



**PUBLIC SUMMARY
RECERTIFICATION
FOR RSPO P&C CERTIFICATION**

**PPB OIL PALMS BERHAD
RSPO MEMBERSHIP NO: 1-0008-04-000-00
RIBUBONUS CERTIFICATION UNIT**

Sandakan, Sabah, Malaysia


**Certificate Number: RSPO 0009
Date of First Certification: September 2010
Audit Date : 23 – 25 June 2015**

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	RSP0 RECERTIFICATION AUDIT REPORT	

CLIENT : PPB Oil Palms Berhad - Ribubonus Certification Unit

TYPE (MILL, ESTATE AND MILL ETC)

- 1) Ribubonus Palm Oil Mill
- 2) Ribubonus Estate

LOCATION (MAP AND GPS), MILL AND/OR HECTARAGE:
 (In the case of multisite certification, list additional sites in attachments) :

Operating Unit	Latitude	Longitude	Location Address	Hectares
Ribubonus Palm Oil Mill	5° 41' 19.977" N	117° 05' 34.150" E	PPB Oil Palms Berhad, Ribubonus Palm Oil Mill Lot 1A, KM 15, Jalan Labuk, 90009 Sandakan, Sabah, Malaysia.	-
Ribubonus Estate	5° 41' 32.763" N	117° 05' 49.962" E	PPB Oil Palms Berhad, Ribubonus Palm Oil Mill Lot 1A, KM 15, Jalan Labuk, 90009 Sandakan, Sabah, Malaysia.	3262.00

AUDIT DATE : 23-25/6/2015

DURATION : 9 auditor days

STANDARD : RSP0 MYNI:2014

SCOPE OF REGISTRATION (specify sites, tonnages and/or approved processes) :
 Production of Crude Palm Oil and Palm Kernel Using Mass Balance (MB) Model

NO OF EMPLOYEES (Applicable to the scope of activities audited) : 564

The following attachments form part of this report:

Non-conformity Report(s) List of additional site(s)

Report by Audit Team Leader

Name : MOHD HAFIZ MAT HUSSAIN

Signature :



Date :

Acknowledgement by Client's Representative

Name : Edrin Moss

Signature : 

Date : 21 August 2015

Table of contents

Page

	List of Abbreviations.....	1
1.0	Description of the organization	
1.1	Type (mill, estate and mill etc).....	3
1.2	Location of Mill and Supply Base.....	3
1.3	Description of supply base (fruit sources).....	4
1.4	Date of planting and cycle.....	4
1.5	Other certification held.....	5
1.6	Organisational information/contact person.....	5
1.7	Tonnage certified.....	5
1.8	Certification detail.....	6
2.0	Assessment Process	6
2.1	Assessment Methodology.....	6
2.2	Date of next surveillance visit.....	6
2.3	Qualification of Lead Assessor and Assessment Team Members.....	7
2.4	Certification body.....	7
2.5	Progress against time bound plan.....	8
2.6	Outline of how stakeholder was managed.....	8
3.0	Assessment Findings	
3.1	Summary of Findings.....	9
3.2	Identified Non-conformities.....	71
3.3	Status of Non-conformities Previously Identified.....	72
3.4	Issues Raised by Stakeholders.....	75
	Details of Non-Conformity Report.....	75
	Recommendation.....	75

List of Appendix

			Page
Appendix 1	:	Location Map of Ribubonus Certification Unit.....	76
Appendix 2	:	Assessment Programme.....	77

List of Abbreviation

BOD	Biochemical Oxygen Demand
B.Sc.	Bachelor of Science
CA	Collective Agreement
CB	Certification Body
CHRA	Chemical Health Risk Assessment
COD	Chemical Oxygen Demand
CPO	Crude Palm Oil
CU	Certification Units
DID	Drainage and Irrigation Department, Malaysia
DOE	Department of Environment
DOSH	Department of Occupational Safety and Health
EAI	Environmental Aspect Identification
EB	Executive Board
EFB	Empty Fruit Bunch
EIA	Environmental Impact Assessment
EIE	Environmental Impact Evaluation
EMP	Environmental Management Plan
EPF	Employees Provident Fund
EQA	Environmental Quality Act
ERT	Endangered, Rare and Threatened Species
FFB	Fresh Fruit Bunch
FMA	Factory and Machinery Act
FSC	Forest Stewardship Council
GAP	Good Agricultural Practice
GPS	Global Positioning System
Ha	Hectares
HCV	High Conservation Value
HIRARC	Hazard Identification, Risk Assessment and Risk Control
IPM	Integrated Pest Management
ISO	International Organization for Standardization
JCC	Joint Consultative Committee
MSDS	Material Safety Data Sheet
MPOA	Malaysian Palm Oil Association
MPOB	Malaysia Palm Oil Board
MYNI	Malaysia National Interpretation
MYNI – WG	Malaysia National Interpretation – Working Group
NADDOPOD	Notification of Accident, Dangerous Occurrence, Occupational Poisoning and Occupational Disease
NCR	Non-Conformity Report
NGO	Non-Governmental Organisation
OER	Oil Extraction Rate
OG	Oil & Grease
OSH	Occupational Safety and Health
OSHA	Occupational Safety and Health Act
OHSAS	Occupational Health and Safety Assessment Series
PIC	Person-In-Charge
PK	Palm Kernel
PMM	Proposal of Mitigation Measure
POM	Palm Oil Mill
POME	Palm Oil Mill Effluent
PPE	Personal Protective Equipment
PTW	Permit To Work
QMS	Quality Management System
RSPO	Roundtable on Sustainable Palm Oil
SDPSB	Sime Darby Plantations Sdn. Bhd.
SIA	Social Impact Assessment

SOCSO	Social Security Organization
SOP	Standard Operating Procedure
UKAS	United Kingdom Accreditation Services
USECHH	Use and Standards of Exposure of Chemicals Hazardous to Health
VOPS	Voluntary Oil Palm Seedlings

RSPO RECERTIFICATION AUDIT REPORT

A. INTRODUCTION :

1.0 Description of the organization :

1.1 Type (mill, estate and mill etc)

The certification unit (CU) assessed in this surveillance was Ribubonus CU which was a subsidiary of Sabahmas Plantations Sdn Bhd. (SPSB), a wholly owned company of PPB Oil Palms Berhad (PPB Oil Palms). Ribubonus CU consisted of Ribubonus Palm Oil Mill and Ribubonus Estate.

Ribubonus Palm Oil Mill (RPOM) commenced operations in February 2008 with a processing capacity of 30 metric tonnes of fresh fruit bunches (FFB) per hour. At the time of assessment the mill was operating at only one shift. As Ribubonus Estate was fully developed, Principle 7 of the RSPO Principles & Criteria is therefore not applicable. The total workforce for Ribubonus CU was 564 and about 70% of them were migrant field workers from Indonesia.

The Recertification Audit against the requirements of the RSPO MY-NI (2014) was conducted by SIRIM QAS International Sdn. Bhd. (SIRIM QAS International) on 23-26/6/2015.

1.2 Location (map and GPS), mill and or hectarage statement

Ribubonus Palm Oil Mill and Ribubonus Estate are located in Sandakan District, Sabah, Malaysia. Ribubonus Estate can be accessed by using the Sandakan – Telupid Road and about 157 km from Sandakan.

Ribubonus CU is bordered by agricultural land on the north western boundary separating it from Ulu Tungud Forest Reserve. Bukit Kuamas Forest Reserve borders the eastern portion of the estate with Kg. Wonod and Twin Acre Plantation located at the southern side. The Labuk River passes through the western boundary of the certification unit.

There are other smaller offices within the estate. However, all correspondence is through the main office at Ribubonus Estate. The location map of Ribubonus CU (mill and estates) is shown in **Attachment 1** while their coordinates are detailed in table below.

Table 1: Location and addresses of mills and estates

Operating Unit	Latitude	Longitude	Location Address	Hectares
Ribubonus Palm Oil Mill	5° 41' 19.977" N	117° 05' 34.150" E	PPB Oil Palms Berhad, Ribubonus Palm Oil Mill, Lot 1A, KM 15, Jalan Labuk, 90009 Sandakan, Sabah, Malaysia.	-
Ribubonus Estate	5° 41' 32.763" N	117° 05' 49.962" E	PPB Oil Palms Berhad, Ribubonus Estate, Lot 1A, KM 15, Jalan Labuk, 90009 Sandakan, Sabah, Malaysia.	3262.00

1.3 Description of supply base (fruit sources)

The FFB is sourced from company owned estate and suppliers. Details of the FFB contribution from each source to the Ribubonus POM are shown in the following tables:

Table 2: Actual and Estimated FFB production by the supply base since date of last reporting

Supply Base	Actual FFB production		Estimated production	
	June 2014 –May 2015		June 2015 –May 2016	
	Tonnes	%	Tonnes	%
Ribubonus Estate	76,200.65	54	81,850.00	52.18
Non certified (smallholders)	65,557.99	46	75,000.00	47.82
Total	141,758.64	100	156,850.00	100

Workforce Composition

The total and composition of the workforce at Ribubonus CU at the point of this assessment is as shown in Table 3.

Table 3: Workers Composition

Operating Unit	Number of workers		Total
	Local	Foreigner	
Ribubonus POM	92	376	468
Ribubonus Estae	77	19	96
Total	169	395	564

1.4 Date of plantings and cycle

Table 4: Year of oil palm establishment

Estate	Year of oil palm establishment	Area (ha)				Planted Area (%)	
		Total	Planted	Mature	Immature	Mature	Immature
Ribubonus Estate	1998	3262.00	2729.62	2729.62	-	100	-
Total		3262.00	2729.62	2729.62	-	100	-

Table 5: Date of plantings and cycle

Planting	Planting Cycle	Maturity status	Planted Area (Ha)	%
2000	1st Generation	Mature	219.08	8.03
2001	1st Generation	Mature	1,533.39	56.18
2002	1st Generation	Mature	944.78	34.61
2007	1st Generation	Mature	17.85	0.65
2009	1st Generation	Mature	14.52	0.53
Total			2,729.62	100

1.5 Other certification held (ISO etc)

The Ribubonus mill hold the certificate for ISCC and ISO22000, however the estate did not hold any form of third-party certification on management systems.

1.6 Organisational information / contact person

PPB Oil Palms Berhad through its Headquarter in Sandakan is responsible for overseeing Ribubonus CU and other management units in Sabah. The correspondence address and contact persons are as detailed below:

Address:

PPB Oil Palms Berhad,
Sabah Operations,
Lot 1A, KM 15, Jalan Labuk,
Locked Bag 34,
90009 Sandakan,
Sabah, Malaysia.

Contact person (at Sandakan):

Mr. Kiaw Che Weng
General Manager
Phone: +6089 671546 / +6089 670208
Fax: +6089 670260

Contact person (at Ribubonus CU)

Name : Edward Jude
Designation : Mill Manager
Address : Sabahmas Plantations Sdn Bhd (Ribubonus Palm Oil Mill)
Telephone : 088-552284
Fax : 088-895211
e-mail : ppb.rbpom@my.wilmar-intl.com

1.7 Tonnage certified

Table 5: Actual annual CPO and PK tonnage of Ribubonus POM (June 14 – May 15)

	June 14 – May 15
FFB Received	141,758.64
FFB Processed	141,767.97
CPO Production	32,576.19
PK Production	5,898.63
Certified CPO sold as Mass Balance	-
Certified PK sold Mass Balance	3,159.80
CPO sold as non-certified	14,905.45
PK sold as non-certified	2,741.45

Table 6: Estimated CPO and PK tonnage of Ribubonus POM (June 15 – May 16)

	June 15- May 16
FFB Received	156,850
FFB Processed	156,850
CPO Production	36,859.75
PK Production	7,058.25
Certified CPO sold as Mass Balance	19,984.75
Certified PK sold Mass Balance	3,833.25
CPO sold as non-certified	16,875.00
PK sold as non-certified	3,225.00

1.8 Certification detail

Parent company : PPB Oil Palms Berhad
RSPO Membership Number : 1-0011-04-000-00
Member since : 28/09/2004
Certificate Number : RSPO 0009
Date of previous assessment: 27th – 29th August 2014
Date of certification : 07th September 2010

2.0 Assessment Process

2.1 Assessment methodology (program, site visits)

The recertification assessment was guided by the sampling formula of 0.8 \sqrt{y} . Nonetheless, all the estates were visited in this assessment but were assessed with different elements of the standard. The mill is assessed in every assessment.

