its supply base as an RSPO Certification Unit. Mill was audited together with the sample estates. A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HCVs, declared conservation areas and local communities.

The audit programmes are included in Section 2.3.

The methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interviews of staff, workers and their families and external stakeholders, review of documentation and monitoring data. RSPO Principles & Criteria 2013 and RSPO Supply Chain Certification Standard 2017 were used to guide the collection of information to assess compliance. The comments made by external stakeholders were also taken into account in the assessment.

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

- The 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 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.

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

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

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

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

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

Assessment Program						
Name (Mill / Supply Base)	Year 1 (Recertification)	Year 2 (ASA 1)	Year 3 (ASA 2)	Year 4 (ASA 4)	Year 5 (ASA 5)	
Tetere Palm Oil Mill	~	$\checkmark$	~	~	✓	
Tetere Estate		$\checkmark$		~	✓	
Ngalimbiu Estate	~		~	~		
Mbalisuna Estate	~	$\checkmark$	~		✓	
Smallholders	~	$\checkmark$	~	~	✓	

#### Tentative Date of Next Visit: February 18, 2019 - February 21, 2019

Total No. of Mandays: 12

**RSPO Public Summary Report** Revision 6 (December / 2017)

#### 2.2 **BSI Assessment Team:**

Team Member Name	Role	Qualifications
		(Short description of the team members)
Valence Shem (VS)	Audit Team Leader	He holds Bachelor Degree in Industrial Technology, graduated from University of Science Malaysia in 1998 and has 9 years working experience in oil palm plantation industry. He has been in the management system auditing line since 2009 for various standards such as ISO 140001, RSPO P&C, RSPO SCCS and SMETA. He completed the ISO 14001 Lead Auditor Course in 2008, ISO 9001 Lead Auditor Course in 2013, Endorsed RSPO P&C Lead Auditor Course in 2011, Endorsed RSPO SCCS Lead Assessor Course in 2012 and MSPO Awareness Training in 2014. He had been involved in RSPO auditing since 2009 in various companies in Malaysia. During this assessment, he assessed on the aspects of legal, environmental & biodiversity, agriculture best practices and the supply chain element. Able to communicate in Bahasa Malaysia and English.
Mohd Hidhir Bin Zainal Abidin (MHZ)	Audit Team Member	He holds Bachelor Degree in Chemical Engineering, graduated from National University of Malaysia on 2006. He has 7 years working experience in palm oil industry specifically on palm oil milling for 5 years. He also has the experiences as auditor for several standards including ISO 9001, ISO 140001, OHSAS 18001, MSPO and RSPO in his previous certification body. He completed the ISO 9001 Lead Auditor Course, ISO 14001 Lead Auditor Course and OHSAS 18001 Lead Auditor Course in 2012, Endorsed RSPO P&C Lead Auditor Course in 2013, MSPO Awareness Training in 2014 and Endorsed RSPO SCCS Lead Auditor Course in 2015. He had been involved in RSPO auditing since May 2012 in more than various companies in Malaysia. During this assessment, he assessed on the aspects of legal, mill best practices, safety and health, environmental and workers & stakeholders consultation.
Hafriazhar Bin Mohd Mokhtar (HMM)	Audit 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, Solomon Islands and Gabon. During assessment, he covered the legal issues, social issues, worker's welfare and stakeholder consultation. He is fluent in Bahasa Malaysia and English languages.

#### **Accompanying Persons:**

No.	Name	Role
1.	Emily Tataunga Vavanga	Translator and local expert. She holds Bachelor of Arts in Environmental Studies from University of the South Pacific, Laucala Campus Fiji. She also has working experience as an Environmental/ Community Liaison Officer for about four years and familiar with the local regulations. She is a local Solomon Islander and able to speak English and local language.

#### 2.3 Assessment Plan

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

Date	Time	Subjects	VS	мнz	нмм
Monday 19/2/2018 Tetere POM	0830-0900	<ul> <li>Opening meeting:</li> <li>Opening presentation by audit team leader</li> <li>Confirmation of assessment scope and finalize audit plan (including stakeholder's consultation)</li> </ul>	✓	~	~
	0900-1300	<b>Tetere POM</b> Inspection: FFB receiving, warehouse, workshop, wastes management & Landfill, Effluent Ponds, OSH & ERP, Environment issues, POME application, water treatment, staff, workers and contractor interview, housing and facility inspection, clinic, meeting stakeholders, etc.	~	~	~
		<b>RSPO Supply Chain</b> for CPO mill, weighbridge and storage area.	$\checkmark$		
	1300-1400	Lunch break	$\checkmark$	~	✓
	1400-1630	Visit to laboratory, weighbridge and palm product storage area. Document Review P1 – P8: SOPs, Supply chain for CPO mill, Review on SEIA documents and records, wage records, employee data, training records, legal permits, mill inspection and internal monitoring records, CIP & implementation etc. Verify previous nonconformities.	V	~	~
	1630-1700	Interim closing briefing	$\checkmark$	~	~
Tuesday 20/2/2018 Ngalimbiu Estate	0830-1300	<b>Ngalimbiu Estate</b> Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc.), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, , etc.	V	4	~

**RSPO Public Summary Report** 

Revision 6 (December / 2017)

	[				I
	1000-1300	<b>Stakeholder consultations:</b> Client to invite the relevant stakeholders for <b>both mill</b> <b>and estates</b> which consists of various categories such as government agencies/enforcers, NGO, contractors, suppliers, surrounding communities (e.g. neighboring estates, smallholders, villages, workers representative, etc.), etc.	-	-	×
	1300-1400	Lunch break	$\checkmark$	$\checkmark$	$\checkmark$
	1400-1630	<b>Ngalimbiu 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.).	~	~	~
	1630-1700	Interim closing briefing	$\checkmark$	$\checkmark$	✓
Wednesday 21/2/2018 <b>Mbalisuna</b> Estate	0830-1300	Mbalisuna Estate Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc.), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, , etc.	~	~	~
	1300-1400	Lunch break	$\checkmark$	$\checkmark$	~
	1400-1630	<b>Mbalisuna 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.).	✓	¥	~
	1630-1700	Interim closing briefing	$\checkmark$	~	~
Thursday 22/2/2018 Smallholders	0830-1300	<b>Smallholders (15 smallholders to be sampled)</b> Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc.), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, , etc.	✓	√	~
	1300-1400	Lunch break	$\checkmark$	$\checkmark$	~
	1400-1530	<b>Smallholders</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.).	✓	V	×
	1530-1630	Verify any outstanding issues & preparation for closing meeting	$\checkmark$	~	~



1630-1700 Closing meeting	$\checkmark$	~	~
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PF441

### **RSPO Public Summary Report**

**Revision 6 (December / 2017)** 

### Section 3: Assessment Findings

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

- ⊠ NBPOL Time Bound Plan
- ⊠ RSPO P&C 2013 Generic Checklist
- $\square$  RSPO Group Certification Standard 2016 Checklist
- ⊠ RSPO Supply Chain Certification Checklist November 2014, revised 14 June 2017
- □ 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		
Summary of the Time Bound I	Plan			
Does the plan include all subsidiaries, estates and mills?	The time bound plan includes all the 5 operation units in Papua New Guinea and 1 operation units Solomon Island successfully certified.	Yes		
Have all the estates and mills certified within five years after obtaining RSPO membership?	The NBPOL group has 6 operation locations, of which 5 are in Papua New Guinea namely West New Britain (WNB), Higaturu Oil Palm (HOP), Poliamba Limited (POL), Ramu Agri-Industries Limited (RAIL) and Milne Bay Estates (MBE) and 1 in the Solomon Islands namely Guadalcanal Plains Palm Oil Ltd (GPPOL). The first operation West New Britain achieved certification in September 2008, Ramu Agri-Industries Ltd achieved certification in July 2010, Poliamba achieved certification in February 2012, Milne Bay achieved certification December 2012, Higaturu in January 2013 and GPPOL achieved certification in March 2011.	Yes		
Is the time bound plan challenging?	Not applicable as all operation units are certified.	NA		
<ul> <li>Age of plantations.</li> <li>Location.</li> <li>POM development</li> <li>Infrastructure.</li> <li>Compliance with applicable law.</li> </ul>				



Have there been any changes since the last audit? Are they justified?	Not applicable as all operation units are certified.	NA
If there have been changes, what circumstances have occurred?	Not applicable as all operation units are certified.	NA
Have there been any stakeholder comments?	Up to date, no receive of any stakeholder comments.	Yes
Have there been any newly acquired subsidiaries?	Up to date, no newly acquired subsidiaries.	Yes
If yes, have the newly acquisitions certified within a three-year timeframe?	Not applicable.	NA
Have there been any isolated lapses in implementation of the plan?	Not applicable as all operation units are certified.	NA
Un-Certified Units or Holdings	5	
<ul> <li>No replacement after dates defined in NIs Criterion 7.3:</li> <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>	Not applicable.	NA
Any new plantings since January 1 <sup>st</sup> 2010 shall comply with the RSPO New Plantings Procedure.	Not applicable.	NA
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.	Not applicable.	NA
Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO P&C criterion 6.3.	Not applicable.	NA
Any Legal non- compliance is being addressed through measures consistent with the requirements of RSPO P&C criteria 2.1	Not applicable.	NA
Did the company conduct an internal audit? If so, has a positive assurance statement been produced?	Not applicable.	NA

#### 3.3 Progress of scheme smallholders and/or outgrowers (if applicable to this assessment)

## Progress of scheme smallholders or outgrowers towards compliance with relevant standards

Requirement	Remarks	Compliance
Has 100% of scheme smallholders and/or scheme outgrowers comply with the standard within three years of the mill's initial certification?		Yes

#### 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 zero (0) Major & two (2) Minor nonconformities raised. The Tetere Palm Oil Mill Certification unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted.

The implementation of the corrective action plans to address the minor nonconformity will be followed up during the next surveillance assessment.

Summary of Total Number of Nonconformity			
	Nonconformit	Т <b>у</b>	
NCR Ref #	1590313-201802-N1	Clause & Category	Minor
	1390313-201002-N1	(Major / Minor)	
Date Issued	RSPO Principle & Criteria 2013	Due Date	Next assessment
Closed	No	Date of nonconformity	NA
(Yes / No)		Closure	
Statement of Nonconformity:	The mechanism to check consistent implementation of procedures for the smallholders found to be inadequate.		
Requirement Reference:	Indicator 4.1.2		
	A mechanism to check consistent implementation of procedures shall be in place.		
Objective Evidence:	Tetere has the mechanism to check consistent implementation of procedures for the smallholders. Based on the checking report [ref.: Smallholder Fields Visit Report], it was noted that only the element of good agriculture practice was covered. The checking coverage on other RSPO's aspects such as occupational safety & health, environment, social was not evident in the report.		
Corrections:	<ol> <li>Revise the Field Inspection Checklist for smallholders</li> <li>Annual schedule 2018 revised</li> </ol>		

### RSPO Public Summary Report Revision 6 (December / 2017)

Root Cause Analysis:	Reporting mechanism – the field inspection checklist for smallholders did not include the ESH component of RSPO		
Corrective Actions: 1. SHA Manager			
	(i) Review and update field inspection checklist		
	(ii) Annual schedule updated and implemented		
	(iii) Attendance records to be completed and filed		
	Evidence:		
	(i) Field inspections, reports that cover all aspects of RSPO		
	(ii) Annual Schedule of awareness and Field reports records		
	(iii) Out grower attendance records		
Assessment Conclusion:	The corrective action plan is accepted. Effectiveness of corrective action taken will be verified in the next assessment.		

	Nonconformity				
NCR Ref #	1590313-201802-N2	Clause & Category	Minor		
		(Major / Minor)			
Date Issued	RSPO Principle & Criteria 2013	Due Date	Next assessment		
Closed	No	Date of nonconformity	NA		
(Yes / No)		Closure			
Statement of Nonconformity:	Records of monitoring and actions taken were inappropriately maintained and available.				
<b>Requirement Reference:</b>	Indicator 4.1.3				
	Records of monitoring and any actions taken shall be maintained and available, as appropriate.				
Objective Evidence:	Mbalisuna Estate:				
	Based on the records of Housing Maintenance Checklist; PF 29; Mar 2015 and Inter-company Stores/Work Requisition, no prior records of monitoring and actions to repair leakage from main pipe under the main water tank in Mbalisuna estate workers compound. Report (Inter-company Stores/Work Requisition # A 115555; dated 22/2/2018) and action only taken upon audit site visit finding of the leaked pipe that was only wrapped with rubber sheets although according to the person in-charge (Power Boi) leakages detected for about a week.				
Corrections:	1. Incidents are to be reported using the PF29				
	2. Awareness on usage of PF 29 & development and implementation of ESH 013 Repair and Maintenance Progress form				
	3. Incidents upon receipt are to	be registered in Form ESH 013	3		
	4. Incidents records are then submitted to the Assistant Manager for further action				
	5. Requisition raised for work order				
Root Cause Analysis:	1. There was no written record of the incident as it was only reported verbally 2. Reporting system in place was not used (PF29)				

RSPO Public Summary Report Revision 6 (December / 2017)

<b>Corrective Actions:</b>	Section Leader:		
	(i) Ensure that incidents are reported, recorded in PF29		
	(ii) Should the incident requires repair or maintenance then it shall be forwarded to the Assistant Manager to raise Requisition		
	Assistant Manager:		
	(i) Input status of incident onto ESH 013		
	(ii) Ensure that requisition is raised, signed and sent to responsible department		
	(iii) Should work order be slow, a follow up email to be sent		
	(iv) Managers to record work completed in ESH 13 stating the status of the reported incidents		
	Evidence:		
	(i) Records of PF 29 and ESH 013		
	(ii) Records of requisition		
Assessment Conclusion:	The corrective action plan is accepted. Effectiveness of corrective action taken will be verified in the next assessment.		

Opportunity for Improvements			
OFI #	Description		
OFI 1	Nil		

Positive Findings		
PF #	Description	
PF 1	Observed high bunch/palm at the estates	
PF 2	Wastes (domestic, recyclable and toxic) were appropriately managed.	
PF 3	Smallholders were able to explain what it takes to be RSPO certified	

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

Non-Conformity				
NCR Ref #	1430457- 201701- M1	Clause & Category (Major / Minor)	Major	
Closed (Yes / No)	Yes	Date of nonconformity Closure	17/2/2017	
Statement of Nonconformity:	The details and information on the employees' pay-slip is incomplete.			
Requirement Reference:	Indicator 6.5.1 Documentation of pay and conditions shall be available			

PF441

### **RSPO Public Summary Report**

Revision 6 (December / 2017)

<b>Objective Evidence:</b>	The National Provident Fund deduction of 5% of employee salary as per contract
	clause 15, did not indicate in all the employees' pay-slip. Sampled pay-slip from Oct -
	December 2016 from estates and mill as below:
	a. Employee No.: TT342
	b. Employee No.: TM504
	c. Employee No.: TM483
	d. Employee No.: MB5525
	e. Employee No.: MB5698
	f. Employee No.: MB5729
	g. Employee No.: MB5698
	h. Employee No.: MB5729
<b>Corrective Actions:</b>	a) Cross check IT report with current GPPOL membership listing from NPF to
	determine employees already with NPF Membership and update PPMS. (Completed
	18/01/17)
	b) For employees who are without NPF membership and/or their application is in
	process their Company ID number will be used as a temporary NPF number for the
	purposes of deductions. (Completed 19/01/17)
	c) For employees who have not yet applied for NPF membership to do so (ongoing)
	c) for employees who have not yet upplied for with membership to do so (origonity)
	d) Accounts has confirmed total outstanding contributions for each employee and
	facilitate payment. Use start date and cross reference against NPF Form A.
	(Calculation completed).
Assessment	
	The CAP and evidence submitted confirmed that the issue has been fully addressed hance the Major NC was closed on $17/2/2017$ . No ensite audit is required as the
Conclusion:	hence the Major NC was closed on 17/2/2017. No onsite audit is required as the
	closure evidence relating to documentation is sufficient for offsite closure.
	Verification during this assessment confirmed no recurrence of issue. Hence corrective
	action taken confirmed to be effectively implemented.
	action taken commence to be effectively implemented.

Non-Conformity				
NCR Ref #	1430457-201701-N1	Clause & Category (Major / Minor)	Minor	
Closed (Yes / No)	Yes	Date of nonconformity Closure	22/2/2018	
Statement of Nonconformity:	Inadequate PPE for workers to cover all potentially hazardous operations.			
Requirement Reference:	Indicator 4.7.3 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.			
Objective Evidence:	During site visit at Tetere Estate and Mbalasuna Estate, it was found that: 1. The wheelers walk bare foot while evacuating the FFB. 2. The sprayers were not using face mask while spraying.			
Corrective Actions:	<ol> <li>Safety talks to continue regularly, outlining the importance of wearing PPE.</li> <li>Safety glasses has been issued to sprayers.</li> <li>Face mask to be issued per PPE improvements to sprayers and as required by</li> </ol>			

### **RSPO Public Summary Report**

Revision 6 (December / 2017)

	<ul> <li>the respective MSDS.</li> <li>4. Footwear to be issued to field workers per PPE improvements.</li> <li>5. Risk Registry updated per required corrections and audit observations.</li> <li>6. Summarized 6 months of wheeler injuries report attached.</li> </ul>
Assessment Conclusion:	<ul> <li>7. Updated risk registry.</li> <li>Observed at block DA077R and DA078R, adequate PPE worn by the harvester and no bare footed workers noted while evacuating the FFB. For sprayers, they worn the complete PPE except for face mask. Based on the latest health check dated 14/12/17, 2/1/18 and 11/1/18, no records of illness for all the sprayers.</li> </ul>

Non-Conformity				
NCR Ref #	1430457-201701-N2	Clause & Category (Major / Minor)	Minor	
Closed (Yes / No)	Yes	Date of nonconformity Closure	22/2/2018	
Statement of Nonconformity:	The emergency procedure that has been established was not adequate.			
Requirement Reference:	Indicator 4.7.5 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.			
<b>Objective Evidence:</b>	The emergency procedure did not identify any safety equipment or training need at the housing compound of Tetere and Mbalasuna estate.			
Corrective Actions:	Emergency drill for potential emergencies that may occur in the residential areas and will include the non-working residents has been planned accordingly as well as incorporating into the risk registry.			
Assessment Conclusion:	Ngalimbiu and Mbalisuna Estate: The latest emergency drill was carried out on 8/2/18 and 25/11/17 included workers and their dependent. This full compound emergency evacuation drill is to test on the preparedness in the event of emergency if the fire outbreak occurred at residential area and plantation office.			

Non-Conformity			
NCR Ref #	1430457-201701-N3	Clause & Category (Major / Minor)	Minor
Closed (Yes / No)	Yes	Date of nonconformity Closure	24/1/2017
Statement of Nonconformity:	Starting 1st January 2017, public reporting of GHG emissions was made mandatory through the annual audit summary report, which are published on the RSPO Website. During this onsite assessment, the summary report has not been published.		
Requirement Reference:	Indicator 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.		
<b>Objective Evidence:</b>	bjective Evidence: The GHG calculation using the PalmGHG v3.0.1 is not available.		

### **RSPO Public Summary Report Revision 6 (December / 2017)**

Corrective Actions:	The GHG calculation has been completed using the PalmGHG v3.0.1. The data base generate by the PalmGHG v3.0.1 with all respective records has been forwarded to the auditors. All the data has been verified accordingly.
Assessment Conclusion:	The assessment team had verify the data base against all record provided. The data inputted into the GHGpalm v3.0.1 calculator is consistent with the records. The GHG emission reported is provided in Appendix L. The GHG emission reported by GPPOL is deemed accurate based on the record data provided.
	Closed on 24/1/2017 Verification during this assessment confirmed that the records were still available and appropriately maintained.

	Opportunity for Improvement		
OFI#	Description		
OFI 1	Indicator 2.1.3 The latest internal audit for Tetere Oil Milll and Vehicle Work Shop was conducted on 14/09/2016 and 09/12/2016 respectively. The internal audit was conducted but not covering all the section. It was found that there were no internal audit conducted to the Sustainability team with regards to process on tracking changes of the legal compliance.		
	Verification during this assessment: Based on the internal audit report which was conducted in December 2017, the process on tracking changes of the legal compliance was covered.		

