
**RSPO PRINCIPLE AND CRITERIA –
2nd Annual Surveillance Assessment (ASA2)
Public Summary Report**

Olam International Limited
Head Office: 7 Straight View Marina One East Tower #20-01 Singapore 018936
Certification Unit: Olam Palm Gabon – Awala Palm Oil Mill Galerie Tsika, En Face de city Sport, Mbolo BP: 1024, Libreville Gabon, Africa

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Section 1: Scope of the Certification Assessment

1. Company Details			
RSPO Membership Number	1-0114-12-000-00	Membership Approval Date	10/02/2011
Parent Company Name	Olam International Limited		
Address	7 Straits View, Marina One East Tower #20-01 Singapore 018936		
Subsidiary	Olam Palm Gabon SA		
Address	B.P. 1024 Galerie Tsika (Mbolo) Libreville, Gabon.		
Contact Name	Audrey Lee Mei Fong		
Website	http://olamgroup.com/	E-mail	audrey.lee@olamnet.com
Telephone	+603 6411 6771	Facsimile	+603 6411 6772
Remark: The Head Office was shifted to new premise since July 2017.			

2. Certification Information			
Certificate Number	RSPO 651890	Date of First Certification	25/08/2016
		Certificate Start Date	25/08/2016
		Certificate Expiry Date	24/08/2021
Scope of Certification	Palm oil and Palm Kernel Production from Awala Palm Oil Mill and Supply Base (Bokoue Estate, Lobe Estate & Komo Estate)		
Applicable Standards	RSPO P&C Gabon-NI-2016 and RSPO Supply Chain Certification Standard 2017 (CPO Mill – Module E)		

3. Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
RSPO 654791	Production of Palm Kernel and Palm Kernel Expeller (Mass Balance Model)	BSI Services Malaysia Sdn Bhd.	21/07/2021

4. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base)	Location [Map Reference #]	GPS Coordinates	
		Latitude	Longitude
Awala Palm Oil Mill	Kango, Gabon, Central Africa	0° 01' 19.15" S	10° 11' 51.81" E
Lobe Estate	Kango, Gabon, Central Africa	0° 02' 21.55" S	10° 12' 16.90" E

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Bokoue Estate	Kango, Gabon, Central Africa	0° 0' 1.89" N	10° 12' 23.31" E
Komo Estate	Kango, Gabon, Central Africa	0° 01' 54.33" N	10° 09' 6.91" E

5. Description of Supply Base					
Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Lobe Estate	2,239	646	202	3,087	72.53
Bokoue Estate	2,313	791	199	3,303	70.03
Komo Estate	2,270	11,045	325	13,640	16.64
Total	6,822	12,482	726	20,030	

6. Plantings & Cycle							
Estate	Age (Years)					Mature	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
Lobe Estate	79	2,160	-	-	-	2,160	79
Bokoue Estate	123	2,190	-	-	-	2,190	123
Komo Estate	98	2,172	-	-	-	2,172	98
Total (ha)	300	6,522	-	-	-	6,522	300

7. Certified Tonnage of FFB (Own Certified Scope)			
Estate	Tonnage / year		
	Estimated (July 17-June 18)	Actual (June 17-June 18)	Forecast (July 18 -June 19)
Lobe Estate	29,672	18,062	26,500
Bokoue Estate	28,057	17,386	24,500
Komo Estate	19,892	12,987	18,000
Total	77,621	48,435	69,000

8. Certified Tonnage of FFB (from other certified unit(s)) if applicable *			
Estate	Tonnage / year		
	Estimated (July 17-June 18)	Actual (June 17-June 18)	Forecast (July 18 -June 19)
Not applicable			
Total			

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9. Non-Certified Tonnage of FFB (outside supplier – excluded from certificate) if applicable			
Independent FFB Supplier	Tonnage / year		
	Estimated (July 17-June 18)	Actual (June 17-June 18)	Forecast (July 18 -June 19)
Mouila	0	0	0
Moukoke	25,138.00	11,724.00	26,623.71
Agrofor	240.00	12.00	100.00
Total	25,378.00	11,736.00	26,723.71

10. Certified Tonnage			
Mill Capacity: 45 MT/hr SCC Model: MB	Estimated (July 17-June 18)	Actual (June 17-June 18)	Forecast (July 18 -June 19)
	FFB	FFB	FFB
	77,621.00 mt	48,435.00 mt	69,000.00 mt
	CPO (OER: %)	CPO (OER: %)	CPO (OER: %)
	19,017.34 (22.5%)	11,766.26 mt (24.29%)	16,609.00 mt (24.07%)
	PK (KER: %)	PK (KER: %)	PK (KER: %)
	3,492.98 mt (4.5%)	1,770.66 mt (3.66%)	2,768.00 mt (4%)

11. Actual Sold Volume (CPO)					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSB		
CPO (MT)	3,079.22	0	0	4,651.12	7,730.34
Remarks: The conventional CPO sold included non certified oil processed. Total credit sold: 6,100mt – refer to supply chain declaration – Table F					

12. Actual Sold Volume (PK)					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSB		
PK (MT)	1,150	0	0	0	1,150

13. Actual Group certification Claims		
	Credit	Physical Volume (MT)
IS-CSP0	Not applicable	Not applicable
IS-CSPKO	Not applicable	Not applicable

IS-CSPKE	Not applicable	Not applicable
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Section 2: Assessment Process

Certification Body:

BSI Services Malaysia Sdn Bhd,
 (ASI Accreditation Number: ASI-ACC-067)
 Unit 3, Level 10, Tower A
 The Vertical Business Suites, Bangsar South
 No. 8, Jalan Kerinchi
 59200 Kuala Lumpur
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BSI is a leading global provider of management systems assessment and certification, with more than 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 (ASI-ACC-067) 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 annual surveillance assessment was conducted from 3-7 July 2018. 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 (Bokoue, Lobe & Komo Estate). 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. Gabon RSPO Principles and Criteria National Interpretation endorsed by the RSPO Board of Governors meeting on 6th March 2017 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 30th 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 (*Note: This is applicable starting from 1st July 2018*).

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- 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 (Initial Certification)	Year 2 (ASA 1)	Year 3 (ASA 2)	Year 4 (ASA 3)	Year 5 (ASA 4)
Awala Palm Oil Mill	√	√	√	√	√
Bokoue Estate	√	√	√	√	√
Lobe Estate	√		√	√	√
Komo Estate		√	√	√	√

Tentative Date of Next Visit: July 2, 2019 – July 5, 2019

Total No. of Mandays: 13 mandays

2.2 BSI Assessment Team:

Team Member Name	Role	Qualification
Hu Ning Shing	Lead auditor	She holds Bachelor Degree in Science majoring in Applied Chemistry, graduated from University of Malaya on 2011. She has 5 years working experience in rubber and palm oil industry. She also has the experiences as auditor for several standards including ISO 9001, MSPO and RSPO in her previous certification body. She completed the ISO 9001 Lead Auditor Course on 2016, Endorsed RSPO P&C Lead Auditor Course in 2012 and Endorsed RSPO SCCS Lead Auditor Course in 2015. She had been involved in RSPO auditing since November 2015 in more than various companies in Malaysia. During this assessment, she assessed on the aspects of social. She is fluent in Bahasa Malaysia and English languages.
Mohd Hafiz Mat Hussain	Team member	He holds Bachelor Degree in Plantation Technology and Management, graduated from University Technology Mara (UiTM) on 2009. He has 4 years working experience in oil palm plantation industry. He also has the experiences as an auditor for several standards including ISO 9001, ISO 14001, OHSAS 18001, MSPO and RSPO in his previous certification body. He completed the ISO 9001 Lead Auditor Course, ISO 14001 Lead Auditor Course and OHSAS 18001 Lead Auditor Course in 2013, Endorsed RSPO P&C Lead Auditor Course in 2014, MSPO Awareness Training in 2014 and Endorsed RSPO SCCS Lead Auditor Course in 2016. He had been involved in ISO9001, ISO14001 and OHSAS 18001 auditing since May 2013 within Malaysia, Brunei, Indonesia and RSPO auditing within Malaysia, Papua New Guinea, Solomon Islands, Gabon and Liberia. During this assessment, he assessed on the aspects of legal, mill best practices, SCC for CPO mill, estate best practices, safety and health, environmental and workers and stakeholders consultation.
Valence Shem	Team member	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 14001, 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.

Accompanying Persons:

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No.	Name	Role
1	Jean-Jacques Jaume	<u>Local Expert</u> He was appointed as the local expert based on his qualification and experience in management system auditing in African continent as an external resource with BSI South Africa. He has the vast experience in auditing the Occupational Safety and Health as well as the Environmental Management system. He can speak and communicate French with local communities.
2	Gauthier Perciano	<u>Translator</u> He working as a translator for an agency providing a translation and interpretation service to clients where needed. His main function during the assessment (conversation and documentation) was for the translation of French to English and vice-versa.

2.3 Assessment Plan

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

PRELIMINARY AGENDA							
Date	Time	Subjects	HNS	MH	VS	JJJ	GP
Sunday - Monday 1/7/2018 – 2/7/2018	1430 - 1930 +1	Audit team travelling to Libreville via Silk Airline and Air France 1/7/2018 1430 - 1530 Kuala Lumpur to Singapore (MI 327 – Silk Airline) 2235 - 0600 Singapore to Paris (AF 257 – Air France) 2/7/2018 1335 – 1930 Paris to Libreville (AF 926 – Air France)	√	√	√	-	-
	0800 - 1100	Meet up translator & local expert Travel to Awala POM	√	√	√	√	√
Tuesday 3/7/2018 Komo Estate	1130 - 1230	Lunch Break	√	√	√	√	√
	1230 - 1300	Opening Meeting at Awala POM <ul style="list-style-type: none"> Presentation by Awala POM and Estates Team Presentation by BSI Lead Auditor -introduction of team member and assessment agenda Confirmation of assessment scope and finalizing audit scope 	√	√	√	√	√

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	1300 - 1500	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.	√	√	√	√	√
	1500 - 1930	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)	√	√	√	√	√
	1930 - 2000	Interim closing meeting	√	√	√	√	√
Wednesday 4/7/2018 Lobe Estate	0830 – 1200	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.	√	√	√	√	√
	1000 - 1100	Interview with Stakeholders (village representative, smallholders, Worker’s Leader, contractor etc.)	√	-	-	-	√
	1200 – 1300	Lunch Break	√	√	√	√	√
	1300 - 1630	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	√	√	√	√	√

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<p>Thursday 5/7/2018</p> <p>Bokoue Estate</p>	0830 – 1200	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.	√	√	√	√	√
	1200 – 1300	Lunch Break	√	√	√	√	√
	1300 - 1630	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	√	√	√	√	√
<p>Friday 6/7/2018</p> <p>Awala POM</p>	0830 – 1200	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.	√	√	√	√	√
	1200 – 1300	Lunch Break	√	√	√	√	√
	1300 - 1530	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).	√	√	√	√	√
	1530 – 1630	Prepare for closing meeting	√	√	√	√	√
	1630 - 1730	Closing Meeting	√	√	√	√	√
Saturday	0600	Travelling back to Libreville	-	-	-	√	√

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7/7/2018 Awala POM SCCS	0900 – 1200	RSPO Supply Chain Site visit: Incoming of FFB and outgoing of SPO & PK – weighbridge, ramp, storage area, loading bays, etc. Documentation review: RSPO SCC general requirements, internal audit, management review, sales and purchasing documents, mass balance accounting and other relevant documents and records.	√	√	-	-	-
	1200 – 1230	Prepare for closing meeting	√	√	-	-	-
	1230 - 1330	Closing Meeting	√	√	-	-	-

Section 3: Assessment Findings

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

- Olam Palm Gabon SA Time Bound Plan
- RSPO Supply Chain Certification Checklist June 2017
- Gabon RSPO Principles and Criteria National Interpretation endorsed by the RSPO Board of Governors meeting on 6th March 2017 Checklist

3.2 Progress against Time Bound Plan

Time Bound Plan		
Requirement	Remarks	Compliance
Summary of the Time Bound Plan		
Does the plan include all subsidiaries, estates and mills?	<p>The time bound plan includes all operating units in Gabon, Africa.</p> <p>The certification plan was revised and approved in August 2016 to include new acquisition</p> <p>To date, certification was achieved according to the time bound plan.</p> <p>In Dec 2017, Mouila Lot 1 was certified.</p> <p>Certification for the rest are as follows:</p> <p>Makouke – 2019 Mouila Lot 3 – 2018 Mouila Lot 2 – 2021</p>	Yes

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	The smallholders' agricultural program, GRAINE (Gabon des Réalisations Agricoles et des Initiatives des Nationaux Engages) target for certification is 2019	
Have all the estates and mills certified within five years after obtaining RSPO membership?	Olam International Limited joined RSPO in 2011. Olam managed 5 plantations, 4 are new plantings developed in 2011 (Awala), 2012 (Mouila Lot 1), 2013 (Mouila Lot 2), 2015 (Mouila Lot 3) and one is newly acquired from SIAT in July 2016, hence certification is planned according to completion of the planting and establishment of relevant infrastructure. For acquired asset, RSPO system states a provision to certify acquired property within 3 years.	Yes
Is the time bound plan challenging? <ul style="list-style-type: none"> • Age of plantations. • Location. • POM development • Infrastructure. • Compliance with applicable law. 	Based on the age of plantations, location, mill developments, infrastructure and compliance with applicable law, the time bound plan was deemed to be challenging since Olam has developed the plantation at very early stage which involved the New Planting Procedure (NPP) where the land development and initial planting was only started in 2010 in Gabon. Except for Awala Palm Oil Mill commissioned in September 2015 and Mouila Lot 1 mill commissioned in January 2017, all other mills are still under development while infrastructure development was still in-progress except for basic office and housing facilities.	Yes
Have there been any changes since the last audit? Are they justified?	The certification plan has been revised and approved on 13 th April 2018. See attachment. #The RSPO Initial Certification for has been brought forward from 2019 to 2018. We plan to certify it as part of Mouila Lot 1 supply base.	Yes
If there have been changes, what circumstances have occurred?	The target has been brought forward	Yes
Have there been any stakeholder comments?	As of the date of the report being produced, there is no any comment by stakeholder that could be taken. Olam continues to engage all affected parties through regular discussions and progress reporting is being made to the RSPO Secretariat	Yes
Have there been any newly acquired subsidiaries?	Yes. New acquisition of existing plantation from SIAT Gabon was finalized in July 2016.	Yes
If yes, have the newly acquisitions certified within a three-year timeframe?	Not applicable	
Have there been any isolated lapses in implementation of the plan?	No lapse and in full compliance.	Yes

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Un-Certified Units or Holdings		
	Prior to the certification audit, a gap assessment has been conducted for Awala by Olam in 2013. Internal assessment against the standard has also been completed for most of the operating units including Mouila Lot 1 and GRAINE while closing of gaps is in progress. A positive assurance statement has been produced through the internal gap assessment audit.	
No replacement after dates defined in NIs Criterion 7.3: <ul style="list-style-type: none"> Primary forest. Any area required to maintain or enhance HCVs in accordance with RSPO P&C criterion 7.3. 	HCV assessment has been conducted by Proforest prior to Awala development and according to the NPP 2010. Public summary report is available on the Olam's website.	Yes
Any new plantings since January 1 st 2010 shall comply with the RSPO New Plantings Procedure.	All uncertified areas including Mouila Lot 1, 2, 3, Lot 3 extension have completed NPP and approved after the RSPO 30-days public consultation.	Yes
Any Land conflicts are being resolved through a mutually agreed process, such as RSPO Complaints System or Dispute Settlement Facility, in accordance with RSPO P&C criteria 2.2, 6.4, 7.5 and 7.6.	Mouila Lot 2 in March 2017, 242 ha of community set aside (HCV6) identified through FPIC process claimed by Bemboudie Village is mistakenly classified as development area under Boungounga Village who share some families and territories with Bemboudie. Mutual agreement and resolutions was reached through direct engagement and third party facilitation. Grievance is closed for monitoring. See public record . Meeting record, agreement and official reply from the Bemboudie village are available.	Yes
Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO P&C criterion 6.3.	No dispute, however, collective agreement was revised and agreed by the self-elected workers representatives in all sites (including uncertified units) in Mar 2017.	Yes
Any Legal non-compliance is being addressed through measures consistent with the requirements of RSPO P&C criteria 2.1	No legal non-compliance. A separate external legal audit was conducted in 2017.	Yes
Did the company conduct an internal audit? If so, has a positive assurance statement been produced?	As of the date of the internal audit report being produced. Further details please refer to the RSPO Complaints Website	Yes

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

Progress of scheme smallholders or outgrowers towards compliance with relevant standards		
Requirement	Remarks	Compliance
Has 100% of scheme smallholders and/or scheme outgrowers comply with the standard within three years of the mill's initial certification?	Not applicable	Not applicable

3.4 Details of findings

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

During the Surveillance Assessment there was one (1) Major and one (1) Minor nonconformity raised. The Awala Palm Oil Mill Certification Unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted.

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

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1642049-201806-M1	Clause & Category (Major/Minor)	RSPO SCCS 5.3.2 Major
Date Issued	07/07/2018	Due Date	05/10/2018
Closed (Yes/No)	Yes	Date of nonconformity closure	1/8/2018
Statement of Nonconformity	No evidence to show that internal audit was carried out for Awala Palm Oil Mill.		
Requirement Reference	The site shall have a written procedure to conduct annual internal audit to determine whether the organization; i) conforms to the requirements in the RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents. ii) effectively implements and maintains the standard requirements within its organization		
Objective Evidence	Verified the internal audit report found that the audit was only covered for KCP. No evidence to show that there was internal audit conducted for Awala POM.		
Corrections	<ul style="list-style-type: none"> a. Update the compliance implementation programme (Work Progress Monitoring). b. Updated the internal audit report for Palm Oil Mill. 		