The assessment team carried out field and office assessments for conformance against the RSPO-MY principles and criteria. The visits also covered HCV habitats, labour lines, storage areas and other workplaces.

Common systems were identified and specific evidences were recorded for individual estates. Interviews, particularly those with employees, local communities and suppliers/contractors were conducted formally as well as informally, without the presence of company management personnel. In addition to that, records as well as other related documentation were also reviewed.

It is important to note that the finding from this assessment is based on samples taken from the organization activities, procedures, records etc. Statistically, there is always a possibility that one or more problematic issues/areas will remain unidentified during the course of this audit. The absence of non-compliance in any area or activity does not necessarily imply that no lapses or non-compliance exist.

The assessment programme is in Appendix 5.

2.2 Date of next surveillance visit

The next surveillance audit will be conducted within nine (9) to twelve (12) month from the date of last audit.

2.3 Lead assessor / assessment

Assessment Team	Role/Area of RSPO Requirement	Qualification and Experience
Mohd Hafiz Bin Mat Hussain	Assessment Team Leader / Safety & Environment	<ul style="list-style-type: none"> Over 100 days of auditing experience, having audited on: ISO 9001, ISO 14001, RSPO & MSPO. 4 years' experience in Oil Palm Plantation Management. Successfully Completed RSPO Lead Assessor Course – 2014 Successfully completed ISO 14001 EMS RABQSA/IRCA approved Lead Assessor – 2013 Successfully completed ISO 9001 QMS RABQSA/IRCA approved Lead Assessor – 2013 Successfully completed OHSAS 18001 OHSMS RABQSA/IRCA accredited Lead Assessor Course – 2013 B.Sc. (Hons) Plantation Management And Technology
Khairul Najwan Bin Ahmad Jahari	Assessor / Social & HCV	<ul style="list-style-type: none"> Collected more than 32 auditor days in auditing Forest Management Certification (FMC – MC&I 2002, Natural Forest and Forest Plantation) 7 years working experience in Forest related areas as a researcher with FRIM since 2003 Successfully completed accredited Lead Assessor training for ISO 14001: 2004, March 2009. Successfully completed and passed the RSPO Lead Assessor Course – 2011. B.Sc. of Forestry (Forest Management)
Valence Shem	Assessor / GAP & Supply Chain	<ul style="list-style-type: none"> Collected more than 250 Auditor days in auditing ISO 14001 and RSPO Nine years' experience in Oil Palm Plantation management Successfully completed IEMA accredited Lead Assessor training for ISO 14001: 2004 B.Tech. (Hons) Industrial Technology Successfully completed and passed the RSPO Lead Assessor Course – 2011.

2.4 Certification body

SIRIM QAS International Sdn. Bhd. is the oldest and leading certification, inspection and testing body in Malaysia. SIRIM QAS International provides a comprehensive range of certification, inspection and testing services which are carried out in accordance with internationally recognised standards. Attestation of this fact is the accreditation of the various certification and testing services by leading national and international accreditation and recognition bodies such as the Department of Standards Malaysia (STANDARDS MALAYSIA), the United Kingdom Accreditation Services (UKAS), the International Automotive Task Force (IATF), and the Secretariat of the United Nations Framework Convention for Climate Change (UNFCCC). SIRIM QAS International is a partner of IQNet, a network currently comprising of 36 leading certification bodies in Europe, North and South America, East Asia and Australia.

SIRIM QAS International has vast experience in conducting assessment related to RSPO assessment. We have certified more than a hundred palm oil mills and several estates to ISO 14001 & OHSAS 18001. We have also conducted pre assessment against RSPO Principle and Criteria.

SIRIM QAS International was approved as a RSPO certification body on 21st March 2008.

2.5 Progress against Time-Bound Plan

PPB owned and operates 6 palm oil mills in Sabah and 2 palm oil mills in Sarawak respectively. The fruits for the 6 mills in Sabah were supplied by 13 oil palm estates while 4 estates supplied their fruits to the 2 mills in Sarawak. PPB has been on schedule with the time bound plan for the certification of all the CUs. To-date, all the 8 CUs (palm oil mills) had been certified to the RSPO MY-NI P&C.

SIRIM QAS International Sdn.Bhd. (SIRIM QAS International) had been involved with the certification of five (5) of the CUs.

2.6 Outline of how stakeholder consultation was managed

Stakeholder consultation was initiated with the announcement in the RSPO web site and SIRIM QAS web site 1 month before the recertification assessment. Apart from that, letters were also sent to relevant stakeholders, including government agencies and NGOs and local communities.

Based on the stakeholder consultation activity, only one stakeholder has given their response i.e. District Office of Telupid, Sabah (Appendix 3). Generally, they have given very positive remarks on Ribubonus CU.

Among the stakeholders consulted during the Recertification assessment were employees, government agencies, non-governmental organizations, local communities, FFB suppliers, contractors and its employees and other interested parties.

Consultation with employees, FFB suppliers and contractors involved random sampling from each group in each of the areas (e.g mill operators, harvesters, general workers and sprayers from the different estates). Each session lasted between 1 hour to 2 hours. The consultations included the issues relevant to principles 4, 5 and 6. The consultations were conducted in the Ribubonus Certification Unit.

The consultations with local communities were carried out at their premises/grounds. The sessions were carried out at time convenient to the stakeholders. The intention was to solicit their views on the impact of Ribubonus certification unit on their economic and socio-cultural life.

3.0 Assessment Findings

3.1 Summary of findings

The findings of the Recertification Audit were presented during the on-site closing meeting. There were **2 minor nonconformity reports (NCR)** raised on the Ribubonus CU. It was noted that Ribubonus CU was guided by their Estate/Mill Management System documents for their operations. Findings and details of the NCRs and corrective actions taken against each of the RSPO MY-NI indicators are reported below.

Principle 1: COMMITMENT TO TRANSPARENCY

Clause	Indicators		Comply Yes/No	Findings
C 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 for effective participation in decision making.	1.1.1	There shall be evidence that growers and millers provide adequate information upon request for information on (environmental, social and/or legal) issues relevant to RSPO Criteria to relevant stakeholders for effective participation in decision making.	Yes	As noted in the previous surveillance the estates had maintained management documents relating to environmental, social and legal issues that were relevant to compliance with RSPO Criteria as specified in the Criterion. Records on requests for information or for these documents were maintained. There was a written SOP for stakeholders' consultation and a Public Information Request (PIR) Form was made available to any interested parties. Ribunonus CU had been providing adequate information upon request for information on (environmental, social and/or legal) issues relevant to RSPO Criteria to relevant stakeholders for effective participation in decision making by conducting annual stakeholder meeting. The last stakeholder meeting was conducted on 19 June 2015 and attended by contractors, local communities, 3 rd party of FFB suppliers/outgrowers including government agencies from Veterinary Department
	1.1.2	Records of requests for information and responses	Yes	No request of records by any stakeholders with regards of agriculture practice, safety and environmental.

		shall be maintained. Major Compliance		<p>Records of requests for information and responses from stakeholders below was verified;</p> <ul style="list-style-type: none"> • Sabah Forestry Department, • Land Empowerment Animal People (LEAP), • Land Irrigations Department, • Partner of Community Organisation in Sabah (PACOS), • FOREVER Sabah • Wild Asia and • Local Communities from Kg Baba, Kg Gading and Kg Wonod <p>Visitor book dated 26 June 2014 also has been verified</p>
<p>C 1.2</p> <p>Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.</p>	1.2.1	Land titles/user rights (Criterion 2.2);	Yes	There was no restriction noted as to the documents made available to the public except those prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes. The Estates comply with the terms of the land title which is for Agricultural purpose.
		Occupational health and safety plans (Criterion 4.7);	Yes	Safety and Health plan was available at the CU.
		Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8)	Yes	<p>On the environmental impacts assessment, Ribubonus had monitored the environmental impacts based on the Environmental Compliance Report (ECR)-<i>Laporan Pematuhan Syarat-syarat Alam Sekitar</i>” carried out as per required frequency (4 months once), verified 3 ECRs:</p> <ol style="list-style-type: none"> 1. dated:8/9/14-Period: July 14- Oct 14 2. dated:13/1/15-Period: Nov 14-Feb 15 3. dated:27/4/15-Period: Mac 15-Jun 15
		HCV documentation summary (Criteria 5.2 and 7.3);	Yes	The HCVF scoping assessment dated February 2009 and the HCV Monitoring and Management Action Plan 2011- 2015, was made available during the audit

		Pollution prevention and reduction plans (Criterion 5.6);	Yes	Pollution Prevention Plan 2015 were established and made available during the assessment.
		Details of complaints and grievances (Criterion 6.3);	Yes	Details of complaint and Inquiry files in Ribubonus CU were examined. However, there were no any disputes or grievances recorded. The workers interviewed also reported that no dispute has taken place in the Ribubonus CU. Minutes of Meeting Workers Social and Welfare dated 3rd June 2015, Meeting Women and Children Committee dated 8th June 2015 was verified and found no records on disputes.
		Negotiation procedures (Criterion 6.4);	Yes	The procedure entitled "Process for Identification of Legal and Customary Rights and Identifying People Entitled for Compensation" was adopted in November 2008. The procedure describes how to check for legal status of the lands in question and lays out the criteria in deciding who should be compensated and the amount of compensation.
		Continual improvement plans (Criterion 8.1);	Yes	Continual improvement plan is available for public. Cross refer to C8.1.1
		Public summary of certification assessment report;	Yes	The public certification summary of Ribubonus CU for 4th surveillance had been published in the SIRIM QAS International website: http://www.sirim-qas.com.my/attachments/article/364/Public%20Summary%20ASA%204.pdf
		Human Rights Policy (Criterion 6.13).	Yes	A Wilmar Human Right Policy dated June 2014 has been signed off by Group Plantation Head and it was verified at Ribubonus Estate. The awareness among all levels of the workforce and operations were conducted during the muster briefing on 19th June 2015. The attendance list and pictorial report were verified during the audit.
C 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	Yes	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 was made available at Ribubonus Estate. The memorandum to management and staff dated 13 May 2015 was verified during the audit.

		communicated to all levels of the workforce and operations. Minor Compliance		
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Principle 2: COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS

Clause	Indicators		Comply Yes/No	Findings
C 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	Yes	<p>Ribubonus CU continued to comply with most of the applicable local, national and ratified international laws and regulations. As per the requirement in the land title all land was utilised for planting Oil Palm. Relevant licences and permits such as MPOB license, Trading Licence, Energy Commission and Domestic Trade Ministry for diesel and fertilizer storage were valid.</p> <p><u>NADOOPOD</u></p> <p>No accident occurred after last assessment. The JKPP 8 was sent to DOSH accordingly on 12/1/2015. Only 1 case of first aid happen on 28/10/2014 at hydrocyclone area. The investigation was carried out by Daniel Sinto, Secretary of SHC on the same day.</p> <p><u>Notification, Certificate of Fitness and Inspection, Regulations 1970</u> Last inspection on 10/3/2015 General inspection for 24 equipments. The POM received bill claim by DOSH on 2/6/2015 and still in progress of payment by HQ level. The certificates will be received after the payment was made.</p> <p><u>Electric Supply Act 1990 , Electrical Regulations 1994</u></p>