#### 3.4.2 Summary of the Nonconformities and Status

CAR Ref.	CATEGORY (MAJOR/ MINOR)	ISSUED	STATUS & DATE (Closure)
Non Conformity Number 1 – 4.7.2	Minor	21/01/2016	Closed on 19/01/2017
Non Conformity Number 1 – 4.8.2	Minor	21/01/2016	Closed on 19/01/2017
1430457-201701-M1	Major	19/01/2017	Closed on 17/02/2017
1430457-201701-N1	Minor	19/01/2017	Closed on 22/02/2018
1430457-201701-N2	Minor	19/01/2017	Closed on 22/02/2018
1430457-201701-N3	Minor	19/01/2017	Closed on 24/01/2017
1590313-201802-N1	Minor	22/2/2018	Open
1590313-201802-N2	Minor	22/2/2018	Open

#### 3.5. Stakeholders Consultation

Stakeholder consultation involved internal and external stakeholders. External stakeholders were contacted by telephone to arrange meetings at a location convenient to them to discuss Tetere Palm Oil Mill Certification Unit's environmental and social performance, legal and any known dispute issues.



PF441

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 with the RSPO P&C requirements have been incorporated as an assessment finding.

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

List of Stakeholders Contacted			
Internal Stakeholders	Union/Contractors/Local Communities		
• Mill employees – lab assistant, electrical supt.,	SRM LTD Contractor		
workshop, ETP operators	Sewing service (women association)		
<ul> <li>Estates employees – harvesters, sprayers, transporter, P&amp;D, staff</li> </ul>			
Smallholders – landowners			
Government Departments	NGO		
<ul> <li>Royal Solomon Island Police Force / Guadalcanal Province (RSIPF/G-Prv.)</li> </ul>	<ul> <li>President – Guadalcanal Plains Resources Development Association (GPRDA)</li> </ul>		
Environmental Control Department (ECD) of Solomon     Island			

IS #	Description
1	Issues:
	Royal Solomon Island Police Force / Guadalcanal Province (RSIPF/G-Prv.)
	- Crime prevention support by company
	- During paydays – unsolved behaviours, introduction of illegal activities
	- Crime prevention among communities sought
	- No felony cases
	- Relationship with associations (local communities) must be strong
	Management Responses:
	Good cooperation between the company and Royal Solomon Island Police Force. The company
	noted that local communities sometime have issue with the police force due to their dedication
	in crime prevention.
	Audit Team Findings:
	No further issue.
2	Issues:
	President – Guadalcanal Plains Resources Development Association (GPRDA)

RSPO Public Summary Report Revision 6 (December / 2017)

#### Positive: Landowners direct mandatory benefits – rental, dividend Direct social benefits - training opportunities, employment \_ Local socioeconomics growth Schooling, publics clinics \_ Members of communities ventures in smallholders National recognition Negative: Social impacts - employment opportunities, economic growth- social issues cause population growth -Increased stress of local resources – land for gardening for employees as per local culture/ -Deductions from FFB payments (based on area) up to 50% -Proper drainage – funded by EU (soft loan) No awareness by GPPOL on pesticides to -When rain - flooded inside estate impacted local communities --Lacking communities communication on company's operation to environmental impact etc. \_ Amend MOU (50 years lease) – only rental every 5 years are reviewed -Road conditions - poor \_ Labour to improve salary Summary: Public information shall be available – establish communication team -GPPOL shall be transparent – most likely not to gather all in on meeting – one to one session based on grievance policies Communication between GPRDA and GPOL GM shall be efficient – as above Info to pass to communities by team **Management Responses:** Public information shall be available – establish communication team GPPOL shall be transparent - most likely not to gather all in on meeting - one to one session based on grievance policies Communication between GPRDA and GPOL GM shall be efficient - as above Info to pass to communities by team **Audit Team Findings:** Negative issues were actually been taken the action by company accordingly as per evidence verified. Some smallholders were mostly absent during company training or meeting events except during payday. 3 **Issues:** SRM LTD Contractor GPPOL much more better compare to previous company -RSPO – work towards ticking boxes (compliant towards requirements) Employed Sol. Islanders - employment \_ Contributed towards national economy (15% to GDP; Gold Mining 20-30% to GDP) **Management Responses:** Comments noted. Audit Team Findings: No further issue. 4 **Issues:** Environmental Control Department (ECD) of Solomon Island:

### **RSPO Public Summary Report**

Revision 6 (December / 2017)

	<ul> <li>Require information/feedbacks among communities on toxicity of chemicals/pesticides used in estates effect</li> </ul>		
	- Discharge from ponds direct during		
	- Lack of feedbacks from communities		
	- Flood prone area		
	- Environmental change – mind set change – river polluted		
	- Government have issues/cha		
	Recommendations:		
	- Disclose information on monitoring – English/Pijin/Local dialects – info available -		
	<ul> <li>Create departments to disseminate inform – package of publicly available docs</li> </ul>		
	<ul> <li>Awareness towards environments among communities</li> </ul>		
	Management Responses:		
	- Disclose information on monitoring – English/Pijin/Local dialects – info available -		
	<ul> <li>Create departments to disseminate inform – package of publicly available docs – can get from</li> </ul>		
	office		
	- Awareness towards environments among communities – fun day for employees & local		
	communities – latest organized by landowners, GPPOL		
	Audit Team Findings:		
	Comments mostly positive towards company and no further issue.		
5	Issues:		
0	Sewing service (women association)		
	<ul> <li>– late payment for sewing service – school uniform sewing</li> </ul>		
	<ul> <li>– suggest for capital (advance payment) in case of any service job/order</li> </ul>		
	Management Responses:		
	Late payment for sewing service – school uniform sewing – company not subsidizing school		
	uniforms to employee's children		
	<ul> <li>– suggest for capital (advance payment) in case of any service job/order – funding of sewing</li> </ul>		
	machine provided by world bank – for any service requested by company, materials provided		
	Audit Team Findings:		
	Issues raised found invalid as per evidence verified. No further issue.		
6	Issues:		
•	Guadalcanal Plains Security Services (GPSS) – to improve streetlights, boom gates, benches		
	surrounding areas (maintenance)		
	Management Responses:		
	Unless not reported in the patrol record or grievance/complaint forms, issues were taken action		
	accordingly. Non-reported issue was somehow not made aware would be difficult to be tackle		
	by management.		
	Audit Team Findings:		
	The records of report and action taken on issues reported able to demonstrate that the process		
	/mechanism in place well implemented. Familiarizations of practising recorded/documented		
	report/complain among employees and stakeholders need further improvement to ensure the		
	process/mechanism effectively implemented.		

#### Formal Signing-off of Assessment Conclusion and Recommendation

The audit objectives have been achieved and the certificate scope remains appropriate. Based on the results of this audit, it is concluded that Tetere Palm Oil Mill Certification Unit has complied with the RSPO P&C 2013, RSPO Supply Chain Certification Standard (June 2017) and audit criteria identified within the audit report. It is deemed that the management system continues to achieve its intended outcomes. Therefore, it is recommended that the certification of Tetere Palm Oil Mill Certification Unit is continued.

Report prepared by	Acceptance of Assessment Conclusion
Name: Valence Shem	Name: Craig Gibsone
Company Name:	Company Name:
BSI Services Malaysia Sdn Bhd	New Britain Palm Oil Limited Guadalcanal Plains Palm Oil Limited Tetere Palm Oil Mill Certification Unit
Title:	Title:
Lead Auditor	General Manager
Signature:	Signature:
USEANS .	(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.)
Date: 1/5/2018	Date: 1/5/2018



#### **Appendix A: Summary of Findings**

	Criterion / Indicator	Assessment Findings	Compliance		
PRINC	PRINCIPLE 1: COMMITMENT TO TRANSPARENCY				
Criterion	1.1:				
	and millers provide adequate information to relevant to allow for effective participation in decision making	t stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appr ng.	opriate languages		
1.1.1	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.	There is no restriction for any stakeholders to obtain any information upon request with regards to environmental, social and legal issues relevant to RSPO Criteria. The mechanism of obtaining the information is addressed in Information Request Procedure; SOP-SUS-002; Issue no.: 3; Date: 29/1/2018, Grievance & Complaint Procedure; SOP-SUS-003; Issue no.: 2; Date: 22/1/2016.	Complied		
	- Minor compliance -	In the company's website ( <u>http://www.nbpol.com.pg</u> ) publicly available documents such as policy, sustainability handbook and report, EIA, Management Plans & Continuous Improvement Plans. Other sensitive information such as land title and etc. will be provided upon request. Apart from that, the policies and plan were also displayed at various strategic locations at the operating units such as the main notice boards of the estates, mill offices and muster ground notice boards for employees and visitors to view.			
1.1.2	Records of requests for information and responses shall be maintained. - Major compliance -	The Certification Unit continued to maintain records of request from its stakeholders. Sighted latest internal information request records through Grievance & Issues & Info Request Communication Recording Form dated 23/7/2016. Latest external information request records dated 30/8/2017. Latest request records dated 7/9/2017 external stakeholder among local community.	Complied		

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	Criterion / Indicator	Assessment Findings	Compliance	
Criterion 1.2: Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.				
1.2.1	<ul> <li>Publicly available documents shall include, but are not necessarily limited to:</li> <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> <li>Major compliance -</li> </ul>	<ul> <li>The Sustainability Department of GPPOL 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 outcomes.</li> <li>Among the documents that were made available for viewing are: <ul> <li>Land title (held as hard copy by the land 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> </ul> </li> </ul>	Complied	
Criterion 1.3: Growers and millers commit to ethical conduct in all business operations and transactions.				



	Criterion / Indicator	Assessment Findings	Compliance
1.3.1	There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions, which shall be documented and communicated to all levels of the workforce and operations.	GPPOL adopted the group's (NBPOL) established policy i.e. NBPOL Business Ethics Policy; dated 25/8/2011 which covers all operations in the plantation activities. The policy sets out these business values and practices as a matter of Company policy to be followed by all directors and employees. The policy displayed on the notice board and communicated to employees.	Complied
	- Minor compliance -	Policy Training has been incorporated into the employees' induction training. Records for the signed induction training for each employee made available during onsite visit. Interviewed employees revealed that they aware of the policy.	
PRINCI	PLE 2: COMPLIANCE WITH APPLICABLE LAWS	AND REGULATIONS	
Criterio	n 2.1		
There is	compliance with all applicable local, national and rat	tified international laws and regulations.	
2.1.1	Evidence of compliance with relevant legal requirements shall be available. - Major compliance –	Although there are no legal requirements available in Solomon on POM operations (e.g. pressure vessel inspection, treating of POME and its legal limits, boiler stake emissions, electricity generation license, competent persons), the mill is implementing the best milling practices which development was inspire by the legal requirements from other countries processing palm oil e.g. Malaysia and PNG. Some other examples of legal compliance observed were:	Complied
		<ul> <li>Application for registration of pesticides based on Safety at Work (Pesticide) Regulations 1982 – Legal notice No. 60</li> </ul>	
		<ul> <li>Certificate of Registration (Pesticides), registration number: I51/1016/4F dated 7/10/16. Chemical name – Furadan 5G</li> </ul>	
		<ul> <li>Certificate of Registration (Pesticides), registration number: I64/0217/4F dated 6/2/16. Chemical name – Dimehypo 25SL</li> </ul>	



	Criterion / Indicator	Assessment Findings	Compliance
		<ul> <li>Section 39 – Application for license to discharge waste or emit noise, odour or electromagnetic radiation. Refer to form 6, dated 8/2/18 application to discharge waste (burning hydrocarbon waste oil)</li> </ul>	
2.1.2	A documented system, which includes written information on legal requirements, shall be maintained. - Minor compliance –	The list of legal requirements applicable to the POM and estates operations are kept in the central server. The location of the legal requirements in the server is "Sustainability Management systems\Reference Documents\Legislation". The list is updated from time to time whenever necessary by the Sustainability Department, e.g. newly revised Environmental Regulation (amendment) 2014, newly revised fees and depending on what form of industrial waste discharged.	Complied
2.1.3	A mechanism for ensuring compliance shall be implemented. - Minor compliance –	The required documents are maintained using their centralized server system. Environmental Legislation and Permits Listing [issue no. 3, dated 25/1/2018. All employees have access to the shared folder. The updating and document management of the required regulations are done by the Sustainable Department. The person responsible for the managing the documents is the Sustainability Manager. The server was verified to contained the required and update list of legal requirements for all the operations of the mill and estates. However, due to the limitations of local requirements relating to palm oil industries, the company took the initiative to implement best milling practice and adopting environmental and safety requirements set up other countries (e.g. Malaysia and PNG).	Complied
		Annual environmental inspection – GPPOL by Ministry of Environment and Conservation dated 27/9/17. This part of initial plan and initiative on the hydrocarbon waste disposal to other country that provide disposal facilities. As per the plan, hydrocarbon waste will be exported to Australia for disposal.	
2.1.4	A system for tracking any changes in the law shall be implemented.	A Legal Officer was assigned to track any change in legal. Methods of tracking could be via website e.g. Solomon Island Parliament website where information about update;	Complied



	Criterion / Indicator	Assessment Findings	Compliance
	- Minor compliance –	PacLII – contains changes of law. After information of changes is obtained, the GM will be updated and legal list is updated thereafter.	
<b>Criterio</b> The right		ely contested by local people who can demonstrate that they have legal, customary or use	er rights.
history of land ten the land shall be av	Documents showing legal ownership or lease, history of land tenure and the actual legal use of the land shall be available. - Major compliance -	The plantation was previously operated by Solomon Island Plantation Limited (SPIL). GPPOL took over the plantation (already planted with oil palm) through the Land office and started its operation in 2008. The land used for this development are lease land. The land leased are mainly belongs to the Tribe and the leasing is registered with Land Office Commissioner. The lands are classified as Perpetual land (freehold land). The land lease documents are available at the staff share folders in the server and accessible are restricted to management team. The land lease is registered with the Land Office. The Lease Register has stated the rental fee per year.	Complied
		As for the smallholders, the lands developed by are Tribe land (customary Land). The land tenure is based on the local custom. GPPOL had developed the procedure in engaging smallholders (Doc: SOP GPPOL SOP-SHA-01 Smallholder Operation Procedure issue 1 v2 20/12/2016). The procedure includes public notification (within the tribe) and approval/consent from the Tribe Chief prior accepted by GPPOL.	
2.2.2	Legal boundaries shall be clearly demarcated and visibly maintained. - Minor compliance –	The boundary demarcations normally by roads, trenching or concrete peg, guided by its Management Guidelines MG01A New Development Practices for boundaries demarcation. Maps remained in the company's server could show the boundary markers. However, the concrete pegs were damaged/vandalized in most cases making the maintenance difficult. The land was surveyed by GPPOL during the initial taking over of land from Solomon Island Plantation Limited.	Complied



	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 –	All lands developed under GPPOL (except Smallholders) are leased lands and it was previously developed with oil palm by SIPL. Hence there is no acquisition of land. No dispute was recorded on the estate lands leased by GPPOL. An interviewed with the Land Officer at Department of Land conducted on 19/01/2017 had confirmed that no dispute was recorded. The lands that the smallholders developed are customary land. During the smallholders' interview, it was made known to the assessment team that they have the rights to plant whatever they like. Most of the smallholders planted Oil Palm and continued farming crops (e.g. root crops). Hence, this indicated that the smallholders were not involuntary to plant oil palm by either the Tribe leader or GPPOL. Based on GPPOL policy, the registration of smallholders would not be approved into the GPPOL Smallholder system if there is any unresolved land conflict.	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. - Minor compliance –	There's no record of any conflict or dispute over land between GPPOL and the land owners. This was confirmed by interviewing the smallholders, stakeholders and Land Officer. The Land and Title Regulations is the Solomon Islands Protectorate Legislation which governs all land matters. Hence if there is any land dispute over the leased land, GPPOL is bounded to follow the regulation for conflict solution. There's no significant land conflict between the smallholders. However there was one	Complied
		case observed where there were disagreement between the land owners (Parcel 192- 020-1 &2). As this was the land not belongs to GPPOL, it was required for GPPOL to resolve this. However,. GPPOL had taken the initiative to help the smallholder to resolve the conflict. In resolving this conflict. GPPOL had resurveyed the land. The survey was conducted by Mosese & Associates. The maps produced from the survey were sighted. After the land was surveyed and internal approval from the tribal meeting on 19/11/2016, the land	

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	Criterion / Indicator	Assessment Findings	Compliance
		<ul><li>was approved by the tribal council to be subdivided. The retained documents were observed.</li><li>It is concluded by the assessment team that, GPPOL is practicing a fair and proper method in resolving all land conflict or dispute.</li></ul>	
2.2.5	For any conflict or dispute over the land, the extent of the disputed area shall be mapped out in a participatory way with involvement of affected parties (including neighbouring communities where applicable). - Minor compliance –	There was no record of any conflict or dispute over land between GPPOL and the land owners. This was confirmed by interviewing the smallholders, stakeholders and Land Officer. There was also no significant land conflict between the smallholders. Please refer 2.2.4 above for practice GPPOL had taken to resolve smallholder land conflict.	Complied
2.2.6	To avoid escalation of conflict, there shall be no evidence that palm oil operations have instigated violence in maintaining peace and order in their current and planned operations. - Major compliance -	There was no known conflict occurred since the last audit. In case of any conflict occurs, the company would submit to the local law and enforcement authority and through the country's legal system to resolve any conflicts. There was no evidence sighted and from interview of stakeholders, employees and smallholders it is confirmed that that the company has not used the means of confrontation and intimidation as well as paramilitaries and mercenaries to maintain peace.	Complied
Criterion 2.3 Use of the land for oil palm does not diminish the legal, customary or user rights of other users without their free, prior and informed consent.			
2.3.1	Maps of an appropriate scale showing the extent of recognised legal, customary or user rights (Criteria 2.2, 7.5 and 7.6) shall be developed through participatory mapping involving affected	As per Solomon Islands Land and Titles Regulation 1996, prior leasing any land, the owner is required to provide his consent to the Land Office Commissioner. Such consent will be required to be advertised. The owner is required to advertise the interest of disposal of the land.	Complied

### RSPO Public Summary Report Revision 6 (December / 2017)

	Criterion / Indicator	Assessment Findings	Compliance
	parties (including neighbouring communities where applicable, and relevant authorities). - Major compliance –	The company by default is required to follow this Law as it is one of the Regulations applicable to the operations. This Law is registered in the GPPOL Legislation Register and it is being tracked for any changes. Hence no formal SOP is required.	
		As the Land and Titles Regulation 1996 requires land owner to provide their consent, GPPOL by law go through the FPIC process Sample of the Binu Parcel was sighted on the letter of intent of the land owner to the Land Office and newspaper advertisement.	
		During the assessment, it was observed that there is no expansion. Therefore, there is no necessity for FPIC to be conducted by the company.	
		The map for the GPPOL developed lands was sighted. The maps are remained in the GPPOL server. The printed map shown to the assessment team is approx. 1:20,000. However the size of the map could be resized as GPPOL has the GIS.	
		The maps produced by GPPOL were not referencing to the SIA and HCV as GPPOL did not conduct any SIA or HCV. GPPOL took over the leased land (planted with oil palm) from SIPL.	
		During the starting of palm oil development by SIPL, there were not SIA or HCV conducted. During the taking over of the development from SIPL, GPPOL had conducted a Rapid Conservation Assessment report. Up to now, there have no new development by GPPOL. Hence, no HCV and SIA were conducted.	
		As there was no reference of the SIA or HCV, GPPOL completed the mapping base on land surveying and document packages available from the land leasing. The maps produced by GPPOL included title, legend, scale and geographical reference. The detail mapping with boundaries coordinates are remained in the server	
2.3.2	Copies of negotiated agreements detailing the process of free, prior and informed consent (FPIC)	All land under the GPPOL development is leased lands. The copy of the land lease registers is remained in the server.	Complied