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Root Cause Analysis	<p>Though there is a written procedure to conduct annual internal audit however lack of an comprehensive compliance implementation program resulted in:</p> <ol style="list-style-type: none"> Insufficient coordination amongst different units or person in charge of the overall RSPO compliance activities and reporting against the status. Mainly focused on addressing NCs from the previous P&C and SC audits.
Corrective Action	<p>See Annex 1: An integrated compliance implementation programme (Work Progress Monitoring) with responsible person and comprehensive list of activities has been updated. The four relevant activities integrated as part of this programme are:</p> <ol style="list-style-type: none"> Management Review Meeting for SCCS Management Review Meeting for P&C Monthly mass balance sheet update Quarterly palm trace announcement <p>Annex 2: Final Internal SCCS Audit Report for POM has been updated.</p>
Assessment Conclusion	<p>With the implementation on the Work Progress Monitoring, the assessment team deemed the non-compliance can be effectively address. The continuous implementation will be verified in the next assessment.</p>

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1642049-201806-N1	Clause & Category (Major/Minor)	Indicator 5.6.3 Minor
Date Issued	07/07/2018	Due Date	Next Annual Surveillance Assessment
Closed (Yes/No)	No	Date of nonconformity closure	"Open"
Statement of Nonconformity	Some data in the RSPO GHG reporting format for 2017 are not consistent with the data in the recording system.		
Requirement Reference	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.		
Objective Evidence	<p>For the year of 2017 data input, some inconsistency data between the RSPO GHG calculator and recording system (e.g. SAP) was found as follows:</p> <ol style="list-style-type: none"> consumption of NPK 11 fertiliser: 1,777 mt (in RSPO calculator) vs. 1,848 mt (in SAP system) consumption of MOP fertiliser: 24.45 mt (in RSPO calculator) vs. 0 mt (in SAP system) consumption of diesel: 1,221,558 lt (in RSPO calculator) vs. 1,098,407 lt (in SAP system) Conservation area: 12,852 Ha (in RSPO calculator) vs. 12,482 Ha (in area statement) 		
Corrections	<ol style="list-style-type: none"> Review all SAP data and RSPO Palm GHG input data. Identify differences and record justification of variance. Use validated and approved data source for Palm GHG calculate. 		

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Root Cause Analysis	Insufficient consolidation and validation of data among the data owners.
Corrective Action	<ol style="list-style-type: none"> 1. Consolidate all data points of Palm GHG and cross reference with various data source including SAP. 2. Investigate variances and provide proper record of identification. 3. Use validated data for PalmGHG reporting.
Assessment Conclusion	The effectiveness of the corrective action will be verified in the next assessment.

Opportunity for Improvements	
OFI #	Description
OFI 1	Nil

Positive Findings	
PF #	Description
PF 1	Good commitment from management

3.4.1 Status of Nonconformities Previously Identified and Observations

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1491644-201706-N1	Clause & Category (Major/Minor)	5.6.3 Minor
Closed (Yes/No)	Yes	Date of nonconformity closure	3/7/2018
Statement of Nonconformity	In Awala palm oil mill, the monitoring of oil trap was not implemented effectively.		
Requirement Reference	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.		
Objective Evidence	Rubbish and oil trace were observed at both oil traps. The gate valve did not close as oil trace was detected at the outlet of the oil trap.		
Corrective Action	1) Assign person in charge, include maintenance of oil traps (open/close according to mill maintenance schedule). 2) Include into the QEHS weekly checklist to ensure implementation.		
Assessment Conclusion	Verification during ASA2: Person in-charge, Mr. Alex Sima (OSHE AM) was the assigned person to monitor the conditions of oil traps. Four checklists (oil trap checklist form) [GMER-EN02, issue 1, dated 22/11/2016] i.e. reports dated 1/7/2018, 1/6/2018, 4/5/2018 and 8/4/2018 were available for verification. Apart from that, an internal audit have also been conducted to ensure compliance. RSPO Internal Audit of Awala Plantation dated 25-26/9/2017 was made available for verification. Thus the implementation of corrective action plan was found effective and closed on 6/7/2018.		

Opportunity for Improvement	
OFI#	Description
OFI 1	Nil

3.4.2 Summary of the Nonconformities and Status

CAR Ref.	CATEGORY (MAJOR/MINOR)	ISSUED	STATUS & DATE (Closure)
1171760M1	Major	4/6/2016	Closed out on 24/6/2016
1328437N1	Minor	4/6/2016	Closed out on 21/6/17
1328437N2	Minor	4/6/2016	Closed out on 21/6/17
1491644-201706-N1	Minor	21/6/2017	Closed out on 3/7/2018
1642049-201806-M1	Major	7/7/2018	Closed out on 1/8/2018
1642049-201806-N1	Minor	7/7/2018	"Open"

3.5. Stakeholders Consultation

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

Meetings were conducted with stakeholders to seek their views on the performance of the company with respect to the RSPO requirements and aspects where they considered that improvements could be made. At the start of each meeting, the interviewer explained the purpose of the audit followed by an evaluation of the relationship between the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and later was verified with the management team. Any comment which is not complying to the RSPO P&C requirements have been incorporated as an assessment finding.

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

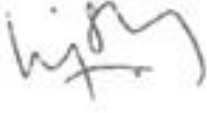

List of Stakeholders Contacted	
Representatives from Villages (Woubele 2 and Agricole 1)	Workers' Representatives (Local and Indonesia) Sprayers and Harvesters Mill Operators Gender Committee's Representatives
Préfet of Kango	

IS #	Description
1	<p>Feedback: Préfet of Kango – He has informed that he has good relationship with management of Olam Palm Gabon. They will be meeting on frequent basis to discuss on the status of the Social Contract. He also informed that the following issues raised by the workers of Olam and he hopes that Olam could take action on these issues:</p> <ul style="list-style-type: none"> The workers requested Olam to construct primary school inside the compound of plantation instead of sending the kids to school at Kango by using truck which was dangerous. He requested Olam to monitor closely and follow-up with <i>Caisse Nationale Securite Sociale</i> (National Social Security Fund) on the contribution that made by workers to be registered into system. <p>Management Responses: The management has responded on the issues above:</p> <ul style="list-style-type: none"> The management has obtained approval from National of Education Department to construct school inside the plantation and now waiting for tendering the project to contractor. It will be projected to be constructed during this year 2018. The management will monitor and follow-up with CNSS. <p>Audit Team Findings:</p> <ul style="list-style-type: none"> Seen the approval letter from the National of Education Department and budget to construct school inside the plantation. This will be verified during next audit.
2	<p>Feedback:</p>

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	<p>Delegates (Local) – They have reported the issues as below:</p> <ul style="list-style-type: none"> • The contribution they have made for CNSS was not registered in the system. They want the management to follow-up and explain to them why their contribution did not capture in the system. • They want the primary school to be constructed inside the plantations for the safety of their children. <p>Management Responses:</p> <ul style="list-style-type: none"> • The management has submitted the contribution from workers to CNSS. The reason of their name not captured in the system was due to late updating by CNSS. They will monitor closely with CNSS to ensure the workers’ name are updated in the system. • The construction of school is under planning of this year budget. <p>Audit Team Findings:</p> <ul style="list-style-type: none"> • This will be verified during next assessment. • This will be verified during next assessment.
<p>3</p>	<p>Feedback: Local Communities (Agricole and Woubele 2) – They informed that they have good relationship with the company and felt grateful to the social projects that Olam have been carried out. They also praised the FPIC Manager, Mrs. Gyslaine MYLEBE has done a great job to maintain the relationship between the local communities and Olam. However, they requested the school to be constructed from bricks instead of wood.</p> <p>Management Responses: The management will ensure the relationship with local communities will be maintained and the construction of school in wood was based on the Social Contract that agreed by the local communities and local authorities.</p> <p>Audit Team Findings: Verified the Social Contract confirmed that the agreed material to be constructed for the school was wood in brick flooring.</p>
<p>4</p>	<p>Feedback: Gender Committee – They informed that they are aware of the objective of the committee and complaint procedure. They reported that there was no sexual harassment or violence case reported so far.</p> <p>Management Responses: The management will monitor if there is any case reported.</p> <p>Audit Team Findings: No further issue.</p>
<p>5</p>	<p>Feedback: Workers from Indonesia – They were informing that they are treated equally without any discrimination. They were provided with free housing with water and electricity supply. Medical treatment was provided to them as well. Besides, their salary has achieved the minimum wage of Gabon.</p> <p>Management Responses: The management will ensure the foreign workers will be treated equally without any discrimination.</p> <p>Audit Team Findings: No other issue.</p>

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Formal Signing-off of Assessment Conclusion and Recommendation	
<p>The audit objectives have been achieved and the certificate scope remains appropriate. Based on the results of this audit, it is concluded that Awala Palm Oil Mill Certification Unit has complied with the RSPO p&C Gabon-NI March 2017, and the 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 Awala Palm Oil Mill Certification Unit is continued.</p>	
Report prepared by	Acceptance of Assessment Conclusion
<p>Name: Hu Ning Shing</p>	<p>Name: LAICA WILFRED</p>
<p>Company Name: BSI Services Malaysia Sdn Bhd</p>	<p>Company Name: Olam Palm Gabon SA Awala Palm Oil Mill</p>
<p>Title: Lead auditor</p>	<p>Title: ASSISTANT MANAGER</p>
<p>Signature:</p> 	<p>Signature:</p> <p><i>(I the undersigned, being the most senior relevant management representative of the operation seeking or holding certification, agree with the contents of this report and accept the liability in execution of the procedure in the report.)</i></p> 
<p>Date: 9/8/2018</p>	<p>Date: 9/8/2018</p>

Appendix A: Summary of Findings

Criterion / Indicator		Assessment Findings	Compliance
Principle 1: Commitment to Transparency			
Criterion 1.1 Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow the effective participation in decision making			
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 -Major compliance-	Adequate information was provided for the stakeholders during the new development Awala Plantation through RSPO New Planting Procedure by posting the intention of the new planting on the RSPO website. Information on environmental, social and legal issues relevant to RSPO Criteria was made available to relevant stakeholders for effective participation in decision making.	Complied
1.1.2	Records of the requests for information and responses shall be maintained -Major compliance-	Olam Palm Gabon has developed a procedure of Management of Applications of Information, Doc. No.: SOP N°005/CRS DI(3)/0518, version 3 dated 4/6/2018. The objective of the procedure is to provide the access of certain documents to the stakeholders. Total 12 days to be taken to respond to the request from the stakeholders. Example of documents that were made publicly available to the stakeholders are HCV reports, all the procedures, social contracts, management plans for social and environment and policies.	Complied
Criterion 1.2 Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.			
1.2.1	Publicly available documents shall include, but are not necessarily limited to: <ul style="list-style-type: none"> • Land titles/user rights (Criterion 2.2); • Occupational health and safety plans (Criterion 4.7); • Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8); • HCV documentation (Criteria 5.2 and 7.3); • Pollution prevention and reduction plans (Criterion 5.6); • Details of complaints and grievances (Criterion 6.3); • Negotiation procedures (Criterion 6.4); • Continual improvement plans (Criterion 8.1); • Public summary of certification assessment report; • Human Rights Policy (Criterion 6.13). 	Sustainability (Malaysia & Singapore) and Corporate Responsibility & Sustainability (Gabon) Department 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. Among the documents that were made available for viewing are: <ul style="list-style-type: none"> • Land title (held as hard copy by the land department) • Health and safety plan • Plans and impact assessment- environmental & social • Pollution prevention plans • Details of complaints and grievances • Negotiation procedures • Continuous improvement plan • Social improvement plan Publicly available documents are as per RSPO requirement. RSPO Policies were also published in company's website as per following address: http://olamgroup.com/sustainability/codes-policies-2/olam-plantations-code-2/	Complied

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Criterion / Indicator	Assessment Findings	Compliance
	-Major compliance- In addition to the website, the policies were also displayed at various locations at the operating units including the main notice boards of the estates, mill offices and muster ground notice boards for employees and visitors to view. Records such as information request, complaint and grievances are well documented.	
Criterion 1.3 Growers and millers commit to ethical conduct in all business operations and transactions		
1.3.1 There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions, which shall be documented and communicated to all levels of the workforce and operations -Minor compliance-	Olam Palm Gabon has developed a Code of Conduct dated 30/4/2018. The Code of Conduct book has clearly explained the companies of Olam in Gabon and their employees ban any practice of passive or active way consisting in proposing money or service to someone detaining a power in order to get a favour. Corruption is banned and they do not accept any gifts or liberalities with above market value. In addition, Olam has the objective of conducting business in compliance with the letter and spirit of the law. Briefing of the code of conduct was conducted and a book of code of conduct was given to every workers during their employment in the company.	Complied
Principle 2: Compliance with Applicable Laws And Regulations		
Criterion 2.1 There is compliance with all applicable local, national and ratified international laws and regulations.		
2.1.1 Evidence of compliance with relevant legal requirements shall be available -Major compliance-	The following documented evidence was available: <ul style="list-style-type: none"> - No 01/LEG LIST /0518 dated May 2018 (Legal Register) includes: <ul style="list-style-type: none"> • Business / Tax • Employment / Social Security • Environmental • Sustainable Development • Forest and Fauna • Agricultural • Health Security • Trade - Environmental Impact Study for Olam Palm Gabon dated May 2011 - Certificate of Conformance issued by the Director General of the Environment and the Protection of Nature dated 02 April 2011 - Draft AIC Legal Compliance Audit dated May 2018 	Complied
2.1.2 A documented system, which includes written information on legal requirements, shall be maintained. -Minor compliance-	The following documented evidence was available: <ul style="list-style-type: none"> - No 01/LEG LIST /0518 dated May 2018 (Legal Register) - Legal Compliance Audit Procedure dated 30 April 2016 	Complied
2.1.3 A mechanism for ensuring compliance shall be implemented. -Minor compliance-	The following documented evidence was available: <ul style="list-style-type: none"> - Draft AIC Legal Compliance Audit dated May 2018 	Complied

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Criterion / Indicator		Assessment Findings	Compliance
2.1.4	A system for tracking any changes in the law shall be implemented -Minor compliance-	The following documented evidence was available: - No 01/LEG LIST /0518 dated May 2018 (Legal Register revised and updated yearly)	Complied
Criterion 2.2: The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights			
2.2.1	Documents showing legal ownership or lease, history of land tenure and the actual legal use of the land shall be available. -Major compliance-	The following documented evidence was available: - No 01/LEG LIST /0518 dated May 2018 (Legal Register) includes: • Business / Tax • Employment / Social Security • Environmental • Sustainable Development • Forest and Fauna • Agricultural • Health Security • Trade - Environmental Impact Study for Olam Palm Gabon dated May 2011 - Certificate of Conformance issued by the Director General of the Environment and the Protection of Nature dated 02 April 2011 - Draft AIC Legal Compliance Audit dated May 2018	Complied
2.2.2	Legal boundaries shall be clearly demarcated and visibly maintained. -Minor compliance-	The following documented evidence was available: - No 01/LEG LIST /0518 dated May 2018 (Legal Register) - Legal Compliance Audit Procedure dated 30 April 2016 During site visit to Komo Estate, Lobe Estate and Bokoue Estate, the boundary stone were maintained by the respective estate accordingly.	Complied
2.2.3	Where there are or have been disputes, additional proof of legal acquisition of title and evidence that fair compensation has been made to previous owners and occupants shall be available, and that these have been accepted with free, prior and informed consent (FPIC). -Major compliance-	The following documented evidence was available: - Draft AIC Legal Compliance Audit dated May 2018 - Contract with Deloitte for updating/informing Olam of Legal Changes dated 14 June 2012 - There is no land dispute in the certification unit and supply base at the time of audit. The land belongs to Olam Palm Gabon and land ownership documents verified. Besides, there was one complaint case related to the destruction of crop. Please refer to criteria 6.3.2 for details.	Complied
2.2.4	There shall be an absence of significant land conflict, unless requirements for acceptable conflict resolution processes (see Criteria 6.3 and 6.4) are implemented and accepted by the parties involved. -Major compliance-	The following documented evidence was available: - No 01/LEG LIST /0518 dated May 2018 (Legal Register revised and updated yearly) - Contract with Deloitte for updating/informing Olam of Legal Changes dated 14 June 2012	Complied

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Criterion / Indicator	Assessment Findings	Compliance
	No land conflict was noted. During interview with internal stakeholder and external stakeholders confirmed that no issues related to land conflicts were raised.	
2.2.5	For any conflict or dispute over the land, the extent of the disputed area shall be mapped out in a participatory way with involvement of affected parties (including neighbouring communities where applicable). -Minor compliance-	Complied
2.2.6	To avoid escalation of conflict, there shall be no evidence that palm oil operations have instigated violence in maintaining peace and order in their current and planned operations. -Major compliance-	Complied
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 parties (including neighbouring communities where applicable, and relevant authorities) -Major compliance-	Complied
2.3.2	Copies of negotiated agreements detailing the process of free, prior and informed consent (FPIC) (Criteria 2.2.,7.5 and 7.6) shall be available and shall include: a) Evidence that a plan has been developed through consultation and discussion with all affected groups in the communities, and that information has been provided to all affected groups, including information on the steps that shall be taken to involve them in decision making; b) Evidence that the company has respected communities' decisions to give or withhold their consent to the operation at the time that this decision was taken; c) Evidence that the legal, economic, environmental and social implications for permitting operations on their land have been understood and accepted by affected communities, including the	Complied

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Criterion / Indicator	Assessment Findings	Compliance
	implications for the legal status of their land at the expiry of the company's title, concession or lease on the land. -Major 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. -Minor compliance-	Complied
2.3.4	Evidence shall be available to show that communities are represented through institutions or representatives of their own choosing, including legal counsel. -Major compliance-	Complied
Principle 3: Commitment to Long-Term Economic and Financial Viability		
Criterion 3.1		
There is an implemented management plan that aims to achieve 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-	Complied
3.1.2	An annual replanting programme projected for a minimum of five years (but longer where necessary to reflect the management of fragile soils, see Criterion 4.3), with yearly review, shall be available. -Minor compliance-	Complied
Principle 4: Use of Appropriate Best Practices by Growers and Millers		
Criterion 4.1:		
Operating procedures are appropriately documented, consistently implemented and monitored.		
4.1.1	Standard Operating Procedures (SOPs) for estates and mills shall be documented. -Major compliance-	Complied