			<p>Inspection by visiting engineer on mothly basis which the latest conducted on 5/6/2015.</p> <p><u>Noise Exposure Regulations 1989</u> Monitoring of noise levels was conducted on 27/5/15. For the audiometric testing, the management was conducted out on 5/5/2015. Total Participant: 56 workers and 41 were normal hearing while 15 workers have mild hearing impairment. JKPP 7 for all workers who get mild hearing impairment was sent to DOSH accordingly on 20/6/2015.</p> <p><u>USECHH Regulation 2000</u> Medical Surveillance was plan to conduct on 27/7/2015, the latest was conducted on 11/8/2014. The total of 26 workers were examined and 22 of the workers were normal, however 4 were abnormal due to hypertension.</p> <p><u>Environment Quality Act 1974</u> Section 49A – competent person for ETP, air pollution control and schedule waste The management had their own competent persons for ETP (CePPOME) and scheduled waste manager (CePSWAM). The records were available during the assessment.</p> <p><u>EQ (Prescribed Premise) Crude Palm Oil Regulations 1977</u> Requirement in “<i>Jadual Pematuhan</i>” License number and validity period – 001854, (1/7/14 – 30/6/15) Discharge method – Water ways (land irrigation and composting)</p> <p>Air monitoring a) Black smoke – Permissible emission limit is Ringellman 2 @ 40% opacity for 15 minutes in 1 hour and 15 minutes (aggregation) in 24 hours. Occasional of black smoke emission was recorded with some justifiable conditions during start-up, uncontrolled burning and loading. Smoke density recorder was found operational and alarm is laudable enough to alert the operators. The equipment was due for next calibrated on 8/8/15. Reporting to DOE is via CEMS and was found online during assessment. Verified the record for Jan 15, Feb 15, Mar 15 were below the limit.</p> <p>b) Particulate – < 0.4 g/Nm3 (Std C), stack sampling (quarterly)</p>
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				<p>Stack sampling has been consistently carried out as per required frequency. Results of isokinetic stack sampling as stated below :</p> <table border="1"> <thead> <tr> <th colspan="2">Date</th> <th>Results</th> <th>Unit</th> <th>Regulations Limit</th> </tr> </thead> <tbody> <tr> <td>1st Yearly</td> <td>27/3/14</td> <td>0.3713, (12% CO2)</td> <td>g/Nm3</td> <td>0.4</td> </tr> <tr> <td>2nd yearly</td> <td>11/9/14</td> <td>0.3837, (12% CO2)</td> <td>g/Nm3</td> <td>0.4</td> </tr> <tr> <td>1st Yearly</td> <td>27/4/15</td> <td colspan="3">Report yet to be received</td> </tr> </tbody> </table> <p><u>FM (Person In Charge)(Amendment) Regulation 2014</u> The Ribubonus mill and estate had complied with new amendment of Factories & Machineries (Peson In Charge)(Amendment) Regulation 2014, regarding ICE Driver. The evidence was verified during this assessment.</p>	Date		Results	Unit	Regulations Limit	1st Yearly	27/3/14	0.3713, (12% CO2)	g/Nm3	0.4	2 nd yearly	11/9/14	0.3837, (12% CO2)	g/Nm3	0.4	1 st Yearly	27/4/15	Report yet to be received		
Date		Results	Unit	Regulations Limit																				
1st Yearly	27/3/14	0.3713, (12% CO2)	g/Nm3	0.4																				
2 nd yearly	11/9/14	0.3837, (12% CO2)	g/Nm3	0.4																				
1 st Yearly	27/4/15	Report yet to be received																						
	2.1.2	<p>A documented system, which includes written information on legal requirements, shall be maintained</p> <p>Minor Compliance</p>	Yes	<p><u>Ribubonus POM and Estate</u></p> <p>Ribubonus Estate has their own legal register which has the information about all the applicable legal requirements. It was updated from time to time whenever there are relevant changes in law. A comprehensive Legal Register has been established since 16/07/2010 and latest update was on 6/12/2014 by Safety & Health Officer.</p> <p>The Acts updated are as follows:</p> <ul style="list-style-type: none"> i. Occupational Safety & Health (Classification, Labelling & Safety Sheet of Hazardous Chemicals) Regulation, 2013 																				

				Amendment for Factories and Machinerics (Person In-Charge)(Amendment) Regulation 2014 has yet to be update in the legal register, however the management was aware on that amendment.
	2.1.3	A mechanism for ensuring compliance shall be implemented. Minor Compliance	Yes	The legal register has also been used as guidance in carrying out the periodic evaluation of compliance exercise. Through this exercise, the certification unit will have the information about the status of legal compliance. Appropriate action shall be taken should there be any non-compliance found. Based on the verification of this exercise, the assessor confirmed that most non-compliance found have been acted upon.
	2.1.4	A system for tracking any changes in the law shall be implemented. Minor Compliance	Yes	Changes to law and regulation are monitored by the centralized Sustainability Department. Various sources were referred to in obtaining information about the updates of legal requirements such as industrial association (e.g. MPOA, EMPA, SECA, etc.), seminar/conference, law books, government agencies websites, etc.
C 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 (confirmation from community leaders based on history of customary land tenure, recognised Native Customary Right (NCR) land) and the actual legal use of the land shall be available. Major Compliance	Yes	Ribubonus Estate had a 99 year lease (1st January 1998 until 31st December 2096) on the land from the Sabah State government and the condition of the lease was for 'Agriculture Purpose'. The estate (3,262 ha) was found to be in compliance with that lease condition. The Country Lease Title No. 085330089 for Ribubonus Estate made on 18 November 1997 was presented to the audit team. A certificate for Land development (Sijil Pembangunan Tanah) dated 1 February 2007 was also presented. There was no land dispute. Ribubonus Estate continued to be the legal owner and have relevant proof of ownership of the land in the assessed estates. Land titles for all the estates were made available.

	2.2.2	<p>There is evidence that physical markers are located and visibly maintained along the legal boundaries particularly adjacent to state land, NCR land and reserves.</p> <p>Minor Compliance</p>	Yes	<p>Physical markers are located and visibly maintained along the legal boundaries particularly adjacent to state land, NCR land and reserves. The visited boundaries with Twin Acres (outgrowers) found reserves marking noted visibly maintained</p>
	2.2.3	<p>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).</p> <p>Minor Compliance</p>	Yes	<p>There is no disputes recorded in Ribubonus CU. It has been confirmed during consultation with the local communities (Kg Baba) and NGO from FOREVER Sabah.</p>
	2.2.4	<p>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.</p> <p>Major Compliance</p>	Yes	<p>As reported in the previous 4th surveillance audit, there was a claim on land in Ribubonus Estate by the local villagers from Kampung Telupid Batu 4 and Kampung Gading. Through the mechanism of the Stakeholders Meeting with the guidance of the established procedure for identifying legal and customary rights and for identifying people entitled to compensation (Process for Identification of Legal and Customary Rights and Identifying People Entitled for Compensation) Ribubonus Estate had clarified its legal rights over the disputed land with the Persatuan Rakyat, Kampung Telupid Batu 4 and established that the Company was not involved in illegal occupation of NCR land (the process was documented in file: Tuntutan Tanah Adat (NCR) Daripada Penduduk Kampung Telupid Batu 4).</p>

				Ribubonus Estate and Persatuan Rakyat had referred the claims with Beluran District Office and Land & Survey Department on 13 September 2010. Based on official letter (RB/ClaimTanah/02/13102010) which has been approved by Collector of Land Revenue (Pemungut Hasil Tanah) Beluran, Malaysian Anti-Corruption Commission (Suruhanjaya Pencegahan Rasuah Malaysia), Head of Police District (Ketua Polis Daerah) Beluran, and Land & Survey Department Sabah, it was stated that based on Sabah Land Ordinance Cap. 68, Section 69, any claimants of NCR land shall be approved by Collector of Land Revenue (Pemungut Hasil) as stated in the Section 82, 41 and 82 in the same Ordinance. Further verification on the land title of Ribubonus CU also approved that the plantation area is belongs to Ribubonus CU.
	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 and relevant authorities where applicable). Minor Compliance	Yes	As described under Indicator 2.2.4, there was no land dispute and therefore no land within Ribubonus Estate had been encumbered by customary rights. The use of the land for oil palm by Ribubonus CU had not diminished the legal rights, or customary rights, of the communities and other users.
	2.2.6	To avoid escalation of conflict, there shall be no evidence that oil palm operations have instigated violence in maintaining peace and order in their current and planned operations. Major Compliance	Yes	There is no evidence that oil palm operations have instigated violence in maintaining peace and order in their current and planned operations.

<p>C 2.3</p> <p>Use of the land for oil palm does not diminish the legal,customary or user rights of other users</p> <p>without their free,prior and informed consent.</p>	2.3.1	<p>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).</p> <p>Major Compliance</p>	Yes	<p>There was no land dispute and therefore no land within Ribubonus Estate had been encumbered by customary rights. The use of the land for oil palm by Ribubonus CU had not diminished the legal rights, or customary rights, of the communities and other users.</p>
	2.3.2	<p>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:</p> <p>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;</p>	Yes	<p>Since there was no case involving land disputes in Ribubonus CU, this indicator is therefore not applicable.</p>

		<p>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;</p> <p>c) Evidence that the legal, economic, environmental and social implications for permitting operations on their land have been understood and accepted by affected communities, including the implications for the legal status of their land at the expiry of the company's title, concession or lease on the land.</p> <p>Minor Compliance</p>		
	2.3.3	<p>All relevant information shall be available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements.</p> <p>Minor Compliance</p>	Yes	This indicator is not applicable as there was no land dispute with the estates.

	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	Yes	This indicator is not applicable as there was no land dispute with the estates.
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Principle 3: COMMITMENT TO LONG-TERM ECONOMIC AND FINANCIAL VIABILITY

Clause	Indicators		Comply Yes/No	Findings
C 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	Yes	A business and management plan was established and documented, and was project up to 2024.
	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	Yes	No replanting program is necessary for the next 5 years since the oldest oil palm planted in 2000.

Principle 4: USE OF APPROPRIATE BEST PRACTICES BY GROWERS AND MILLERS

Clause	Indicators		Comply Yes/No	Findings
<p>C 4.1</p> <p>Operating procedures are appropriately documented, consistently implemented and monitored</p>	4.1.1	<p>Standard Operating Procedures (SOPs) for estates and mills shall be documented.</p> <p>Major Compliance</p>	Yes	<p>Agriculture Manual & Standard Operating Procedure for Oil Palm is in place for estate operation [Version 3/2011] covering the estate operations such as land clearing, harvesting evacuation, field upkeep, replanting and pest & disease.</p> <p>Ribubonus mill had implement SSOP that covered aspects related to oil palm processing, boiler operation, effluent treatment plant, products analysis method, workshop activity and chemical and waste handling procedures. The documented procedures for mill operation had been continuously used and implemented. There was no change of procedure since the last audit. The latest procedure dated Nov 2011 covered all the main activities in the mill operation from security, weighbridge – FFB reception, weighbridge – Sales & Dispatch, loading ramp – FFB Grading, sterilizer, threshing, pressing, storage of CPO & PK, boiler house, engine room, Confined Space and Lockout/Tagout, POME treatment and storage tank cleaning and the SSOP MILL-025 for gauge testing.</p>
	4.1.2	<p>A mechanism to check consistent implementation of procedures shall be in place.</p> <p>Minor Compliance</p>	Yes	<p>Various mechanisms of checking the implementation of procedures were consistently conducted. Among the records verified were:</p> <ul style="list-style-type: none"> i) Qualitative (ripeness of FFB) and quantitative (losses) checking records – monthly records were available ii) Fertiliser application field assessment by EMU (twice/month) iii) Chemical used for weeding through Store Issue Chit iv) Monitoring monthly effluent, black smoke, scheduled waste