### RSPO Public Summary Report Revision 6 (December / 2017)

	Criterion / Indicator	Assessment Findings	Compliance
	<ul> <li>(Criteria 2.2, 7.5 and 7.6) shall be available and shall include:</li> <li>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;</li> </ul>	The consent practice is Solomon Islands are regulated in Land and Titles 1996. Prior leasing the land, the owner is required to provide their consent and advertise their intent of leasing the land. As all the leasing had the Lease Register, this means all the leasing had gone through the consent procedure. There were not evident observe from the Lease Register that there was a withhold consent for development. As stated above, it is the consent that the land owners are required to provide to the Land Office prior it is allowed to be leased. Hence this mean that the land owners had chosen that their land to be leased out for palm oil development.	
	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;	Prior the owner could announce their consent to lease the land, there will be internal customary decision. In case if there are dispute within the tribe, the leasing will not be permitted. In case if the any of the tribe members do not want to be part of the lease, the land belongs to them can be separated out from the leasing.	
	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.	The leasing of the land are legally binding as stated in the Lease Register.	
	- Minor compliance –		
2.3.3	All relevant information shall be available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements.	Verification of the leasing documents confirmed that all information is available in appropriate languages, understood and accessible.	Complied



	Criterion / Indicator	Assessment Findings	Compliance
	- Minor compliance –	The current leasing land do not have documents on impact assessment and proposed benefit sharing as these lands was already developed prior GPPOL started leasing the lands.	
2.3.4	Evidence shall be available to show that communities are represented through institutions or representatives of their own choosing, including legal counsel.	In each land leasing, there will be 5 trustees nominated by the Tribe council. The name of the 5 trustees had appeared in the Lease Register and agreement.	Complied
	- Major compliance -		
PRINCI	PLE 3: COMMITMENT TO LONG-TERM ECONON	IIC AND FINANCIAL VIABILITY	
Criterio	n 3.1		
There is a	an implemented management plan that aims to achi	eve long-term economic and financial viability.	
3.1.1	A business or management plan (minimum three years) shall be documented that includes, where appropriate, a business case for scheme smallholders. - Major compliance -	Tetere POM and supply bases have established and implemented its commitment to long term sustainability and improvements through a capital expenditure programme. Budget and 5 years' management plan (projections 2017- 2021) in the GPP Open Budget was verified during the audit. Tetere Palm Oil Mill and supply bases have made progress towards achieving their performance production targets for the current financial year. In the budget there was also projection of crop and cost per tonne CPO produced. There is some plant and machinery budgeted for FY18/19 such as fuel retriever system for boiler and retrofitting sterilizer door and liner.	Complied
3.1.2	An annual replanting programme projected for a minimum of five years (but longer wherenecessary to reflect the management of	General policy of replanting is 20 years. Other criteria such as yield performance is also considered for replanting. The replanting programme in Ha unit for the visited estates are as follows:	Complied


	Criterion / Indicator		Assessment Find	ings	Compliance
	fragile soils, see Criterion 4.3), with yearly review, shall be available.	Financial Year	Ngalimbiu Estate (Ha)	Mbalisuna Estate (Ha)	
	- Minor compliance –	2017/18	0	0	
		2018/19	141.23	257.38	
		2019/20	0	129.73	
		2020/21	0	0	
1		2021/22	0	0	
		2022/23	0	0	
Criterio					
Operatin	g procedures are appropriately documented, consiste	ently implemented	and monitored.		
4.1.1	Standard Operating Procedures (SOPs) for estates and mills shall be documented. - Major compliance -	AttestMillStandard Operating Procedure, Version:2, dated: 20/12/16, was established to cover all the station. Sighted some of the procedure related to laboratory, weighbridge, ramp and FFB conveyors, sterilizer, capstan, threshing, press, clarification room, kernel recovery, kernel crushing plant, boiler, FFB grading, oil dispatch, reverse osmosis plant, pollution control devise, POME treatment, oil discharge, diesel discharge, LPG decanting on site, etc.			

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RSPO Public Summary Report Revision 6 (December / 2017)

Criterion / Indicator	Assessment Findings	Compliance
	Safe operation Instructions have been derived from SOPs and are posted at work stations at the mill and at certain locations at the estates, such as the Muster Notice Boards. Eg: Entering FFB conveyers, threshing and pressing station, clarification station, kernel recovery station, kernel crushing plant, boiler plant operation, power generation station and etc.	
	Operation Guidelines, GPPOL TOM-OG-03, version:1 dated 31/8/17 for Log Out Tag Out (LOTO) Systems Operation Guidelines has been documented for LOTO system implementation. Other related SOP for centralized workshop were sighted:	
	<ul> <li>GPPOL SOP-WS-01: Machine Operation</li> <li>GPPOL SOP-WS-02: Truck Driver</li> <li>GPPOL SOP-WS-03: Tyre Repair</li> <li>GPPOL SOP-WS-04: Welding Operation</li> <li>GPPOL SOP-WS-05: Handling of Hydrocarbon</li> <li>GPPOL SOP-WS-06: Daily Tractor Pre-Start</li> <li>GPPOL SOP-WS-07: Testing of Repaired Machinery</li> <li>GPPOL SOP-WS-08: Usage a Chain Block</li> </ul>	
	Estates	
	Plantation Management Guidelines was established to cover all the estate operations. Sighted some guidelines;	
	<ul> <li>MG-01A New Development Practices, issue 5, Jun 2014</li> <li>MG-01B Replanting Practices, issue 5, Jun 2014</li> <li>MG-02 Nursery Practices, issue 5, Jun 2014</li> <li>MG-03 Pesticides Practices, issue 5, Jun 2014</li> <li>MG-04 Upkeep Practices, issue 5, Jun 2014</li> </ul>	



	Criterion / Indicator	Assessment Findings	Compliance
		MG-05 Harvesting Practices, issue 5, Jun 2014	
		All the SOPs and guidelines were made available at office in softcopy and can be accessed by the manager and the assistant managers.	
4.1.2	A mechanism to check consistent implementation of procedures shall be in place. - Minor compliance –	<u>Mill</u> Mechanism to check consistent implementation of procedures carried out by sustainability and safety team on monthly, quarterly and annual basis. The latest sustainability audit was carried out in the month of December 2017 for bulk terminal and Tetere POM (13 December 2017). Monthly inspection was done on 12/11/17 by Sustainability Team using RSPO/ISO inspection checklist. The inspection covers all area within the mill and estates operation. The inspection results will be used	Non-conformity
		as input for quarterly OSH meeting. Mill evaluation report consists of all station in the mill, which was conducted on monthly basis by Mill Manager/Assistant Mill Manager. The latest mill evaluation report was conducted on 31/12/17.	
		<u>Estate</u>	
		• Harvesting standard – daily checking by field staff (recorded in Section Leaders Daily Report), mill's grading (recorded in FFB Grading form),	
		• General field operation – monthly visits by Sr. Managers, e.g. GM (Craig Gisbone), Sr. Plantation Manager (Mesach), Operation Manager (Azahar Saat). Last report was on 15/2/2018 (Ngalimbiu) and 30/9/2017 (Mbalisuna) – covering the matters of productivity, administration, harvesting standard, upkeep standard (weeding, roads, bridges, fertilizer application, PPE), P&D – score was 58% (Ngalimbiu) and 69% (Mbalisuna)	
		• Biannually visit by external inspector (Liong Ting) – last visit was on 6/12/2017 (Ngalimbiu) and 29-30/11/2017 (Mbalisuna) – covering harvesting productivity,	

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	Criterion / Indicator		Assessm	nent Findings		Compliance	
		harvesting standa roads, P&D, labou		, palm census, pruning,	manuring, rat damage,		
		"Smallholder Field	iled visit by the Smallholder Manager – checking mainly on GAP through utilisation of nallholder Field Visit Report". However, checking on other RSPO aspects such as OHS, vironment and social was not really seen. Therefore, a non-conformity was assigned to this lapse.				
4.1.3	Records of monitoring and any actions taken shall be maintained and available, as appropriate. - Minor compliance –	available at Susta	l records related to Internal Audit and Mill Evaluation Report was maintained and ailable at Sustainability and Tetere POM Office. mple of records checked:				
		Report	Reference no.	Date of audit	Audited site (s)		
		Quarterly Internal audit	SMS-023 Q	13 <sup>th</sup> December 2017	Bulk terminal		
		Quarterly Internal audit	SMS-023 Q	13 <sup>th</sup> December 2017	Tetere POM		
		Production evaluation	Mill visit – production evaluation	31/1/18	Tetere POM		
	Estate						



	Criterion / Indicator	Assessment Findings	Compliance
		Mbalisuna Estate: Based on the records of Housing Maintenance Checklist; PF 29; Mar 2015 and Inter- company Stores/Work Requisition, no prior records of monitoring and action to repair leakage from main pipe under the main water tank in Mbalisuna estate workers compound. Report (Inter-company Stores/Work Requisition # A 115555; dated 22/2/2018) and action only taken upon audit site visit finding of the leaked pipe that was only wrapped with rubber sheets although according to the person in-charge (Power Boi) leakages detected for about a week. Records of monitoring and actions taken were inappropriately maintained and available. Hence, a minor noncompliance has been raised on this matter.	
4.1.4	The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB). - Major compliance -	The mill records the origins of all third-party sourced Fresh Fruit Bunches (FFB). The records are maintained beginning at the weigh bridge tickets and delivery notes. List of third party supplier is available and verified under list of register smallholders. The FFB supplier contract requires the supplier to declare the origin of FFB.	Complied
Criterio	n 4.2:		
Practices	maintain soil fertility at, or where possible improve	soil fertility to, a level that ensures optimal and sustained yield.	
4.2.1	There shall be evidence that good agriculture practices, as contained in Standard Operating Procedures (SOPs), are followed to manage soil fertility to a level that ensures optimal and sustained yield, where possible. - Minor compliance –	Plantation Management Guidelines as mentioned in Indicator 4.1.1 were used as procedures for implementation of good agriculture practices. In term of managing soil fertility, guideline MG-04 is referred. Generally, information about nutrient content will be analysed through leaf sampling analysis prior to recommendation of fertilizer application will be given thereafter.	Complied



	Criterion / Indicator	Assessment Findings	Compliance
4.2.2	Records of fertiliser inputs shall be maintained. - Minor compliance –	The estates maintained the record of the fertiliser application in the fields in order to monitor and ensure the application is carried out as recommended by the agronomist. Among the information available in the records was field number, date of application and type & quantity of fertilisers. Based on the agronomist recommendations, the average dosage of fertiliser for the visited estates were 5 kg/palm/year. The types of fertiliser were of Urea, MOP, rock phosphate, Kieserite and Boron.	Complied
4.2.3	There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status. - Minor compliance –	Leaf and soil nutrient analysis are the common method used in obtaining information of fertilizer requirements in oil palm plantation. The frequency for leaf sampling is normally once a year while for soil analysis is once in 5 years. The leaf sampling for both visited estates were conducted in first quarter of 2017 by third party lab while the last soil analysis report is dated 31/10/2014.	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 –	<ul> <li>Application of EFB is recommended according to GPPOL's Plantation Management Guidelines at the rate of:</li> <li>20mt/ha for matured palms at every 6 months interval</li> <li>45mt/ha for immature palms</li> <li>Based on the EFB application records, the estates applied the EFB in the estate as per recommendation.</li> </ul>	Complied
Criterio	n 4.3		
Practices	minimise and control erosion and degradation of so	ils.	
4.3.1	Maps of any fragile soils shall be available. - Major compliance -	Soil map was available for verification. There was no soil catergorised as fragile or problematic. The major soil type of the visited estates were of Metapona Grass, Metapona Bush, Konga Grass and Konga Grass	Complied



Complied Complied
Complied
Complied
Complied
Complied



	Criterion / Indicator	Assessment Findings	Compliance
4.4.1	An implemented water management plan shall be in place.	Ngalimbiu & Mbalisuna – water supply for drinking is 100% from bore hole. Water Management Plan is available for 2018 which includes:	Complied
	- Minor compliance –	• Water extraction – water catchment for domestic uses, water catchment for mill uses, water reuse for mill uses, water catchment for nursery uses, natural springs, creeks and ricer sources criteria	
		Wastewater discharge	
		Buffer zone management	
		<ul> <li>Water Management – continuous improvement at GPPOL:</li> </ul>	
		- Construction of new bore hole for drinking water at Okea compound	
		- 6 monthly cleaning of overhead tanks & flushing of water pipes in all GPPOL compounds	
		- Engagement of new contractor to do water sampling for microbiological and chemical parameters tests	
		- Buffer zones get re-instated during replant	
		- Establishment buffer zone nursery	
		All of the action plan have been completed in 2017	
4.4.2	Protection of water courses and wetlands,	No river crossing Ngalimbiu.	Complied
	<ul> <li>including maintaining and restoring appropriate</li> <li>riparian and other buffer zones (refer to national</li> <li>best practice and national guidelines) shall be</li> <li>demonstrated.</li> <li>Major compliance -</li> </ul>	Mbalisuna has a map of future buffer zone for the creeks in the fields. It will not be planted/developed in the next replanting. Water quality analysis of natural springs, creeks and river sources is done once in 2 months for pH, N, NO3, P, PO4, TSS, Turbidity and E.coli. Last test was 27/11/2017	



	Criterion / Indicator		Assessment Finding	gs	Compliance		
		taste – last test was done on – if coliform/e.coli is high – w Microbiological Analyses of Dr	Atable water from borehole is analyzed once/month for total coliform, e.coli, odour and ste – last test was done on 30/1/2018 at 3 points – source, first house and last house if coliform/e.coli is high – workers asked to boil water. crobiological Analyses of Drinking Water; Job #12; Sample date: 20/12/2017; Report te: 11/1/2018 by SPE Analytical, Honiara.				
4.4.3	Appropriate treatment of mill effluent to required levels and regular monitoring of discharge quality, especially Biochemical Oxygen Demand (BOD), shall be in compliance with national regulations (Criteria 2.1 and 5.6). - Minor compliance –	water will pump back to the amount of solid accumulation tested on weekly basis and l report dated 4/1/18, 12/1/18,	Tetere POM used GeoTube to filter out all the solid from Effluent Pond and the filtered vater will pump back to the pond. The continuous desludging approach is to reduce amount of solid accumulation due to anaerobic process at POME. BOD and pH were ested on weekly basis and based on the limit set by the company. Weekly analysis eport dated 4/1/18, 12/1/18, 18/1/18 and 25/1/18 were sighted. All parameters tested vere within the set limit. With the tertiary plant operated since 2011, the BOD level < 10 mg/l.				
4.4.4	Mill water use per tonne of Fresh Fruit Bunches (FFB) (see Criterion 5.6) shall be monitored.	Tetere Oil Mill monitored its w supply for its mill process usa	•	onthly basis for the source of water	Complied		
	- Minor compliance –	Year	Water consumed				
		FY16/17	1.05 m3				
		FY17/18 (Todate Jan 18)	0.94 m3				
<b>Criterio</b> Pests, di		ffectively managed using appro	priate Integrated Pest N	lanagement techniques.			
4.5.1	Implementation of Integrated Pest Management (IPM) plans shall be monitored. - Major compliance -	outbreak. Nonetheless, the beneficial plants and no blar discontinued due to high rate	ely managed using appropriate Integrated Pest Management techniques. rically, leaf-eating pest is not an issue for the estates. There has been no case of reak. Nonetheless, the estates have the initiative to maintain its planting of ficial plants and no blanket spraying was observed. Barn owl project has been intinued due to high rate of theft of the barn building materials. Thus, the estates to depend on rat baits (a.i. Flocoumafen).				

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	Criterion / Indicator		Assessment Findings		Compliance		
4.5.2	Training of those involved in IPM implementation shall be demonstrated. - Minor compliance –	Sighted training on rat baiting workers.	ighted training on rat baiting dated $30/10/2017$ and $2/11/2017$ – attended by 24 vorkers.				
<b>Criterio</b> Pesticide	<b>n 4.6</b> s are used in ways that do not endanger health or th	ne 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 -	(IPM) Plan, Issue:7, Dated:16	ied is available in GPPOL Integ /2/17 – Section 5.2: Justificatio specific to the target pest, weed a e effect on non-target species.	on of pesticide usage at	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	of active ingredients applied pe	luding active ingredients used a er ha and number of application ding programme and herbicide	s) were established and	Complied		
	number of applications) shall be provided.		FY17/18 as at January 2018				
	- Major compliance -	Ngalimbiu Estate	a.i./ha				
		Glyphosate	1.4639				
		Metsulfuron Methyl	0.2275				
		Carbofuran	0.0138				
		Dimehypo	0.977				
		Mbalisuna Estate	a.i./ha				



	Criterion / Indicator	Assessment Findings	Compliance
		Carbofuran0.00752, 4-D dimethyl ammonium0.4396	
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 GPPOL Integrated Pest Management (IPM) Plan, Issue:7, Dated:16/2/18. The implementation in the field is consistent with the manual. There is no prophylactic use of pesticides.	Complied
4.6.4	Pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat, are not used, except in specific situations identified in national Best Practice guidelines. The use of such pesticides shall be minimised and eliminated as part of a plan, and shall only be used in exceptional circumstances. - Minor compliance –	The pesticides that are categorised as Class 1A and 1B was not used in both estates. Alternatives pesticide such as Glyphosate was used. During site visit at Chemical Store, found that there is no stock of Class 1A and 1B pesticides.	Complied



	Criterion / Indicator		Assessme	ent Findings			Compliance
4.6.5	Pesticides shall only be handled, used or applied by persons who have completed the necessary training and shall always be applied in accordance	pesticides usage	Operational Guidelines (OG) and Standard Operating Procedures (SOP) related to pesticides usage and applications have been documented. Reviewed OG and SOP sampled during visit:				Complied
	with the product label. Appropriate safety and application equipment shall be provided and used. All precautions attached to the products shall be		SH-008, SOP of Chemica	I Handling and	Storage, issue	e:1 dated 29th	
	properly observed, applied, and understood by workers (see Criterion 4.7).	ii) GPPOL SOP-I issue: 1 dated 1	PLT-002, SOP of Handling 2/7/17	g and Applicatio	n of Carbofu	ran Procedure,	
	- Major compliance -	iii) Plantation Op	ii) Plantation Operational Guidelines, GPPOL OG PLT-001, issue:0 dated 7/8/17.				
		the product labe Appropriate safe cartridge respira	handled, used or applied b el. Latest training for pest ety and application equip tor, anti-fog goggles, face y data sheet (MSDS) check	icides handler w ment were pro shield, coverall a	vas conducted vided and us and wellington	d on 13/12/17. ed, i.e double boots. Sample	
		Chemical/tr ade name					
		Glyphosate	Glyphosate Isopropyl Amine (41% w/w)	III	1/4/15		
		Dimehypo (Bisultap)25 % (soluble liquid)	Dimehypo	III	20/5/16		
		Agritox 3G	Carbofuran	III	26/10/16		



Criterion / Indicator			Compliance				
			All precautions attached to the products (SDS, notice board etc) were properly observed, applied, and understood by workers based on the interview with staff and workers at visited estates.				
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 -	and key. During visit in and securely locked and	The operating units were stored the remaining solution at the store that 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. The empty containers were recycled back as a mixing container and painted with red line.				
4.6.7	Application of pesticides shall be by proven methods that minimise risk and impacts. - Minor compliance –	The quantity of agroch justified in GPPOL Int Example of the metho the following:	Dated:16/2/18.	Complied			
		Pest and disease (P&D)	Ai of Chemical	Method and application			
		Domestic coconut Rhinoceros beetle	Agritox 3G (Carbofuran 3% of 4 kg)	3 gm per palm			
		Dimehyppo 25 SL	Dimehypo	20 ml of dimehypo per palm/injection			



	Criterion / Indicator	Assessment Findings	Compliance
4.6.8	Pesticides shall be applied aerially only where there is documented justification. Communities shall be informed of impending aerial pesticide applications with all relevant information within reasonable time prior to application. - Major compliance -	No aerial spray at GPPOL estates.	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 –	The knowledge and skills on pesticides of the employees and associated smallholders were maintained through various ways such as meetings, trainings, briefing, field visits, etc. Based on interview with the workers and sampled smallholders, it was noted that their knowledge in handling pesticides was good.	Complied
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 –	The waste material especially the empty chemical containers were recycled for spraying activity and consistent with established procedure GPPOL SOP ESH-008: Chemical Handling and Storage and Waste Management Plan, issue: 7 dated 30/1/18. The disposal of the chemical containers are stated in indicator 5.3.2 below.	Complied
4.6.11	Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated.	The medical surveillance for sprayers and pesticide operators were conducted twice a year. Medical examination programme established for those who exposed to chemical	Complied