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Criterion / Indicator	Assessment Findings	Compliance
	<p>related components of the Olam Quality, Environment, Health and Safety.</p> <p>Management Systems, e.g.: Fire Safety Management, Materials handling and storage, working at height, confined space entry, safety event investigation, hot work permit, control of contractors, emergency preparedness, waste management, air emissions management, waste reduction, water quality, wastewater management and etc.</p> <p>The SOPs for the estate are documented in "Olam Palm Gabon-Agriculture Policy Manual, Volume 1 and Volume 2" [endorsed on April 2013 by the Global Head of Plantation], which consist of 20 SOPs covering all operations such as nursery, new planting, roads & drainage construction, water management & drainage system, fertilizers application, harvesting & evacuation, palm census, IPM, innovative mechanization practice, to name a few.</p> <p>In addition, estates have prepared pictorial work instructions for each of the tasks so that the foreign workers understand the work procedures. The estates display SOPs on the notice board at the Muster areas. Standard operating Procedure:</p> <ol style="list-style-type: none"> 1. Oil Palm Replanting, Version 01:2016 2. Oil Palm Fruit Grading, Version 01:2016 3. Oil Palm Harvesting Oil Palm, Version 01:2016 4. Oil Palm Manuring, Version 01:2016 5. Oil Palm Spraying, Version 01:2016 	
<p>4.1.2</p> <p>A mechanism to check consistent implementation of procedures shall be in place. -Minor compliance-</p>	<p>Chapter 17 (Field Quality Audits) of Olam Palm Gabon-Agriculture Policy Manual, give the management a guidance to check and monitor the quality and progress of the various field works. The checking is conducted by the Awala agronomy team on monthly basis. The monthly reports were available for verification e.g. Report ref. no.: 05AgroAw/0518/OUUD (May 2018) and 10AgroAw/1017/OUUD. Among the operations checked were harvesting, manuring, accessibility and P&D monitoring. The input raw data for the monthly report was submitted to the respective estates management the soonest possible for further follow up.</p>	<p>Complied</p>
<p>4.1.3</p> <p>Records of monitoring and any actions taken shall be maintained and available, as appropriate. -Minor compliance-</p>	<p>All records related to RSPO Internal Audit was maintained and available at Mill and Estate Office. Verified "field record book" (<i>fiche de terrain</i>) for manuring operation, filed no. 184, Lobe Estate, dated 25/6/2018.</p>	<p>Complied</p>
<p>4.1.4</p> <p>The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB).</p>	<p>Awala Palm Oil Mill continued to maintain and monitor daily record of various source of FFB (from Awala's supply base as well as Olam's other</p>	<p>Complied</p>

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Criterion / Indicator		Assessment Findings	Compliance
	-Major compliance-	plantation and one outgrower). The records showed the origin of FFB, weight, transporter's details and number of bunches received through SAP and smart card system.	
Criterion 4.2: Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.			
4.2.1	There shall be evidence that good agriculture practices, as contained in Standard Operating Procedures (SOPs), are followed to manage soil fertility to a level that ensures optimal and sustained yield, where possible. -Major compliance-	SOPs to ensure soil fertility: Chapter 7 – Fertilizing programmes for nursery, immature and mature plantings – the objective is to strategically formulate the pragmatic, cost effective and specific fertilizer programmes to gear towards sustainable maximum yield productivity.	Complied
4.2.2	Records of fertiliser inputs shall be maintained. -Minor compliance-	Recommendation for fertiliser application was done based on the leaf analysis and agronomy field observations report. For 2018, the recommendation of fertilisers were around 5-6 kg/palm/year using Borax 48, Kieserite, NPK (compound) and Sulphate of Ammonia. Verification of records such as Material Reservation Slip (extracted from the SAP system) and fertiliser recommendation programme, the quantity of fertiliser input was found to be tally – sampled: Field 184, Lobe Estate (recommended: 9,628 kg, issued from the store: 193 bags).	Complied
4.2.3	There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status. -Major compliance-	The leaf analysis for plant nutritional monitoring is done annually as a basis for fertiliser recommendation. Leaf sampling analysis for 2018's recommendation was conducted in January 2017 by the agronomy team for all the three estates. The report was available for verification. Among the parameters analysed were N, P, K, Ca, Mg, and B. Soil sampling analysis was last conducted in July 2013 [ref.: Soil and Nutritional Fertility Assessment of Soil Types in Awala Plantation Olam Palm Gabon). The agronomy team in in progress of completing the soil analysis for this year which is expected to be completed in September 2018.	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-	EFB is applied in the field to all the three estates as a nutrient recycling strategy. It was observed during the site visit that application of EFB was maintained especially at the young palms area. Quantity records of EFB sent to the estate were appropriately kept by the mill.	Complied
Criterion 4.3 Practices minimize and control erosion and degradation of soils.			

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Criterion / Indicator		Assessment Findings	Compliance
4.3.1	Maps of any fragile soils shall be available. -Major compliance-	Soil map is available. Soil suitability is also included in the EIA report. Soil map was sighted namely Soil Survey report, dated May 2014 by soil survey consultant (PARAM Agriculture Soil Surveys (M) Sdn Bhd). Among the major soil series identified for the entire Awala estates were Kuala Berang (>50%), Serdang (~20%) and Bungor (~20%). Other minor ones were of Malau, Nami and Gajah Mati series.	Complied
4.3.2	A management strategy shall be in place for plantings on slopes above a certain limit (this needs to be soil and climate specific). -Minor compliance-	Slope areas which has more than 20° was excluded from being planted to avoid erosion following the recommendation from HCV assessment. The area with more than 20° slope is conserve as biodiversity area. For the areas which have slope below 20°, conservation terraces were constructed. During site visit, the cover crop has been established to avoid bare soil and eventually minimise the soil erosion. This practice is guided by Olam's management strategy, chapter 6: Soil and Water Conservation Methods.	Complied
4.3.3	A road maintenance programme shall be in place. -Minor compliance-	Annual road maintenance programme was available for verification. Among the activities for road maintenance were gravelling, scupper drain maintenance, grading and compacting. As at to-date Awala has spent about 20% of its annual road maintenance budget. Based on the site visit, the road conditions was observed to be in acceptable condition.	Complied
4.3.4	Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover management programme shall be in place. -Major compliance-	There is no peat soil or soil categorised as problematic or fragile soil at all the visited estates.	Complied
4.3.5	Drainability assessments shall be required prior to replanting on peat to determine the long-term viability of the necessary drainage for oil palm growing. -Minor compliance-	There is no peat soil or soil categorised as problematic or fragile soil at all the visited estates.	Complied
4.3.6	A management strategy shall be in place for other fragile and problem soils (e.g. sandy, low organic matter, acid sulphate soils). -Minor compliance-	There is no peat soil or soil categorised as problematic or fragile soil at all the visited estates.	Complied
Criterion 4.4			
Practices maintain the quality and availability of surface and ground water			
4.4.1	An implemented water management plan shall be in place. -Major compliance-	The following documented information was available: Water Management Plan for Awala Plantation dated June 2015 (To be reviewed in 2020)	Complied

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Criterion / Indicator	Assessment Findings	Compliance
<p>4.4.2 Protection of water courses and wetlands, including maintaining and restoring appropriate riparian and other buffer zones (refer to national best practice and national guidelines) shall be demonstrated -Major compliance-</p>	<p>The following documented information was available:</p> <ul style="list-style-type: none"> - Water Management Plan for Awala Plantation dated June 2015 - Buffer zones updated in communication CRS/RSPO-PGE_AWALA/0012017 dated 02 October 2017 <p>Among surface water protected are rivers and ponds. Width of the buffer zones is guided by Water Management Plan for Awala Plantation- Olam Palm Gabon” :</p> <ul style="list-style-type: none"> - river 1 to 2m width – 10m buffer - river 2 to 5m width – 20m buffer - river 5 to 20m width – 50m buffer - river >20m width – 100m buffer <p>Based on site visit of the buffer zones at Block 221, the widths were consistent with the guideline.</p>	<p>Complied</p>
<p>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). -Major compliance-</p>	<p>The following documented information was available:</p> <ul style="list-style-type: none"> - Water Management Plan for Awala Plantation dated June 2015 <ul style="list-style-type: none"> • Updated Water analysis dated 24 April 2018 - Technical Description for Water Testing issued by the Minister of Environmental Protection, Natural Resources, Forestry and Marine - Various Test Results Surface Water Testing by a Government Testing Laboratory - Various Test Results Factory Effluence Water Testing by a Government Testing Laboratory - Analysis of Surface Water Testing <p>There is no Government/RSPO Regulation on Quality of Effluent Water used for irrigation</p> <p>Effluent is treated through biological treatment. Final discharge pumped to a collection pond and distributed to trench system in the field (field no.: Lobe-242) as land application. The BOD value agreed between Awala and the government was 5,000 ppm. Awala POM analyses its final discharged effluent at frequency of twice a year. Verified last 3 results:</p> <p>23/8/2017 – BOD=12 ppm 29/11/2017 – BOD= 47 ppm 5/6/2018 – BOD=49 ppm</p> <p>All analysis were conducted by Laboratoire des Eaux.</p>	<p>Complied</p>

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Criterion / Indicator	Assessment Findings	Compliance
4.4.4 Mill water use per tonne of Fresh Fruit Bunches (FFB) (see Criterion 5.6) shall be monitored. -Minor compliance-	The following documented information was available: - Daily Mill Production Report June 2018 - 0.96/ton FFB - Year to date results 30 June 2018 - 1.18/ton FFB - January 2018 – 1.32, February 2018 - 1.38, March 2018 - 1.31 (Mill not in full production but generating electricity with steam turbines) - International accepted standard - 1.2/ ton FFB	Complied
Criterion 4.5 Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques. (IPM).		
4.5.1 Implementation of Integrated Pest Management (IPM) plans shall be monitored. -Major compliance-	Olam Palm Gabon-Agriculture Policy Manual, Chapter 15 describes about the integrated pest and disease management practices which includes the planting of beneficial plants and control of damage by rodents, leaf-eaters, orytes and natural enemies. Beneficial plants such as Turnera subulata and Cassia Cobanensis are grown in the estates. Euphorbia heterophylla can be found naturally grown in the estates. Records of planting of new areas and maintenance of existing areas of beneficial plants, location maps namely beneficial plant mapping and rynchophorus palm census. The procedure also explain on how to monitor the population of pests such as leaf eating caterpillars. Nonetheless, through eyes observation the presence of leaf eating pests was very minimal and therefore no proper census is necessary.	Complied
4.5.2 Training of those involved in IPM implementation shall be demonstrated. -Major compliance-	The management has provided training on IPM to the relevant employees. Training records available for verification: <ul style="list-style-type: none"> • Integrated Pest Management (Class Training) on 21/6/2018, 0800-1030, participated by 34 persons especially the head gang, from the 3 estates • Integrated Pest Management (Class Training) on 22/6/2018, 1330-1530, participated by 6 Assistant Managers, from the 3 estates 	Complied
Criterion 4.6 Pesticides are used in ways that do not endanger health or the environment		
4.6.1 Justification of all pesticides used shall be demonstrated. The use of selective products that are specific to the target pest, weed or disease and which have minimal effect on non-target species shall be used where available. -Major compliance-	Justification of all pesticides used is available under Olam Palm Gabon, Agriculture Policy Manual Volume 1 and Volume 2 dated since April 2013. The use of pesticide is specific to the target pest, weed and disease. Justification takes consideration to minimize effect on non-target species.	Complied

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Criterion / Indicator		Assessment Findings	Compliance				
4.6.2	Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) shall be provided. -Major compliance-	Records of pesticides and their active ingredients used, LD50, area treated, amount of a.i. applied per ha, and number of applications for 2017 was maintained. <table border="1" data-bbox="699 510 1082 600"> <tr> <td></td> <td>Herbicides</td> </tr> <tr> <td>Awala Plantation</td> <td>0.02 a.i./ha</td> </tr> </table>		Herbicides	Awala Plantation	0.02 a.i./ha	Complied
	Herbicides						
Awala Plantation	0.02 a.i./ha						
4.6.3	Any use of pesticides shall be minimised as part of a plan, and in accordance with Integrated Pest Management (IPM) plans. There shall be no prophylactic use of pesticides, except in specific situations identified in national Best Practice guidelines. -Major compliance-	The implementation of IPM has significantly minimised the use of pesticides. All the usage of pesticides were justified in the relevant SOP and no prophylactic use.	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. -Major compliance-	Olam Sustainable Palm Oil Policy dated January 2018 mentioned the commitments to ensure no use of paraquat and other pesticides categorized as WHO class 1A and 1B, or that are listed by the Stockholm or Rotterdam Conventions. Based on the chemical inventory, there was no class 1A & 1B used in Awala Plantation.	Complied				
4.6.5	Pesticides shall only be handled, used or applied by persons who have completed the necessary training and shall always be applied in accordance with the product label. Appropriate safety and application equipment shall be provided and used. All precautions attached to the products shall be properly observed, applied, and understood by workers (see Criterion 4.7). -Major compliance-	The quantity of agrochemicals required for various field conditions were documented and justified in Standard Operating Procedure for Spraying. Pesticide operators were given training on safe handling and application of the pesticides. Suitable personal protective equipment's and application equipment were provided to the operators, eg: coverall, goggle, mask with single cartridges, rubber boots, rubber gloves. All precautions attached to the products were explained to operators accordingly. The implementation in the field is consistent with the manual. The last training for agro-chemical handling was done on 7/2/2018 at Awala Plantation.	Complied				
4.6.6	Storage of all pesticides shall be according to recognised best practices. All pesticide containers shall be properly disposed of and not used for other purposes (see Criterion 5.3). -Major compliance-	Pesticides were kept in a locked store equipped with ventilation facility. Hazard signage was also put up to create awareness of safety aspects among visitors. The empty pesticides containers were triple rinsed and punctured and kept in a licensed store located at the landfill area (cross refer to 4.6.10).	Complied				

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Criterion / Indicator		Assessment Findings	Compliance																							
4.6.7	Application of pesticides shall be by proven methods that minimise risk and impacts. -Minor compliance-	Standard Operating Procedures (SOPs) namely OLAM PALM GABON – Agriculture Policy Manual Volume 1 and Volume 2 (French & English) dated since April 2013 was established to include the application of pesticides using methods that will minimise risk and impacts. The implementation in the field is consistent with the agriculture policy manual.	Complied																							
4.6.8	Pesticides shall be applied aerially only where there is documented justification. Communities shall be informed of impending aerial pesticide applications with all relevant information within reasonable time prior to application. -Major compliance-	No aerial spray at Awala Plantation.	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-	Employees that were interviewed (Store keeper and store assistant) have knowledge and skills on pesticide handling. There is no associated smallholders within Awala Plantation.	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-	Empty chemical containers were either reused for containing pre-mixed herbicides or punctured and kept in the licensed storage at the landfill area. Due to the limitation of authorised vendors to take the chemical containers, storing is the only option available at the moment. Based on interview, the workers understood the restriction of using the chemical containers for other purposes.	Complied																							
4.6.11	Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated. -Major compliance-	Annual medical surveillance for sprayers and pesticide operators were demonstrated (biological – once a year and clinical – twice a year) Medical examination programme established for sprayers which conducted by Estate Doctor and sent to Medical Science University, Faculty of Medical, Chemistry-Biochemistry Department for biological (limit of cholinesterase, max 12.20 Ui/L for male and 10.4 Ui/L for female)	Complied																							
		<table border="1"> <thead> <tr> <th>ID No</th> <th>Date check up</th> <th>Result</th> <th>Remark</th> </tr> </thead> <tbody> <tr> <td>033003</td> <td rowspan="7">25/5/18</td> <td>12.6</td> <td>Change of work post</td> </tr> <tr> <td>047499</td> <td>16.9</td> <td>Change of work post</td> </tr> <tr> <td>023247</td> <td>6.8</td> <td>Normal</td> </tr> <tr> <td>044849</td> <td>13.8</td> <td>Change of work post</td> </tr> <tr> <td>034378</td> <td>8.9</td> <td>Normal</td> </tr> <tr> <td>005321</td> <td>15.5</td> <td>Change of work post</td> </tr> </tbody> </table>	ID No	Date check up	Result	Remark	033003	25/5/18	12.6	Change of work post	047499	16.9	Change of work post	023247	6.8	Normal	044849	13.8	Change of work post	034378	8.9	Normal	005321	15.5	Change of work post	
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005321		15.5	Change of work post																							
4.6.12		No work with pesticides shall be undertaken by pregnant or breastfeeding women	No pregnant or breast feeding women undertaking the work with pesticide. It was confirmed during interviews the female workers and they were all	Complied																						

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Criterion / Indicator	Assessment Findings	Compliance
-Major compliance-	well aware. Interviews with female workers also confirmed knowledge of the policy of transfer to alternative duties if they wished to continue working when pregnancy was confirmed or breast-feeding.	
Criterion 4.7		
An occupational health and safety plan is documented effectively communicated and implemented.		
4.7.1 The health and safety plan shall cover the following: 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-	The management continued to implement health and safety policy, issue 2_WD5, document P-04 dated 1/4/16 which was signed by group MD and CEO of Olam International Limited. The ESH Manual, document ref: OPG-KNG-QSHEMAN01, rev: 01 approved on 3/3/14. The HSE Programs 2018-2019 was established at Awala Plantation. The progress of programme was monitored by SHO. Sighted the programs as below: 1. EHS Compliance 2. Health Safety committee 3. Health and safety signage 4. Emergency preparation and response 5. LOTO POM 6. Risk and aspects management program 7. Trial verbal of Test Hydraulic for 2 units of Steriliser was calibrated by Bureau Veritas on 3/5/2018. The report dated 3/5/2018 (1021 45 92/ESE-PV-2014-0090 and 1021 45 92/ESE-PV-2014-0091-A) was sighted. Hydro Test for 2 units of Boiler was conducted by Bureau Veritas on 2/5/2018. The report dated 2/5/2018 (1021 45 92-BMWT 0402 and BMWT 0401) was sighted.	Complied
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-	Awala Plantation The following documented evidence was available: - Awala Plantation Risk Assessment dated 29 May 2018 - Training Records for use and Transport of sharp/cutting Tools - Records of Inspection for Safe Transport of Sharp/Cutting Tools - File of Accidents/Incidents reported - Leading and Lagging Indicators - Calculations of Key Indicators (Frequency and Gravity Rate including Targets) Awala Palm Oil Mill The following documented evidence was available: - GSI-EN05 Environmental analysis Issue 1 dated 01 January 2018 (Impacts and Risks) - OPG/AWALAPOM Noise Measurements and Calculations 2016 - OPG/ORG/SOTRADER Awala Palm Oil Mill Risk Assessment 30 April 2017 - Awala Palm Oil Mill Preliminary Risk Assessment	Complied