	4.1.3	Records of monitoring and any actions taken shall be maintained and available, as appropriate. Minor Compliance	Yes	<p>In the mill records of monitoring monthly effluent, black smoke, scheduled waste related records and quarterly reports submitted to DOE were observed. As for the estate, monitoring records specified by the Environmental Protection Department were presented as “<i>Laporan Pemantauan & Pematuhan Syarat-syarat Alam Sekitar</i>” or <i>Environmental Compliance Report (ECR)</i> and scheduled wastes related records were also maintained. All observed records found were retained not less than 12 months.</p> <p>In addition to these reports, PPB Oil Palms had to submit the MPOB (EL) MF4 and MPOB PX4-MF on monthly basis as part of the formal performance reports. Latest reports were available or viewing. These monitoring reports were kept and maintained in the offices for at least a year.</p>
	4.1.4	The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB). Major Compliance	Yes	Ribubonus POM received its third party crops from various sources mainly surrounding oil palm plantation company and smallholders. The third parties have consistently contributed around 45% of the mill input. The mill has a mechanism to records the origin and quantity of the entire crop from third parties starting from FFB chits until the production report.
C 4.2 Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.	4.2.1	There shall be evidence that good agriculture practices, as contained in Standard Operating Procedures (SOPs), are followed to manage soil fertility to a level that ensures optimal and sustained yield, where possible. Minor Compliance	Yes	<p>Maintaining soil fertility is guided by its Agriculture Manual i.e.:</p> <ul style="list-style-type: none"> i) Establishment and Maintenance of Legume Covers ii) Fertiliser application (Chapter 6) iii) EFB application (Chapter 10) <p>Generally the Ribubonus Estates has followed the established procedure effectively to maintain soil fertility. This was reflected by their good yield.</p>

	4.2.2	Records of fertiliser inputs shall be maintained. Minor Compliance	Yes	Fertiliser inputs were based on recommendation by the R&D Department. For mature area fertilizer dosage was around 11 kg/palm with compound fertilizers (NPK), mixture (NK3) and straight fertilizers (SOA, MOP, RP, KS, B). Bunch ash application was also part of the recommendation. However, the progress slightly delayed due to limited supply by the mill. The justification was documented through e-mail communication between the estate and top management. Actual fertiliser application for this year found to be in line with program. Based on store issuance records, it is confirmed that the amount of fertilisers applied in the field was in accordance to the recommendation.
	4.2.3	There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status. Minor Compliance	Yes	Periodic leaf sampling was done by Wilmar's R&D to determine nutrient status of soils. The results were recorded in a documented report by the R&D Department. Last sampling was done in early 2014 for 2015 fertiliser recommendation. Apart from that, Soil Organic analysis was also done to provide indication of soil health and monitor the change of organic carbon and total nitrogen. Last analysis was last done in early 2015.
	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. Minor Compliance	Yes	The estate has its EFB mulching programme. Based on EFB weighbridge tickets records log book, it is confirmed the EFB applied at the recommended rate.
C 4.3 Practices minimize and control erosion and degradation of soils.	4.3.1	Maps of any fragile/marginal soils shall be available. Major Compliance	Yes	Based on soil series map, the major soil series are of Paniakan/Ambun/Binuang (36.92%), Katai/Sinsulod (30.40%) and Baiayo/Serai (17.52%). The said soil series consist of mineral soils such as alluvium. Baiayo/Serai (FAO's Taxonomic Units: Gleyic Poszolc and Albic Arenosols) was considered by the company as marginal soil.
	4.3.2	A management strategy shall be in place for plantings on slopes between 9 and 25 degrees unless specified	Yes	Planting at steep slope is guided by its Agriculture Manual (Chapter 3). Among the methods recommended are construction of terrace, earth stop and cover crop establishment.

		otherwise by the company's SOP. Minor Compliance		
	4.3.3	A road maintenance programme shall be in place. Minor Compliance	Yes	Road maintenance programme is available for year 2015. Activities include grading and compacting. Progress is reported in Monthly Executive Summary which includes the information of work done in chain unit. Based on the progress report, Ribubonus has achieved around 139% of its 2015 program. The surplus was due the needs to maintain their roads in good condition.
	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	Yes	Ribubonus has 1.32% (42.98 Ha) of Krah/Serai series which was defined in their soil map as "peat on old alluvium". The subsidence of the area was minimised mainly through drainage management. The estate has just started to monitor the subsidence rate of the area this year and yet to have data.
	4.3.5	Drainability assessments where necessary will be conducted prior to replanting on peat to determine the long-term viability of the necessary drainage for oil palm growing. Minor Compliance	Yes	Due to small size of the peat area, drainability assessment is not necessary. Nonetheless, the drainage system was found to be well maintained.
	4.3.6	A management strategy shall be in place for other fragile and problem soils (e.g. podzols and acid sulphate soils). Minor Compliance	Yes	For the marginal soils (Baiayo/Serai), the estate has been maintaining EFB application as their management strategy.
C 4.4 Practices maintain the quality and	4.4.1	An implemented water management plan shall be in place.	Yes	A Water Management Plan to conserve water for estate and surrounding areas like the clinic, Humana School, all staff & workers quarters was made available. The plan covered general water management, water quality management and emergency management. It also covered Water Saving Practices & Water Discharge & its Management. Based on

availability of surface and ground water.		Minor Compliance		the water usage records, it was confirmed that the water consumption by the residents was below threshold.
	4.4.2	<p>Protection of water courses and wetlands, including maintaining and restoring appropriate riparian and other buffer zones (refer to national best practice and national guidelines) shall be demonstrated</p> <p>Major Compliance</p>	Yes	<p>There was a <i>Riparian Zone Management PPB Oil Palm Sabah Operation</i> for protection of riparian belts along the major rivers. The riparian buffer belts were marked out on maps. During inspection of the estate it was observed that boundaries of these riparian belts were clearly demarcated with red paint around the palm stems and blue signboards erected. Natural vegetation had colonized these riparian buffer belts as no weeding or fertilizer application was allowed. Ribubonus Estate has continued to protect the water courses and wetlands, including maintaining and restoring appropriate riparian buffer zones for Sg Labuk. This practice was in conformance with the Riparian Zone Management Guidelines (Sabah Operations).</p> <p>During site inspection at Ribubonus Estate it was confirmed that the riparian buffer zone boundary had been identified with signboard erected at Sg Labuk. Oil palm trees in buffer zone were ring sprayed with red paint at the trunk along the river bank to differentiate them with the other non-riparian zone oil palm trees.</p> <p>Site visit along river bank of Sg Labuk found no traces of agrochemical spraying along the riparian zone. The natural vegetation and bushes had grown up. All in all, the boundary marker for buffer zone was sufficient and maintained.</p>
	4.4.3	<p>Appropriate treatment of mill effluent to required levels and regular monitoring of discharge quality, shall be in compliance with national regulations (Criteria 2.1 and 5.6).</p> <p>Minor Compliance</p>	Yes	<p>Test report for final discharge was conduct on monthly basis, latest conducted on 18/5/15. The result were within the parameter. While for upstream and downstream, the Ribubonus POM was conducted the water sampling on monthly basis, which latest conducted on 18/5/15 and the result shown that all parameters were within the limit.</p>

	4.4.4	Mill water use per tonne of Fresh Fruit Bunches (FFB) (see Criterion 5.6) shall be monitored. Minor Compliance	Yes	The management of POM was monitored on daily basis. The result for May 2015, the ratio was 1.67Litre/FFB process.
C 4.5 Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.	4.5.1	Implementation of Integrated Pest Management (IPM) plans shall be monitored. Major Compliance	Yes	Ribubonus Estate continued to manage pests, disease, weeds and invasive introduced species using appropriate IPM techniques guided by the Agricultural Manual (Chapter 8). In order to minimize use of insecticides for leaf-eating pest, the estates had planted beneficial plants mainly <i>Tunera subulata</i> , <i>Tunera ulmifolia</i> , <i>Cassia cobanensis</i> and <i>Antigonon leptopus</i> with maps indicating areas planted. Rat damage census was regularly carried out to obtain information about threshold level and decision to conduct rat baiting campaign thereafter if necessary.
	4.5.2	Training of those involved in IPM implementation shall be demonstrated. Minor Compliance	Yes	Training in IPM implementation was last conducted on 15/6/2015 by R&D Department entitled " <i>Pengurusan Perosak Tikus</i> ". It was attended by 13 staff.
C 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	Yes	The use of all agrochemicals at Ribubonus Estate was guided by its Agricultural Manual [Chapter 6 (for herbicide) and Chapter 8 (for insecticide)] and SOP where written justifications had been provided. The Manual had included a chemical register list which indicates the purpose of usage (intended target), hazards signage, trade and generic names. Its application is based on the 'need to do basis' to enhance field operations.

	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	Yes	Records of pesticides used were available for verification. The latest records were as at May 2015, which includes the information about area treated, ai per Ha, LD ₅₀ and number of application.
	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 industry's Best Practice. Major Compliance	Yes	No Class I & II chemicals had been used and use of paraquat had been stopped. Ribubonus Estate does not practise prophylactic use of insecticides, fungicides and rodenticides. Rat baiting will be carried out only if damage on FFB bunches exceeds 5% and the estate does not practise calendar baiting.
	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 industry's Best Practice. The use of such pesticides shall be minimised and/or	Yes	All the pesticides used were those registered under the Pesticides Act 1974 (Act 149). The list of approved pesticides was available for reference. The list, entitled " <i>Senarai Racun Makhluk Perosak Berdaftar</i> " was sourced from Department of Agriculture Official Website [http://www.doa.gov.my/web/guest/senarai_racun_perosak_berdaftar]. Furthermorw, the use of paraquat in the estate had ceased since 2008 and was replaced by a systemic herbicide. Verified the chemical register that had been prepared and reviewed on 29/5/15.

	<p>eliminated as part of a plan, and shall only be used in exceptional circumstances. Pesticides selected for use are those officially registered under the Pesticides Act 1974 (Act 149) and the relevant provision (Section 53A); and in accordance with USECHH Regulations (2000).</p> <p>Minor Compliance</p>		
4.6.5	<p>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).</p> <p>Major Compliance</p>	Yes	<p>Noted that in Ribubonus Estate, no outbreaks of pest and disease occurred. From the random interview during site visit with workers who handle the chemical, noted that they were regularly trained and were found to be aware of safety standards and SOPs.</p>
4.6.6	<p>Storage of all pesticides shall be according to recognised best practices. All pesticide containers shall be properly disposed of and not used for</p>	Yes	<p>Noted that in Ribubonus Estate, no outbreaks of pest and disease occurred. Verified at the chemical store, there are no stock of pesticides. However, for the chemical used at the estate especially for the spraying of grass/woodies, the management stored in</p>

	<p>other purposes (see Criterion 5.3). Pesticides shall be stored in accordance to the Occupational Safety and Health Act 1994 (Act 514) and Regulations and Orders, Pesticides Act 1974 (Act 149) and Regulations.</p> <p>Major Compliance</p>		<p>accordance to the Occupational Safety and Health Act 1994 (Act 514) and Regulations and Orders, Pesticides Act 1974 (Act 149) and Regulations.</p>
4.6.7	<p>Application of pesticides shall be by proven methods that minimise risk and impacts.</p> <p>Minor Compliance</p>	Yes	<p>Noted that in Ribubonus Estate, no outbreaks of pest and disease occurred. However, for chemical spraying method was based on risk assessment result (HIRARC) where workers are required to wear PPE to minimise risk and impacts – “<i>Pengenalpastian Hazard, Penaksiran Risiko & Kawalan Risiko</i>”, latest update on 19/8/14. The Agricultural Manual & Standard Operating Procedure: Chapter 8-Plant Protection: Pest and Disease Management, were describe well on the methods used for the applications of pesticides.</p>
4.6.8	<p>Pesticides shall be applied aerially only where there is documented justification.</p> <p>Communities shall be informed of impending aerial pesticide applications with all relevant information within reasonable time prior to application.</p> <p>Major Compliance</p>	Yes	<p>Aerial pesticide application is not practiced by the CU.</p>

	4.6.9	Evidence of continual training to enhance knowledge and skills of employees and associated smallholders on pesticide handling shall be demonstrated or made available. (see Criterion 4.8). Minor Compliance	Yes	Training on pesticide handling was last done on 12/6/2015 by En. Sr. Field Conductor, attended by 10 spraying operators. The training included the safety aspects and usage of PPE when handling with herbicides. Record of training was available for verification.
	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	Yes	Noted that in Ribubonus Estate, no outbreaks of pest and disease occurred. Therefore, no waste material of pesticides at the Ribubonus Estate. However, Ribubonus CU has the procedure for triple rinsing of all its empty agrochemical containers as a method of disposal. Based on interview with the workers, the procedure is fully understood by them. After triple rinsing is done, the containers will be punctured and kept in a store, which later are sent to recycling vendors. The waste water from the triple rinsing will be reused in chemical mixture.
	4.6.11	Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated. Major Compliance	Yes	At Ribubonus Estate, CHRA was conducted in 30 th January 2015. Medical Surveillance carried out by Occupational Health Doctor. The medical surveillance reports were available and had been reviewed during this assessment.
	4.6.12	No work with pesticides shall be undertaken by pregnant or breast-feeding women Major Compliance	Yes	Pregnant and breast-feeding women are not allowed to work with Pesticides & Hazardous Chemicals. Medical Assistant (MA) checks and determine whether female workers are pregnant – check carried out on a Monthly basis. The Medical Records were verified.