	Criterion / Indicator		Asses	ssment Findings		Compliance	
	- Major compliance -	for upkeep and P&I health.					
4.6.12	No work with pesticides shall be undertaken by pregnant or breast-feeding women. - Major compliance –	urine pregnancy tes and check the preg	There are women works with pesticides at all visited estates. For those female sprayer, urine pregnancy test (UPT) will be conducted by company's medical doctor to confirm and check the pregnancy status for those who exposed to chemical. Refer to summary of medical check-up as at December 2017 as per the following:				
		Employee name	Health Status	Pregnancy Status	Estate		
		Sample 1	Fit	UPT-negative	Ngalimbiu Estate (Okea		
		Sample 2	Fit	UPT-negative	– Division)		
<b>Criterio</b> An occur	<b>n 4.7</b> pational health and safety plan is documented, effecti	ively communicated a	and implemented.				
						Complied	
4.7.1	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 -	by General Manage plan for 2017, issuidentification, Hazar OSH management s	upational Health and Safety Policy was last reviewed on 21st June 2017 and signed General Manager of New Britain Palm Oil Limited. Operational Safety Management for 2017, issue: 7 dated 20/1/2018 comprises of Induction, Training, Hazard tification, Hazard register, work place safety check, emergency and etc. Sample of management system activities as follows: sk Assessment				

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RSPO Public Summary Report Revision 6 (December / 2017)

	Criterion / Indicator	Assessment Findings	Compliance
		Latest risk assessment register, GPPOL SMP 008 dated 02/1/18. Noted the new risk assessment dated 23rd June 2017 for the mill's new ramp extension and evaluated as low risk (6). Appropriate control measures have been identified in the risk assessment register. No high risk activities identified.	
		ii) TOM Inspection Checklist	
		Mill evaluation report consists of all station in the mill, which was conducted on monthly basis by Mill Manager/Assisstant Mill Manager. The latest mill evaluation report was conducted on 31/12/17.	
		iii) Chemical Assessment (Chemical Inventory)	
		The assessment was conducted annually by Lab Supritendant. The latest assessment was conducted on 25/2/17. All the safety precautions were identified in the assessment.	
		iv) Permit to Work implementation	
		Permit to work covers activities for working at height and confined space. Sample of permits checked:	
		i) Check/repair light at boiler no.1, date issued: 13/2/18. Cancellation date: 13/2/18.	
		ii) Boiler no.1 clean-up, date issued: 2/2/18, Cancellation date: 2/2/18.	
4.7.2	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 -	Risk assessment for all activities was assessed and based on Hazard Identification and Risk Assessment Procedure, Issue No:5, Dated:23rd July 2015. The risk register was incorporated in the Operational Safety Management plan for 2017, issue: 7 dated 20/1/2018. The latest version dated 20/1/18 was available for review. All work units and activities in the mill have been risk assessed; for example new ramp extension, reception area, sterilizer station, press station, boiler station, engine room, clarifier station, laboratory, ETP and etc.	Complied



	Criterion / Indicator		Assessment Findings		Compliance		
		the product label. Approprised, i.e. 3M 6300, anti-fo	sed or applied by trained workers applied in riate safety and application equipment we og goggles, goggles and nitrile rubber glo (SDS) checked and available during site visi	re provided and oves. Sample of			
		Trade name					
		Hexane	Hexane	12/7/13			
		Spirax Sarco Omega Tan	Tannic Acid Boiler Feed Water Treatment	26/5/15			
		Spirax Sarco Alpha 1	Sodium Hydroxide Solution	26/5/15			
		properly observed, applied	All precautions attached to the products (Safety Data Sheet, notice board etc) were properly observed, applied, and understood by workers based on the interview with staff and workers at visited estates.				
		activity covered in the risk r	was established, dated 28/12/17 by sustaina egister was admin and office, building and co replanting, nursery, manuring, spraying, ha	onstruction, field			
4.7.3	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	programme had been carri safe working practices. Eg safety, training on all proc	Training Scheduled for 2017 and 2018 was established. Awareness and training programme had been carried out. All workers involved had been adequately trained in safe working practices. Eg: Training on empty chemical container disposal, laboratory safety, training on all process in the mill, boiler water testing, BOD test procedure, craining on chemical handling and etc. Example of training carried out in 2017 and 2018 were:				
	pesticide application, machine operations, and land preparation, harvesting and, if it is used, burning.	Date Training Top 14/6/17 Zero harm c chemical haz	commitment ( Confined space, working at h	neight, LOTO,			



	Criterion / Indicator		Assessment Findings	Compliance		
	- Major compliance -	23/6/17 6/7/17 1/11/17 25/10/17 11/11/17 27/11/17 1/12/17 9/2/17 6/4/17 11/4/17 9/5/17 16/10/17	Emergency evacuation drillDefensive driving (carting of oil product, traffic rules & defensive driving)Safety Training (traffic and vehicle safety, risk assessment using HAZON book)Handling and application of Carbofuran Handling and application of DimehypoNo burning and buffer zones training JSEA on Carbofuran handling and applicationFirst aid refresher training Pregnant and breast feeding policy Legal compliance and safety, environment and social responsibility Occupational injury and management Risk and hazard identification			
4.7.4	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 -	and inputs fi 29/1/18 has carried out i workers rela platform for Tetere POM person in ch	HS meeting conducted on monthly basis and meeting minutes includes issues raised nd inputs from sustainability department walkabout report etc. Latest meeting dated 9/1/18 has discussed issues related to injury, health, safety, environment and audits arried out in the month. No major issue reported and only minor concerns raised by vorkers related to their rest area and some place that requires access bridge and latform for safety. The next meeting will be scheduled on 26th February 2018. For etere POM, EHS officer was appointed as safety representative @ secretary. The erson in charge will be responsible on all EHS related matters as well as incident eporting to HQ.			



Criterion / Indicator	Assessment Findings	Compliance
	GPPOL Plantation SMP 007, dated 19th January 2018 under section 4 : Roles and Responsibilities has defined the roles and nominated personnel for ESH Committee. The committee consist of:	
	i) Chairman of ESH (plantation manager)	
	ii) Safety Superintendent	
	iii)Site ESH representative	
	iv)Group leaders	
	Ngalimbiu Estate	
	SHC organization chart for 2018	
	i) Chairman – Estate Manager	
	ii) Secretary – Estate Assistant	
	Latest meeting – 8/2/18	
	Latest meeting minute dated 4/12/17 was verified. Changes noted in the OSH committee for 2018 as to replace the safety secretary for division 2, Mbarande.	
	Monthly inspection was carried out by Sustainability team on 7/11/17 sampled at Mbalasuna Estate. Specific toolkit used for the inspection under Plantation Monthly Inspection Checklist @ RSPO/ISO inspection checklist. The checklist has covered all work units for estate's operation. Part of the checklist is to check the availability of first aid kit at each respective work units on monthly basis.	
	Follow-up audit was done concurrently with quarterly internal audit by Sustainability Team. The latest audit dated 19/12/17 for Q4/2017 was verified.	



	Criterion / Indicator		Asse	ssment Findings			Compliance
4.7.5	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 –	procedure (SOP-EHS-003, dated 28/12/15) and Emergency Response Plan have been established and communicated to employees, contractors and visitors. Latest full compound fire and evacuation drill was last conducted on 14/9/17 (Tetere POM) and 18/1/17 (Ngalimbiu Estate) and 25/11/17 ((Mbalasuna Estate) to test the state of readiness during emergency situation. Emergency drill @ performance evaluation repor, GPPOL SOP-EHS-003 will be generated after completion of the drill. For fire drill, the					Complied
		format and repor	ted by GPPOL Media	cal Doctor.	•		
			s sampled at visited		1		
		Work unit	Certificate number	Certificate	Validity		
		Workshop	Reg. no. 18007	Essential First Aid Certificate	14 <sup>th</sup> February 2020		
		Process	Reg. no. 18020	Essential First Aid Certificate	14 <sup>th</sup> February 2020		
		Office	Reg. no. 18010	Essential First Aid Certificate	14 <sup>th</sup> February 2020		



	Criterion / Indicator		Asse	ssment Findi	ngs		Compliance
		Electrical	Reg. no. 18019	Essential Fi Aid Certificate	irst 14 <sup>th</sup> February e 2020		
4.7.6	All workers shall be provided with medical care, and covered by accident insurance.	Medical care is pro group insurance s		ployees for fre	ee. Local workers are co	overed under	Complied
	- Minor compliance –	Insurance Policy numbe 46043 MARSH	Period r 31st Dec 2017 Dec 2018	′ – 31st Tete	nark ere Oill Mill, Tetere ate and Mbalasuna ate		
4.7.7	Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics. - Minor compliance –	Medical Doctor (N		ill be send to	aintained and summariz Sustainability Departm cidents:		Complied
		Year	ТОМ	Ngalimbiu Estate	Mbalasuna Est		
		2017	4 incidents (10 LTA)	13 incidents (14 LTA)	s 26 incidents (33 LTA)		
		2018	0 incident	1 incident (2 LTA) – Okea Division			
		*LTA is equivalent	to lost man days				
Criterio All staff,	n 4.8 workers, smallholders and contract workers are appr	opriately trained.					



	Criterion / Indicator	Assessment Findings	Compliance
covers Criteria training program	Criterion / Indicator         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 –	<ul> <li>GPPOL Awareness &amp; Training Schedules – 2018; ESH Assessments; Date: January 2018; Approved by Sustainability Manager plans for sampled following:</li> <li>1) Jan 2018 Awareness topics – RSPO Principles (Wk 1), Maternal Policy (Wk 2), Employee Rights Policy (Wk 3), OHS Policy (Wk 4)</li> <li>Latest training conducted:</li> <li>1) Selective Weeding; date: 15/2/2018 as per Attendance Register; GPPOL SMS FRM EHS 001 by Estate Assistant Manager to workers</li> <li>2) High Performance Gang (HPG) Training &amp; Work Standards of HPG; date: 23/1/2018 as per Attendance Register; GPPOL SMS FRM EHS 001 by Estate Assistant Manager</li> </ul>	Compliance
		to workers Training records sighted at Ngalimbiu: • Harvesting refresher training on 9/11/2017, attended by 20 workers, conducted by plantation manager • Sanitation training on 6/2/2018, attended by 14 workers • Coconut rhino beetles (CRB) training on 18/11/2017, attended by 6 workers, conducted by plantation manager • Tractor drivers refresher training on 7/11/2017, attended by 6 drivers • Cover crop training on 7/11/2017, attended by 6 workers • Control of RB population training on 6/11/2017, attended by 20 workers • Spraying safety & standard on 5/1/2018, attended by 20 workers • Fertilizer application training on 1/9/2017, attended by 4 workers	



	Criterion / Indicator	Assessment Findings	Compliance
4.8.2	Records of training for each employee shall be maintained.	Verification of availability of training records (refer 4.8.1) showed that the maintenance was effectively done.	Complied
	- Minor compliance –		
PRINCI	PLE 5: ENVIRONMENTAL RESPONSIBILITY AN	D CONSERVATION OF NATURAL RESOURCES AND BIODIVERSITY	
Criterio	n 5.1		
	of plantation and mill management, including replant tive ones are made, implemented and monitored, to	ing, that have environmental impacts are identified, and plans to mitigate the negative imp demonstrate continual improvement.	acts and promote
5.1.1	An environmental impact assessment (EIA) shall be documented. - Major compliance -	The Environmental Aspect and Impacts has been established by the company covering Administration office, Building & Constructions, Bulk Storage Facility, Field Upkeep, Housing, Mill, Replanting, Resources Management, Chemical Storages, Transports and Waste Disposal (Doc: GPPOL Risk Register 2018).	Complied
		As per the last assessment, there was no significant changes noted the in register. The coverage of environmental aspect has included:	
		1. Earthwork, Building Maintenance, mills and estates	
		2. Water table management	
		3. New Development / Replanting	
		4. The management of POME treatment	
		5. IPM approach	
		The Environmental Aspect Impact assessment has been conducted. As stated above, GPPOL (the parent company of GPPOL is New Britain Palm Oil Limited (NBPOL) took over the plantation (through Land Office Commissioner) that was previously managed by Solomon Island Plantation Ltd. Therefore, there were no initial EIA has been	

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	Criterion / Indicator	Assessment Findings	Compliance
		conducted prior stated the plantation. However, NBPOL had taken initiatives to produce and Environment Report after taking over the plantation. The Environment Report has reviewed and accepted by the Department of Forests, Environment and Conservation on 07/01/2005.	
5.1.2	Where the identification of impacts requires changes in current practices, in order to mitigate negative effects, a timetable for change shall be developed and implemented within a comprehensive management plan. The management plan shall identify the responsible person/persons. - Minor compliance –	The GPPOL SMS Environmental Monitoring Management Plan dated 12/01/2017 was reviewed to confirm a management plan for 2017 is in place covering the item: i. Register of Environmental Impacts which provides the potential impacts from the practices and its mitigations. ii. Legal and other requirements iii. Objective and Targets iv. Legal compliance v. Emergency Preparedness and Response vi. Internal Audits vii. Internal Inspections viii. Drinking Water Biological Testing ix. Local Water chemical testings x. PCD Inspections xi. Fire Extinguishers xii. Mill POME BOD Monitoring xiii. Smoke Density Monitoring xiv. KPI Monitoring xv. SMS System Audit The management plan was issued by the Sustainability Manager. The implementation of the management plan in continuous. The management plan is reviewed by the Sustainability Manager on yearly basis.	Complied



	Criterion / Indicator	Assessment Findings	Compliance
		According to the Environmental Procedure EMS-001 Identification of Environmental Aspects Procedures; issue 3 dated 11/1/2017, the aspect/impact will be reviewed yearly or more frequent if required (e.g. change process management).	
5.1.3	This plan shall incorporate a monitoring protocol, adaptive to operational changes, which shall be implemented to monitor the effectiveness of the mitigation measures. The plan shall be reviewed as a minimum every two years to reflect the results of monitoring and where there are operational changes that may have positive and negative environmental impacts. - Minor compliance –	The monitoring of the Management Plan implementation is depended on the Frequency stated in the plan. The effectiveness of the mitigation measures especially those in the Aspect/Impact register will be monitored through internal audit and annual management review. As stated in the Management Plan and Environmental Procedure EMS-001 Identification of Environmental Aspects Procedures; issue 3 dated 11/1/2017, the environmental impact will be changed as required for change process management. The internal audit reports were sighted. Sample of audit report sighted – audit report for Tetere Oil Milll and Vehicle Work Shop conducted on 13/12/2017. The management plan is reviewed by the Sustainability Manager and the GM annually.	Complied
Criterio	n 5.2		
		her High Conservation Value habitats, if any, that exist in the plantation or that could be af ions managed to best ensure that they are maintained and/or enhanced.	fected by
5.2.1	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	When GPPOL took over the development from SIPL, a Rapid Conservation Assessment was conducted by A.J.F.M Dekker on 14-25 April 2009 and 26 July-3 August 2009. The assessment report was completed in March 2010. The methodology applied for this conservation assessment on developed area follows the 6 HCV indicators.	Complied
	wildlife corridors). - Major compliance -	There were no RTE identified within the GPPOL operating areas with reference to the IUCN status. HCV 1, HCV 2, HCV 3 and HCV 6 was not identified by the Conservation assessor. As the Conservation Report conducted by GPPOL is not a full HCV assessment and the purpose was to evaluate the conservation status after taking over the plantation developed by SIPL, only ad hoc consultation with several local residents. The assessor	

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	Criterion / Indicator	Assessment Findings	Compliance
		had recommended that that consultation is required for future expansion areas. The assessor had referenced to available biological references for biological records. The assessment had covered the current operations of GPPOL (includes all estates and mill) as well as area adjacent to the GPPOL estates area. As stated in the report, the adjacent lands are mainly grassland due to longing human interference for cultivation and plantation. The potential present HCV are mapped in the assessment report. As this is only a rapid assessment, not survey was conducted to mapped the potentially present HCV.	
5.2.2	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 -	There was no HCV 1, HCV 2, HCV 3 and HCV 6 identified in the Rapid Conservation Assessment Report. There was only potential of HCV 4 and HCV 5 identified. RTE species were not identified to be present and therefore no management plan was necessary. GPPOL has established buffer zones along rivers, streams, creeks and springs within estates areas. Signboards put up at respective main tributary locations and identified as buffer zone areas. However, the signage was often vandalised. Ongoing monitoring was conducted by respective estate management to ensure no illegal or inappropriate hunting and the buffer zones were well maintained. The quarterly audit reported was sighted. During the interview with the employee, it was noted that they understood about the restriction of hunting and application of agrochemical in the buffer zone.	Complied
5.2.3	There shall be a programme to regularly educate the workforce about the status of these RTE species, and appropriate disciplinary measures shall be instigated in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect or kill these species. - Minor compliance –	As mentioned in 5.2.2, there is no RTE species identified and limited HCV status. Nonetheless, the certification unit continued to educate its employees and the smallholders on restoration of the buffer zones especially those whom were involve in agrochemicals application. The methods of education includes trainings, morning briefing, field visits, meetings, etc.	Complied



	Criterion / Indicator	Assessment Findings	Compliance
5.2.4	<ul> <li>Where a management plan has been created there shall be ongoing monitoring:</li> <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> <li>Minor compliance –</li> </ul>	The monitoring mechanism and its frequency had been included in the management plan. Quarterly internal audit and monthly inspections were scheduled and carried out accordingly. The monthly monitoring reports and internal audit reports were available for verification. The inputs of the monitoring were reported in the Management Review Meetings.	Complied
5.2.5	<ul> <li>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.</li> <li>Minor compliance –</li> </ul>	Based on the HCV report and interview with surrounding communities, there was no area that needs to be set aside for local communities. Therefore, special agreement is not necessary.	Complied
Criterio	·		
	reduced, recycled, re-used and disposed of in an en	vironmentally and socially responsible manner.	
5.3.1	All waste products and sources of pollution shall be identified and documented. - Major compliance –	The Waste Management Improvement Plan; v7 dated 30 January 2018 listed the type of waste that will be generated from these operations. The pollution sources are provided in the Waste Management Improvement Plan.	Complied
5.3.2	All chemicals and their containers shall be disposed of responsibly. - Major compliance -	The relevant operators are required to record the amount of waste generated and disposed. The inventory records are maintained at each operating site. The records were verified. The sighted record including:	Complied
		i. Tetere Mill / Vehicle Workshop – Hydrocarbon Waste Disposal Record	

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### RSPO Public Summary Report Revision 6 (December / 2017)

Criterion / Indicator	Assessment Findings	Compliance
	ii. Ngalimbiu & Mbalisuna Estate - Hydrocarbon Waste Disposal Record, Pesticide Waste Disposal Record.	
	The inventory records for the chemicals are retained by each of the operating sites.	
	Pesticide/herbicide:	
	The Pesticide/herbicide are stored at the main store at Tetere Mill. The store was observed and it was built with appropriate bund. There were no signage of roof leaking and it is well ventilated. The store is properly labelled and secured. Only the Store Keepers has the keys to access. The MSDS/CSDS are available in the store. In case of any spillage, the spill will be treated using the available spill kit.	
	The Tetere main store will distribute the chemicals to the estate upon request. The small quantities of the request chemicals will be stored at each of the estate. During the site assessment at Naglimbiu Estate and Mbalisuna Estate, it was observed that the chemicals are stored in covered storage with bund area, labelled and secured.	
	The canisters are normally reused. After emptying a new pesticide canister, it will be triple rinsed and painted with red paint as an identification that it is only allow to be reused for chemicals. These cleaned canisters will be stored in a secured container store. The training records of the operators working in the chemical area were sighted. The latest refresher training provided for the chemical operator at Ngalimbiu Estate is 3/05/2017 while Mbalisuna was 1/5/2017.	
	For those damaged canisters, it will be cut/punctured. These cut/punctured canisters will be landfilled at the Mbalisuna Estate Landfill.	
	There were no disposal of pesticide/herbicide from the smallholders as there do not use such chemical in their planting. This was confirmed during assessment on the smallholders.	
	Through interviews, it was found that GPPOL have difficulties in engaging a third party to collect and dispose their chemical waste. The difficulties were due there is unavailable	

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### RSPO Public Summary Report Revision 6 (December / 2017)

	Criterion / Indicator	Assessment Findings	Compliance
		of such service in Solomon Island at the moment. Hence the best practice GPPOL had adopted is to landfill the chemical waste. As GPPOL is required to landfill the chemical waste, they have taken effort to ensure that the landfill is opened at land which has low water table and on soil which has poor permeability. The current landfill is on "Kongga" Land soil.	
		Hydrocarbon:	
		The main fossil fuel used in this operation is LPG (for domestic use), Petrol and Diesel. The LPG and Petrol are securely stored in the mill store while the diesel are stored in bund diesel tank. There are several type of hydrocarbon waste which includes spillage, used oils, used racks, used part (e.g. oil filter) etc. These wastes are collected and securely stored at the mill. For the used oil, GPPOL had found a third party who will be collecting the waste.	
		Clinical waste:	
		The clinical waste collected at the clinic will be incinerated at the mill boiler. Due to the limitation in disposing facilities available in Solomon Island, it was recommended by the GPPOL doctor to incinerate the waste in the boiler. The waste is delivered by the doctor (Dr Paul) to the mill. Due to possible of contamination of the disposed clinical waste, the boiler ash is not used for land application or road maintenance. The ash is disposed on empty land.	
5.3.3	A waste management and disposal plan to avoid or reduce pollution shall be documented and	The Waste Management Plan issue:7 dated 30 January 2018 had identified the source of the waste and pollution.	Complied
	implemented. - Minor compliance –	The Risk Register 2017 has identified the method to reduce/avoid for Resources Management which includes fuel usage, water usage, recycling of EFB, recycling of oil, recycling of water, recycling of fibre/shell/EFB and recycling of metal waste.	