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Criterion / Indicator	Assessment Findings	Compliance
<p>4.7.3</p> <p>All workers involved in the operation shall be adequately trained in safe working practices (see Criterion 4.8). Adequate and appropriate protective equipment shall be available to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, and land preparation, harvesting and, if it is used, burning. -Major compliance-</p>	<p>Observed at oil room, boiler station, main workshop, spraying activity, and harvesting activity, adequate and appropriate protective equipment was provided to the operators and workers. The PPE distribution for Awala Plantation was sighted. The last PPE distribute to sprayers on 1/10/17 (boot), coverall (1/9/17).</p> <p>The training related to activities was conducted accordingly, such as:</p> <ol style="list-style-type: none"> 1. First aid training – 22/3/2018 2. Training for safety at Workshop – 27/6/2018 3. Safety training for spraying activity – 16/4/2018 4. Safety training for forklift driving – 24/5/2018 5. Safety Training for harvesting activity – 29/3/2018 6. Safety Training on agro-chemical – 7/2/2018 7. Wheel Loader safety training – 22/5/2018 8. Training on the use of extinguisher – 31/3/2018 9. Training on work in confined space – 9/2/2018 10. Chemical handling at palm oil mill– 23/1/2018 11. Training on hot work at palm oil mill– 24/3/2018 12. Training on the LOTO at palm oil mill – 27/9/2017 	<p>Complied</p>
<p>4.7.4</p> <p>The responsible person/persons shall be identified. There shall be records of regular meetings between the responsible person/s and workers. Concerns of all parties about health, safety and welfare shall be discussed at these meetings, and any issues raised shall be recorded. -Major compliance-</p>	<p>The responsible persons are the SHO. QHSE meeting members consist of employer & employee representatives from plantation and palm oil mill. Records of regular meetings between the responsible person and workers were maintained. There was no major issue. Refer OHS meeting minutes :</p> <p>OHS meeting for Awala Plantation – #1:dated 27/6/2018 #2: 17/4/2018. All the agenda was discussed accordingly during OHS meeting, eg: committee composition, discussion on rules, issues in clinic, trucks and light vehicle condition monitoring, weekend worker transportation out of plantation, harvesting activity, housing and other issue. All issues have been discussed and actions to be taken were established.</p>	<p>Complied</p>

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<p>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-</p>	<p>The following documented evidence was available:</p> <ul style="list-style-type: none"> - OPG-KNG-EHS-SOP-13 Standard Operating Procedure for Management of PPE - OPG-KNG-EHS-SOP-11 Standard Operating Procedure for Motor Vehicle Transport - OPG-KNG-EHS-SOP-10 Standard Operating Procedure for Pickup Transport - OPG-KNG-EHS-SOP-11 Standard Operating Procedure for Truck Transport - OPG-KNG-EHS-SOP-05 Standard Operating Procedure for Storage and Handling of Agricultural Chemicals - OPG-KNG-EHS-SOP-03 Standard Operating Procedure for Storage and Handling of Fuel - OPG-KNG-EHS-SOP-06 Standard Operating Procedure for Emergency Response for Fuel and Lubricants - OPG-KNG-EHS-SOP-08 Standard Operating Procedure for Management of Agricultural Tractors - OPG-KNG-EHS-SOP-04 Standard Operating Procedure for Applying of Agro Chemical Products - OPG-KNG-EHS-SOP-14 Standard Operating Procedure for Road Signs (Does not reflect all Road Signs) - OPG-KNG-EHS-SOP-07 Standard Operating Procedure for Emergency Response for Agro Chemical Products - OPG-KNG-EHS-SOP-12 Standard Operating Procedure for Waste Management OPG-KNG-EHS-SOP-02 Standard Operating Procedure for Deforestation – Bulldozer OPG-KNG-EHS-SOP-02 Standard Operating Procedure for Deforestation – Chain Saw <p>During site visit, the first aiders were present. The first aid boxes were available for verification. Fire extinguisher training was done on 21/4/2018 at Awala Plantation and fire drill was done on 25/5/2018 at Awala POM. The records of all accidents were kept and maintained by Safety Officer and were available for verification.</p>	<p>Complied</p>

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Criterion / Indicator		Assessment Findings	Compliance												
4.7.6	All workers shall be provided with medical care, and covered by accident insurance. -Minor compliance-	All the workers are provided with medical care and are covered by accident insurance. Local workers were covered by CNSS while for Indonesian workers, they were covered by Great Eastern Insurance. Sample insurance policies checked: <table border="1" style="margin-top: 10px;"> <thead> <tr> <th>Insurance</th> <th>Period</th> <th>Mill/ Estate</th> <th>Employee ID</th> </tr> </thead> <tbody> <tr> <td>Caisse Nationale De Securite Sociale (CNSS)</td> <td>May 18</td> <td>Awala Plantation and Mill</td> <td>001913, 002197, 002408, 001755, 002165, 002563, 002014, 002300, 002546, 001897, 015621</td> </tr> <tr> <td>Great Eastern (Policy No:G0003 698)</td> <td>Valid till 31/12/2018</td> <td>Awala Plantation</td> <td>033003, 047499, 044849</td> </tr> </tbody> </table>	Insurance	Period	Mill/ Estate	Employee ID	Caisse Nationale De Securite Sociale (CNSS)	May 18	Awala Plantation and Mill	001913, 002197, 002408, 001755, 002165, 002563, 002014, 002300, 002546, 001897, 015621	Great Eastern (Policy No:G0003 698)	Valid till 31/12/2018	Awala Plantation	033003, 047499, 044849	Complied
Insurance	Period	Mill/ Estate	Employee ID												
Caisse Nationale De Securite Sociale (CNSS)	May 18	Awala Plantation and Mill	001913, 002197, 002408, 001755, 002165, 002563, 002014, 002300, 002546, 001897, 015621												
Great Eastern (Policy No:G0003 698)	Valid till 31/12/2018	Awala Plantation	033003, 047499, 044849												
4.7.7	Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics -Minor compliance-	Records of incident and accident were available, using internal reporting system. Records on Lost Time Accident (LTA) metrics had been verified to be satisfactory. Sample of accident statistic as shown below : <table border="1" style="margin-top: 10px;"> <thead> <tr> <th>Year</th> <th>APOM</th> <th>Awala Plantation</th> </tr> </thead> <tbody> <tr> <td>2018 (until June 18)</td> <td>0</td> <td>768</td> </tr> </tbody> </table> <p>*LTA is equivalent to lost man days</p>	Year	APOM	Awala Plantation	2018 (until June 18)	0	768	Complied						
Year	APOM	Awala Plantation													
2018 (until June 18)	0	768													
Criterion 4.8															
All staff, workers, smallholders and contract workers are appropriately trained.															
4.8.1	A formal training programme shall be in place that covers all aspects of the RSPO Principles and Criteria, and that includes regular assessments of training needs and documentation of the programme. -Major compliance-	Training programme for 2018 has been established by the Training Assistant Manager which covered various main topics in particular safety, environment (including HCV and RTE), social, mill and estate best practices, supply chain. Based on the training records, Awala has conducted around 60% of training programme.	Complied												

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<p>4.8.2 Records of training for each employee shall be maintained. -Minor compliance-</p>	<p>Training records were available for verification. Among the records [form no.: M-GSI.02, 1/4/2016] sighted:</p> <ul style="list-style-type: none"> • Upkeep spraying and safety, 7/2/2018, 12 participants of Lobe Estate • Upkeep: Spraying field refresh (practical), 18/4/2018, 15 participants of Lobe Estate • Harvesting and standards, Mar-Jun 2018, participated by the workers involved in harvesting and evacuation from all the three estates • Awareness on animal species protected in Gabon-Hunting law, 23/6/2018, participated by 56 participants from head gang and workers in Komo Estate • Briefing on buffer zones, 15/5/2018, 7 participants from Komo Estate • Pay slip interpretation, collective agreement, 21/6/2018, 32 head gangs from the 3 estates • OHS: Awareness on responsible attitude on PPE management-rechargeable remote shower-sign boarding and safety measures, 16/4/2018, participated by 7 sprayers at Lobe Estate • Manuring training campaign (NPK), 19/4/2018, participated by 18 participants including contractors (DIRAN workers) • Upkeep/Slashing: Importance-field supervision-workers management, 5/4/2018, 11 participants of Komo Estate 	<p>Complied</p>
<p>Principle 5: ENVIRONMENTAL RESPONSIBILITY AND CONSERVATION OF NATURAL RESOURCES AND BIODIVERSITY</p>		
<p>Criterion 5.1 Aspects of plantation and mill management, including replanting, that have environmental impacts are identified, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.</p>		
<p>5.1.1 An environmental impact assessment (EIA) shall be documented. -Major compliance-</p>	<p>All the environmental aspects and impacts have been identified through an EIA conducted by Terre Environnement Amenagement in Nov 2010 to May 2011. Among the activities assessed were:</p> <ul style="list-style-type: none"> • Land preparation • Roads construction • Nursery • Field upkeep • Harvesting • Infrastructure construction • Bio-diversity protection plan • Fertiliser application • Phytosanitary management plan • Water quality follow up plan • Wastes management plan • Greenhouse gasses management plan • Hydrocarbon management plan • Emergency plan – fire breakout 	<p>Complied</p>

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<p>5.1.2</p> <p>Where the identification of impacts requires changes in current practices, in order to mitigate negative effects, a timetable for change shall be developed and implemented within a comprehensive management plan. The management plan shall identify the responsible person/persons. -Minor compliance-</p>	<p>There was no change of current practices required to mitigate negative effects based on identified impacts for both the mill and estates.</p> <p>In POM, management plan of the environmental and social which prepared by Terre Environmental Development on June 2014 has identified different aspect, impacts and mitigation measures for different activities. For estates, social and management plan which updated on May 2016 has incorporated source of impact, impact, mitigation measures, indicator, responsible personal and completion date.</p>	<p>Complied</p>
<p>5.1.3</p> <p>This plan shall incorporate a monitoring protocol, adaptive to operational changes, which shall be implemented to monitor the effectiveness of the mitigation measures. The plan shall be reviewed as a minimum every two years to reflect the results of monitoring and where there are operational changes that may have positive and negative environmental impacts. -Minor compliance-</p>	<p>A prescription by Department of General Direction of Environment and Protection (DGEPN) listed all the monitoring, reporting and analysis requirements for the activities in the mill. A summary report which cover monitoring of surface water, air, soil, health & security and employment which need to submit to DGEPN. The latest submission dated March 2017 sighted during onsite visit.</p> <p>For Awala’s estate, similar report which cover extra criteria for local communities, biodiversity and waste submitted on march 2017. For example:</p> <ul style="list-style-type: none"> • Chimney emission of boiler monitoring report documented on daily basics. Records on 15 May 2017 sighted during onsite audit. • Latest effluent analysis report dated 20 April 2017 by government laboratories. The analysis conducted on every 3 monthly basics. 	<p>Complied</p>
<p>Criterion 5.2</p> <p>The status of rare, threatened or endangered species and other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and operations managed to best ensure that they are maintained and/or enhanced.</p>		

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<p>5.2.1</p> <p>Information shall be collated in a High Conservation Value (HCV) assessment that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). -Major compliance-</p>	<p>The management continued to implement the management and monitoring as per recommendation from evaluation of HCV which was conducted by Proforest and TERE A with an initial scoping assessment beginning February 2011. The assessment was conducted by HCV assessment team consisted of 21 persons comprising 5 sociologists, 2 ichthyologists, an ornithologist, and 3 ecologists and 9 botanical and mammalian experts as well as a GIS expert. It was identified HCV 1.1, 1.2, 1.4, 2, 4.1, 4.2, 5 and 6 within the concession area.</p> <p>Management and monitoring plans were developed based on the HCV consultants' recommendations and these were inspected during the field visit and document review. The plan was last reviewed on May 2018 by HCV Assistant. Sighted the objectives as follow:</p> <ol style="list-style-type: none"> 1. Protection and maintenance of the quality of water sources 2. Protection of the fauna 3. Preservation of the subsistence of communities 4. Preservation of cultural identity 	<p>Complied</p>
<p>5.2.2</p> <p>Where rare, threatened or endangered (RTE) species, HCVs, or legally protected species or areas are present or are affected by plantation or mill operations, appropriate measures that are expected to maintain and/or enhance them shall be implemented through a management plan. -Major compliance-</p>	<p>HCV Management Action plan which updated in May 2018 described the management objectives, type of HCV, threats, mitigation measures and monitoring indicator. The action plan has been develop according to the HCV Assessment conducted in Feb 2011.</p> <p>Various management program has been established for the identified HCV area. For example, every 2 months, the management will organize the patrol monitoring together with ANPN to all the HCV area. Report generate for each patrolling recording observation onsite, such as animal trap, illegal logging, illegal hunting observed. The latest report patrol report (259/ANPN/SE/DT/ZHVC-KANGO/GPS) conducted from 8th May 2018 to 18th May 2018 sighted during onsite.</p> <p>The report of observation punctual of the wildlife was sighted. The last animal sighted was observed on 2/7/2018 at block 44. The management observed the footprints of <i>Panthera Pardus</i>.</p> <p>Signage's are erected and placed at the field to create awareness and individuals/employees are notified of the HCV area to ensure that no illegal hunting is carried out within the Awala Concession. During site visit to block 263 (HCV area), sighted the signages were installed accordingly.</p>	<p>Complied</p>
<p>5.2.3</p> <p>There shall be a programme to regularly educate the workforce about the status of these RTE, HCV or protected species and habitats, and appropriate disciplinary measures shall be instigated in</p>	<p>Training related to HCV was conducted accordingly to educate the workforce. Sighted the training record as follow:</p> <ol style="list-style-type: none"> 1. Briefing on RTE species for Bokoue Estate (26/6/2018), Lobe Estate (25/6/2018) and Komo Estate (23/6/2018) 	<p>Complied</p>

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Criterion / Indicator	Assessment Findings	Compliance
	Briefing on buffer zones for Bokoue Estate (29/5/2018) and Lobe Estate (15/5/2018)	
<p>5.2.4</p> <p>Where a management plan has been created there shall be ongoing monitoring:</p> <ul style="list-style-type: none"> • The status of HCV, RTE and protected species and areas that are affected by plantation or mill operations shall be documented and reported; • Outcomes of monitoring shall be fed back into the management plan. <p>-Minor compliance-</p>	<p>Various management program has been established for the identified HCV area. For example, every 2 months, the management will organized the patrol monitoring together with ANPN to all the HCV area. Report generate for each patrolling recording observation onsite, such as animal trap, illegal logging, illegal hunting observed. The latest report patrol report (259/ANPN/SE/DT/ZHVC-KANGO/GPS) conducted from 8th May 2018 to 18th May 2018 sighted during onsite.</p> <p>The report of observation punctual of the wildlife was sighted. The last animal sighted was observed on 2/7/2018 at block 44. The management observed the footprints of <i>Panthera Pardus</i>. Signage's are erected and placed at the field to create awareness and individuals/employees are notified of the HCV area to ensure that no illegal hunting is carried out within the Awala Concession. During site visit to block 263 (HCV area), sighted the signages were installed accordingly.</p>	<p>Complied</p>
<p>5.2.5</p> <p>Where HCV set-asides with existing rights of local communities have been identified, there shall be evidence of a negotiated agreement that optimally safeguards both the HCVs and these rights.</p> <p>-Minor compliance-</p>	<p>Total 11,045 ha which identified as the HCV 5 under HCV North area of Komo estate for the local communities for their activities such as hunting, fruit harvesting and fishing.</p> <p>Interviewed the villagers and they were authorized with the badges for hunting activities in the HCV areas. The permit stated the rules & regulation, signature of the chief and Olam stamp. The villager also satisfied with the control as it will restrict the stranger from other places access to their area.</p>	<p>Complied</p>
<p>Criterion 5.3: Waste is reduced, recycled, re-used and disposed in an environmentally and socially responsible manner.</p>		
<p>5.3.1</p> <p>All waste products and sources of pollution shall be identified and documented.</p> <p>-Major compliance-</p>	<p>In POM, the list of activities, types of waste, location, elimination relating to operations are documented. The activities such as maintenance, office, boiler room and treatment plant. The waste identification updated on 5 May 2017. The pollution sources are provided in the Waste Management Improvement Plan.</p> <p>List of wastes at estates was last updated in March 2018. Among the information available in the list was station, type of wastes, sources of wastes, current mode of handling and new mode of handling/action to be taken.</p> <p>e.g. Station: Housing Type of wastes: waste water Sources of wastes: septic tank</p>	<p>Complied</p>

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Criterion / Indicator		Assessment Findings	Compliance
		<p>Current mode of handling: collected by GPS (Gabon Proper Service) The last collection on 24, 26, 29/12/2015 – ref.: Job Order No.: 006170/1/2 was verified. Station: Maintenance workshop Type of wastes: spent oil Sources of wastes: machinery Current mode of handling: collected, stored & collected by authorised vendor (e.g. TTRB Services) New mode of handling: NA The last disposal on 26/5/2018 (Attestation of collection of oil wastes No. 44), 13,000 It was verified Station: Clinic Type of wastes: needles, blades, single used materials Current mode of handling: sent to nearest hospital i.e. in this Kango Hospital – recorded in log book (acknowledged by hospital personnel) - last disposal: 4/6/2018 Other stations included in the list were groceries, service station (fuel station) – assessment combined with workshop, office and computers.</p>	
5.3.2	<p>All chemicals and their containers shall be disposed of responsibly. -Major compliance-</p>	<p>For both estates and mill, the empty containers from agrochemicals, lubricants, boilers chemical, water treatment plant were kept in store near the landfill and scheduled wastes store in the mill. So far there is no authorised collector to dispose the empty chemical containers. Waste register list out the waste, quantity, area and person in charge. When the quantity of the ECC is enough, they will be sent to sister company (at Mouila) to be shredded and stored.</p>	Complied
5.3.3	<p>A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented. -Minor compliance-</p>	<p>Waste Management Plan (MOI-DS-02) dated 01 Feb 2016 had identified the source of the waste & pollution and management plan.</p> <p>The domestic wastes were sent to a landfill located in the estate which had been approved by the local council (dated 11/7/2017; No: 1421/MEFPEPGSE/SG/DGEPN, Licensee: OLAM Palm Gabon, Awala). Included in the license was also the setup of recyclable and toxic wastes storage.</p>	Complied
Criterion 5.4:			
Efficiency of fossil fuel use and the use of renewable energy is optimized.			
5.4.1	<p>A plan for improving efficiency of the use of fossil fuels and to optimise renewable energy shall be in place and monitored. -Minor compliance-</p>	<p>The POM generates electricity from genset using diesel. The energy generated from Awala Mill will powers the mill operations, offices within the mill vicinity and workshop. The monthly diesel and fibre</p>	Complied