<p>C 4.7</p> <p>An occupational health and safety plan is documented, effectively communicated and implemented.</p> <p>The occupational health and safety plan shall cover the following:</p>	4.7.1	<p>An occupational health and safety policy shall be in place. An occupational health and safety plan covering all activities shall be documented and implemented, and its effectiveness monitored.</p> <p>Major Compliance</p>	Yes	<p>Ribubonus CU had continued to adopt the PPB Group's Occupational Health Safety policy dated September 2010, signed by Group Plantation Head and Group CSR Head. To meet PPB's commitment of these policies an OSH plan and related programmes for the mill and estate had been established. The policy, OSH plan and programmes had been communicated and implemented to all levels of the organization to provide clear directive of Occupational, Safety and Health throughout the company.</p> <p>The CU had implement OSH plan and programmes related to activities of the safety health committee which incorporated trainings, workplace inspections and quarterly safety health committee meetings etc. Interviews with employees showed that they were aware of the OSH policy, objectives and programmes and generally understood their requirements. The 2014 OSH plan has incorporated and continued to address issues related to hazard identification risk assessment and risk control (HIRARC), medical surveillance programme, OSH training among staff and also the 3rd party inspection and monitoring programme as required under USECHH 2000 regulation.</p>
	4.7.2	<p>All operations where health and safety is an issue shall be risk assessed, and procedures and actions shall be documented and implemented to address the identified issues. All precautions attached to products shall be properly observed and applied to the workers.</p> <p>Major Compliance</p>	Yes	<p><u>Ribubonus POM</u></p> <p>HIRADC has been established with the latest review carried out in 20/11/2014 rev: 3 for HIRADC at Kernel Plant. All Operations have been risk assessed and documented.</p> <p>After the first aid case at hydrocyclone on 28/10/14, the concern HIRARC was revised – sighted the relevant records.</p> <p><u>Ribubonus Estate</u></p> <p>HIRADC has been established with the latest review carried out in 20/5/15 rev: 1 for HIRADC transporting students. All Operations have been risk assessed and documented.</p>
	4.7.3	<p>All workers involved in the operation shall be adequately trained in safe working</p>	Yes	<p>Training and Briefing on the operations were provided for workers to educate them on safe working practices to ensure applicable precautions are adhered.</p>

		<p>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.</p> <p>Major Compliance</p>		<p>Ribubonus POM</p> <p>Based on the HIRARC carried out, the PPE types for the various station are identified using the ' Employees PPE Issuance Record .' Latest distribution on 11/3/15.</p> <p>List of Personal Protective Equipment (PPE) Provided – identifies the type of PPE for the respective station.</p> <p>Verified for</p> <ul style="list-style-type: none"> i. Boiler- Safety helmet, safety shoes, safety vest, ear plug, Leather Apron, Face Shield, Leather Handglove ii. Sterilizer station – Safety Helmet, Semi leather Hand Glove, Cotton Gloves, Safety Shoes, Safety Vest and Ear Muff. iii. Lab – Respirator (double Cartridge) Nitrile Glove (chemical penetration), safety boots, Ear plug. iv. Workshop-Safety helmet, safety shoes, safety vest, ear plug and leather handglove(welder). <p><u>Ribubonus Estate</u></p> <p>Based on the HIRARC carried out, the PPE types for the various station are identified using the ' PPE Distribution Records' . Latest distribution on 11/3/15.</p> <p>The following verified:</p> <ul style="list-style-type: none"> i. Harvester- Safety Helmet, Sickle Cover, Hand Glove. Wellington Boots ii. Sprayers- Respirator, Nitrile Glove (Chemical Resistant) Goggles, Wellington Boots, Apron. iii. Manuring- Apron, Wellington Boots, Dust Mask
	4.7.4	The responsible person/persons shall be identified. There shall be records of regular meetings	Yes	<p><u>Ribubonus POM</u></p> <p>Safety and Health Committee organization Chart 2015 was available.</p>

		<p>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.</p> <p>Major Compliance</p>		<p>Quartely Safety & Health Committee meeting held – chaired by Mill Manager, discussion on the following:</p> <ul style="list-style-type: none"> i) Passing of previous minutes and arising matters. ii) Medical Assistant Report (Monthly Accident statistics) iii) Mill Inspection iv) Safety programme & training <p>Verified the following Minutes: 8/4/15, 23/12/14, 26/9/14,27/6/14, 17/3/14</p> <p><u>Ribubonus Estate</u></p> <p>Safety and Health Committee organization Chart 2015 was available.</p> <p>Quartely Safety & Health Committee meeting held – chaired by Sr. Manager, discussion on the following:</p> <ul style="list-style-type: none"> i) Passing of previous minutes and arising matters. ii) Medical Assistant Report (Monthly Accident statistics) iii) Workplace Inspection iv) Safety programme & training <p>Verified the following Minutes: 17/6/15, 25/2/15, 3/10/14, 25/7/14,17/4/14</p>
4.7.5		<p>Accident and emergency procedures shall exist and instructions shall be clearly understood by all workers. Accident procedures shall be available in the appropriate language of the workforce.</p>	Yes	<p>Emergency Response Plan (ERP) was established on 14/8/09 and the latest revision is related to the ERT 2015.</p> <p>The following addressed: Incident reporting, Bund Breakage, Suicide Attempt & prevention, Bush Fire, Fire Breakout in Mill, Chemical spillage, Flood, Injury and</p>

	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		Illness,Poisoning, Workplace and Violence, Boiler Shutdown, CPO Pipe Burst & Fire, Exhaust Fire Explosion and Pipe Leak. <u>Ribubonus POM</u> Internally trained First Aiders from Ribubonus Estate and Ribubonus POM were attended the training conducted by Medical Assistant from Ribubonus Clinic on 13/3/15. Fire drill – At Ribubonas POM, a drill was carried out dated 1/4/15 time: 10.00 am till 11.00 am The evacuation time was monitored: 4 minutes. Drill supervised by Mill Manager.While at the Ribubonus Estate, a drill was carried out on 17 th ,18 th and 19 th July 2014 and plan to conduct on July for 2015.
4.7.6	All workers shall be provided with medical care, and covered by accident insurance. Minor Compliance	Yes	Ribubonus CU continued to ensure all workers working in the premise (both mill and estate) covered by insurance. All local workers were covered by SOCSO as required under Employee’s Social Security Act 1969. Foreign workers for instance, were covered by insurance as per Workmen Compensation Act 1952. Sample of foreign workers for Ribubonus mill found that all had been covered by insurance and found valid.
4.7.7	Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics. Minor Compliance	Yes	<u>Ribubonus POM</u> Accident statistics are being maintained,recorded and periodically reviewed during ‘Health and Safety’ committee meeting. Accident free days without loss of Man-days , as

			<p>to date was 40 days. For Lost time Accident for 2014, the management recorded a total of 20 mandays.</p> <p>2014 statistics.</p> <ul style="list-style-type: none"> i. Last Accident with 'loss Man – Days' 14/5/2015 – Internal Investigation carried out – cause investigation carried out – corrective action initiated. <p>JKKP 8 was sent to DOSH accordingly on 12/1/2015– 6 case of accidents recorded for 2014.</p> <p><u>Ribubonus Estate</u></p> <p>Accident statistics are being maintained, recorded and periodically reviewed during 'Health and Safety' committee meeting. Accident free days without loss of Man-days , as to date was 9 cases. For Lost time Accident for 2014, the management recorded a total of 264 mandays.</p> <p>2014 statistics.</p> <ul style="list-style-type: none"> i. Last Accident without 'loss Man – Days' 23/6/2015 <p>JKKP 8 was sent to DOSH accordingly on 12/1/2015– 30 cases of accidents recorded for 2014.</p>
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<p>C 4.8</p> <p>All staff, workers, smallholders and contract workers are appropriately trained.</p>	<p>4.8.1</p>	<p>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.</p> <p>Major Compliance</p>	<p>Yes</p>	<p>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 was verified in annual Training Plan 2015, dated: 5/01/2015 sighted – Approved by Mill Manager. While for Ribubonus Estate, training Schedule that related to RSPO Principle and Criteria for workers were established and approved by Sr Manager on 8/01/2015.</p>
	<p>4.8.2</p>	<p>Records of training for each employee shall be maintained.</p> <p>Minor Compliance</p>	<p>Yes</p>	<p>Training for employees are conducted from time to time based on needs through various method such as on the job training, briefings, meetings, etc.</p> <p>Records of training for each employee were maintained at the office for reference and verification, and were verified during the audit.</p>

Principle 5: ENVIRONMENTAL RESPONSIBILITY AND CONSERVATION OF NATURAL RESOURCES AND BIODIVERSITY

Clause	Indicators		Comply Yes/No	Findings
<p>C 5.1</p> <p>Aspects of plantation and mill management, including replanting, that have environmental</p>	<p>5.1.1</p>	<p>An environmental impact assessment (EIA) shall be documented.</p> <p>Major Compliance</p>	<p>Yes</p>	<p><u>Ribubonus POM</u></p> <p>For Ribubonus Mill, identification of environmental aspect and impact was done by its mill staff and with the assistance of safety and sustainability department. Mitigation measures were established thereafter. Among the environmental aspects identified by the mill are: Air pollution: 1) Dark smoke from boiler. Mitigation: dust collector, boiler preventive maintenance, monitoring particulate emission and opacity. 2) Smoke from generator set. Mitigation: preventive maintenance on engine room</p>