	Criterion / Indicator	Assessment Findings	Compliance
		Other onsite sighted practice of recycling including recycling of fertilizer bags, chemical canisters and mulching of EFB.	
		The Risk Register 2017 has identified the method to reduce air pollution and greenhouse gas emitted from diesel consumption for power generation by using steam turbine fuelled by biomass boiler to generate power when the mill is in operation.	
		Periodic maintenance stated in the Risk Register 2017 for the diesel generator will maintain its efficiency and reduces exhaust emission. Hence will reduce the usage of diesel.	
		The waste generated from the operations are mainly landfilled (refer to 5.3.2). There was no open burning sighted.	
<b>Criteric</b> Efficienc	on <b>5.4</b> by of fossil fuel use and the use of renewable energy i	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 –	All palm oil mills generate electricity from biomass. The renewable energy generated from Tetere Mill will powers the mill operations, offices within the mill vicinity, housing surrounding the mill vicinity and workshop. The Tetere mill have 2 biomass boilers which 1 will be on standby. Only during the non-milling hours, the diesel generator will be used to generate power or sometime to top up the biomass boiler power generation. According to the Risk Register 2017, the diesel generator will be service periodically to ensure its efficiency. According to the Risk Register, the steam turbine shall be prioritized power generation during milling hours. Also as provided in the Risk Register 2017, control measures on resources management (e.g. fuel usage for transport) are in place to maintain the efficiency of the vehicle by regular service.	Complied
		consumed by the facilities are either produced from diesel or biomass. The diesel will be captured in the GHG calculation.	

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	Criterion / Indicator	Assessment Findings	Compliance
		The monitoring of energy consumptions for 2017 are as below:	
		i. Renewable energy use/tCPO or palm product = 58.39 kWh/tCPO	
		ii. Direct fossil fuel use/tCPO or FBB = 80.87kWh/tCPO	
		GPPOL operations do not rely on external contractors. However, all other fossil fuel consumptions (e.g. in estates) were included in the GHG calculations.	
Criterio	n 5.5		
Use of fi	re for preparing land or replanting is avoided, except	in specific situations as identified in the ASEAN guidelines or other regional best practice.	
5.5.1	There shall be no land preparation by burning, other than in specific situations as identified in the 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Major compliance -	The certification unit is committed not to use fire in their land preparation as stated in their Zero Burning Policy dated 29/12/2015. Based in the site visits at the young palms areas, there was no trace of burning observed.	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.	No evidence that fire has been used for preparing land. Palms that were felled during replanting were shredded, windrowed and left to decompose in the field as sighted during the field visits.	Complied



	Criterion / Indicator	Assessment Findings	Compliance
	- Minor compliance –		
Criterio	on 5.6		
Plans to	reduce pollution and emissions, including greenhouse	e 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 -	The polluting activities and its gaseous emissions are documented and registered in the Risk Register 2017.	Complied
5.6.2	Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented. - Major compliance -	The polluting activities and its gaseous emissions are documented and registered in the Risk Register 2017. The GPPOL Objective and Targets 2017 had identified the potential pollution and its activity for reduction. E.g. GPPOL implemented the usage of Geotube to desludge the open anaerobic pond. This removal of pond sludge would able to reduce concentrated COD and BOD. Hence it is expected to reduce the GHG emissions. The Risk Register 2017 had identified the source of GHG emission from diesel consumed by the diesel electricity generator. The reduction plan of using the diesel generator is provided in the Risk Register 2017. The implementation plans for GHG reductions efforts are implemented by the respective department as per the Risk Register 2017. The implementation is monitored under the GPPOL SMS Environmental Monitoring Management Plan which requires periodic reporting.	Complied
5.6.3	A monitoring system shall be in place, with regular reporting on progress for these significant		Complied



	Criterion / Indicator	Assessment Findings	Compliance
	pollutants and emissions from estate and mill operations, using appropriate tools.	consumption, fertilisers inputs, mill effluent discharge, etc. showed that the raw data used was authentic. The input summary can be seen in Appendix 4 of this report.	
	- Minor compliance –		
PRINCI	PLE 6: RESPONSIBLE CONSIDERATION OF EMI	PLOYEES AND OF INDIVIDUALS AND COMMUNITIES AFFECTED BY GROWERS A	ND MILLERS
Criterio	n 6.1		
	of plantation and mill management that have social in note the positive ones are made, implemented and m	npacts, including replanting, are identified in a participatory way, and plans to mitigate the nonitored, to demonstrate continual improvement.	negative impac
.1.1	A social impact assessment (SIA) including	Sighted the documented records of SIA entitled "Addressing the	Complied
	records of meetings shall be documented. - Major compliance -	Social Dimensions of Oil Palm Developments in the Guadalcanal Plains - A Rapid Social Impact Assessment of Guadalcanal Plains Palm Oil Limited (GPPOL), Soloman Islands" by Wild Asia dated 22/11/2012. Records of meetings summarized and cited in the report which covered all relevant stakeholders for GPPOL internally and externally. The latest meeting entitled "Positive impacts of GPPOL	
5.1.2	There shall be evidence that the assessment has been done with the participation of affected parties.	The SIA report included participation of stakeholders involved in the project with equal participation from both male and female groups within impacted communities.	Complied
	- Major compliance -	A summary of meetings conducted for data collection of the SIA report is provided at the end of the report. These include a meeting with the Manager for Mbalisuna estate, Manager for Ngalimbiu estate, lands officer, village liaison and out grower officer, women's group, landowners, landowner's association, male and female plantation supervisors, and health workers.	



	Criterion / Indicator	Assessment Findings	Compliance
6.1.3	Plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts identified, shall be developed in consultation with the affected parties, documented and timetabled, including responsibilities for implementation. - Major compliance -	A Social Impact Improvement document maintained by GPPOL that documents programs in place that address major social impacts identified by the 2012 SIA report by Wild Asia. These impacts include cost of living for low wage earners, overcrowding housing, housing design, health, training of employees and smallholders, security improvement, and a sustainability blueprint. Completed and ongoing improvement plans address substance abuse, housing, law and order, education, environment, and infrastructure.	Complied
6.1.4	The plans shall be reviewed as a minimum once every two years and updated as necessary, in those cases where the review has concluded that changes should be made to current practices. There shall be evidence that the review includes the participation of affected parties. - Minor compliance –	Social impact improvement plans established from SIA were being reviewed on half- yearly basis and monitored accordingly. The latest Social Impact Improvement Plan; Review date: 23/1/2018; Social Impact Improvement V8; Review date: 2/7/2017. Consultations also involved non-governmental organization (NGO) based on email communications on Schedule for GPPOL Thursday 28/9/2017 through Solomon Islands Professional Women Network (SIPNET).	Complied
6.1.5	Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme). - Minor compliance –	GPPOL provides smallholders seedlings, fertilizers, tools, and other necessary items at a cost for proper management and improvement of production of FFB by smallholders. The cost is later deducted by GPPOL upon payment of FFB to smallholders by GPPOL.	Complied



	Criterion / Indicator	Assessment Findings	Compliance
6.2.1	Consultation and communication procedures shall be documented. - Major compliance -	GPPOL has established a communication procedure EMS 011 issue 2 dated 24/12/2015. This procedure describes how to communicate both internally and with external interested parties on issues of management and performance.	Complied
6.2.2	A management official responsible for these issues shall be nominated. - Minor compliance -	The sustainability manager- Regina Pokana has been nominated as stated in communication procedure in assisting effective communication of all issues, coordinates all internal and external communication, communicates internal audit reports to relevant management and reports to Management review. As per Appointment of Regina Cassandra Gatu as Community Liaison and Councillor dated 2/4/2013.	Complied
6.2.3	A list of stakeholders, records of all communication, including confirmation of receipt and that efforts are made to ensure understanding by affected parties, and records of actions taken in response to input from stakeholders, shall be maintained. - Minor compliance -	A list of stakeholders i.e. GPPOL Stakeholder Register which included Government Departments, Schools within GPPOL Surrounding NGO, land owners, business houses and suppliers, government officers, school and internal stakeholders. Stakeholder meeting was conducted on 08/06/16 for the contractors, villagers, local authorities and etc. was invited to the meeting. Flood Recovery program and the awareness of social issues such as domestic violence and alcohol being discussed in the meeting	Complied
Criterio	n 6.3		
There is a	a mutually agreed and documented system for dealing	ng with complaints and grievances, which is implemented and accepted by all affected par	ties.
6.3.1	The system, open to all affected parties, shall resolve disputes in an effective, timely and	GPPOL has implemented Grievance & Complaint Procedure (SOP-SUS-003; ISSUE 2) dated 22/1/2016.	Complied
	appropriate manner, ensuring anonymity of complainants and whistleblowers, where requested.	The dispute resolution mechanisms are established through open and consensual agreements with affected parties. The procedures are designed to ensure that throughout GPPOL there is a transparent process for ensuring stakeholders' grievances	
	- Major compliance -	and complaints are dealt with fairly, consistently and promptly.	

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	Criterion / Indicator	Assessment Findings	Compliance
		Respective office of mill and estate has the grievances procedure. While the sexual harassment complaint will direct to Sustainability Department The time to process the complaints or grievances is 10 working days.	
6.3.2	Documentation of both the process by which a dispute was resolved and the outcome shall be available.	Documentation of process related to grievances and request recorded in the communication recording form (issue no: 2 dated 3/5/2016) through sustainability department.	Complied
	- Major compliance -	Complaints mainly categorize to grievances, general complaint, sexual harassment, domestic valance, social issue and information request.	
		Sighted a sample of Grievances Issues Communication Recording Form; GPPOL SMS ESH 10; Dated: 31/1/2018 received from employee in Mbalisuna Estate on domestic violence. Corrective action taken with mandatory counselling for the couples.	
		All the issues reported were resolved and no pending issue sighted. Awareness training on conducted through morning muster and induction training. Interview with the stakeholders found that they were aware of complaint procedure.	
Criterio	n 6.4		
	otiations concerning compensation for loss of legal, c nmunities and other stakeholders to express their vie	ustomary or user rights are dealt with through a documented system that enables indigen ws through their own representative institutions.	ous peoples,
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.	GPPOL adheres to the Solomon Islands Land and Titles Act which emphasises proper identification of legal, customary and user rights to ensure legitimate dealings with customary landowners.	Complied
	- Major compliance –		
6.4.2	A procedure for calculating and distributing fair	The existing land management system is regularly updated, monitored, and evaluated.	Complied


Criterion / Indicator		Assessment Findings	Compliance	
	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 –	GPPOL pays land rentals every three months and royalties per month. For disputed land, payments are held in a trust account. As land is inherited matrilineal, often royalty and rental payments are distributed equally among males and females within clans that receive payments. Smallholder FFB payment calculations are calculated depending on the world market price for palm oil (US\$ price for CPO CIF Rotterdam, US\$ price for PKO Rotterdam) exchange rate US\$ to SBD, freight costs US\$, FFB transport costs, and the mill gate price.		
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 –	There's an efficient documentation system in place that is managed by the Lands Department. As a result, there are nil external disputes (i.e. disputes between GPPOL and customary landowners). Internal disputes only exist and occur within clans and are solved at the clan level using other means without interference from GPPOL.	Complied	
Criterior	n 6.5			
Pay and c	conditions for employees and for contract workers al	ways meet at least legal or industry minimum standards and are sufficient to provide dece	ent living wages.	
<ul> <li>6.5.1 Documentation of pay and conditions shall be available.</li> <li>Major compliance -</li> </ul>		Documentation of pay and conditions available. Sighted the hourly salary rates are based on the Supplement to the Solomon Islands Gazette; Wednesday 23/4/2008; S.I. No. 13 (Legal Notice No. 31) Labour Act (CAP.73) Minimum Wage which specifies in the agriculture plantations and the fishing sectors shall be SBD 3.20 per hour. GPPOL pays significantly higher than the Minimum Wage as per samples sighted as following:	Complied	
		Combined Hourly (SBD 5.9/hr) + Piece rate sample: 1) Employee ID: MB5180 - Mbalisuna		



	Criterion / Indicator	Assessment Findings	Compliance
2) Employee ID: NG7808 - Ngalimbiu Hourly rate sample (SBD 4.2/hr): 1) Employee ID: TM242 - POM 2) Employee ID: TM1099 - POM 3) Employee ID: TM710 - POM 4) Employee ID: MB4728 - Mbalisuna 5) Employee ID: NG5805 - Ngalimbiu		<ul> <li>Hourly rate sample (SBD 4.2/hr):</li> <li>1) Employee ID: TM242 - POM</li> <li>2) Employee ID: TM1099 - POM</li> <li>3) Employee ID: TM710 - POM</li> <li>4) Employee ID: MB4728 - Mbalisuna</li> </ul>	
	Combined Hourly (SBD 4.5/hr) + Piece rate sample:		
		<ol> <li>Employee ID: MB5156 – Mbalisuna</li> <li>Employee ID: NG6579 - Ngalimbiu</li> </ol>	
6.5.2	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	The mill and estates have employed local and foreign workers under hourly rate and piece rated employment of workers. Employment contract are available in their official language- English that understood by workers. The contracts being kept at respective mill and plantations unit.	Complied
	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.	The contract has detailing nature of employment, probation, termination, duties, wages, official hours of work, overtime rates, accommodation, leaves, medical and National Provident Fund (NPF) membership as per Worker's Compensation Act 1979. The contract was signed by the workers as per sample employee:	
	- Major compliance - 1) Employee ID # TM710; Post: General Worker; Date joined S. Islander	<ol> <li>Employee ID # TM710; Post: General Worker; Date joined: 1/11/2011; Nationality: S. Islander</li> </ol>	
		<ul> <li>2) Employee ID # TM1099; Post: General Worker; Date joined: 1/2/2017; Nationality: S. Islander</li> </ul>	
		<ul> <li>3) Employee ID # TM1030; Post: General Worker; Date joined: 1/12/2015; Nationality: S. Islander</li> </ul>	

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Criterion / Indicator		Assessment Findings	
		4) Employee ID # TM242; Post: Supervisor; Date joined: 10/12/2007; Nationality: S. Islander	
		<ol> <li>Employee ID # TM825; Post: General Worker; Date joined: 16/11/2012; Nationality: S. Islander</li> </ol>	
		6) Employee ID #; Post: Electrical Superintendent; Date joined: 8/4/2014; Nationality: Philipino	
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.	Mill and estates have provided housing facilities, medical, education and welfare to the workers. Employee and their dependents can access to the rural health center with free. Water and electricity was supplied to the workers for free. Sighted the Microbiological Analysis of Drinking Water by SPE Analytical; SIBN 734/2018; Job # GPPOL 01/18; # of Samples: 12; Sampling date: 30/1/2018; Report date: 7/2/2018	Complied
	- Minor compliance –	Housing was inspected that there are proper and adequate for the workers and staff. For example, tree trimming and waste collection will be carried out on every Monday. Sighted Housing Maintenance Checklist; PF 29; Mar 2015; latest inspection dated 8/2/2018.	
		Kindergarten and school located nearby the plantation compound.	
6.5.4	Growers and millers shall make demonstrable efforts to monitor and improve workers' access to adequate, sufficient and affordable food. - Minor compliance –	Monitoring was demonstrated as per documented evidence of GPPOL Basket Index. Last conducted on 2013 with 2013 GPPOL Pay Rates and the analysis of minimum wage earners basic goods and services based on family categories of spending on a fortnightly basis with and without garden	Complied

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.



661		Assessment Findings	Compliance	
<ul> <li>6.6.1 A published statement in local languages recognising freedom of association shall be available.</li> <li>Major compliance –</li> </ul>		Under the Employee Rights & Equal Opportunities Policy; Issue 8; dated 21/6/2017, the company respect the right of all personnel to form and join trade unions of their choice and to bargain collectively	Complied	
6.6.2	Minutes of meetings with main trade unions or workers representatives shall be documented. - Minor compliance – Winor compliance – Minor complianc		Complied	
Criterion 6.7 Children are not employed or exploited.				
6.7.1 There shall be documentary evidence that minimum age requirements are met. - Major compliance –		Verification through the employees details list in mill and estate as well as site visit. No employees below the age of 18 being observed.	Complied	
Criterior	n 6.8			
Any form prohibited		in, religion, disability, gender, sexual orientation, union membership, political affiliation, or	r age, is	
6.8.1	A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment shall be	GPPOL implemented Employee Rights & Equal Opportunities Policy; Issue 8; dated 21/6/2017.	Complied	
	documented.	The Policy has been developed and the company committed to not engage in nor support negative discrimination in any form. The company will use positive discrimination to encourage an ethnically diverse workforce across the company in order		

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	Criterion / Indicator	Assessment Findings	Compliance
	- Major compliance –	to protect against social inequality within the limits imposed by the Memorandum of Understanding between the Company and the Solomon Island.	
		The policy displayed on the notice board and communicated to employees as well as it has been incorporated into the employees' induction training.	
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 –	The company hires only local residents as the workers and both locals as well as expatriate as the executives and managements. No any kind of discrimination was noted except for the positive discrimination to encourage an ethnically diverse workforce across the company in order to protect against social inequality within the limits imposed by the Memorandum of Understanding between the Company and the Solomon Islands Government. Job opportunities and amenities such as free housing, water and electricity supplies, medical care are given to all employees without discrimination. All employees are aware of the grievance procedures through the various committees such as social committee for women which established based on the province, workers association to highlight their concerns and grievances if any.	Complied
		No grievances were highlighted about discrimination to the audit team by internal and external stakeholders.	
6.8.3	It shall be demonstrated that recruitment selection, hiring and promotion are based on skills, capabilities, qualities, and medical fitness	Recruitment selection, hiring and promotion are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available. It was noted during the audit that there is no discrimination based on nationality, race, gender, age, etc.	Complied
	necessary for the jobs available. - Minor compliance –	It was confirmed through interviewed of the workers as well as grievances register.	
Criterio	n 6.9		



Criterion / Indicator		Assessment Findings	Compliance
There is	no harassment or abuse in the work place, and repre	oductive rights are protected.	
6.9.1	A 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 –	Sighted a Policy Statement has been developed on Domestic Violence & Sexual Harassment Policy; Issue # 7; dated 21/6/2017. GPPOL has a policy of zero tolerance of Domestic Violence and sexual harassment. The company has created a code of practice to be implemented in all its operations to address these issues to ensure that adequate procedures are available to deal with the problem. Latest awareness training on sexual harassment has been conducted on 17/1/2018 to all workers.	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 of the female workers are protected under Maternal Policy; Issue # 2; dated 21/6/2017. The safety for the pregnant & breast feeding employee is observed, maintained & respected. Interviewed the nurse in Mbalasuna clinic, the breastfeeding till 2 years old. The company does not allow pregnant and breast feeding to do any task dealing with chemical handling and spraying. The female workers will be relocated to other positions within the Operation away from chemicals & pesticides after confirmation of pregnancy. The bi-annually health check will able to ensure no pregnant women carry out chemical handling works. Records sighted during site visit to the clinics.	Complied
6.9.3	A specific grievance mechanism which respects anonymity and protects complainants where requested shall be established, implemented, and communicated to all levels of the workforce. - Minor compliance –	GPPOL has implemented Grievance & Complaint Procedure; SOP-SUS-003; Issue # 2; dated 22/1/2016. The dispute resolution mechanisms are established through open and consensual agreements with affected parties. The procedures are designed to ensure that throughout GPPOL there is a transparent process for ensuring stakeholders' grievances and complaints are dealt with fairly, consistently and promptly.	Complied



Criterion / Indicator		Assessment Findings	Compliance
		Under Corporate Whistle-blower Policy, it addresses the protection of individuals making those reports. The whistle-blower has been defined as "any employee, director, related officer or contractor of any member of the New Britain Palm Oil Group of companies, who whether anonymously or not makes or attempts to make a disclosure".	
Criterio	n 6.10		
Growers	and millers deal fairly and transparently with smallhe	olders and other local businesses.	
6.10.1	Current and past prices paid for Fresh Fruit Bunches (FFB) shall be publicly available.	GPPOL makes current and past prices of FFB publicly available by printing FFB formula price comparison and distributes to smallholders.	Complied
	- Minor compliance –	The formula consists the US\$ price for CPO CIF Rotterdam, US\$ price for PKO Rotterdam, exchange rate US\$ to SBD, freight costs US\$, FFB transport costs, mill-gate price, and the farm-gate price.	
6.10.2	Evidence shall be available that growers/millers have explained FFB pricing, and pricing mechanisms for FFB and inputs/services shall be	The Smallholder Department use training and awareness materials, especially posters, and printed copies of updated FFB formula indicating FFB prices to explain to smallholders on a weekly basis.	Complied
	documented (where these are under the control of the mill or plantation) - Major compliance -	As smallholder blocks are spread out it is divided into four zones and each week one of the four zones is visited. Often from 10 to 25 smallholders attend these training and awareness meetings at designated locations; an attendance register is kept by GPPOL. Within a month all four zones are visited.	
		For smallholders that miss out on updated FFB prices, copies of updated prices are left with other smallholders to pass on or learn of the prices which are indicated on payment slips when payments are done on Wednesdays.	
		The smallholder section also maintains a register of attendants of training and awareness meetings where copies of updated FFB prices are distributed.	



Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent. - Minor compliance - Agreed payments shall be made in a timely manner. - Minor compliance -	Interview with smallholders has shown a good understanding of contracts with GPPOL. As all land on which smallholders plant oil palm are customary land, the overall clan chief and paramount chief are also included as signatories to smallholder contracts with GPPOL hence the lack of clan land disputes. The chiefs and the grower agree in the contract that should any dispute arise within the clan which cannot be settled at the clan level then the matter will be referred to the Tribal Lands Resolution Panel. The contract details the obligations of the company and the grower. All payments are done in a timely manner on Wednesdays. If a load from a smallholder is picked this week then he/she expects payments the following week Wednesday. It	Complied		
manner.	is picked this week then he/she expects payments the following week Wednesday. It	Complied		
	was confirmed through interviewed the smallholders and payment receipt.			
Criterion 6.11				
nd millers contribute to local sustainable developme	ent where appropriate			
Contributions to local development that are based on the results of consultation with local communities shall be demonstrated.	Contributions made were accustomed to suits Solomon Islanders culture such as the local Waka Mere i.e. Guadalcanal 2 <sup>nd</sup> appointed day dated 2/8/2017 (annual event) celebration bringing families from all Estates and communities to celebrate the day and reconciliation and appreciations by both employees and the communities/landowners.	Complied		
	The management assist the smallholder by:			
Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve smallholder productivity.	<ul><li>a. Zero interest credit for the seedlings, transportation, fertilizer and harvesting tool</li><li>b. Training: pest &amp; disease, harvesting and manuring technique</li><li>The assistance will roll up once the smallholders are approved as part of the scheme.</li></ul>	Complied		
	d millers contribute to local sustainable developm ontributions to local development that are based in the results of consultation with local ommunities shall be demonstrated. Minor compliance – /here there are scheme smallholders, there shall e evidence that efforts and/or resources have een allocated to improve smallholder	d millers contribute to local sustainable development where appropriate         ontributions to local development that are based n the results of consultation with local communities shall be demonstrated.       Contributions made were accustomed to suits Solomon Islanders culture such as the local Waka Mere i.e. Guadalcanal 2 <sup>nd</sup> appointed day dated 2/8/2017 (annual event) celebration bringing families from all Estates and communities to celebrate the day and reconciliation and appreciations by both employees and the communities/landowners.         Minor compliance –       The management assist the smallholder by: a. Zero interest credit for the seedlings, transportation, fertilizer and harvesting tool b. Training: pest & disease, harvesting and manuring technique		



	Criterion / Indicator	Assessment Findings	Compliance
	- Minor compliance –		
Criterio	n 6.12		
No forms	s of forced or trafficked labour are used.		
6.12.1	There shall be evidence that no forms of forced or trafficked labour are used. - Major compliance -	The company did not hire any foreign workers. Only hire local residents from different provinces in Solomon. All employees are legal as local employees. No evident of trafficked workers were found during the audit.	Complied
6.12.2	<ul> <li>Where applicable, it shall be demonstrated that no contract substitution has occurred.</li> <li>Major compliance –</li> </ul>	No contract substitution occurred since all labours are locals.	Complied
6.12.3	Where temporary or migrant workers are employed, a special labour policy and procedures shall be established and implemented. - Minor compliance –	Except for executives and management staff which consist of both locals and expatriates, no temporary or migrant workers been employed. However policy implemented as per Employee Rights & Equal Opportunities Policy; Issue 8; dated 21/6/2017 where the positive discrimination to encourage an ethnically diverse workforce across the company in order to protect against social inequality within the limits imposed by the Memorandum of Understanding between the Company and the Solomon Islands Government	Complied
Criterio	n 6.13	·	
Growers and millers respect human rights.			
6.13.1	A policy to respect human rights shall be documented and communicated to all levels of	The company implemented the Human rights policy through respect, support and uphold fundamental human rights as expressed in the Universal Declaration for Human Rights and its two covenants. The policy has been incorporated into the employee training records.	Complied

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	Criterion / Indicator	Assessment Findings	Compliance
	the workforce and operations (see Criteria 1.2 and 2.1).		
	- Major compliance -		
PRINCI	PLE 7: RESPONSIBLE DEVELOPMENT OF NEW	PLANTINGS	
		carry out any new plantings since November 2005. Therefore, Principle 7 is not applicable confirmed and verified through their planting history and also land title.	during this annual
PRINCI	PLE 8: COMMITMENT TO CONTINUAL IMPROV	EMENT IN KEY AREAS OF ACTIVITY	
Criterior	n 8.1		
Growers operatio		ivities, and develop and implement action plans that allow demonstrable continual implement action plans that allow demonstrable continual implement action plans that allow demonstrable continual implement.	provement in key
<ul> <li>8.1.1 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.</li> <li>As a minimum, these shall include, but are not necessarily be limited to: <ul> <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> </ul> </li> </ul>		The action plan for continual improvement was being implemented, based on a consideration of the main social and environmental impacts and opportunities of the grower/mill as reported in the above relevant criterion and indicators. The progress of the action plan was regularly monitored in order to know the next course of action. Continuous improvement plan implementation for smallholders including internal audit conducted by Sustainability Team. Sighted the records of Integrated RSPO/ISO Audit Checklist (Out Growers Operations Quarterly Internal Audit; Issue # 2; Date: 1/11/2017) latest conducted on 12/12/2017 for Q4. Audit involved the visit to Small Holder Block (Kautoga) and auditees are Smallholder Association (SHA) Manager & Assistant Manager. 4 observations were raised by the internal auditor. 2 already closed and another 2 to be verified during the Q1 2018 Internal Audit. The previous audit was done on 16/6/2017 for Q3.	Complied



Criterion / Indicator	Assessment Findings	Compliance
<ul> <li>Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8);</li> <li>Social impacts (Criterion 6.1);</li> <li>Optimising the yield of the supply base;</li> </ul>		
<ul> <li>Major compliance –</li> </ul>		

# **RSPO Public Summary Report Revision 6 (December / 2017)**

### **Appendix B: Approved Time Bound Plan**

Time	Time Bound Plan – Certification Units in Papua New Guinea				
No.	Operation	Time Bound	Location		
1	West New Britain (WNB)	Certified September 2008	West New Britain Province		
2	Ramu Agri- Industries Ltd (RAIL)	Certified July 2010	Morobe Province		
3	Poliamba Ltd	Certified February 2012	New Ireland Province		
4	Milne Bay Estates	Certified December 2012	Milne Bay Province		
5	Higaturu Oil Palm	Certified January 2013	Northern Province		
Time	Time Bound Plan – Certification Units Solomon Islands				
No.	Operation	Time Bound	Location		
1	Guadalcanal Plains Palm Oil Ltd (GPPOL)	Certified March 2011	Guadalcanal Province		

Note: During the onsite assessment, the announcement of cancellation of NBPOL RSPO membership has not yet made. Hence, the Time Bound Plan assessed was only those within NBPOL.

### Appendix C: GHG Reporting Executive Summary (Option 1)

The GHG emissions that were produced in **2017** for **Tetere 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 data include CPO produced, PKO Produced and FFB Processed
- iv. Fertilizer consumed data for both estates and smallholders.

The summary of the Net GHG emitted in **2017** for **Tetere Palm Oil Mill** and supply base are as following:

Emission per product	tCO <sub>2</sub> e/tProduct		
СРО	3.49		
РКО	3.79		

Production	t/yr
FFB Process	147,278.60
CPO Produced	35,116.29
PKO Produced	3,625.58

Extraction	%
OER	23.83
KER	5.65

Land Use		На
OP Planted Area		7,474.48
OP Planted on peat		0
Conservation (forested)		0
Conservation (non-forested)		-
	Total	7,474.48

#### **Summary of Field Emission and Sink**

	Own Crop*		Group		3 <sup>rd</sup> Party		Total	
	tCO₂e	tCO2 e / FFB	tCO₂e	tCO2 e / FFB	tCO₂e	tCO2 e / FFB	tCO2e	tCO₂ e / FFB
Emission	· · · · · · · · · · · · · · · · · · ·							
Land Conversion	64,562.51	0.44	0	0	0	0	64,562.51	0.44
CO <sub>2</sub> Emission from fertilizer	33,538.04	0.23	0	0	0	0	33,3538.04	0.23
NO <sub>2</sub> Emmision	94,201.12	0.64	0	0	0	0	94,201.12	0.64
Fuel Consumption	1,071.62	0.01	0	0	0	0	1,071.62	0.01
Peat Oxidation	0	0	0	0	0	0	0	0
Sink	Sink							
Crop Sequestration	-69,500.82	-0.47	0	0	0		-69,500.82	-0.47
Conservation Sequestration	0	0	0	0	0	0	0	0



Total	123,872.47	0.84	0	0	0	0	123,872.47	0.84
*Noto: Includes both estates and smallbolders								

\*Note: Includes both estates and smallholders

#### Summary of Mill Emission and Credit

	tCO <sub>2</sub> e	tCO <sub>2</sub> e/tFFB
Emission		
POME	23,095.28	0.16
Fuel Consumption	1,041.77	0.01
Grid Electricity Utilization	3,824	0.03
Credit		
Export of Grid Electricity	-447.76	0
Sales of PKS	0	0
Sales of EFB	0	0
Total	27,513.52	0.19

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

Emissions	tCO2e
PK from own mill	29,020.55
PK from other source	0
Fuel Consumptions	694.51
Total Crusher emissions	29,715.06

\*This mill has no kernel crusher operation.

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

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

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

5.1 App	licability of the general chain of custody ı	requirements for the supply chain	
	Requirement	Evidence	<b>Compliance</b> (Yes / No or N/A) For any N/A raised, justification is required.
5.1.1	The General Chain of Custody requirements of the RSPO Supply Chain Standard shall apply to any organization throughout the supply chain that takes legal ownership and physically handles RSPO Certified Sustainable oil palm products at a location under the control of the organization including outsourced contractors. After the end product manufacturer, there is no further requirement for certification.	GPPOL Tetere Palm Oil Mill takes legal ownership and physically handles its RSPO certified oil palm products i.e. CPO and PK.	Complied
5.1.2	Traders and distributors require a licence obtained from RSPO Secretariat to sell RSPO certified product but do not themselves require certification. When selling RSPO certified products, a licensed trader and/or distributor shall pass on the certification number of the product manufacturer and the applicable supply chain model.	Tetere POM is not a trading company. Therefore, this requirement is not applicable.	NA
5.1.3	Either the operator at site level or its parent company seeking certification shall be a member of the RSPO and shall register on the RSPO IT platform.	The membership of GPPOL is under New Britain Palm Oil Limited (RSPO membership no.: 1-0016-04-000-00) – at the time of the assessment the membership number is still applicable	Complied
5.1.4	Processing aids do not need to be included within an organization's scope of certification.	There is no processing aid involve in the productions.	NA
5.2 Sup	ply chain model		
5.2.1	The site can only use the same supply chain model as its supplier or go to a less strict system. Declassification/downgrading can only be done in the following order: Identity Preserved -> Segregated -> Mass Balance.	The FFB suppliers are all of RSPO certified estates which consists of GPPOL's estates and surrounding smallholders. Declassification of the CPO or PK was done in accordance to the correct order.	Complied
5.2.2	The site can use one (1) or a combination of supply chain models as audited and certified by the CB.	Tetere POM is IP certified and sales of the products were of IP or SG or conventional only.	Complied
5.3. Do	cumented Procedures		

**RSPO Public Summary Report** 

<ul> <li>The site shall have written procedures and/or work instructions or equivalent to ensure the implementation of all elements of the applicable supply chain model specified.</li> <li>This shall include at minimum the following:</li> <li>Complete and up to date procedures covering the implementation of all the elements of the supply chain model requirements.</li> </ul>	<ul> <li>A procedure has been established entitled "TOM Supply Chain Guideline, Guadalcanal Plans Palm Oil Limited" [GPPOL SOP MGT-001, Issue no. 2, dated 29/1/2018]. Among the topics covered were:</li> <li>Roles &amp; responsibilities</li> <li>Purchasing and goods in</li> <li>Sales and goods out</li> <li>Volumes and measurements</li> <li>Records</li> <li>Claims</li> <li>Complaints</li> <li>Training</li> </ul> Additional information references for this guideline include the following: <ul> <li>MG06 – Milling – CPO</li> <li>MC07 – Milling – DKO</li> </ul>	Complied
	<ul> <li>MG07 – Milling – PKO</li> <li>TOM – Oil Mill – SOP</li> <li>TOM – Kernel Crushing Plant – SOP</li> </ul>	
<ul> <li>Complete and up to date records and reports that demonstrate compliance with the supply chain model requirements (including training records).</li> </ul>	<ul> <li>Among the records to be maintained according to the procedure include:</li> <li>FFB Receipt Docket</li> <li>Weighbridge docket</li> <li>Dispatch of CPO/PK – weighbridge ticket, delivery order, shipping document</li> <li>Daily production report</li> <li>Internal audit report</li> <li>Minutes of management review meeting</li> <li>Training records</li> </ul>	Complied
• Identification of the role of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the organization's procedures for the implementation of this standard.	Addressed in clause 4.0 of the procedure which describes overall responsibility is assigned to the Mill Manager. The responsible is to implement and monitor the GPPOL RSPO Supply Chain Certification programme. Based on interview with the person in-charged, he was able to demonstrate awareness of the organization's procedures for the implementation of this standard.	Complied
The site shall have a written procedure to conduct annual internal audit to determine whether the organization; i) conforms to the requirements in the RSPO Supply Chain Certification Standard and the	<ul> <li>Ref.: Internal Audit Procedure,</li> <li>RSPOSC/SOP/IA/1, rev. 1, dated</li> <li>1/8/2017. The procedure consists of</li> <li>the following elements:</li> <li>Purpose</li> <li>Scope</li> </ul>	Complied
	<ul> <li>and/or work instructions or equivalent to ensure the implementation of all elements of the applicable supply chain model specified. This shall include at minimum the following:</li> <li>Complete and up to date procedures covering the implementation of all the elements of the supply chain model requirements.</li> <li>Complete and up to date records and reports that demonstrate compliance with the supply chain model requirements (including training records).</li> <li>Identification of the role of the person having overall responsibility for and authority over the implementation of these requirements. This person shall be able to demonstrate awareness of the organization's procedures for the implementation of this standard.</li> <li>The site shall have a written procedure to conduct annual internal audit to determine whether the organization; i) conforms to the requirements in the RSPO</li> </ul>	<ul> <li>and/or work instructions or equivalent to ensure the implementation of all elements of the applicable supply chain model specified. This shall include at minimum the following:</li> <li>Complete and up to date procedures covering the implementation of all the elements of the supply chain model requirements.</li> <li>Roles &amp; responsibilities</li> <li>Purchasing and goods in</li> <li>Sales and goods out</li> <li>Volumes and measurements</li> <li>Complete and up to date records and reports that demonstrate compliance with the supply chain model requirements (including training records).</li> <li>Toom - Cilling - PKO</li> <li>Complete and up to date records and reports that demonstrate compliance with the supply chain model requirements (including training records).</li> <li>Identification of the role of the person having overall responsibility for and authority over the implementation shall be able to demonstrate awareness of the organization's procedures for the implementation of this standard.</li> <li>Identification of this standard.</li> <li>The site shall have a written procedure to conduct annual internal audit to determine whether the organization; i) conforms to the requirements in the RSPO</li> <li>The site shall have a written procedure to conduct annual internal audit to determine whether the organization; i) conforms to the requirements in the RSPO</li> <li>The site shall have a written procedure to conduct annual internal audit to determine whether the organization; i) conforms to the requirements in the RSPO</li> <li>Compose</li> </ul>



PF441

## **RSPO Public Summary Report**

	RSPO Market Communications and Claims Documents. ii) effectively implements and maintains the standard requirements within its organization	<ul> <li>Procedure details – frequency, sampling, reporting, handling of non-conformities (issuing and closing), records keeping</li> <li>Last internal audit was conducted on 3/2/2018 by Mr Lawrence Hiromate, Wendy Tara and Regina Pokana.</li> <li>RSPO SCC Standard checklist, issue no. 2 was utilised to record the audit findings. The coverage of the internal audit was found to be sufficient to reflect the current RSPO SCC conformity status of the facility.</li> </ul>	Complied
-	rchasing and goods in		
5.4.1	<ul> <li>The receiving site shall ensure that purchases of RSPO certified oil palm products are in compliance and the following minimum information for RSPO certified products is made available by the supplier in document form:</li> <li>The name and address of the buyer;</li> <li>The name and address of the seller;</li> <li>The loading or shipment/delivery date;</li> <li>The date on which the documents were issued;</li> <li>A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations);</li> <li>The quantity of the products delivered;</li> <li>Any related transport documentation;</li> <li>Supply Chain certificate number of the seller;</li> <li>A unique identification number</li> </ul>	<ul> <li>When FFB delivered to the mill from the estates, the transporters presented FFB Field Docket (for estates) and FFB Receipt Docket (for smallholders) to the mill weighbridge clerk in order the FFB to be received by the mill. E.g. of information available in the FFB Field Docket is as follows: <ul> <li>FFB docket No. – e.g.: 2044575 (from ID 206) 2044576 (from ID 236) 2044576 (from ID 198) 2044578 (from ID 484) 17416 (from Ngalimbiu)</li> <li>Estate's/smallholders' names – e.g. Ngalimbiu, Jamuel, Terrillen, Reginold, Dorothy</li> <li>Division – e.g. 2 Okea</li> <li>Date of delivery – e.g. 19/2/2018</li> <li>Field No.</li> <li>Total bunches</li> <li>FFB weight (for smallholders)</li> <li>Drivers' code</li> <li>Crane operator's code</li> <li>Smallholders' signature</li> </ul> </li> <li>The weighbridge operator issues weighbridge docket which has the information about: <ul> <li>Weight – e.g. 14.31 mt (including for each smallholder in that trip)</li> <li>Delivery date – e.g. 19/2/2018</li> <li>Block no.</li> </ul> </li> </ul>	Complied