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Criterion / Indicator	Assessment Findings	Compliance
	utilization are being monitored and recorded. For example: <ul style="list-style-type: none"> • 2015: 15.88 litre/mt FFB • 2016: 4.62 litre/mt FFB • 2017: 2.90 litre/mt FFB For the total three estates, monitoring of fossil fuel vs FFB production are as follows: <ul style="list-style-type: none"> • 2015: 193.0 litre/mt FFB • 2016: 107.1 litre/mt FFB • 2017: 31.3 litre/mt FFB 	
Criterion 5.5: Use of fire for preparing land or replanting is avoided, except in specific situations as identified in the ASEAN guidelines or other regional best practice.		
5.5.1	There shall be no land preparation by burning, other than in specific situations as identified in the 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. -Major compliance-	Complied
5.5.2	Where fire has been used for preparing land for replanting, there shall be evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions -Minor compliance-	Complied
Criterion 5.6: Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.		
5.6.1	An assessment of all polluting activities shall be conducted, including gaseous emissions, particulate/soot emissions and effluent (see Criterion 4.4) -Major compliance-	Complied
5.6.2	Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented. -Major compliance-	Complied
5.6.3	A monitoring system shall be in place, with regular reporting on	Monitoring of the GHG quantity was done through RSPO PalmGHG Calculator Version 3.0.1. The

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Criterion / Indicator	Assessment Findings	Compliance
<p>progress for these significant pollutants and emissions from estate and mill operations, using appropriate tools. -Minor compliance-</p>	<p>report was submitted to RSPO on 25/01/2018 [ref.: e-mail from Mr. Mohamed Dao of Olam to Devala Devi of RSPO]. The GHG calculation was done as per certification unit basis which consists of 3 estates and 1 mill. Summary emissions: • Emission/mt CPO= - 1.87 tCO₂ e/mt CPO • Emission/mt PK= - 1.87 tCO₂ e/mt PK Details of GHG calculation can be found under Appendix C: GHG Reporting Executive Summary.</p> <p>Verification of the raw data against what has been reported in RSPO GHG calculator showed that some input data were not consistent. Thus, a minor non-conformity was assigned due to this lapse.</p>	<p>Minor nonconformance</p>
<p>Principle 6: RESPONSIBLE CONSIDERATION OF EMPLOYEES AND OF INDIVIDUALS AND COMMUNITIES AFFECTED BY GROWERS AND MILLERS</p>		
<p>Criterion 6.1:</p>		
<p>Aspects of plantation and mill management that have social impacts, including replanting, are identified in a participatory way and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.</p>		
<p>6.1.1</p> <p>A social impact assessment (SIA) including records of meetings shall be documented. -Major compliance-</p>	<p>Social Impact Assessment was conducted on December 2010 by TERA prior to the new planting activities. The methodology of the assessment was through stakeholder consultation, interview with affected parties such as local authorities, representatives from villages, school and health department. Seen the meeting minutes that the affected stakeholders have participated in the process of assessment.</p>	<p>Complied</p>
<p>6.1.2</p> <p>There shall be evidence that the assessment has been done with the participation of affected parties. -Major compliance-</p>	<p>The assessment was carried out with the participation of affected stakeholders such as local authorities, representatives from affected villages, school and health department. The meeting minutes of the interviewed of the stakeholders were sighted and documented.</p>	<p>Complied</p>
<p>6.1.3</p> <p>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-</p>	<p>The company has developed Environment and Social Management Plan that updated on May 2016 where the plan was submitted to local government for updating the progress social contract that signed between the company, local authorities and local communities. The plan has incorporated person to be responsible, actions to be taken and the time frame for the issues to be completed. The last update was done and submitted to Environment and Protection of Nature Department on 25/4/2018.</p>	<p>Complied</p>
<p>6.1.4</p> <p>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</p>	<p>The plan will be reviewed on yearly basis and updated when necessary. The company has submitted the plan to Environment and Protection of Nature Department on 25/4/2018 to update on the progress of Social Contract.</p>	<p>Complied</p>

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Criterion / Indicator		Assessment Findings	Compliance
	that the review includes the participation of affected parties. -Minor compliance-		
6.1.5	Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme). -Minor compliance-	There were no scheme smallholders involved in the certification unit.	Not applicable
Criterion 6.2 There are open and transparent methods for communication and consultation between growers and/or millers, local Communities and other affected or interested parties.			
6.2.1	Consultation and communication procedures shall be documented -Major compliance-	Olam Palm Gabon has developed a Communication and Consultation with Local Communities Procedure with Doc. No.: SOP N° 003/CRS-AW(2)/0116 dated January 2016, version 2. The procedure was prepared by Assistant Manager of FPIC and the objectives of the procedure is to describe the method of communication and consultation upon mutual agreement between the company and local populations. The communication plan with the local communities was developed and the tools that used for communication are such as quarterly meeting, mails, interview and posters.	Complied
6.2.2	A management official responsible for these issues shall be nominated. -Minor compliance-	Assistant Manager of FPIC, Mrs. Gyslaine MYLEBE has been appointed as Social Officer to handle all the social issues and communicate with external stakeholders for Awala plantation. Seen the appointment letter date 11/2/2013.	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-	Stakeholder list (Doc. No. N°03/CRS PP LIST/0518) which revised and updated on 05/2018 was sighted where stakeholders such as contractors, representatives from villages, NGOs and local authorities. The management has conducted meeting with the local authorities and local communities to discuss and update on the progress of the activities stated in the Social Contract. The last meeting was conducted on 11/5/2018 at Council Department in Kango that involved Préfet, representatives from the villagers and representatives from Olam Palm Gabon for the agenda of inauguration of hydraulic pump for water issues in the village, discussion on year 2018 social projects and other miscellaneous issues.	Complied
Criterion 6.3 There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all affected parties.			

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Criterion / Indicator	Assessment Findings	Compliance
<p>6.3.1</p> <p>The system, open to all affected parties, shall resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistleblowers, where requested.</p> <p>-Major compliance-</p>	<p>Olam Palm Gabon has developed <i>Procedure De Gestion Des Plaintes Et Reclamations</i> (Complaint Handling and Claims Procedure) with Doc. No. SOP N°07/CRS PLAINTES(4)/0618, Rev. No. 04 dated 1/6/2018. The procedure has detailing the process of dealing with the complaints from communities and other stakeholders such as customers and suppliers. Method to lodge complain has also clearly described in the procedure.</p>	<p>Complied</p>
<p>6.3.2</p> <p>Documentation of both the process by which a dispute was resolved and the outcome shall be available.</p> <p>-Major compliance-</p>	<p>Olam Palm Gabon has implemented grievance portal, SocProg to record and monitor the complaints that lodged by the local communities and other affected stakeholders. All the evidence of investigation and compensation if any will be uploaded into the system. The status of the complains will show "Closed" if the complaint was resolved. There were two complaints that received since last audit. Seen the complaint records, investigation reports and the form of discharge as below:</p> <ul style="list-style-type: none"> a. Grievance No.: 217-12-2017 dated 19/12/2017 Complaint Issue: Destruction of crops Actions and Date of Closed: Compensation of total 100,000 CFA was made to the complainant on 26/12/2017. The complaint was closed on 3/1/2018. b. Grievance No.: 211-7-2017 dated 29/7/2017 Complaint Issue: Land rights/ usage Actions and Date of Closed: The complainant has paid compensation of 72,000 CFA on 29/10/2015 and the company found out that he still planted crops on the compensated land. Therefore, there was no additional compensation was made. The complaint was closed on 29/7/2017. 	<p>Complied</p>
<p>Criterion 6.4</p> <p>Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.</p>		
<p>6.4.1</p> <p>A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be in place.</p> <p>-Major compliance-</p>	<p>Olam Palm Gabon has developed <i>Procedure D'Identification Des Droits Legaux Et Coutumiers</i> (Procedure of Identification of Legal and Customary Rights) with Doc. No. SOP N°002/CRS-AW(2)/0116, Version 2 dated January 2016. The objective of the procedure is to identify legal and customary rights by involving the local populations. The procedure describes the steps to identify the legal and customary rights of the communities. The communities are involved in the decision making. Compensation of the dispute for the owners will be made by financial department.</p>	<p>Complied</p>
<p>6.4.2</p> <p>A procedure for calculating and distributing fair compensation</p>	<p>Procedure as per criteria 6.4.1.</p>	<p>Complied</p>

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Criterion / Indicator	Assessment Findings	Compliance
	(monetary or otherwise) shall be established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation. This procedure shall take into account: gender differences in the power to claim rights, ownership and access to land; differences of transmigrants and long-established communities; and differences in ethnic groups' proof of legal versus communal ownership of land. -Minor compliance-	
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-	Complied
Criterion 6.5 Pay and conditions for employees and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.		
6.5.1	Documentation of pay and conditions shall be available. -Major compliance-	Complied

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Criterion / Indicator	Assessment Findings	Compliance
<p>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 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. -Major compliance-</p>	<p>Employment contract are available in language (French and Bahasa Indonesian) that understood by workers. The contract has clearly described the wages and employment conditions such as period of working, working hour, annual leave and termination of services. The contract was signed by the employees and sampled contracts as below:</p> <ul style="list-style-type: none"> a. Employee ID: 015621 (APOM) b. Employee ID: 031231 (APOM) c. Employee ID: 034635 (APOM) d. Employee ID: 002408 (KE) e. Employee ID: 002604 (KE) f. Employee ID: 005198 (KE) g. Employee ID: 039181 (BE) h. Employee ID: 002165 (BE) i. Employee ID: 001778 (LE) j. Employee ID: 002013 (LE) k. Employee ID: 039190 (LE) 	<p>Complied</p>
<p>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. -Minor compliance-</p>	<p>The company has provided free housing with water and electricity supply to the workers. Medical assistance was provided to the workers with the first care treatment. Kindergarten was constructed inside the plantations for the kids. The management was planning to construct new primary school inside the plantation on Y2018/2019. In the meantime, company has provided free bus transportation to send the kids from plantations to school in Kango town.</p>	<p>Complied</p>
<p>6.5.4 Growers and millers shall make demonstrable efforts to monitor and improve workers' access to adequate, sufficient and affordable food. -Minor compliance-</p>	<p>There was a sundry shop operating in the compound of plantation. The CSR team has monitored the price of the goods based on the price announced by Préfet in Kango once a month. The price list was displayed at the entrance of the shop and on each goods and foods. Seen the report of the monitoring of food security which generated by CSR team on monthly basis. Conservation of the foods were also monitored by the team.</p>	<p>Complied</p>
<p>Criterion 6.6 The employer respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.</p>		
<p>6.6.1 A published statement in local languages recognising freedom of association shall be available. -Major compliance-</p>	<p>Human Rights Policy was developed where the company does not interfere the employees' rights to form and join any unions or other associations of their own choosing and to bargain collectively. The policy has been briefed to all the workers during their post arrival and the policy was displayed in the notice board at the office area.</p>	<p>Complied</p>

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Criterion / Indicator		Assessment Findings	Compliance
6.6.2	Minutes of meetings with main trade unions or workers' representatives shall be documented. -Minor compliance-	Workers' Association was established and meeting was organized to discuss issues with the management. The last meeting was held on 17/5/2018 with the participation delegates that elected by the workers from different work stations. Meeting minutes was sighted and issues were recorded with the response from management and the conclusion. For eg: The workers were complaint about the school to be constructed inside the plantation. The management has replied that it was under planning and they have obtained approval from National Education Department. Tentatively, the construction process will be starting on Year 2018. This will be verified during next assessment.	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-	Olam Palm Gabon has implemented Human Rights Policy where they do not engage in or benefit from the use of child labour as defined by ILO standards and national laws. Through document review of the master list of employees with date of birth confirmed that the company only employed workers who are above 18 years old.	Complied
Criterion 6.8			
6.8.1	A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment shall be documented. -Major compliance-	Human Rights Policy was implemented in Olam Palm Gabon where they provide an environment that free from discrimination and they make commitment to tolerate no kind of discrimination on account of sex, age or religion and their employees make a commitment to give everyone same opportunities of success and evolution. The policy has been briefed to all the workers during their post arrival and the policy was displayed in the notice board at the office area.	Complied
6.8.2	Evidence shall be provided that employees and groups including local communities, women, and migrant workers have not been discriminated against. -Major compliance-	The company has employed employees with different nationalities, gender and religion. They are allowed to transfer of work if they found unfit to work in the job offered upon request.	Complied
6.8.3	It shall be demonstrated that recruitment selection, hiring and promotion are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available. -Minor compliance-	The company has developed <i>Procedure Interne De Recrutement De Travailleurs Etrangers</i> (Procedure of Internal Recruitment of Foreign Workers) with Doc. No. 001/03/2016/RH/GT, version 1 dated March 2016. The procedure describes the steps to be followed for the recruitment and regularization of foreign workers in accordance to regulations of Gabon such as Article 104 to 109 of Labour Code of Gabon.	Complied
Criterion 6.9 There is no harassment or abuse in the work place, and reproductive 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.	Olam Palm Gabon has established Human Rights Policy where the company provides the environment that free from discrimination and harassment or abuse in the work place as well as the reproductive rights are protected. The policy	Complied

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	-Major compliance-	has been briefed to all the workers during their post arrival and the policy was displayed in the notice board at the office area.	
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-	Olam Palm Gabon has established Human Rights Policy where the company provides the environment that free from discrimination and harassment or abuse in the work place as well as the reproductive rights are protected. The policy has been briefed to all the workers during their post arrival and the policy was displayed in the notice board at the office area.	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-	Gender Committee was established with the participation of representatives from Awala mill, Lobe Estate, Bokoue Estate and Komo Estate. The committee has developed a calendar of meeting and seen the activities such as awareness training and meeting will be conducted proposed in the calendar for Y2018. The last meeting was conducted on 20/6/2018 and during the meeting, definition and types of sexual harassment was explained to the members. Besides, on the ground interview with the delegates was conducted on 28/3/2018 for each of the estates. Interviewed with the committee confirmed that no sexual harassment or violence cases have been reported so far.	Complied
Criterion 6.10			
Growers and millers deal fairly and transparently with smallholders and other local businesses.			
6.10.1	Current and past prices paid for Fresh Fruit Bunches (FFB) shall be publicly available. -Minor compliance-	Awala POM has received and purchased FFB crops from internal certified and uncertified supply bases as well as crop from outside smallholder. The pricing was displayed at the weighbridge area and the pricing was changed on monthly basis based on the current CIF Rotterdam price.	Complied
6.10.2	Evidence shall be available that growers/millers have explained FFB pricing, and pricing mechanisms for FFB and inputs/services shall be documented (where these are under the control of the mill or plantation). -Major compliance-	There was one smallholder that sending FFB to Awala POM and seen the agreement signed by both parties. The contract agreement with No. FFB/2017/05/00001 dated 15/5/2017 and valid for one year. Calculation of the FFB price was clearly explained in Annexure 1 of the agreement where the price varied according to CIF Rotterdam price and USD exchange rate.	Complied
6.10.3	Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent. -Minor compliance-	Contract of Service was sampled as below: a. Contract No.: N°001/OPGK/JARDIN D'OLIVIERS/13-06-2018 for supply labour to conduct harvesting job which valid from 1/6/2018 to 31/8/2018. b. Contract No.: N°001/OPGK/M.M/28-06-2018/BOKOUE for supply labour to carry out spraying, pruning and decreeping which valid from 1/7/2018 to 30/9/2018.	Complied
6.10.4	Agreed payments shall be made in a timely manner. -Minor compliance-	According to the service contract, the payment will be made on every 15 th and end of the month. In the first 5 days of the month, the contractor needs to submit all the evidence of job done to the	Complied

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	management and Olam Palm Gabon will make payment within 15 days. Verification of the records of bank voucher, journal voucher, invoices and copy of cheque confirmed that the payment was made promptly. The contractor has submitted the invoices on 16 May 2018 and payment was made on 18 May 2018.	
Criterion 6.11 Growers and millers contribute to local sustainable development where appropriate.		
6.11.1 Contributions to local development that are based on the results of consultation with local communities shall be demonstrated. -Minor compliance-	Olam Palm Gabon and the local communities have signed on Social Contract to develop the area with projects below after discussed and agreed with the representatives from villages and the local authorities: <ul style="list-style-type: none"> a. Village: Ayemé Bokoué 1 Activities: To construct a dispensary and house for nurse with bricks Deadline: 2016 Status: During site visit to the village found that the dispensary and house for nursery was constructed and currently in use. It was completed on Year 2016. b. Village: Woubele Activities: To rehabilitate the 3 classrooms and construction of 2 houses for the teacher. Deadline: 2017 – 2019 c. Status: During site visit to the village found that 2 new classrooms were constructed and by this year, construction of housing for teacher will be starting. 	Complied
6.11.2 Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve smallholder productivity. -Minor compliance-	There was no scheme smallholder involved in the certification unit.	Not applicable
Criterion 6.12 No forms of forced or trafficked labour are used.		
6.12.1 There shall be evidence that no forms of forced or trafficked labour are used. -Major compliance-	Human Rights Policy was implemented where the company does not participate in, or benefit from any form of forced labour or human trafficking. The employees are having freedom of movement during the course of their employment. The company has employed the workers with local identification and with valid permit for foreign workers. Sampled of the permit as below: <ul style="list-style-type: none"> a. Doc. No.: 16IS52606 which valid until 10/11/2018 b. Doc. No.: 16IS00043 which valid until 4/12/2018 c. Doc. No.: 16IS57359 which valid until 10/12/2018 d. Doc. No.: 16IS55734 which valid until 28/11/2018 	Complied