<p>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>Water pollution: 1) Scheduled wastes generation from accidental spillage like machinery 2) Leachate from EFB stockyard. Mitigation: construction of bund (retention wall) 3) Waste water discharge from ETP – 4) Land irrigation – accidental overflow due to heavy rain. Mitigation: Frequent checking by staff of the drainage system. If there is any blockage found, machinery is ready to relieve.</p> <p>Soil contamination: 1) Scheduled wastes generation – Mitigation: to be handled in accordance with EQA regulations.</p> <p><u>Ribubonus Estate</u></p> <p>Identification environmental aspect and impact at Ribubonus Estate was done by engaging a consultant to carry out EIA in June 2009. Report is dated 26 June 2009 which entitled “Oil Palm Plantation Development at Ribubonus Estate in Beluran, Sabah”. The report has been approved by the Sabah’s EPD on 26/1/2010 [(ref.: JPAS/PP/02/600-1/11/1/72(60))]. Among the environmental aspect and impact identified are: 1) Soil erosion and water quality 2) Biomass disposal 3) Ecological Impacts 4) Human settlement Impacts 5) Usage of agrochemicals 6) Hazardous materials disposal 7) Abandonment</p> <p>The mitigation measures for the above environmental aspects were recommended by the consultant and can be seen in the EIA report. The monitoring on the compliance to environmental terms and condition were carried out, and the latest monitoring (Mac 2015-Jun 2015) were conducted on 27/4/2015. Generally, the Ribubonus estate was</p>
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				<p>comply with the environmental terms and condition from Environmental Protection Department.</p> <p>The identification of environmental aspect and impact also done by its staff and with the assistance of safety and sustainability department. Mitigation measures were established thereafter.</p>
	5.1.2	<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 action plan. The action plan shall identify the responsible person/persons.</p> <p>Minor Compliance</p>	Yes	<p>Ribubonus POM has been established the action plan namely "Pollution Prevention Plan 2015". The management had monitored the progress of the action plan by appointed person In charge for each action plan. While for Ribubonas Estate, the "Waste & Pollution Identification Prevention Mitigation & Enhancement Plan" was established. The management was monitored through Waste Management Plan 2015 and has appoint person in charge to handle each plan.</p>
	5.1.3	<p>This plan shall incorporate a monitoring protocol, adaptive to operational changes, which shall be implemented to monitor the effectiveness of the mitigation measures. The plan shall be reviewed as a minimum every two years to reflect the results of monitoring and where there are operational changes that may have positive and</p>	Yes	<p>At the Ribubonus Mill, the following up with the EAI, mitigation measure is defined. Normally, mitigation measures are in the form of SSOP and WI in ensuring proper operational control.</p> <p>Ribubonus estate has developed a management plan and being reviewed once a year. Latest review was for 2015, namely Waste Management Plan 2015.</p>

		negative environmental impacts. Minor Compliance		
C 5.2 The status of rare, threatened or endangered species 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.	5.2.1	Information shall be collated in a High Conservation Value (HCV) assessment that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). Major Compliance	Yes	The HCVF scoping assessment of the estate had been completed in February 2009 and sites with attributes HCV 4 were identified. In addition to the report 'HCVF Scoping Assessment of Ribubonus Estate of PPB Oil Palms Berhad' an additional HCV Report was prepared. The HCV Monitoring and Management Action Plan 2011- 2015, was presented to the auditor, together with the Action Plan for HCV Report.
	5.2.2	Where rare, threatened or endangered (RTE) species, or HCVs, are present or are affected by plantation or mill operations, appropriate measures that are expected to maintain and/or enhance them shall be implemented through an action plan. Major Compliance	Yes	Ribubonus Estate being bordered by Bukit Kuamas Forest Reserve (Class1-Protection Forest) had established linkages with the residual forest sites within the estate. These sites were protected as HCV 4 sites and appropriate signage had been erected. There was only HCV 4 area had been identified in the Ribubonus Estate, small river buffer zone (125.65ha) from Sungai Labuk and steep area (132.77ha). There is no rare, threatened or endangered (RTE) species in Ribubonus Estate found during the monitoring activities.
	5.2.3	There shall be a programme to regularly educate the workforce about the status of these RTE species, and appropriate disciplinary measures shall be instituted in accordance with company	Yes	A training programme for year 2015 was available. An awareness training has been conducted to all workers (Sprayer, Manuring, Harvester, Maintenance). An appropriate disciplinary measures was instituted in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect or kill these species.

		rules and national law if any individual working for the company is found to capture, harm, collect or kill these species. Minor Compliance		
	5.2.4	Where an action plan has been created there shall be ongoing monitoring: <ul style="list-style-type: none"> • The status of HCV and RTE species that are affected by plantation or mill operations shall be documented and reported; • Outcomes of monitoring shall be fed back into the action plan. Minor Compliance	Yes	A continuous monitoring activities were conducted at the Ribubonus CU. The status of HCV and RTE species that are affected by plantation or mill operations will be documented and reported. Current activities at Ribubonus CU; <ul style="list-style-type: none"> • Camera trap monitoring was conducted at conservation area. However there is no any pictures on ERTs recorded. • The last monitoring was conducted on 13 June 2015 and 17 Nov 2014 • E-mail Communication with UMS dated 9 Feb 2015 to conducting research on Flora and Fauna, and a meeting was conducted on 27 March 2015. The outcomes from the monitoring activities were reviewed in the action plan on May 2015
	5.2.5	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.	Yes	There is no HCV set-asides with existing rights of local communities in Ribubonus CU. Therefore this indicator not applicable

		Minor Compliance																				
C 5.3 Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.	5.3.1	All waste products and sources of pollution shall be identified and documented. Major Compliance	Yes	<p>Identified recyclable wastes are plastic (from household, inner-layer of fertilizer bags), paper (from office & household) and metal (from workshop & household) sent to recycle centre. Residual of domestic waste other than recyclable item were collected and buried at the estate's landfill.</p> <p>For mill operation, source of pollution and waste generated from mill processes and related activities in the premise were described as follows :</p> <table border="1"> <thead> <tr> <th>Mill process/Activity</th> <th>Waste and source of pollution</th> </tr> </thead> <tbody> <tr> <td>Pressing/Depericarping</td> <td>Shell & Fibre</td> </tr> <tr> <td>Threshing</td> <td>EFB</td> </tr> <tr> <td>Oil recovery</td> <td>Decanter cake/ slurry/ sludge discharge</td> </tr> <tr> <td>Hydrocyclone/ claybath</td> <td>Wet shell and HC & Claybath discharge water</td> </tr> <tr> <td>Cleaning</td> <td>Cleaning water</td> </tr> <tr> <td>Maintenance</td> <td>Used oil & hydraulic, oil filter and other type of schedule waste</td> </tr> <tr> <td>Boiler and genset operation</td> <td>Clinkers, smoke and particulate emission</td> </tr> <tr> <td>POME</td> <td>POME liquor and solid</td> </tr> </tbody> </table>	Mill process/Activity	Waste and source of pollution	Pressing/Depericarping	Shell & Fibre	Threshing	EFB	Oil recovery	Decanter cake/ slurry/ sludge discharge	Hydrocyclone/ claybath	Wet shell and HC & Claybath discharge water	Cleaning	Cleaning water	Maintenance	Used oil & hydraulic, oil filter and other type of schedule waste	Boiler and genset operation	Clinkers, smoke and particulate emission	POME	POME liquor and solid
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	5.3.2	All chemicals and their containers shall be disposed of responsibly. Major Compliance	Yes	All empty containers were recycle and collected by the supplier. For the chemical, the management disposed as a scheduled waste.																		

	5.3.3	A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented Minor Compliance	Yes	Identification of waste was done through the environmental aspects and impact evaluation. Mitigation measure and management plan were established thereafter to avoid or reduce pollution. The visited operating units also have guidance for landfill method as a reference to dispose domestic wastes.
C 5.4 Efficiency of fossil fuel use and the use of renewable energy is optimised.	5.4.1	A plan for improving efficiency of the use of fossil fuels and to optimise renewable energy shall be in place and monitored. Minor Compliance	Yes	Ribubonus Estate has established management plan on efficiency use of fossil oil and optimize renewable energy, dated 15/6/15 and was monitored monthly basis.
C 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 ' <i>Guidelines for the Implementation of the ASEAN Policy on Zero Burning</i> ' 2003. Major Compliance	Yes	No replanting programme at Ribubonus CU.
	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	Yes	No replanting programme at Ribubonus CU.

		specified in ' <i>Guidelines for the Implementation of the ASEAN Policy on Zero Burning</i> ' 2003. Minor Compliance		
C 5.6 Preamble Growers and millers commit to reporting on operational greenhouse gas emissions. However, it is recognised that these significant emissions cannot be monitored completely or measured accurately with current knowledge and methodology. It is also recognized that it is not always feasible or practical to reduce or minimise these emissions.	5.6.1	An assessment of all polluting activities shall be conducted, including gaseous emissions, particulate/soot emissions and effluent (see Criterion 4.4).	Yes	Ribubonus Estate has carried out identification of environmental aspect and impact and evaluation of significance. This document was carried out and the assessment were include all the activities in the estate, including gaseous emissions from genset and fery. This document was reviewed 8/4/15.

<p>Growers and millers commit to an implementation period until the end of December 2016 for promoting best practices in reporting to the RSPO, and thereafter to public reporting. Growers and millers make this commitment with the support of all other stakeholder groups of the RSPO.</p> <p>Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.</p>				
	5.6.2	Significant pollutants and greenhouse gas (GHG) emissions shall be identified,	Yes	The Ribubonus CU has plan to construct a bio-gas plant by end of 2015.

		and plans to reduce or minimise them implemented. Major Compliance		
	5.6.3	A monitoring system shall be in place, with regular reporting on progress for these significant pollutants and emissions from estate and mill operations, using appropriate tools. Minor Compliance	Yes	The CU had been used RSPO PalmGHG Calculator as a tools. The final emissions value per product are as below: 1. Ribubonas CU : 1.13 tCO2 e/tCPO The records pertaining for this calculation were kept for ease retrieval and made available at the Ribubonus POM and Estate during this assessment.

Principle 6: RESPONSIBLE CONSIDERATION OF EMPLOYEES AND OF INDIVIDUALS AND COMMUNITIES BY GROWERS AND MILLERS

Clause	Indicators		Comply Yes/No	Findings
C 6.1 Aspects of plantation and mill management that have social impacts, including replanting, are identified in a participatory way,	6.1.1	A social impact assessment (SIA) including records of meetings shall be documented. Major Compliance	Yes	A Social Impact Assessment for Ribubonus CU entitled Primary Report of SIA (Design Phase) for Ribubonus Oil Palm Plantations and Ribubonus Palm Oil Mill of PPB Oil Palm Berhad (Sabah) was conducted in 2009. This SIA report was still the basis for managing social issues. As reported in previous surveillance audits the report was prepared with the participation of the relevant stakeholders including the estate workers, governmental agencies, local businesses, panel doctors contractors/suppliers, neighbouring local communities and outgrowers
	6.1.2	There shall be evidence that the assessment has been	Yes	Meeting between Ribubonus CU and smallholders, besides contractors, nearest villagers also as smallholders had attended the meeting namely Kg Gading, Kg.

and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.		done with the participation of affected parties. Major Compliance		Gambaron, Kg. Malapi, and Kg. Baba participated in the assessment. The inputs from the participants were incorporated in the social management action plan.
	6.1.3	Plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts identified, shall be developed in consultation with the affected parties, documented and timetabled, including responsibilities for implementation. Major Compliance	Yes	Plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts identified, was developed in consultation with the affected parties, documented and timetabled, including responsibilities for implementation as recorded in SIA Management Plan (External and Internal). Ribubonus POM has combined the External issues with the Estate
	6.1.4	The plans shall be reviewed as a minimum once every two years and updated as necessary, in those cases where the review has concluded that changes should be made to current practices. There shall be evidence that the review includes the participation of affected parties Minor Compliance	Yes	The plans was reviewed by yearly basis and updated as necessary, in those cases where the review has concluded that changes should be made to current practices. The SIA management action Plan (External and Internal) reviewed 15th June 2015 was conducted with the participation of affected parties such as Local Communities from Kg Baba, Kg Melapi, Kg Gambaron, Kg Gading, School Teacher and Government agencies from Veterinar Department. The plan was reviewed on yearly basis