# **RSPO Public Summary Report**

	<ul> <li>Information shall be complete and can be presented either on a single document or across a range of documents issued for RSPO certified oil palm products (for example, delivery notes, shipping documents and specification documentation).</li> </ul>	The information was available in various documents as mentioned above.	Complied
	• The site receiving RSPO certified oil palm products shall ensure that the products are verified as being RSPO certified. For sites that are required to announce and confirm trades in the RSPO IT platform, this shall include making Shipping Announcements/Announcements and Confirmations on the RSPO IT platform per shipment or group shipments. Refer to section 5.7.1 of this document for further guidance.	Not applicable. The facility is a palm oil mill.	NA
	• A check of the validity of the Supply Chain Certification of suppliers is required for all sites that are SC certified. This shall be checked via the list of RSPO Supply Chain Certified sites on the RSPO website (www.rspo.org) at least annually or through the RSPO IT Platform by confirmation of (shipping) announcements.	Not applicable. The facility is a palm oil mill.	NA
	• The validity of license for traders and distributors shall also be checked via the RSPO website at least annually or through the RSPO IT platform by confirmation of shipping announcements / announcements.	Not applicable. The facility is a palm oil mill.	NA
5.4.2	The site shall have a mechanism in place for handling non-conforming oil palm products and/or documents.	Addressed in Clause 5.4 of the RSPO/SOP/COC/3 – Handling RSPO Products, which reads non-certified or contaminated FFB shall be segregated from certified oil palm products via segregation at mill ramp. In case of contamination with non- conforming products, the certified products shall be downgraded and sold under MB module.	Complied
	sourcing activities		
5.5.1	In cases where an operation seeking or holding certification outsources activities to independent third parties (e.g. subcontractors for storage, transport or other outsourced activities), the operation seeking or holding certification shall ensure that the independent third party complies	Not applicable. No outsourcing activity.	NA



	with the requirements of the RSPO Supply Chain Certification Standard. A CPO mill and independement mil cannot outsource processing activities like refining or crushing.		
	This requirement is not applicable to outsourced storage facilities where the management of the oil palm product(s) and instructions for tank movements are controlled by the certified organization (not the tank farm manager).		
5.5.2	<ul> <li>Sites which include outsourcing within the scope of their RSPO Supply Chain certificate shall ensure the following:</li> <li>a. The site has legal ownership of all input material to be included in outsourced processes;</li> </ul>	Not applicable. No outsourcing activity.	NA
	b. The site has an agreement or contract covering the outsourced process with each contractor through a signed and enforceable agreement with the contractor. The onus is on the site to ensure that certification bodies (CBs) have access to the outsourcing contractor or operation if an audit is deemed necessary.	Not applicable. No outsourcing activity.	NA
	c. The site has a documented control system with explicit procedures for the outsourced process which is communicated to the relevant contractor.	Not applicable. No outsourcing activity.	NA
	d. The site seeking or holding certification shall furthermore ensure (e.g. through contractual arrangements) that independent third parties engaged provide relevant access for duly accredited CBs to their respective operations, systems, and any and all information, when this is announced in advance.	Not applicable. No outsourcing activity.	NA
5.5.3	The site shall record the names and contact details of all contractors used for the processing or physical handling of RSPO certified oil palm products.	Not applicable. No outsourcing activity.	NA
5.5.4	The site shall at its next audit inform its CB of the names and contact details of any new contractor used for the processing or physical handling of RSPO certified oil palm products.	Not applicable. No outsourcing activity.	NA

	es and goods out		
	<ul> <li>The supplying site shall ensure that the following minimum information for RSPO certified products is made available in document form.</li> <li>The name and address of the buyer;</li> <li>The name and address of the seller;</li> <li>The loading or shipment/ delivery date;</li> <li>The date on which the documents were issued;</li> <li>A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations);</li> <li>The quantity of the products delivered;</li> <li>Any related transport documentation;</li> <li>Supply chain certificate number of the seller;</li> <li>A unique identification number</li> </ul>	<ul> <li>Sampled Contract: GPPOL/CPO/0029, 31/8/2017, quantity: 1,000 mt, term: Cargo Insurance Freight (CIF)</li> <li>Buyer: name and address were stated in sales contract (<i>but not</i> <i>disclosed in this report</i>)</li> <li>Seller: Guadalcanal Plains Palm Oil Limited - stated in sales contract</li> <li>15/9/2017 – stated in the Independent Surveyor Report (#170904)</li> <li>Generalised System of Preferences, CoA, BL (HIR/ROT- 01)</li> <li>RSPO Certified Segregated Sustainable Crude Palm Oil in Bulk – stated GSP, Sales Contract, BL</li> <li>ISR (Engineering Jobbers) – 1,000 mt</li> <li>SC certificate no.: RSPO 666858 – in BL</li> <li>Contract numbers.</li> </ul>	Complied
	<ul> <li>Information shall be complete and can be presented either on a single document or across a range of documents issued for RSPO certified oil palm products (for example, delivery notes, shipping documents and specification documentation).</li> </ul>	The information was available in various documents as mentioned above.	Complied
	• For sites that are required to announce and confirm trades in the RSPO IT platform, this shall include making Shipping Announcements / Announcements and Confirmations on the RSPO IT platform per shipment or group of shipments. Refer to section 5.7.1 of this document for further guidance.	Shipping announcements were sufficiently made and summary of the announcement which was extracted from RSPO Palmtrace system was made available for verification.	Complied
5.7. Regi	istration of transactions		
5.7.1	Supply chain actors who:	Since 26/3/2017, there were 16	Complied
	<ul> <li>are mills, traders, crushers and refineries and;</li> </ul>	shipping announcements of CSPK and 22 announcements of CSPO made.	
	<ul> <li>take legal ownership and/or physically handle RSPO Ceritified Sustainable oil palm products that are available in the</li> </ul>		



	yield scheme of the RSPO IT Platform (Figure 2 and 3, Refer Annex 1) shall		
	register their transaction in the RSPO IT platform and confirm upon receipt where applicable.		
5.7.2	The involved supply chain actors mentioned in 5.7.1 shall do the following actions in the RSPO IT Platform:	Based on the announcement summary, all the registrations were found to be in order.	Complied
	<ul> <li>Shipping Announcement / Announcement: When RSPO certified volume is sold as certified, the volumes of products that are in the yield scheme (Figure 2 and 3, refer Annex 1) shall be registered as a Shipping Announcement / Announcement in the RSPO IT Platform. The declaration time to do Shipping announcement / Announcement is based on members' own standard operating procedures.</li> </ul>		
	<ul> <li>Trace: When RSPO certified volumes are sold as RSPO certified to actors in the supply chain beyond the refinery, the volume shall be traced at least annually. Tracing triggers the generation of a trace document with a unique traceability number. Tracing can be done in a consolidated way at least annually.</li> </ul>	Not applicable. Products are not sold beyond refinery.	NA
	• Remove: RSPO certified volumes sold under other scheme or as conventional, or in case of underproduction, loss or damage shall be removed.	No removal of RSPO certified volumes.	Complied
	Confirm: Acknowledge the purchase of RSPO certified volume by confirming Shipping Announcements / Announcements.	Based on the announcement summary, all the confirmations were found to be in order.	Complied
5.8. Tra	ining		
5.8.1	The organization shall have a training plan on RSPO Supply Chain Standards requirements, which is subject to on-going review and is supported by records of the training provided to staff.	Training plans for 2018 was available – incorporation with other training plans. RSPO SC trainings are planned to be conducted in January and May 2018.	Complied
5.8.2	Appropriate training shall be provided by the organization for personnel carrying out the tasks critical to the effective implementation of the supply chain certification standard requirements. Training shall be specific and relevant to the task(s) performed.	Relevant personnel to supply chain implementation as defined by the CU are the personnel that involve in supply chain implementation – Transport (tanker drivers), weighbridge operators, shipment document clerk, shipment in-charge (loading master), shipment clearance	Complied

**RSPO Public Summary Report** 

		officer, purchasing, mill engineer, lab superintendent, sustainability officer and safety officer. In Tetere case, 14 personnel were identified. Based on training records, last training was conducted 1/2/2018, entitled "Basic requirements & understanding of RSPO Supply Chain Certification Standard", conducted by Mr Raja (MM) and Ms Regina (Sustainability Manager), attended by all the 14 personnel.	
5.9. Rec	cord Keeping		
5.9.1	The organization shall maintain accurate, complete, up-to-date and accessible records and reports covering all aspects of these RSPO Supply Chain Certification Standard requirements.	All the sampled records related to the movements of RSPO certified materials and products were found to be accurate, complete, up-to-date and accessible.	Complied
5.9.2	Retention times for all records and reports shall be a minimum of two (2) years and shall comply with legal and regulatory requirements and be able to confirm the certified status of raw materials or products held in stock.	Addressed in RSPOSC/SOP/IP/3, Clause 5.4 Retention of records – minimum 2 years. Sampled – FFB receipt Docket dated 10/12/2015 # 2034962 - 6	Complied
5.9.3	The organization shall be able to provide the estimate volume of palm oil/palm kernel oil content (separate categories) in the RSPO certified oil palm product and keep an up to date record of the volume purchased (input) and claimed (output) over a period of twelve (12) months.	Not applicable. The product of the facility is containing 100% palm oil.	NA
5.10. Co	onversion factors		
5.10.1	Where applicable a conversion rate shall be applied to provide a reliable estimate for the amount of certified output available from the associated inputs. Organizations may determine and set their own conversion rates which shall be based upon past experience, documented and applied consistently. Guidance on conversion rates is published on the RSPO website (www.rspo.org); RSPO Rules for Physical Transition of Oleochemicals and its Derivaties. This is relevant for derivatives of Palm Oil and Palm Kernel Oil, as used in the oleochemical and personal care industries.	Conversion factor of CPO and PK production is depending on the actual OER and KER.	Complied
5.10.2	Conversion rates shall be periodically updated to ensure accuracy against actual	The facility is using the actual extraction rate and therefore updating of rates is not necessary.	Complied



**RSPO Public Summary Report** 

	performance or industry average if appropriate.		
5.11. C	aims		
5.11.1	The site shall only make claims regarding the use of or support of RSPO certified oil palm products that are in compliance with the RSPO Rules on Market Communications and Claims.	RSPO trademark was not use. Nonetheless, the facility is aware with the requirements of the RSPO Rules on Market Communications and Claims.	Complied
5.12. C	omplaints		
5.12.1	The organization shall have in place and maintain documented procedures for collecting and resolving stakeholder complaints.	Addressed in TOM Supply Chain Guideline, Guadalcanal Plans Palm Oil Limited" [GPPOL SOP MGT-001, Issue no. 2, dated 29/1/2018]. There have been no complaint regarding supply chain from any stakeholders so far.	Complied
5.13. M	anagement Review		
5.13.1	The organization is required to hold management reviews annually at planned intervals, appropriate to the scale and nature of the activities undertaken.	Last MRM was conducted on 22/1/2018, attended by 4 members i.e. GM, Operation Manager, Mill Manager and Sustainability Manager. The meeting was a combined between the POM and KCP. The meeting was chaired by the GM.	Complied
5.13.2	<ul> <li>The input to management review shall include information on:</li> <li>Results of internal audits covering RSPO Supply Chain Certification Standard.</li> <li>Customer feedback.</li> <li>Status of preventive and corrective actions.</li> <li>Follow-up actions from management reviews.</li> <li>Changes that could affect the management system.</li> <li>Recommendations for improvement.</li> </ul>	<ul> <li>Based on verification of minutes of meeting, the following agenda had been recorded:</li> <li>Results of internal audits covering RSPO Supply Chain Certification Standard – Agenda #3a</li> <li>Customer feedback</li> <li>Status of preventive and corrective actions – Agenda #3a</li> <li>Follow-up actions from management reviews – agenda #2</li> <li>Changes that could affect the management system</li> <li>Recommendations for improvement</li> </ul>	Complied
5.13.3	<ul> <li>The output from the management review shall include any decisions and actions related to:</li> <li>Improvement of the effectiveness of the management system and its processes.</li> <li>Resource needs.</li> </ul>	<ul> <li>The decisions and actions related to:</li> <li>Improvement of the effectiveness of the management system and its processes.</li> <li>Resource needs were also recorded in the minutes of meeting.</li> </ul>	Complied

### **Appendix E**

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

Requirements	Compliance
D.1 Definition	
D.1.1 A mill is deemed to be Identity Preserved (IP) if the FFB used by the mill are sourced from plantation/ estates that are certified against the RSPO Principles and Criteria (RSPO P&C), or against the Group Certification scheme. Certification for CPO mills is necessary to verify the volumes and sources of certified FFB entering the mill, the implementation of any processing controls (for example, if physical separation is used), and volume sales of RSPO certified products. If a mill process certified and uncertified FFB without physically separating them, then only Module E is applicable.	Tetere Palm Oil mill only receives certified FFB from their own certified estate and smallholders. Therefore, qualifies for the Identity Preserved supply chain system and module. During the P&C assessment, the audit team verified the volumes and sources of certified FFB entering the mill, the implementation of processing controls and volume sales of RSPO certified products.
D.2 Explanation	
E.2.1 The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill shall be recorded by the certification body (CB) in the public summary of the P&C certification report. For an independent mill, the estimated tonnage of CPO and PK products shall be recorded in the RSPO IT platform, supply chain certificate and public summary audit report. This figure represents the total volume of certified oil palm product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced shall then be recorded in each subsequent annual surveillance report.	The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill is recorded in this public summary report.
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).	During the surveillance audit 1, inspection of the palm trace records and found all the transaction including shipping announcement has been registered. Following transaction ID sampled:
	a. TR7c31d664-3de4
	b. TR754D4448-87d0
D.3 Documented procedures	
<ul><li>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:</li><li>a) Complete and up to date procedures covering the</li></ul>	Latest written documented procedures GPPOL SOP MGT- 001 for the chain of custody is with Identity Preserved (IP) model covering all the RSPO Supply Chain Certification Standard and Traceability for handling certified FFB.
implementation of all the elements in these requirements;	The General Manager, Mill Manager and the Estate Manager plus all plantations Managers, supervisors and all staff employed in all mills are aware of, and follow this guideline. The mill manager has the responsibility to

	ensure implementation assisted by the on-site compliance executive. The IP model is applied because only certified FFB from own supply base is received and processed at Tetere Oil Mill. The mill manager and assistant manager have awareness of the supply chain system. The manager has overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. RSPO Supply Chain training has been conducted on 28/7/2015 by Sustainability Manager and Mill assistant manager. Assistant Manager, shipping and weighbridge operator have attended the training and attendant list is sighted.
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.	Addressed in clause 4.0 of the procedure which describes overall responsibility is assigned to the Mill Manager. The responsible is to implement and monitor the GPPOL RSPO Supply Chain Certification programme. Based on interview with the person in-charged, he was able to demonstrate awareness of the organization's procedures for the implementation of this standard.
D.3.2 The site shall have documented procedures for receiving and processing certified FFBs.	Tetere Oil mill has documented procedures GPPOL SOP MGT-001 for the incoming FFB, processing and outgoing palm products (CPO and PK). The procedure covers receiving and processing certified and non-certified FFBs.
D.4 Purchasing and goods in	
D.4.1 The site shall verify and document the tonnage and sources of certified FFBs received.	Daily stock & production data are prepared at the entry point at the weighbridge. Daily stock & production data summary documented for all the certified FFB. Records verified by internal and external audit. Tetere oil mill have system to verify at the weighbridge.
D.4.2 The site shall inform the CB immediately if there is	Tetere POM is aware of this requirement and no
a projected overproduction of certified tonnage.	projected overproduction for the period under review.
D.5 Record keeping	
D.5.1 The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis.	Ref.: <b>Daily Mill Production Records (DMPR) – data</b> <b>obtained from SAP system</b> Daily stock & production data are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the certified FFB. Records verified by
	internal and external audit. Tetere mill have system to verify at the weighbridge.
	internal and external audit. Tetere mill have system to verify at

	CSPO balance from 16/2/2018 = 341.548 (mill) + 3,924.654 (Point Cruz bulking terminal) CSPO shipped/delivered on 17/2/2018 = 0 mt CSPO balance on 17/2/2018 = 279.052 (mill) + 4,134.104 (Point Cruz bulking terminal) PK sent to KCP = 34.878 mt *There is no kernel bunker at the mill. All kernel produced are sent to KCP – using fan blower & conveyor.
D.6 Processing	
D.6.1 The site shall assure and verify through documented procedures and record keeping that the RSPO certified oil palm product is kept separated from non-certified oil palm product including during transport and storage to strive for 100% separation.	During this assessment it was confirmed that only own supply bases of FFB is processed and no receive of outsider crops. This ensures that there is no possibility of mixing during processing.

RSPO Public Summary Report Revision 6 (December / 2017)

### **Supply Chain Declaration**

Α.	A. Monthly Records of Certified and Uncertified FFB Received since the last audit				
No.	Month - Year	Volume of FFB from certified supply bases (MT)	Volume of FFB from uncertified supply bases (MT)	Total FFB/Month (mt)	
1	Feb 2017	12,033.59	0	12,033.59	
2	Mar 2017	16,586.02	0	16,586.02	
3	Apr 2017	13,766.73	0	13,766.73	
4	May 2017	14,935.51	0	14,935.51	
5	Jun 2017	12,182.11	0	12,182.11	
6	Jul 2017	11,549.76	0	11,549.76	
7	Aug 2017	9,576.52	0	9,576.52	
8	Sep 2017	9,951.11	0	9,951.11	
9	Oct 2017	10,944.09	0	10,944.09	
10	Nov 2017	11,822.47	0	11,822.47	
11	Dec 2017	10,175.12	0	10,175.12	
12	Jan 2018	13,273.97	0	13,273.97	
	Total         146,797.00         0         146,797.00				

B. Monthly Records of Certified CPO & PK since the last audit				
No.	Month - Year	Certified CPO (MT)	Certified PK (MT)	
1	Feb 2017	0	628.77	
2	Mar 2017	0	959.71	
3	Apr 2017	8,125.43	817.88	
4	May 2017	4,018.61	870.27	
5	Jun 2017	3,810.81	665.06	
6	Jul 2017	4,013.74	626.24	
7	Aug 2017	0	565.21	
8	Sep 2017	4,010.24	563.22	
9	Oct 2017	2,898.45	620.94	
10	Nov 2017	0	670.59	
11	Dec 2017	4,002.11	579.38	
12	Jan 2018	4,010.21	752.81	
	Total	34,889.60	8,320.08	



C.	Records of Certified	CPO & PK Sold under PalmTra	ice to Buyers since the la	ast audit (if any)
No.	Buyers Name	Palmtrace Trading No	Certified CPO Sold	Certified PK Sold
			(MT)	(MT)
1	Buyer 1	TR-72d3941b-3c29	1,002.55	
2	Buyer 1	TR-2e2ff545-88f7	1,503.83	
3	Buyer 1	TR-3717e597-967d	1,002.55	
4	Buyer 1	TR-48a25bc5-139e	501.28	
5	Buyer 1	TR-daf6ca29-20ac	2,000.19	
6	Buyer 3	TR-a550fae3-802d	1,501.88	
7	Buyer 2	TR-eef12426-e8e6	250.02	
8	Buyer 2	TRcaa982c1-c1a5	250.02	
9	Buyer 2	TR-5feaa438-8d36	1,898.98	
10	Buyer 2	TR-15b237ecda98	999.47	
11	Buyer 3	TR-350e6fff-0c66	998.91	
12	Buyer 2	TR-9915fffc-7831	1,505.66	
13	Buyer 2	TR-5f18916b-dcc7	501.89	
14	Buyer 2	TRd89ed802-8f37	1,003.78	
15	Buyer 1	TR-ac6f9625-58d6	501.72	
16	Buyer 1	TR-f422b378-82eb	2,006.87	
17	Buyer 1	TR-5d622104-d5df	1,505.15	
18	Buyer 1	TR-41c17190-38d7	1,805.12	
19	Buyer 1	TR-e3f3f7e5-9d3a	2,005.69	
20	Buyer 1	TR-89d87b68-0e7b	2,512.90	
21	Buyer 3	TRd4e43e91-8738	1,505.71	
22	Buyer 4	TR-571dceee-164e	4,011.12	
23	Buyer 1	TR-5e8a30ae-3790	4,114.31	
24	Buyer 5	TR-9b444c94-7a26		202
25	Buyer 5	TR-09da332e-2d04		996
26	Buyer 5	TR-13c5fc4c-608d		1,015
27	Buyer 5	TR-cb59f898-30f4		151
28	Buyer 5	TR-76877bb0-ac69		199
29	Buyer 5	TR-92d745cde560		565
30	Buyer 5	TR-3bbec8a6-15d0		151
31	Buyer 5	TR-113c23fb-47e2		195
32	Buyer 5	TR-6b6e751c-5973		776
33	Buyer 5	TR-38084640-8446		148