Criterion / Indicator		Assessment Findings	Compliance
		<p>e. Doc. No.: 16IS54983 which valid until 24/11/2018</p> <p>f. Doc. No.: 16IS60668 which valid until 30/10/2018</p>	
6.12.2	Where applicable, it shall be demonstrated that no contract substitution has occurred. -Minor compliance-	Interviews with the foreign workers confirmed that no contract substitution has occurred. The terms and conditions that offered in their home country were similar when they engaged with Olam Palm Gabon.	Complied
6.12.3	Where temporary or migrant workers are employed, a special labour policy and procedures shall be established and implemented. -Major compliance-	Olam Palm Gabon has developed policies and implemented the special labour requirements such as Human Rights Policy where they follow the framework of UN Guiding Principles and ILO Conventions where they do not participate in forced labour or human trafficking and accordance to ILO Convention 97 where it disallows contract substitution. Induction training was provided to new workers without discrimination and they were provided decent living conditions.	Complied
Criterion 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 workforce and operations (see Criteria 1.2 and 2.1). -Major compliance-	Olam Palm Gabon has developed Human Rights Policy where the company treats the employees with dignity, fairness and respect. They abide by all the international labour laws and local regulations in the countries. The policy has been briefed to all the workers during post arrival and the policy was displayed on the notice board at the office area.	Complied
Principle 7: Responsible development of new plantings			
Awala Palm Oil Mill Certification Unit and supply base did not carry out any new plantings after the last NPP was carried out. Therefore, Principle 7 is not applicable during this annual surveillance assessment. The immature areas are replanted area.			
Principle 8: Commitment to continuous improvement in key areas of activity			
Criterion 8.1			
Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in their key operations.			
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. -Major compliance-	<p>The continuous improvement plan was updated and reviewed accordingly on 15/4/2018. The improvement plan established are as follows:</p> <ol style="list-style-type: none"> 1. Reduction in use of pesticide using planting of beneficial plants according to the OPG Manual and owl breeding program. 2. Establishment of land cover crops. 3. Monitoring HCV field monitoring with ANPN and conduct the awareness training. 4. Establish waste management plan, eg: reused of empty container and used tyres. 5. Plan to construct methane capture facility in 2019. 6. Optimization of palm yield potential through irrigation 7. Construction of new workers' quarters. 	Complied

Appendix B: Approved Time Bound Plan



RSPO Certification Time Bound Plan (revised April 2018¹)

		2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
OLAM	Olam joined RSPO as Processor and Trader	Feb 11										
	Olam Sustainable Palm Policy v1	June 11										
	Olam renewed membership as Grower		Feb 12									
	Olam Sustainable Palm Policy v2					June 15						
AWALA	NPP notification	Feb 11										
	RSPO independent gap assessment			Apr 13								
	Mill commissioned					Sep 15						
	RSPO initial certification						June 16					
	RSPO surveillance audit											
Mouila LOT 1	NPP notification		June 12									
	RSPO independent gap assessment						June 16					
	Mill commissioned							Jan 17				
	RSPO initial certification							Dec 17				
	RSPO surveillance audit											
Mouila LOT 3	NPP notification					May 15						
	RSPO independent gap assessment							May 17				
	Mill commissioned									Jan 19		
	RSPO initial certification²							Dec 18				
	RSPO surveillance audit											
OPG Makouke	Inclusion under Olam RSPO membership						Aug 16					
	RSPO independent gap assessment							Jan 18				
	Mill activation							Dec 18				
	RSPO initial certification									July 19		
	RSPO surveillance audit											
Mouila LOT 2	NPP notification			Dec 13								
	RSPO independent gap assessment									Dec 19		

¹ Last revision was dated Aug 2016 to include OPG's latest acquisition i.e. Makouke.

² Lot 3 initial certification is brought forward from 2019 to 2018. It is planned to be certified as part of the Lot 1 mill supply base.



	Mill commissioned												Jan 21
	RSPO initial certification												Dec 21
	RSPO surveillance audit												
GRAINE ³	SOTRADER joined RSPO					July 15							
	NPP notification						June 16						
	RSPO initial certification⁴										Dec 19		
	100% certification of GRAINE Palm SH												

³ Refer to SOTRADER’s certification time bound plan for schemed smallholders

⁴ GRAINE SOTRADER Ndende initial certification is postponed from 2018 to 2019 due to on-going finalization of schemed smallholders’ organization structure.

Appendix C: GHG Reporting Executive Summary

The GHG emissions that were produced in 2017 for Awala Palm Oil Mill and supply base was calculated using the PalmGHG Calculator version 3.0.1. The assessment team had verified the data input in the PalmGHG Calculator against operations records. PalmGHG Calculation Options selected 'Full version' and 'Exclude LUC Emission' calculation option is not applied. The records verified includes:

- i. Estates area planted data
- ii. Fuel consumed
- iii. Mill datas include CPO produced, PKO Produced and FFB Processed
- iv. Fertilizer consumed data for both estates and smallholders.

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

Emission per product	tCO ₂ e/tProduct
CPO	-1.87
PK	-1.87

Extraction	%
OER	23.88
KER	3.72

Production	t/yr
FFB Process	39,075.82
CPO Produced	13,414.91
PKO Produced	2,088.06

Land Use	Ha
OP Planted Area	12,555 (Awala + MKK)
OP Planted on peat	0
Conservation (forested)	12,482
Conservation (non-forested)	0
Total	20,566.61

Summary of Field Emission and Sink

	Own Crop*		Group		3 rd Party		Total	
	tCO ₂ e	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e / FFB
Emission								
Land Conversion	128776.36	3.3	46583.66	2.73	0	0	175360.02	6.05
CO ₂ Emission from fertilizer	2395.29	0.06	1268.29	0.07	0	0	3663.58	0.13
NO ₂ Emmission	2850.18	0.07	1021.12	0.06	0	0	3871.3	0.13
Fuel Consumption	3811.26	0.1	4762.58	0.28	0	0	8573.84	0.38
Peat Oxidation	0	0	0	0	0	0	0	0
Sink								
Crop Sequestration	-60859.33	-1.56	-46583.66	-2.73	0	0	-107442.99	-4.29
Conservation Sequestration	-113611	-2.91	-7870.61	-0.46	0	0	-121481.61	-3.37

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Total	-36647.92	-0.94	-818.62	-0.05	0	0	-37466.54	-0.99
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*Note: Includes both estates and smallholders

Summary of Mill Emission and Credit

	tCO ₂ e	tCO ₂ e/tFFB
Emission		
POME	8075.47	0.14
Fuel Consumption	250.64	0
Grid Electricity Utilisation	0	0
Credit		
Export of Grid Electricity	0	0
Sales of PKS	0	0
Sales of EFB	0	0
Total	8326.11	0.15

Summary of Kernel Crusher Emission and Credit (if applicable)

Emissions	tCO₂e
PK from own mill	-3924.86
PK from other source	0
Fuel Consumptions	250.64
Total Crusher emissions	-3674.22

*This mill has no kernel crusher operation.

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

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

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

5.1 Applicability of the general chain of custody requirements for the supply chain			
	Requirement	Evidence	Compliance
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.	Olam International Ltd headquarter has the physically handle the RSPO Certified Sustainable oil palm products. All trading, contract and sales are managed by Sustainability team in Malaysia and held the PalmTrace registration number for Awala Palm Oil Mill: RSPO_PO1000002779.	Yes
5.1.2	Traders and distributors require a licence obtained from RSPO Secretariat to sell RSPO certified product but do not themselves require certification. When selling RSPO certified products, a licensed trader and/or distributor shall pass on the certification number of the product manufacturer and the applicable supply chain model.	Awala Palm Oil Mill is not a trader or distributor.	N/A
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.	Olam International Ltd held RSPO membership number: 1-0114-12-000-00 since 10/2/2011. Company has registered in PalmTrace system as follows: Members ID – Awala Palm Oil Mill: RSPO_PO1000002779 Licence valid until 24/8/2018 Member category : Oil Mill	Yes
5.1.4	Processing aids do not need to be included within an organization's scope of certification.	Processing aids was not in used at Awala Palm Oil Mill.	N/A
5.2 Supply 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.	SOP for RSPO Supply Chain & Traceability (Mass Balance Model) with Doc. No. APOM-SC/MB/001, Rev. 2 dated 1/6/2018 was developed. The scope of the procedure is to cover the entire supply chain activities and record data from the intake of certified and non-certified raw material till the delivery of certified and non-certified products such as processing, sales and goods out, record keeping and monitoring, production volume, training, claims, complaints, internal audit and management review. During the period of June 2017 to June 2018, Awala Palm Oil Mill has	Yes

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		received and processed FFB from own plantations and outsider FFB crops = 60,171.00 MT.	
5.2.2	The site can use one (1) or a combination of supply chain models as audited and certified by the CB.	Awala Palm Oil Mill was certified with Module E - CPO Mills: Mass Balance.	Yes
5.3. Documented Procedures			
5.3.1	The site shall have written procedures and/or work instructions or equivalent to ensure the implementation of all elements of the applicable supply chain model specified. This shall include at minimum the following: <ul style="list-style-type: none"> • Complete and up to date procedures covering the implementation of all the elements of the supply chain model requirements. 	SOP for RSPO Supply Chain & Traceability (Mass Balance Model) with Doc. No. APOM-SC/MB/001, Rev. 2 dated 1/6/2018 was developed. The scope of the procedure is to cover the entire supply chain activities and record data from the intake of certified and non-certified raw material till the delivery of certified and non-certified products such as processing, sales and goods out, record keeping and monitoring, production volume, training, claims, complaints, internal audit and management review. The requirements under new RSPO SCCS System and Standard revised June 2017 were incorporated into the SOP.	Yes
	<ul style="list-style-type: none"> • Complete and up to date records and reports that demonstrate compliance with the supply chain model requirements (including training records). 	Awala Palm Oil Mill has prepared a dedicated records and forms in relation to RSPO Supply Chain Certification. Training records for year 2017 was sighted available during the audit. The training was conducted on 13/10/2017 regarding the latest revision of RSPO Supply Chain Certification System and Standard June 2017.	Yes
	<ul style="list-style-type: none"> • Identification of the role of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the organization's procedures for the implementation of this standard. 	SOP for RSPO Supply Chain & Traceability (Mass Balance Model) with Doc. No. APOM-SC/MB/001, Rev. 2 dated 1/6/2018 has clearly identified every responsible personal who involved in the implementation RSPO Supply Chain Certification. The Mill Manager is responsible to ensure the operation in the mill are being progressed systematically as per SOP in compliance with RSPO P&C and SCCS and appointment letter was sighted.	Yes
5.3.2	The site shall have a written procedure to conduct annual internal audit to determine whether the organization;	SOP for RSPO Supply Chain & Traceability (Mass Balance Model) with Doc. No. APOM-SC/MB/001, Rev. 2 dated 1/6/2018 has clearly stated	Major NC

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	<p>i) conforms to the requirements in the RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents.</p>	<p>the internal audit process. Besides, <i>Procedure De Conduite Des Audits Et Controles Internes</i> (Procedure of Conducting and Control of Internal Audit) with Doc. No. SOP N°010/CRS AUD INT(01)/0618, Re. 1 dated June 2018 was developed and stated the internal audit shall be conducted at least once a year. The internal audit for supply chain shall be conducted on annual basis and the last internal audit was conducted on 25/9/2017 by Sustainability Department and CRS Department. There was no non-conformity raised during the audit.</p> <p>The internal audit was a combined audit for Awala POM and Kernel Crushing Plant (KCP) as per the cover page of the report. However, verified the internal audit report found that the audit was only covered for KCP. No evidence to show that there was an internal audit conducted for Awala POM. Thus, a major non-conformance was raised.</p>	
	<p>ii) effectively implements and maintains the standard requirements within its organization</p>	<p>SOP for RSPO Supply Chain & Traceability (Mass Balance Model) with Doc. No. APOM-SC/MB/001, Rev. 2 dated 1/6/2018 has clearly stated the internal audit process. Besides, <i>Procedure De Conduite Des Audits Et Controles Internes</i> (Procedure of Conducting and Control of Internal Audit) with Doc. No. SOP N°010/CRS AUD INT(01)/0618, Re. 1 dated June 2018 was developed and stated the internal audit shall be conducted at least once a year. The internal audit for supply chain shall be conducted on annual basis and the last internal audit was conducted on 25/9/2017 by Sustainability Department and CRS Department. There was no non-conformity raised during the audit.</p> <p>The internal audit was a combined audit for Awala POM and Kernel Crushing Plant (KCP) as per the cover page of the report. However, verified the internal audit report found that the audit was only covered for KCP. No</p>	<p>Major NC</p>

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		evidence to show that there was an internal audit conducted for Awala POM. Thus, a major non-conformance was raised.	
5.4. Purchasing and goods in			
5.4.1	<p>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:</p> <ul style="list-style-type: none"> • The name and address of the buyer; • The name and address of the seller; • The loading or shipment/delivery date; • The date on which the documents were issued; • A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations); • The quantity of the products delivered; • Any related transport documentation; • Supply Chain certificate number of the seller; • A unique identification number 	<p>The daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the certified and non-certified FFB. Records verified as follows:</p> <p>Boukoue Estate Date: 5/7/2018, Ticket No: 2018012299, Block:151, Tonnage: 1.1825 mt RSPO certificate number: RSPO651890</p> <p>Lobe Estate Date: 5/7/2018, Ticket No: 2018012301, Block:182, Tonnage: 3.375 mt RSPO certificate number: RSPO651890</p> <p>Komo Estate Date: 5/7/2018, Ticket No: 2018012303, Block:046 and 060, Tonnage: 2.680 mt RSPO certificate number: RSPO651890</p> <p>OPG Makouke Estate Date: 5/7/2018, FFB Dispatch Ticket No: 0011441, Block:F42, F41,F22, F23, G22, G23, F24, F31, E33, Tonnage: 14.598 mt Non certified FFB</p> <p>Agrofor Date: 23/12/2017, Ticket No: 2017/00741, Tonnage: 1.680 mt Non certified FFB</p>	Yes

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	<ul style="list-style-type: none"> Information shall be complete and can be presented either on a single document or across a range of documents issued for RSPO certified oil palm products (for example, delivery notes, shipping documents and specification documentation). 	<p>The daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the certified and non-certified FFB. Records verified as follows:</p> <p>Boukoue Estate Date: 5/7/2018, Ticket No: 2018012299, Block:151, Tonnage: 1.1825 mt RSPO certificate number: RSPO651890</p> <p>Lobe Estate Date: 5/7/2018, Ticket No: 2018012301, Block:182, Tonnage: 3.375 mt RSPO certificate number: RSPO651890</p> <p>Komo Estate Date: 5/7/2018, Ticket No: 2018012303, Block:046 and 060, Tonnage: 2.680 mt RSPO certificate number: RSPO651890</p> <p>OPG Makouke Estate Date: 5/7/2018, FFB Dispatch Ticket No: 0011441, Block:F42, F41,F22, F23, G22, G23, F24, F31, E33, Tonnage: 14.598 mt Non certified FFB</p> <p>Agrofor Date: 23/12/2017, Ticket No: 2017/00741, Tonnage: 1.680 mt Non certified FFB</p>	<p>Yes</p>
	<ul style="list-style-type: none"> The site receiving RSPO certified oil palm products shall ensure that the products are verified as being RSPO certified. For sites that are required to announce and confirm trades in the RSPO IT platform, this shall include making Shipping Announcements/Announcements and Confirmations on the RSPO IT platform per shipment or group shipments. Refer to 	<p>Awala POM only received FFB from own certified estate and non-certified estate. Records of FFB received were verified as follows:</p> <p>Boukoue Estate Date: 5/7/2018, Ticket No: 2018012299, Block:151, Tonnage: 1.1825 mt RSPO certificate number: RSPO651890</p>	<p>Yes</p>

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	<p>section 5.7.1 of this document for further guidance.</p>	<p>Lobe Estate Date: 5/7/2018, Ticket No: 2018012301, Block:182, Tonnage: 3.375 mt RSPO certificate number: RSPO651890</p> <p>Komo Estate Date: 5/7/2018, Ticket No: 2018012303, Block:046 and 060, Tonnage: 2.680 mt RSPO certificate number: RSPO651890</p> <p>OPG Makouke Estate Date: 5/7/2018, FFB Dispatch Ticket No: 0011441, Block:F42, F41,F22, F23, G22, G23, F24, F31, E33, Tonnage: 14.598 mt Non certified FFB</p> <p>Agrofor Date: 23/12/2017, Ticket No: 2017/00741, Tonnage: 1.680 mt Non certified FFB</p>	
	<ul style="list-style-type: none"> A check of the validity of the Supply Chain Certification of suppliers is required for all sites that are SC certified. This shall be checked via the list of RSPO Supply Chain Certified sites on the RSPO website (www.rspo.org) at least annually or through the RSPO IT Platform by confirmation of (shipping) announcements. 	<p>Not applicable</p>	<p>N/A</p>
	<ul style="list-style-type: none"> The validity of licence 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. 	<p>Not applicable</p>	<p>N/A</p>
<p>5.4.2</p>	<p>The site shall have a mechanism in place for handling non-conforming oil palm products and/or documents.</p>	<p>Awala POM has established RSPO Supply Chain and Traceability (Mass Balance Model) Procedure, APOM-SC/MB/001 dated 1/6/2018. The procedure (clause 1.6.1) stated that mill security and weighbridge clerk/operator to consult with mill manager if they are in doubt on the</p>	<p>Yes</p>

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		source/ origin (certified or non-certified) of the raw materials. Interviewed with the weighbridge operator and confirmed that she is well aware on the relevant scenario.	
5.5. Outsourcing activities			
5.5.1	<p>In cases where an operation seeking or holding certification outsources activities to independent third parties (e.g. subcontractors for storage, transport or other outsourced activities), the operation seeking or holding certification shall ensure that the independent third party complies with the requirements of the RSPO Supply Chain Certification Standard. A CPO mill and independent mil cannot outsource processing activities like refining or crushing.</p> <p>This requirement is not applicable to outsourced storage facilities where the management of the oil palm product(s) and instructions for tank movements are controlled by the certified organization (not the tank farm manager).</p>	<p>SOP for RSPO Supply Chain & Traceability (Mass Balance Model) with Doc. No. APOM-SC/MB/001, Rev. 2 dated 1/6/2018 was developed. The scope of the procedure is to cover the entire supply chain activities and record data from the intake of certified and non-certified raw material till the delivery of certified and non-certified products such as processing, sales and goods out, record keeping and monitoring, production volume, training, claims, complaints, internal audit and management review.</p> <p>The CPO transporter and storage is outsourced to sister logistic company – GSEZ (Under Olam Group) where Olam has the management control.</p>	Yes
5.5.2	<p>Sites which include outsourcing within the scope of their RSPO Supply Chain certificate shall ensure the following:</p> <p>a. The site has legal ownership of all input material to be included in outsourced processes;</p>	There is no outsourced process within Awala Palm Oil Mill, hence this requirement is not applicable.	N/A
	<p>b. The site has an agreement or contract covering the outsourced process with each contractor through a signed and enforceable agreement with the contractor. The onus is on the site to ensure that certification bodies (CBs) have access to the outsourcing contractor or operation if an audit is deemed necessary.</p>	There is no outsourced process within Awala Palm Oil Mill, hence this requirement is not applicable.	N/A
	<p>c. The site has a documented control system with explicit procedures for the outsourced process which is communicated to the relevant contractor.</p>	There is no outsourced process within Awala Palm Oil Mill, hence this requirement is not applicable.	N/A
	<p>d. The site seeking or holding certification shall furthermore ensure (e.g. through contractual arrangements) that independent third parties engaged provide relevant access for duly accredited CBs to their respective</p>	There is no outsourced process within Awala Palm Oil Mill, hence this requirement is not applicable.	N/A