	6.1.5	Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme). Minor Compliance	Yes	Particular attention was paid to the impacts of outgrowers from local communities example for estate road maintenance, free ferry services including bus stop for S.K Pekan Telupid
C 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	Yes	Consultation and communication procedures stated in The Standard Operating Procedure for Consultation and Communication [Document No. RSPO 6.2(2)] reported in the last audit was still used by the CU in handling internal and external communications. The document was prepared by the RSPO Unit of PPB Oil Palms Bhd.
	6.2.2	A management official responsible for these issues shall be nominated. Minor Compliance	Yes	As spelled out in the communications procedure, the estate manager is the person appointed to handle communication matters. Ribubonus Estate Manager has been appointed by General Manager as the officer in-charge of communication. While for Ribubonus POM, Mill Manager was appointed as the officer in-charge of communication
	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	Yes	The Ribubonus estates and POM continued to maintain stakeholder lists 2015 which comprised of government agencies, contractors/suppliers (including FFB suppliers for mills), neighbouring estates and local communities.

		parties, and records of actions taken in response to input from stakeholders, shall be maintained. Minor Compliance		In the case of Ribubonus Estate, for example, 34 FFB suppliers, 3 transporters, 17 government agencies 4 neighbouring estates (Twin Acres Sdn Bhd, Bentara Hijau Sdn Bhd, Sparkle Rewards & Darul Harapan etc.) were listed in the stakeholders list. Records of actions taken in response to input from stakeholders, was maintained as explained in Indicator 1.1.1
C 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	6.3.1	The system, open to all affected parties, shall resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistleblowers, where requested. Major Compliance	Yes	The CU had continued to use the Dispute and Resolution Procedure (Document RSPO 2.2) to resolve any dispute. The procedure starts with the receipt of complaint from any party, its investigation, proposed solutions and acceptance of the solutions or otherwise. If the proposed solution is rejected, the dispute will be brought to third party arbitration. The new requirement on anonymity and whistle blowers can be seen in Wilmar Group Policy: Whistle Blowing Policy, version 1 dated 22 April 2013.
	6.3.2	Documentation of both the process by which a dispute was resolved and the outcome shall be available. Major Compliance	Yes	Complaint and Inquiry files in Ribubonus CU were examined to find out whether or not the decisions of the panels of the enquiry have been contested. However, there were no any disputes recorded. The workers interviewed also reported that no dispute has taken place in the Ribubonus CU. Minutes of Meeting Workers Social and Welfare dated 3rd June 2015, Meeting Women and Children Committee dated 8th June 2015 was verified and found no records on disputes. Housing complaints from the workers have been handled quite satisfactorily by the estate/mill. Interviews with workers revealed that they are quite happy with the policies of the estates pertaining to wages, jobs, housing, water, electricity, children education and clinic services. There is no any workers complaint since October 2014 or local communities complaint as verified in the Minutes of Meeting on 11th July 2014

<p>C 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>	6.4.1	<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>	Yes	<p>Establishment of a procedure for identifying legal and customary rights and a procedure for identifying people entitled to compensation. In the event of cases involving the loss of customary land rights, the estate will manage them using the procedure entitled "Process for Identification of Legal and Customary Rights and Identifying People Entitled for Compensation" which was adopted in November 2008. Essentially, the procedure describes how to check for legal status of the lands in question and lays out the criteria in deciding who should be compensated and the amount of compensation.</p>
	6.4.2	<p>A procedure for calculating and distributing fair compensation (monetary or otherwise) shall be established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation.</p> <p>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.</p> <p>Minor Compliance</p>	Yes	<p>As mentioned in 6.4.1, the procedure did address the determination of compensation. The process and outcome of any compensation claims is documented and made publicly available. Other than the land dispute mentioned in 6.3.2, there had not been any other issue of land claims involving the estate. Thus there had not been any compensation claim made against the estate.</p>

	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	Yes	There was no issue raised related to the compensation claims.
C 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	Yes	The workers interviewed stated that the terms of their contracts, payments and conditions of employment were clearly explained to them at the time of the signing of the contract. The monthly pay received by staffs and workers are shown in their pay slips. The pay slips of interviewed workers were also seen at estate and mill and each one was found to show correctly their monthly earnings. The monthly pay also conformed to the requirements of the Minimum Wages Order 2012 which specify that the basic pay should not be less than RM800.00 per month or RM30.77 per day had been verified by auditor.
	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	Yes	The employment contract is in both English and Bahasa. Employment contract for interviewed foreign workers have stated their working hours, employee provident fund, annual leave, medical benefits and sick leave, insurance scheme, retirement, and etc.

	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		
6.5.3	Growers and millers shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, in accordance with Workers' Minimum Standard of Housing and Amenities Act 1990 (Act 446) or above, where no such public facilities are available or accessible (not applicable to smallholders). Minor Compliance	No	<p>The workers and staffs were provided with company's houses at the line side with free water and electricity. A surau, clinic, 2 new crèches one in the eastern and another at the northern zone and a sundry shop were available in the CU. Both rain and treated water were used by the occupants of the houses. Electricity was, however, provided at certain periods of time in the evening and early morning. Ribubonus CU had also provided pre-school and primary school for the children of its foreign workers by way of the Humana schools. Free transportation to near-by government schools for children of local workers and staff was provided by the estate. Workers had free access to basic health services provided through company-run clinics. More serious cases were transferred to government hospitals in nearby towns using estate vehicles.</p> <p>During the 4th surveillance audit. It was found the treated water is connected to the rain harvesting tank and was used for cooking. There was no evidence to show that tank water is fit for human consumption. Therefore, minor NCR MH2 was issued.</p> <p>During this recertification audit, it was found the Ribubonus CU has taken action as below :</p> <ul style="list-style-type: none"> • A water quality test was conducted to determine if the water supply is fit for consumption. The water tank sampling for analysis dated 8 May 2015 conducted by Chemsain Konsultant Sdn Bhd shows the results of Total Coliform Count, E. Coli count and Iron was within the specified limit. • An awareness program was conducted for all workers where water supply to be boil before drinking on October 2014.

				<p>Therefore the Minor NCR MH2 was closed.</p> <p>Line inspection was conducted to all Central, Eastern and Northern site. Latest inspection was conducted on 3 June 2015. One line site for Mill workers was inspected on 14 June 2015.</p> <p>However it was found the line site inspection report was not reflected to actual situation of the houses. Action taken from comment by inspector was not effective. The workers' housing sanitation service/condition was not effectively carried out as below;</p> <ul style="list-style-type: none"> • The inspection of workers' housing by a worker at Ribubonus POM did not reflect to the actual condition of the housing area. • The upkeep (sanitation) of workers' housing at Ribubonus CU was not effectively carried out as required (Section 8 (1)(a)). It was observed that grasses have overgrown at the monsoon drain which caused water clogging. <p>Therefore Minor NCR KN01/2015 was raised.</p>
	6.5.4	<p>Growers and millers shall make demonstrable efforts to monitor and where able, improve workers' access to adequate, sufficient and affordable food.</p> <p>Minor Compliance</p>	Yes	<p>Ribubonus CU had demonstrate efforts to monitor and improved workers' access to adequate, sufficient and affordable food by monitoring the price list of the canteen operators. Interviews with both canteen operator, Minogulu and Kimura found the price list dated were verified by the Ribubonus CU</p>
C 6.6 The employer respects the rights	6.6.1	A published statement in local languages recognising	Yes	<p>The company's policy of respecting the rights of workers to join trade unions or other forms of association had been spelt out as one of the conditions in the workers contract document. A published statement on freedom of workers to join legal union, entitled</p>

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.		freedom of association shall be available. Major Compliance		Himbauan, was publicized as notices in 'Bahasa Malaysia' language was posted publicly in the Ribubonus CU. The statement stated that the workers were allowed to join any registered organizations or associations and also foreign workers were not allowed to hold any positions in the organizations or associations. The statement was signed by the estate's manager. However, workers' representatives have been appointed as members of the Welfare Committee in the estates.
	6.6.2	Minutes of meetings with main trade unions or workers representatives shall be documented. Minor Compliance	Yes	Minutes of meetings with main trade unions or workers representatives was documented in the minutes of meeting dated 8th June 2015. Interviews with workers representatives confirm the meeting was conducted.
C 6.7 Children are not employed or exploited.	6.7.1	There shall be documentary evidence that minimum age requirements are met. Major Compliance	Yes	The documentary evidence that minimum age requirements are met can be seen in Employee Master List, June 2015. The master lists of employees sighted in the estate and POM showed that no worker below the age of 18 years was recruited since the last surveillance audit. The CU adheres to the child labour policy as espoused by the International Labour Convention which states, among others, that those under 18 years must not be employed to work in hazardous jobs.

C 6.8 Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.	6.8.1	A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment shall be documented. Major Compliance	Yes	The equal opportunity policy (dated September 2010) is publicly available in the estate and POM. The policy statements emphasise on worker information, recruitment and selection, training, employee development, terms of service and records of service. This policy is posted on notice boards for the understanding of the public and workers.
	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	Yes	The terms of employment, work assignments, housing policy and other requirements have not been found to be discriminatory. Interviews with workers and other stakeholders also revealed that the Ribubonus CU has not discriminated its staffs and workers. Migrant workers receive similar pay, stay in the same house and enjoy similar medical benefits as their local counterparts. It was confirmed during interview with local and foreigner representative at Ribubonus Estate and Ribubonus POM
	6.8.3	It shall be demonstrated that recruitment selection, hiring and promotion where relevant are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available. Minor Compliance	Yes	Ribubonus CU has demonstrated that recruitment selection, hiring and promotion where relevant are based on skills, capabilities, qualities, and medical fitness necessary for the jobs was available in "Recruitment selection, Hiring and Promotion" (PPB/HR/(0)/0752015) dated 7 May 2015 for staff and "Recruitment of Workers" PPB/HR/RSPO 6.12.3/220515 for workers.
C 6.9 There is no harassment or	6.9.1	A policy to prevent sexual and all other forms of harassment and violence shall be implemented and	Yes	A Policy on Sexual Harassment, Violence and Abuse, Reproductive Rights Policy dated June 2014 was verified. It was communicated to all levels of workforce by placing it on notice board and awareness training on 2 nd June 2015.

abuse in the work place, and reproductive rights are protected.		communicated to all levels of the workforce. Major Compliance		An awareness on Family Planning was conducted on 16 Jun 2015, and also during Women and Children Committee Meeting on 8 th June 2015.
	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	Yes	A Policy on Sexual Harassment, Violence and Abuse, Reproductive Rights Policy dated June 2014 was verified. It was communicated to all levels of workforce by placing it on notice board and awareness training on 2nd June 2015. An awareness on Family Planning was conducted on 16 Jun 2015, and also during Women and Children Committee Meeting on 8th June 2015.
	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	No	A specific grievance mechanism which respects anonymity and protects complainants where requested have been established in "Dispute & Grievances Procedure, PPB/RSPO 6.3 (2.2)/(1) dated 11 May 2015. However, the established specific grievance mechanism which respects anonymity and protects complainants was not communicated to all levels of the workforce at Ribubonus CU. Therefore Minor NCR KN02/2015 was raised.
C 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	Yes	Current and past prices list paid for Fresh Fruit Bunches (FFB) was publicly available at notice board office and weighbridge of Ribubonus POM.
	6.10.2	Evidence shall be available that growers/millers have	Yes	Interviews were held with FFB suppliers and contractors who had been supplying fruits to the mill. The FFB suppliers had been selling their fruits for about 5 to 10 years. The