34	Buyer 5	TR-fdb70aee-3687	203
35	Buyer 5	TR-d02552b0-6621	779
36	Buyer 5	TR-c8562b27-71d1	154
37	Buyer 5	TR-8dbd4e6e-d7b8	555
38	Buyer 5	TRcbbc2185-e882	204
39	Buyer 5	TR-b5d2af43-fa45	680

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

E. Records of CPO & PK Sold as conventional to Buyers since the last audit (if any)											
No.         Buyers Name         CPO Sold         PK Sold											
		(MT)	(MT)								
		0	0								

F.	F. Records of Certified CPO Sold under RSPO Credits to Buyers since the last audit (if any)											
No.	No.         Buyers Name         PalmTrace Trading No         RSPO Credits of											
			Certified CPO Sold (MT)									
			0									

PF441 RSPO Public Summary Report Revision 6 (December / 2017)

### Appendix F: Location Map of Tetere Palm Oil Mill Certification Unit and Supply bases



# RSPO Public Summary Report Revision 6 (December / 2017)

#### **Appendix G: Estates Field Map**



Mbalusina Estate

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### **Ngalimbiu Estate Division 1**





### Ngalimbiu Estate Division 2 (Okea)





### Location of Smallholders Field

RSPO Public Summary Report Revision 6 (December / 2017)

### **Appendix H: List of Smallholder Sampled**

No.	Smallholder Block	Name of Registered Land		Total Hectares stated on title / Ha	Total Hectares planted —		Sampled Smallholders for assessment					
	Number	First Name	Last Name		with OP	IAV	ASA 1	ASA 2	ASA 3	ASA 4	RC	
1	45	JUNE	SAKI	4	4							
2	55	NATHAN	BOSA	4	2.7							
3	84	JENNY	SAKI KAKAI	4	4.15							
4	105	DAVID	BAKANI	4	17.6		x					
5	111	NORMAN	THUGEA	4	0.95							
6	116	JAMES	NGELEA	4	4.34		х					
7	117	EDWARD	PORU	4	2.87			х				
8	118	ALFRED	THUGEA	4	2.96							
9	121	JACOB	SALE	4	8.09							
10	122	ALLAN MATEA	SIKUA	4	7.43			x				
11	123	ALFRED	BATA	4	3.2		x					
12	124	BENEDICT	GARIMANE FAMILY	4	2.32							
13	133	KAOUTAVE	CHRISTIAN V SCHOOL	4	1.39							
14	134	KAUTOGA	LPC	4	20.47							
15	135	JOHN	SALE	4	3.32		x					
16	136	ROBERT	CHEDI	4	0.79							
17	138	REUBEN	TAWASI	4	1.37							

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No.	Smallholder Block	Name of Registered Land		Total Hectares stated on title / Ha	Total Hectares planted –		Sampled Smallholders for assessment					
	Number	First Name	Last Name		with OP	IAV	ASA 1	ASA 2	ASA 3	ASA 4	RC	
18	139	JOHN	SELWYN SUBA	4	3.56							
19	140	FRANCISE	THUGEA	4	6.03							
20	141	LEONARD	BETA	4	1.97			x				
21	142	TIMOTHY	TANGITHIA	4	3.84							
22	143	JUDAH	POA	4	1.83							
23	149	HENDRY	VOUTAR	4	1.88		х					
24	150	JOHN	SALO	4	4.07							
25	151	JACOB	VOO	4	2.82							
26	152	JOHN	OGOGA	4	1.61			x				
27	153	STEPHEN	KUNIA	4	1.98							
28	154	FR.JOHN	CHRISTIAN MANETHA	4	1.29			x				
29	155	STEPHEN	BOSAMETE	4	1.35							
30	157	MARY	DOKE	4	1.52							
31	158	BARNABAS	PAROLE	4	1.8							
32	159	SAMUEL	KURI (SR)	4	4.75							
33	160	LUKE	TAUTO (JR)	4	1.94							
34	161	ROBERT	RAMAU	4	2.04		х					
35	162	NELSON	TOLE	4	1.42							
36	163	AMOS	BULA & PHILIP MAKA	4	2.08							

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No.	Smallholder Block	Name of Registered Land	Smallholder (as per Title)	Total Hectares stated on	Total Hectares planted		Sampled Smallholders for assessment					
	Number	First Name	Last Name	title / Ha	with OP	IAV	ASA 1	ASA 2	ASA 3	ASA 4	RC	
37	164	ALICE	KOKUE	4	1.51							
38	165	MICHAEL	SERO	4	2.43							
39	166	ROBERT	SIKUA	4	3							
40	167	NELSON	MATAI	4	10.19							
41	168	EDDIE	NICKSON AND BROTHERS	4	2.2							
42	170	JOHN	KAKAMO	4	3.67		х					
43	171	BRENEDETA	VAUAUA	4	1.68							
44	172	MICHAEL	MELU	4	3.36		x					
45	174	PAUL	TUBARA	4	2.25			x				
46	175	TITUS	PULOGITA KAMATA	4	3.23							
47	178	JOHN	ROSS IVAENA	4	2.05			x				
48	181	JOHN	UGI	4	2.88							
49	185	JACKSON	MEDO	4	3.18							
50	187	PATTESON	PARA	4	4.15							
51	188	JOHN	TITUS	4	2.33							
52	189	JULIO	RAVA	4	2.33							
53	190	JOB	TANGITHIA	4	5.68		х					
54	191	BARNABAS	GIGIA	4	1.78							

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No.	Smallholder Block	Name of Registered Land	Smallholder (as per Title)	Total Hectares stated on title / Ha	Total Hectares planted		Sampled Smallholders for assessment					
	Number	First Name	Last Name		with OP	IAV	ASA 1	ASA 2	ASA 3	ASA 4	RC	
55	192	JOHN	MANENEGELEA	4	3.04							
56	193	DAVID	VELE	4	2.16							
57	194	JOHN	KINA	4	1.73							
58	195	FESTUS	VALE	4	2.18							
59	196	SAM	TALU	4	1.5							
60	197	SAMUEL	ONO	4	3.26		x					
61	198	REGINOLD	KOETHIVOA	4	2.1							
62	199	BILLY	TALU	4	3.64							
63	202	MICHAEL	BUBUSA	4	3							
64	203	WILSON	EVO	4	3.55							
65	204	MICHAEL	BOSA	4	2.36							
66	205	JONATHAN	PAUL BOSALI	4	2.15		x					
67	206	JAMUEL	THUGIA	4	25.39			x				
68	212	PHILIP	TAVAKE	3	0.95		x					
69	214	NATHANIEL	ILUKE	4	2.38							
70	215	PETER	LEUA	4	1.83		x					
71	217	JOHN	BLIGHT	4	1.86		x					
72	218	PETER	TOLA	4	1.31							
73	222	JOSEPH	MALINA (JR)	4	4.12							

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No.	Smallholder Block	Name of Registered Land	Smallholder (as per Title)	Total Hectares stated on title / Ha	Total Hectares planted -		Sampled Smallholders for assessment					
	Number	First Name	Last Name		with OP	IAV	ASA 1	ASA 2	ASA 3	ASA 4	RC	
74	223	PATTERSON	BASOA	4	3							
75	232	RICHARD	LEUA	4	1.13							
76	233	PHILIP	МАКА	4	1.16							
77	236	CHARLES	SAEMANEA	4	1.92							
78	237	DANIEL	TOLIA	4	3.54							
79	238	ALFRED	RONI	4	1.57							
80	239	MEROLYN	NONI	5	5.13		x					
81	240	JOHN	RONI	4	2.8							
82	241	PAUL	PUPURA	4	1.01							
83	243	JOHN SELWYN	KUTHA	4	1							
84	244	ALOISO	MANEGHAUA	4	1.61							
85	245	MANIFEST	SAMU	4	1.43							
86	248	ELWIN	KOETHIWOA	4	6.78							
87	250	PHILIP	SOPAGE	4	2.8							
88	251	PHILIP	GHETI	4	2.67							
89	255	JOHN	THUGEA	4	2.7							
90	256	MARK	SALEPARA	4	2.65							
91	258	SOLOMON	PUPULO	4	3							
92	259	JOHN	LAKA	4	3.16							

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Page 111 of 119



No.	Smallholder Block	Name of Registered Land	Smallholder (as per Title)	Total Hectares stated on	Total Hectares planted		Sampled Smallholders for assessment				
	Number	First Name	Last Name	title / Ha	with OP	IAV	ASA 1	ASA 2	ASA 3	ASA 4	RC
93	260	PATTESON	TABALA	4	3						
94	266	JACOB	LIULIU	4	0.99						
95	267	NICKSON	LEUA	4	0.39						
96	268	NELSON	PEGOA	4	2.98						
97	269	STEPHEN	VOTA	4	2.78						
98	270	RICHARD	BUTO	4	1.87						
99	272	KAUTOGA	А	75	5.98		х				
100	273	KAUTOGA	В	10	6.08						
101	275	DAVID	KOGANA	3	0.61						
102	280	BARTHOLOMEW	VAVANGA	4	3						
103	281	JIMMY	CHEDI	3	2.61						
104	294	POLYCARP	MANENGELEA	4	1.85						
105	296	FRANCISE	KULAGA	4	1.59						
106	297	PAUL	KAONI	4	1.44						
107	298	MATILDA	GHAOKA	4	0.46						
108	303	ANNIE	SUBUTO	3	0.93						
109	307	JOSEPH	ALEX	4	1.9			х			
110	309	JOEL	RAVA	7	1.32						
111	310	FR EDMOND	RUKALE	3	4.87			х			
112	312	JOHN	KIRISA	3	3.31						
113	313	JOHN	TINONILE	3	2.87						

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No.	Smallholder Block	Name of Registered Land	Smallholder (as per Title)	Total Hectares stated on title / Ha	Total Hectares planted –		Sampled Smallholders for assessment					
	Number	First Name	Last Name		with OP	IAV	ASA 1	ASA 2	ASA 3	ASA 4	RC	
114	314	TERRY	VARAKEA	8	5.84		x					
115	315	KENNEDY	BROWN	3	0.47							
116	317	FRANCIS	SESELE	3	1.46							
117	318	ELIZABETH	ITANIA	3	1.13							
118	319	JUNE	RATU	5	1.33			х				
119	321	NICKSON	GHOABATA	3	1.76							
120	322	JOHN	TANGITHIA	3	0.86							
121	323	MARK	LEUA	3	1.43							
122	324	ERIEL	ASI	3	0.47							
123	325	MATHEW	RONI	3	0.45							
124	326	LUKE	MITINI	3	1.01							
125	327	JANISTANT	VOGHAMANE	3	2.89							
126	330	HENCE	Τυτυ	6	1.93							
127	331	MICHAEL	TAULE	5	3.23		х					
128	333	GEFFERY SAEA	PEGOA	8	1.72							
129	335	GABRIEL	BUNIA	3	1.25							
130	337	EDDIE	KWAUBELI	3	1.87							
131	339	TIMOTHY	ROSE	3	2.23							
132	340	JAMUEL	FRED	10	2.79							
133	341	LUKE	MAE	4	0.89							
134	347	MOSES	KARUKU	5	3.7							



No.	Smallholder Block	Name of Registered Smallholder (as per Land Title)		Total Hectares stated on	Total Hectares planted	Sampled Smallholders for assessment						
	Number	First Name	Last Name	title / Ha	with OP	IAV	ASA 1	ASA 2	ASA 3	ASA 4	RC	
135	349	NICHOLAS &	EDLYN	5	3.63							
136	351	RACHEL	VELESI	6	4.23							
137	352	LEONE	THUGEA A	3	1.75							
138	353	LEOTINA	THUGEA	3	1.34							
139	354	NESTOR	VAGAA	5	1.52							
140	355	GRACE	VURE	3	2.48							
141	360	JUDA &	HELLEN	3	1.37							
142	362	STEPHEN	PAENI	3	3.17							
143	363	WILLIAM	TALU	3	2.45							
144	364	VAUA	FAMILY PROJECT	10	18.38							
145	365	DOUGLAS	TAGABASOE	3	1.15							
146	366	DONALD	RAMAU	3	1.13							
147	367	DANIEL SADE	TARAI	3	0.8							
148	369	HELLEN	MAE	3	0.99		х					
149	370	JOHN	PEGOA JUNIOR	12	8							
150	371	JOHN	TATAI	3	1.96							
151	372	JAMES	POGULA JUNIOR	10	3.54							
152	374	MATHEW	MALEGE	5	3							
153	375	SOLOMON	DIKA	3	3							
154	376	ERICK	ATA	5	1.65							
155	377	RHODA	MATAI	5	5.08							

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No.	Smallholder Block	Name of Registered Smallholder (as per Land Title)		Total Hectares stated on	Total Hectares planted	Sampled Smallholders for assessment						
	Number	First Name	Last Name	title / Ha	with OP	IAV	ASA 1	ASA 2	ASA 3	ASA 4	RC	
156	379	PETER	BONAI	3	0.9							
157	382	TIMOTHY (JNR)	UROBO	3	2.4							
158	383	SAMUEL	TOLOBUA	3	0.8							
159	384	ABEL	LEUA	4	1.72							
160	385	BETIKAMA	ADVENTIST SCHOOL	10	10.94							
161	386	ROSEMARY	RAVEA	2	3							
162	389	JACK	BOLI	3	1.6							
163	390	BARNABASS	HARRY	3	0.75							
164	392	NICHOLAS PERESINI &	CHRIS SIKUA	4	1.71							
165	394	MARY	JINO	3	2.6							
166	395	CATHERINE	VEKE	3	2.3							
167	396	TIMOTHY	PAGARA	3	2.2							
168	397	WILLIAM	TARAUVA	4	0.47							
169	398	CLAYTON & RICKSON	LUKISI	3	1.02							
170	400	ANA	BOSA	4	1.29							
171	403	CHANNEL	MANDIKA	3	1.07							
172	404	JAMES	TATAGO	3	2.5							
173	405	SAMUEL	TAKULE	3	1.29							
174	406	GARNET	MAURI	5	3.4							
175	407	FRANCIS	KAPELI JR	3	1.73							
176	408	ALFRED	SAA	4	2.5							

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Page 115 of 119



No.	Smallholder Block	Name of Registered Smallholder (as per Land Title)		Total Hectares stated on	Total Hectares planted	Sampled Smallholders for assessment						
	Number	First Name	Last Name	title / Ha	with OP	IAV	ASA 1	ASA 2	ASA 3	ASA 4	RC	
177	409	ALFRED	LEUA	3	1.86							
178	410	LOA	MANEGHAVA	4	3							
179	412	PRETTY	PIQU	3	1.3							
180	413	WILSON	SUKULU	7	2.46							
181	414	STEWARD	KEMA	3	1.8							
182	415	JOHN	TILA	3	1.38							
183	416	DORA	MANEBONA	3	1.68							
184	420	ALLAN	KUVIA	18	2.8							
185	421	MICHAEL	VOTA	3	3.52							
186	422	CHARLTON	DENVOR	3	1.24							
187	423	DANIEL	WOTO	3	1.64							
188	424	FELICITY	NGELEA	3	1.82							
189	425	MAGARET	MAETELIA	10	1.99							
190	427	SOGA	FAMILY	3	3.37							
191	428	SOLOMON	BOKISIA	2	0.77			х				
192	430	JOHN HARRISON	SAVULOKO	2	1.02							
193	431	PR.WILSON	TAGADAENA	6	6.14							
194	433	SAMUEL	FAMILY	3	3.76							
195	434	REGINALD	HOE	5	3.01							
196	436	JDM	SEKO	3	0.91							
197	437	MOSTEIN	PITUA	5	2.99							

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No.	Smallholder Block Number	Name of Registered Smallholder (as per Land Title)		Total Hectares stated on	Total Hectares planted	Sampled Smallholders for assessment						
		First Name	Last Name	title / Ha	with OP	IAV	ASA 1	ASA 2	ASA 3	ASA 4	RC	
198	438	ALFRED	WOTO	5	3							
199	439	DAVID	SELEI	5	1.47							
200	440	MATHEW	BRAIN	5	1.25							
201	441	JAMES	POGHULA JNR	5	2.18							
202	442	ALLEN	KIBOA	5	1.85							
203	443	MANEBONA	TOGHANA	5	1.09							
204	444	EMELY	RONI	6	0.88							
205	445	LYDIA	PIRO	3	1.14							
206	446	GODFREY	LEUA	5	1.32							
207	454	ALFRED	MAEKE	5	3.21							
208	456	VERONICA	SEKANI	3	1.03							
209	457	ALFRED	POKANA	4	1.38							
210	461	JOHNSON	VOGITHIA	10	4.97							
211	462	MARGRET	DAEA	3	0.92							
212	463	ROSEMARY	VUTIANDE	5	3		х					
213	464	GEORGE	KURIA	3	1.14							
214	465	MR.GEORGE TOTO /	MARK RUKALE	3	2.37							
215	466	CHARLES	BUNIA	4	1							
216	467	CHARLES	MAU	5	1.71							
217	468	LORRINA	GUSZIA	3	0.83							
218	469	NELSON	MATAI SNR	3	1.21							

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No.	Smallholder Block Number	Name of Registered Smallholder (as per Land Title)		Total Hectares stated on	Total Hectares	Sampled Smallholders for assessment						
		First Name	Last Name	title / Ha	planted with OP	IAV	ASA 1	ASA 2	ASA 3	ASA 4	RC	
219	470	ALICE	SAGO FAMILY	5	0.97							
220	472	DIDAN	PARA	3	1.37							
221	473	DEXTA	ELWIN	3	1.48							
222	474	CHARLES	OHAOHA	4	2.99							
223	475	PHYLISTUS	SUTE	3	1.63							
224	477	DOROTHY	PERESINI	13	13.7							
225	478	CATHERINE	GNORIA	13	13.57							
226	479	PHILISTUS	TITILI	13	13.38							
227	480	REBECCA	SULE	13	13.4							
228	481	SELINA	SIKUA	13	13.2							
229	482	GUDI	TOME	13	13.49							
230	483	ESTHER	PATTY	13	13.41							
231	485	JOHN	THUGEA	2	2							
232	486	MARY	GRIFFIN	3	2.53							

## **RSPO Public Summary Report**

Revision 6 (December / 2017)

### **Appendix I: List of Abbreviations**

BOD CB CHRA COD CPO CSPO CSPKO EFB EHS EIA EMS FFB FPIC GAP GHG GMP GPS HCV IPM IP IS - CSPKO IS -	Biochemical Oxygen Demand Certification Bodies Chemical Health Risk Assessment Chemical Oxygen Demand Crude Palm Oil Certified Sustainable Palm Oil Certified Sustainable Palm Kernel Oil Empty Fruit Bunch Environmental, Health and Safety Environmental Impact Assessment Environmental Management System Fresh Fruit Bunch Free, Prior, Informed and Consent Good Agricultural Practice Greenhouse Gas Good Manufacturing Practice Global Positioning System High Conservation Value Integrated Pest Management Identity Preserved Independent Smallholder Certified Sustainable Palm Oil Independent Smallholder Certified Sustainable Palm Kernel Oil International Sustainable Carbon Certification Lethal Dose for 50 sample Mass Balance Material Safety Data Sheet Metric Tonnes Oil Extraction Rate Occupational Safety and Health Palm Kernel Palm Kernel Oil Palm Oil Mill Palm Oil Mill Palm Oil Mill Palm Oil Mill Palm Oil Mill Palm Oil Mill Effluent
РК	Palm Kernel
POME	
PPE	Personal Protective Equipment
RSPO	Roundtable on Sustainable Palm Oil
P&C RTE	Principles & Criteria Rare, Threatened or Endangered species
SCCS	Supply Chain Certification Standard
SEIA	Social & Environmental Impact Assessment
SIA	Social Impact Assessment
SOP	Standard Operating Procedure