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	operations, systems, and any and all information, when this is announced in advance.		
5.5.3	The site shall record the names and contact details of all contractors used for the processing or physical handling of RSPO certified oil palm products.	There is no outsourced process within Awala Palm Oil Mill, hence this requirement is not applicable.	N/A
5.5.4	The site shall at its next audit inform its CB of the names and contact details of any new contractor used for the processing or physical handling of RSPO certified oil palm products.	There is no outsourced process within Awala Palm Oil Mill, hence this requirement is not applicable.	N/A

5.6. Sales and goods out

5.6.1	<p>The supplying site shall ensure that the following minimum information for RSPO certified products is made available in document form.</p> <ul style="list-style-type: none"> The name and address of the buyer; The name and address of the seller; The loading or shipment/ delivery date; The date on which the documents were issued; A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations); The quantity of the products delivered; Any related transport documentation; Supply chain certificate number of the seller; A unique identification number 	<p>Following documents were sampled; all the required information were available in across the documents, such as buyer contract, certificate of analysis, bill of lading. The information were as follow:</p> <p>Bill Lading No: BL No 1 Buyer: XXXX Address: Spain Contract No: NR# LS457816 Quantity: 3,000 mt Shipment date: 16/5/2018 Quantity:3,079.215 mt Product: RSPO Certified Mass Balance Sustainable CPO Transport: MT Gizemdeniz Sultan XXXX Supply chain cert no: RSPO 651890</p>	Yes
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	<ul style="list-style-type: none"> Information shall be complete and can be presented either on a single document or across a range of documents issued for RSPO certified oil palm products (for example, delivery notes, shipping documents and specification documentation). 	<p>Following documents were sampled; all the required information were available in across the documents, such as buyer contract, certificate of analysis, bill of lading. The information were as follow:</p> <p>Bill Lading No: BL No 1 Buyer: XXXX Address: Spain Contract No: NR# LS457816 Quantity: 3,000 mt Shipment date: 16/5/2018 Quantity:3,079.215 mt Product: RSPO Certified Mass Balance Sustainable CPO</p>	Yes
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		Transport: MT Gizemdeniz Sultan XXXX Supply chain cert no: RSPO 651890	
	<ul style="list-style-type: none"> For sites that are required to announce and confirm trades in the RSPO IT platform, this shall include making Shipping Announcements / Announcements and Confirmations on the RSPO IT platform per shipment or group of shipments. Refer to section 5.7.1 of this document for further guidance. 	<p>Following documents were sampled; all the required information were available in across the documents, such as buyer contract, certificate of analysis, bill of lading. The information were as follow:</p> <p>Bill Lading No: BL No 1 Buyer: XXXX Address: Spain Contract No: NR# LS457816 Quantity: 3,000 mt Shipment date: 16/5/2018 Quantity:3,079.215 mt Product: RSPO Certified Mass Balance Sustainable CPO Transport: MT Gizemdeniz Sultan XXXX Supply chain cert no: RSPO 651890</p> <p>Announcement ID: TR-c62869da-6f68 Shipping/BL date: 16/5/18 Volume: 3,079.22mt Buyer: XXXX</p>	Yes
5.7. Registration of transactions			
5.7.1	<p>Supply chain actors who:</p> <ul style="list-style-type: none"> are mills, traders, crushers and refineries and; take legal ownership and/or physically handle RSPO Ceritified Sustainable oil palm products that are available in the yield scheme of the RSPO IT Platform (Figure 2 and 3, Refer Annex 1) shall register their transaction in the RSPO IT platform and confirm upon receipt where applicable. 	<p>The registration of PalmTrace will be carried out by the General Manager of Sustainability in Head Office. All the transactions will be registered in the PalmTrace. Company has registered their mill in the PalmTrace with Member ID: Awala Palm Oil Mill: RSPO_PO1000002779 Licence valid until 24/8/2018 Member category: Oil Mill</p>	Yes
5.7.2	<p>The involved supply chain actors mentioned in 5.7.1 shall do the following actions in the RSPO IT Platform:</p> <ul style="list-style-type: none"> Shipping Announcement / Announcement: When RSPO certified volume is sold as certified, the volumes of products that are in the yield scheme (Figure 2 and 3, refer Annex 1) shall be registered as a Shipping Announcement / Announcement in the RSPO IT Platform. The declaration time to do 	<p>Shipping announcement of transactions of RSPO certified CPO and PK was done by General Manger of Sustainability in Malaysia in the RSPO IT Platform after the shipment has loaded. Sampled the shipping announcement 5.6.1</p>	Yes

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	Shipping announcement / Announcement is based on members' own standard operating procedures.		
	<ul style="list-style-type: none"> Trace: When RSPO certified volumes are sold as RSPO certified to actors in the supply chain beyond the refinery, the volume shall be traced at least annually. Tracing triggers the generation of a trace document with a unique traceability number. Tracing can be done in a consolidated way at least annually. 	Every shipping announcement made accordingly as unique id for traceability and recorded accordingly in the RSPO Supply Chain & Traceability (Mass Balance) Data Sheet and update at weekly basis by the mill and send to Sustainability Department.	Yes
	<ul style="list-style-type: none"> Remove: RSPO certified volumes sold under other scheme or as conventional, or in case of underproduction, loss or damage shall be removed. 	There was volume sold for other scheme and conventional (refer to Table 11 & 12; Supply Chain declaration of Table C & D; Summary Template).	Yes
	<ul style="list-style-type: none"> Confirm: Acknowledge the purchase of RSPO certified volume by confirming Shipping Announcements / Announcements. 	Sampled of shipping announcement documents and found that the management done the shipping announcement accordingly. Refer to criteria 5.6.1.	Yes
5.8. Training			
5.8.1	The organization shall have a training plan on RSPO Supply Chain Standards requirements, which is subject to on-going review and is supported by records of the training provided to staff.	Training Program for Year 2018 was developed for Awala Plantation where RSPO SCCS training is incorporated into the plan.	Yes
5.8.2	Appropriate training shall be provided by the organization for personnel carrying out the tasks critical to the effective implementation of the supply chain certification standard requirements. Training shall be specific and relevant to the task(s) performed.	Training Program for Year 2018 was developed for Awala Plantation where RSPO SCCS training is incorporated into the plan. The training was conducted on 13/10/2017 by RSPO Manager on the new RSPO Supply Chain Certification System and Standard June 2017. Seen the training attendance list.	Yes
5.9. Record Keeping			
5.9.1	The organization shall maintain accurate, complete, up-to-date and accessible records and reports covering all aspects of these RSPO Supply Chain Certification Standard requirements.	Awala Palm Oil Mill has maintained the accurate, complete, up-to-date and accessible records and reports covering all aspects of these RSPO Supply Chain Certification requirements. All records also available in SAP system which is retrievable at anytime.	Yes

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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.	Awala POM has established RSPO Supply Chain and Traceability (Mass Balance Model) Procedure, APOM-SC/MB/001 dated 1/6/2018. The procedure stated that all the relevant documents in relation to RSPO SCCS certification must be kept for minimum of 2 years.	Yes
5.9.3	The organization shall be able to provide the estimate volume of palm oil/palm kernel oil content (separate categories) in the RSPO certified oil palm product and keep an up to date record of the volume purchased (input) and claimed (output) over a period of twelve (12) months.	The forecast volume for Awala POM, July 2018 to June 2019: CSPO= 16,609.00 MT CSPK= 2,768.00 MT	Yes
5.10. Conversion factors			
5.10.1	Where applicable a conversion rate shall be applied to provide a reliable estimate for the amount of certified output available from the associated inputs. Organizations may determine and set their own conversion rates which shall be based upon past experience, documented and applied consistently. Guidance on conversion rates is published on the RSPO website (www.rspo.org); RSPO Rules for Physical Transition of Oleochemicals and its Derivatives. This is relevant for derivatives of Palm Oil and Palm Kernel Oil, as used in the oleochemical and personal care industries.	Not applicable.	N/A
5.10.2	Conversion rates shall be periodically updated to ensure accuracy against actual performance or industry average if appropriate.	Not applicable.	N/A
5.11. Claims			
5.11.1	The site shall only make claims regarding the use of or support of RSPO certified oil palm products that are in compliance with the RSPO Rules on Market Communications and Claims.	No claim has been made.	Yes
5.12. Complaints			
5.12.1	The organization shall have in place and maintain documented procedures for collecting and resolving stakeholder complaints.	Awala Palm Oil Mill has established <i>Procedure De Gestion Des Plaintes Et Reclamations</i> (Complaint Handling and Claims Procedure) with Doc. No. SOP N°07/CRS PLAINTE(4)/0618, Rev. No. 04 dated 1/6/2018 to handle any stakeholder grievances and complaints. There was no complaint	Yes

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		received regarding RSPO SCCS certification.	
5.13. Management Review			
5.13.1	The organization is required to hold management reviews annually at planned intervals, appropriate to the scale and nature of the activities undertaken.	The company organise the management review on annual basics and it is according to their procedure-APOM-SC/MB/001; rev: 2 dated 1 June 2018. The latest management review meeting was conducted on 29 th January 2018. The management review specifically look into RSPO SCCS system. The meeting was chaired by the RSPO manager of Awala Plantation.	Yes
5.13.2	The input to management review shall include information on: <ul style="list-style-type: none"> • Results of internal audits covering RSPO Supply Chain Certification Standard. • Customer feedback. • Status of preventive and corrective actions. • Follow-up actions from management reviews. • Changes that could affect the management system. • Recommendations for improvement. 	The latest management review meeting was conducted on 29 th January 2018. The management review specifically look into RSPO SCCS system. The meeting was chaired by the RSPO manager of Awala Plantation. All the inputs have been discussed accordingly, eg: Results of internal audits covering RSPO Supply Chain Certification Standard, Customer feedback, Status of preventive and corrective actions, Follow-up actions from management reviews, Changes that could affect the management system, Recommendations for improvement.	Yes
5.13.3	The output from the management review shall include any decisions and actions related to: <ul style="list-style-type: none"> • Improvement of the effectiveness of the management system and its processes. • Resource needs. 	The latest management review meeting was conducted on 29 th January 2018. The management review specifically look into RSPO SCCS system. The meeting was chaired by the RSPO manager of Awala Plantation. All the outputs have been discussed accordingly, eg: Improvement of the effectiveness of the management system and its processes and resource needs.	Yes

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Appendix E: CPO Mill Supply Chain Assessment Report (Module E - CPO Mills: *Mass Balance*)

Requirements	Compliance
E.1 Definition	
E.1.1 Certification for CPO mills is necessary to verify the volumes of certified and uncertified FFB entering the mill and sales volume of RSPO certified products. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own and 3 rd party certified supply base. In that scenario, the mill can claim only the volume of oil palm products produced from processing of the certified FFB as MB.	Awala palm oil mill received certified FFB and non-certified FFB. Therefore qualifies for the Mass Balance 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.
E.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 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.
E.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).	The registration of PalmTrace will be carried out by the General Manager of Sustainability in Head Office. All the transactions will be registered in the PalmTrace. Company has registered their mill in the PalmTrace with Member ID: Awala Palm Oil Mill: RSPO_PO1000002779 Licence valid until 24/8/2018 Member category: Oil Mill
E.3 Documented procedures	
E.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: a) Complete and up to date procedures covering the implementation of all the elements in these requirements;	SOP for RSPO Supply Chain & Traceability (Mass Balance Model) with Doc. No. APOM-SC/MB/001, Rev. 2 dated 1/6/2018 was developed. The scope of the procedure is to cover the entire supply chain activities and record data from the intake of certified and non-certified raw material till the delivery of certified and non-certified products such as processing, sales and goods out, record keeping and monitoring, production volume, training, claims, complaints, internal audit and management review. The requirements under new RSPO SCCS System and Standard revised June 2017 were incorporated into the SOP.
b) The name 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	SOP for RSPO Supply Chain & Traceability (Mass Balance Model) with Doc. No. APOM-SC/MB/001, Rev. 2 dated 1/6/2018 has clearly identified every responsible

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<p>awareness of the site procedures for the implementation of this standard.</p>	<p>personal who involved in the implementation RSPO Supply Chain Certification.</p> <p>The Mill Manager is responsible to ensure the operation in the mill are being progressed systematically as per SOP in compliance with RSPO P&C and SCCS and appointment letter was sighted.</p>
<p>E.3.2 The site shall have documented procedures for receiving and processing certified and non-certified FFBS.</p>	<p>SOP for RSPO Supply Chain & Traceability (Mass Balance Model) with Doc. No. APOM-SC/MB/001, Rev. 2 dated 1/6/2018 was developed. The scope of the procedure is to cover the entire supply chain activities and record data from the intake of certified and non-certified raw material till the delivery of certified and non-certified products such as processing, sales and goods out, record keeping and monitoring, production volume, training, claims, complaints, internal audit and management review. The requirements under new RSPO SCCS System and Standard revised June 2017 were incorporated into the SOP.</p>
<p>E.4 Purchasing and goods in</p>	
<p>E.4.1 The site shall verify and document the volumes of certified and non-certified FFBS received.</p>	<p>The daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the certified and non-certified FFB. Records verified as follows:</p> <p>Boukoue Estate Date: 5/7/2018, Ticket No: 2018012299, Block:151, Tonnage: 1.1825 mt RSPO certificate number: RSPO651890</p> <p>Lobe Estate Date: 5/7/2018, Ticket No: 2018012301, Block:182, Tonnage: 3.375 mt RSPO certificate number: RSPO651890</p> <p>Komo Estate Date: 5/7/2018, Ticket No: 2018012303, Block:046 and 060, Tonnage: 2.680 mt RSPO certificate number: RSPO651890</p> <p>OPG Makouke Estate Date: 5/7/2018, FFB Dispatch Ticket No: 0011441, Block:F42, F41,F22, F23, G22, G23, F24, F31, E33, Tonnage: 14.598 mt Non certified FFB</p> <p>Agrofor Date: 23/12/2017, Ticket No: 2017/00741, Tonnage: 1.680 mt Non certified FFB</p>

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<p>E.4.2 The site shall inform the CB immediately if there is a projected overproduction of certified tonnage.</p>	<p>The management aware on the overproduction as per stated in the procedure.</p>
<p>E.5 Record keeping</p>	
<p>E.5.1 a) The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis and/ or three-monthly basis.</p>	<p>Daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the certified and noncertified FFB.</p>
<p>(b) All volumes of palm oil and palm kernel oil that are delivered are deducted from the material accounting system according to conversion ratios stated by RSPO.</p>	<p>Computerized system in place. Records verified by internal and external audit. Computerized system in place with the delivery deducted accordingly.</p>
<p>c) The site can only deliver Mass Balance sales from a positive stock. Positive stock can include product ordered for delivery within three (3) months. However, a site is allowed to sell short.(ie product can be sold before it is in stock.)</p>	<p>The Mill aware that only positive stock can be delivered. No short selling.</p>

Supply Chain Declaration

A. Monthly Records of Certified and Uncertified FFB Received since the last audit (June 17 – June 18)				
No.	Month - Year	Volume of FFB from certified supply bases (MT)	Volume of FFB from uncertified supply bases (MT)	Total FFB/Month (mt)
1	June 2017	2,821	866	4,267
2	July 2017	3,065	685	3,750
3	August 2017	3,441	1,266	4,707
4	September 2017	2,883	1,631	4,514
5	October 2017	3,247	2,171	5,418
6	November 2017	3,496	1,834	5,330
7	December 2017	3,815	1,268	5,083
8	January 2018	3,882	243	4,905
9	February 2018	4,067	203	8,134
10	March 2018	4,442	331	5,240
11	April 2018	4,990	412	6,795
12	May 2018	5,277	502	7,357
13	June 2018	3,009	324	4,455
	Total	48,435	11,736	69,955

B. Monthly Records of Certified CPO & PK since the last audit (June 17 – June 18)			
No.	Month - Year	Certified CPO (MT)	Certified PK (MT)
1	June 2017	715.81	110.40
2	July 2017	737.74	114.41
3	August 2017	835.44	119.63
4	September 2017	694.12	93.32
5	October 2017	790.76	107.85
6	November 2017	842.35	123.83
7	December 2017	976.83	147.43
8	January 2018	923.55	143.06
9	February 2018	1,033.62	164.23
10	March 2018	1,129.81	177.88

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11	April 2018	1,139.61	165.67
12	May 2018	1,272.17	195.55
13	June 2018	674.46	107.38
	Total	11,766.26	1,770.66

C. Records of Certified CPO & PK Sold under PalmTrace to Buyers since the last audit (if any)				
No.	Buyers Name	Palmtrace Trading No	Certified CPO Sold (MT)	Certified PK Sold (MT)
1	XXX	TR-edOf312-bb84	Not applicable	400.00
2	XXX	TR-3o6e44f64do3	Not applicable	750.00
3	YYY	TR-c62869da-6f68	3,079.22	Not applicable
	TOTAL		3,079.22	1,150.00

Remarks: The Buyer name was private & confidential. Therefore, indications of XXX and YYY are represented the buyers' name.

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

E. Records of CPO & PK Sold as conventional to Buyers since the last audit (if any)				
No.	Buyers Name	CPO Sold (MT)	PK Sold (MT)	
1	Olam Refinery	4608.34	-	
2	A	42.78	-	
	TOTAL	4,651.12	-	

Remarks: The Buyer name was private & confidential. Therefore, indications of A are represented the buyers' name.

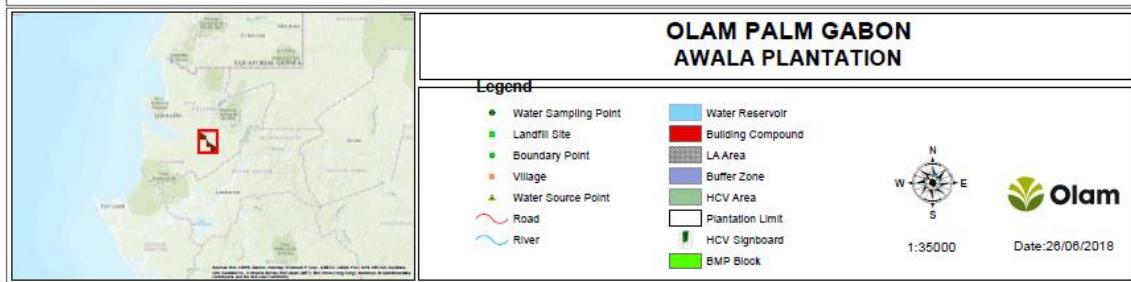
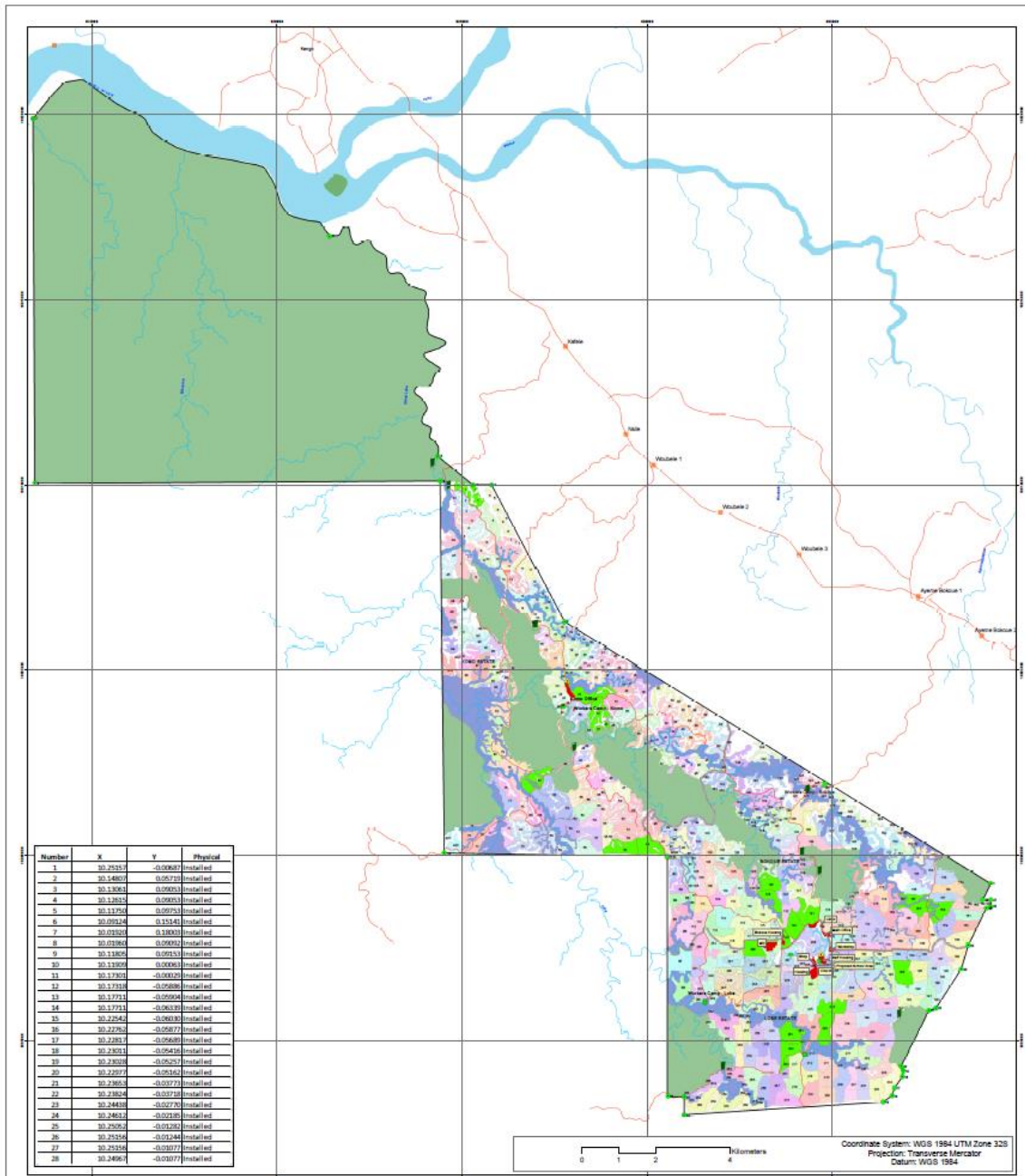
F. Records of Certified CPO Sold under RSPO Credits to Buyers since the last audit (if any)			
No.	Buyers Name	PalmTrace Trading No	RSPO Credits of Certified CPO Sold (MT)
1	ABC	153	1000
2	ABC	653	3

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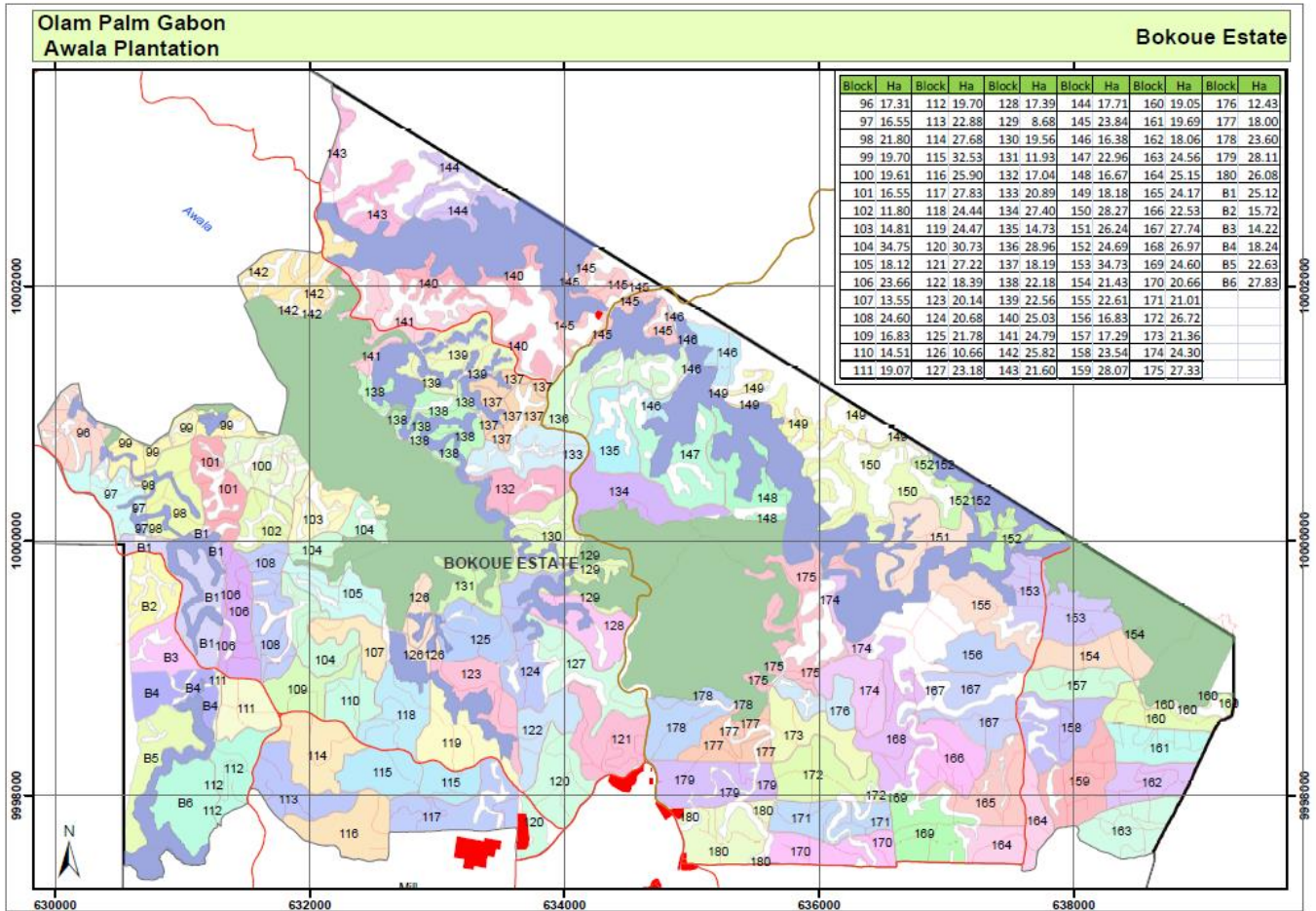
3	DEF	655	1000
4	ABC	656	997
5	ABC	736	1000
6	ABC	826	1000
7	GHI	829	1000
8	GHI	830	100

Remarks: The Buyer name was private & confidential. Therefore, indications of ABC, DEF and GHI are represented the buyers' name.

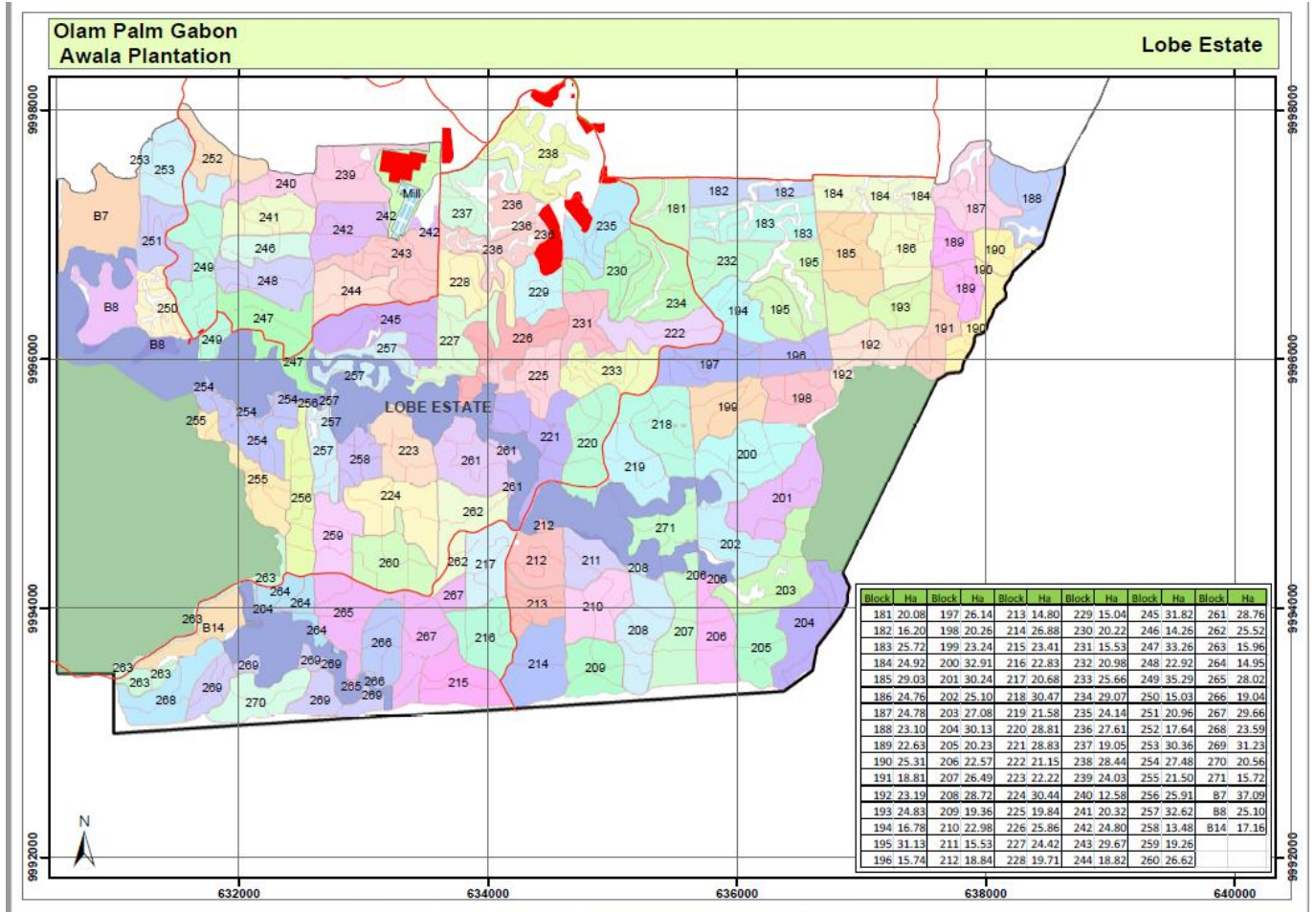
Appendix F: Location Map of Awala Palm Oil Mill and Supply bases



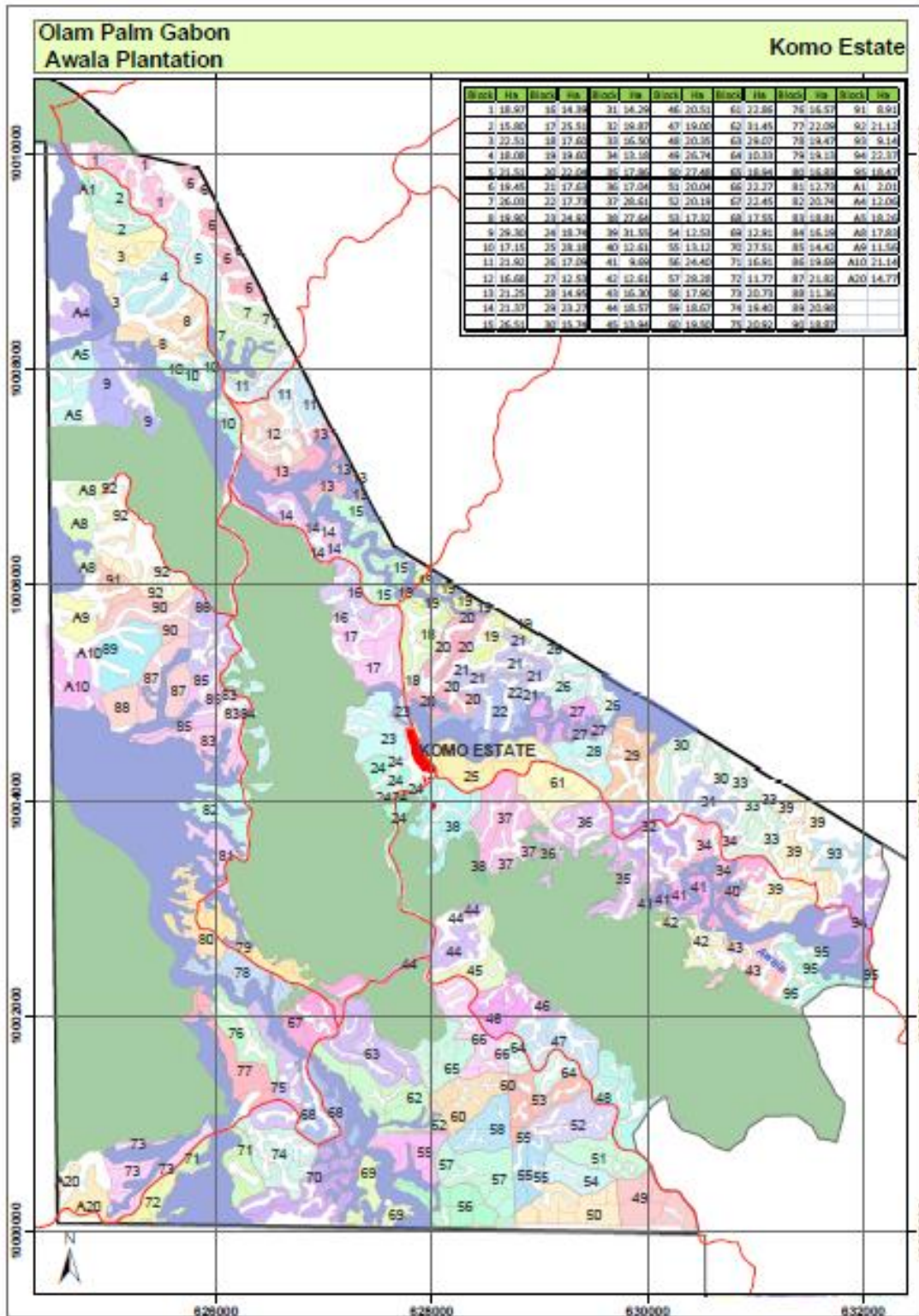
Appendix G: Bokoue Estate Field Map



Appendix H: Lobe Estate Field Map



Appendix I: Komo Estate Field Map



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

-Not applicable-

Appendix K: List of Abbreviations

BOD	Biochemical Oxygen Demand
AN	Ammoniacal Nitrogen
ANPN	National Park Agency Gabon
ASA	Annual Surveillance Assessment
BOD	Biological Oxygen Demand
CHRA	Chemical Health Risk Assessment
CDQ	Chef D'Equipes/supervisor
CIP	Continual Improvement Plan
CPO	Crude Palm Oil
CRS	Corporate Responsibility and Sustainability
DGEPN	Environmental Protection Agency Gabon
DOE	Department of Environment
DOSH	Department of Occupational Safety & Health
EFB	Empty Fruit Bunch
EIA	Environmental Impact Assessment
EMS	Environmental Management System
ERP	Emergency Response Plan
FFB	Fresh Fruit Bunch
GRAINE	Gabon des Realisations Agricoles et des Initiatives de Nationaux Engages
HCV	High Conservation Value
HIRARC	Hazard Identification, Risk Assessment and Risk Control
IPM	Integrated Pest Management
ISCC	International Sustainable Carbon Certification
KER	Kernel Extraction Rate
MSDS	Material Safety Data Sheet
NGO	Non Governmental Organisation
OER	Oil Extraction Rate
OSH	Occupational Safety & Health
PK	Palm Kernel
PKO	Palm Kernel Oil
POM	Palm Oil Mill
POME	Palm Oil Mill Effluent
PPE	Personal Protective Equipment
RED	Renewable Energy Directive
RSPO	P&C Roundtable on Sustainable Palm Oil Principle & Criteria
SCCS	Supply Chain Certification Standard
SEIA	Social & Environmental Impact Assessment
SHO	Safety and Health Officer
SIA	Social Impact Assessment
SOP	Standard Operating Procedure
SS	Suspended solids
TN	Total Nitrogen
TS	Total Solids
TBP	Time Bound Plan
WTP	Water Treatment Plant