		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		FFB suppliers, understood the FFB pricing, and pricing mechanisms as explained during stakeholder meeting on 8 th June 2015.
	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	Yes	The contractors understand the contractual agreements they enter into, and that contracts are fair, legal and transparent. It was confirm during the consultation with contractors/canteen operators (Minogulu and FFB suppliers Twin Acres, Reward Plantation, Bentara Hijau, Syarikat Leoung En Chu at POM.
	6.10.4	Agreed payments shall be made in a timely manner. Minor Compliance	Yes	Agreed payments shall be made in a timely manner. It was confirm during the consultation with canteen operator (Minogulu and Kimura), FFB suppliers (Twin Acres, Reward Plantation, Bentara Hijau) and contractor (Syarikat Leoung En Chu).
C 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	Yes	Contributions to local development that are based on the results of consultation with local communities were demonstrated during stakeholder meeting. For example; <ol style="list-style-type: none"> 1. Free ferry services for all Villagers from Kg. Baba, Kg. Ensuan, Kg. Gading and Kg. Melapi 2. Constructing bus stop and open hall at Sk. Pekan Telupid 3. Road maintenance for Kg Baba and Kg Ensuan across the estate (to send their FFB) 4. Donation to Kg Gambaron for Pesta Kaamatan on April 2015
	6.11.2	Where there are scheme smallholders, there shall be	Yes	There is no smallholders surrounding Ribubonus CU. Therefore, this indicator is not applicable. However the workshop with FFB Suppliers has been conducted on 23 rd March

		evidence that efforts and/or resources have been allocated to improve smallholder productivity. Minor Compliance		2015. It was attended by villagers and FFB suppliers, including one NGO from TFT Malaysia (The Forest Trust)
C 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	Yes	Evidence on no forms of forced or trafficked labour are used can be seen in “No Deforestation, No Peat, No Exploitation Policy, dated 5 Dec 2013, specific on Respect and Recognize the rights off all Workers including Contract, Temporary and Migrant Workers clause.
	6.12.2	Where applicable, it shall be demonstrated that no contract substitution has occurred. Minor Compliance	Yes	There is no contract substitution has occurred as stated in the labour policy and procedures was established and implemented as Recruitment of Workers” PPB/HR/RSPO 6.12.3/220515 dated 22 May 2015
	6.12.3	Where temporary or foreign workers are employed, a special labour policy and procedures shall be established and implemented. Major Compliance	Yes	A foreign workers are employed, a special labour policy and procedures was established and implemented as Recruitment of Workers” PPB/HR/RSPO 6.12.3/220515 dated 22 May 2015
C 6.13	6.13.1	A policy to respect human rights shall be documented and communicated to all levels of the workforce and	Yes	A Wilmar Human Right Policy dated June 2014 has been signed off by Group Plantation Head and it was verified at Ribubonus Estate. The awareness among all levels of the

Growers and millers respect human rights		operations (see Criteria 1.2 and 2.1). Major Compliance		workforce and operations were conducted during the muster briefing on 19 th June 2015. The attendance list and pictorial report were verified during the audit. A leaflet regarding Human Right and Sexual Harassment was distributed to all workers on 2 nd June 2015. It was found a policy to respect human rights was documented and communicated to all levels of the workforce and operations at Ribubonus CU
	6.13.2	As long as children of foreign workers in Sabah and Sarawak are ineligible to attend government school, the plantation companies should engage in a process to secure these children access to education as a moral obligation. Minor Compliance	Yes	One Humana and Community Learning Centre (CLC) School and two Crèche were constructed near Central Division to secure workers children access to education as moral obligation. A total of 90 children from 7 – 12 years old was schooling in CLC and Humana at Ribubonus CU. Site visit to CLC found the infrastructure was well maintained with new paint and play ground was provided by Ribubonus CU.

Principle 7: RESPONSIBLE DEVELOPMENT OF NEW PLANTINGS

Ribubonus CU has no plan for any new planting and no new development of area was observed during the visit. Thus Principle 7 is not applicable.

Clause	Indicators		Comply Yes/No	Findings
C 7.1 A comprehensive and participatory independent social and environmental	7.1.1	An independent social and environmental impact assessment (SEIA), undertaken through a participatory methodology including the relevant		Not applicable

impact assessment is undertaken prior to establishing new plantings or operations, or expanding existing ones, and the results incorporated into planning, management and operations.		affected stakeholders, shall be documented. Major Compliance		
	7.1.2	Appropriate management planning and operational procedures shall be developed and implemented to avoid or mitigate identified potential negative impacts. Minor Compliance		Not applicable
	7.1.3	Where the development includes an outgrower scheme, the impacts of the scheme and the implications of the way it is managed shall be given particular attention. Minor Compliance		Not applicable
C 7.2 Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into	7.2.1	Soil suitability maps or soil surveys adequate to establish the long-term suitability of land for oil palm cultivation shall be available and taken into account in plans and operations. Major Compliance		Not applicable
	7.2.2	Topographic information adequate to guide the		Not applicable

plans and operations		<p>planning of drainage and irrigation systems, roads and other infrastructure shall be available and taken into account in plans and operations.</p> <p>Minor Compliance</p>		
<p>C 7.3</p> <p>New plantings since November 2005 have not replaced primary forest or any area required to maintain or enhance one or more High Conservation Values</p>	7.3.1	<p>There shall be evidence that no new plantings have replaced primary forest, or any area required to maintain or enhance one or more High Conservation Values (HCVs), since November 2005. New plantings shall be planned and managed to best ensure the HCVs identified are maintained and/or enhanced (see Criterion 5.2).</p> <p>Major Compliance</p>		Not applicable
	7.3.2	<p>A comprehensive HCV assessment, including stakeholder consultation, shall be conducted prior to any conversion or new planting. This shall include a land use change analysis to determine changes to the vegetation since November 2005. This analysis shall be</p>		Not applicable

		used, with proxies, to indicate changes to HCV status. Major Compliance		
	7.3.3	Dates of land preparation and commencement shall be recorded Minor Compliance		Not applicable
	7.3.4	An action plan shall be developed that describes operational actions consequent to the findings of the HCV assessment, and that references the grower's relevant operational procedures (see Criterion 5.2). Major Compliance		Not applicable
	7.3.5	Areas required by affected communities to meet their basic needs, taking into account potential positive and negative changes in livelihood resulting from proposed operations, shall be identified in consultation with the communities and incorporated into HCV assessments and		Not applicable

		management plans (see Criterion 5.2). Minor Compliance		
C 7.4 Extensive planting on steep terrain, and/or marginal and fragile soils, including peat, is avoided.	7.4.1	Maps identifying marginal and fragile soils, including excessive gradients and peat soils, shall be available and used to identify areas to be avoided. All new plantings should not be cultivated on land more than 300m above sea level unless specified by local legislation. Minor Compliance		Not applicable
	7.4.2	Where limited planting on fragile and marginal soils, including peat, is proposed, plans shall be developed and implemented to protect them without incurring adverse impacts. Major Compliance		Not applicable
C 7.5 No new plantings are established on local peoples' land where it can be demonstrated that	7.5.1	Evidence shall be available that affected local peoples understand they have the right to say 'no' to operations planned on their lands before and during initial discussions, during the stage of		Not applicable

<p>there are legal,customary or user rights, without their free, prior and informed consent.</p> <p>This is dealt with through a documented system that enables these and other stakeholders to express their views through their own representative institutions.</p>		<p>information gathering and associated consultations, during negotiations, and up until an agreement with the grower/miller is signed by these local peoples.</p> <p>Major Compliance</p>		
<p>C 7.6</p> <p>Where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent</p>	<p>7.6.1</p>	<p>Documented identification and assessment of demonstrable legal, customary and user rights shall be available.</p> <p>Major Compliance</p>		<p>Not applicable</p>
	<p>7.6.2</p>	<p>A system for identifying people entitled to compensation shall be in place.</p> <p>Major Compliance</p>		<p>Not applicable</p>

and negotiated agreements.	7.6.3	A system for calculating and distributing fair compensation (monetary or otherwise) shall be in place. Major Compliance		Not applicable
	7.6.4	Communities that have lost access and rights to land for plantation expansion shall be given opportunities to benefit from plantation development. Minor Compliance		Not applicable
	7.6.5	The process and outcome of any compensation claims shall be documented and made publicly available. Minor Compliance		Not applicable
	7.6.6	Evidence shall be available that the company has made adequate efforts to enable affected communities and rights holders to have access to information and advice that is independent of the project proponent, concerning the legal, economic, environmental and social implications of the		Not applicable

		proposed operations on their lands. Minor Compliance		
C 7.7 No use of fire in the preparation of new plantings other than in specific situations, as identified in the ASEAN guidelines or other regional best practice.	7.7.1	There shall be no land preparation by burning, other than in specific situations, as identified in the ' <i>Guidelines for the Implementation of the ASEAN Policy on Zero Burning</i> ' 2003, or comparable guidelines in other regions. Major Compliance		Not applicable
	7.7.2	In exceptional cases where fire has to be used for preparing land for planting, there shall be evidence of prior approval of the controlled burning as specified in ' <i>Guidelines for the Implementation of the ASEAN Policy on Zero Burning</i> ' 2003, or comparable guidelines in other regions. Minor Compliance		Not applicable
C 7.8	7.8.1	The carbon stock of the proposed development area and major potential sources		Not applicable

<p><i>Preamble</i></p> <p>New plantation developments are designed to minimize net greenhouse gas emissions.</p>		<p>of emissions that may result directly from the development shall be identified and estimated.</p> <p>Major Compliance</p>		
	7.8.2	<p>There shall be a plan to minimise net GHG emissions which takes into account avoidance of land areas with high carbon stocks and/or sequestration options.</p> <p>Minor Compliance</p>		Not applicable

Principle 8: COMMITMENT TO CONTINUOUS IMPROVEMENT IN KEY AREAS OF ACTIVITY

Clause	Indicators		Comply Yes/No	Findings
<p>C 8.1</p> <p>Growers and millers regularly monitor and review their activities, and develop and implement action</p>	8.1.1	<p>The action plan for continual improvement shall be implemented, based on a consideration of the main social and environmental impacts and opportunities of the grower/mill, and shall include a range of Indicators</p>	Yes	

plans that allow demonstrable continual improvement in key operations.		covered by these Principles and Criteria. As a minimum, these shall include, but are not necessarily be limited to: Major Compliance		
	a)	Reduction in use of pesticides(Criterion 4.6);	Yes	<p>Herbicides spraying at Ribubonus Estate is mainly only to palm circle and harvesting path. Occasionally, woody growth sprayings were carried out whenever necessary. Blanket spraying is not practiced as the estate maintained the growth of soft weeds and <i>Neproiepis biserrata</i>. The estate is also committed to minimise the use of pesticides by continuously planting beneficial plants.</p> <p>As Ribubonus CU is part of a well-established organisation, the yield performance has always been the top priority in ensuring long-term economic and financial viability. In general, various efforts have been done to optimise the yield of the plantation such as minimising crop losses, ensuring the soil fertility is maintained in good level and maintaining transportation facilities in good condition. Apart from that, the company is always keep itself updated with possible technological options especially in mechanization and better planting material.</p> <p>Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations. New 2 blocks of Type H housing were constructed for workers (1 Block with 4 doors). It is an additional unit for new workers and to reduce sharing home for married workers. Capital Expenditure 2015 was verified during the audit.</p>
	b)	Environmental impacts (Criteria 4.3, 5.1 and 5.2);	Yes	
	c)	Waste reduction (Criterion 5.3);	Yes	
	d)	Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8);	Yes	
	e)	Social impacts (Criterion 6.1);	Yes	
	f)	Encourage optimising the yield of the supply base	Yes	

				Instead of that, the Ribubonus CU had plan to install biogas plant, budgeted for 2015 and the project was planned to start by end of 2015.
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RSPO Supply Chain at the palm oil mill - Module E – CPO Mills: Mass Balance

Item No	Requirement	Findings
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;	Ribubonus Palm Oil Mill (RPOM) has replaced its previous documented procedure [Supply Chain and Traceability (Mass Balance), dated 21/4/2013] with 'Traceability SOP [doc No.: SOP-MILL-003, issued 1/1/2012, rev. 2 dated 31/3/2015] describing the implementation of the elements in the supply chain system. The procedure is linked to SOP – SCCS & ISCC Supply Chain & Traceability (Mass Balance Model) [doc. No.: SOP-MILL-001, issued 11/5/2011, rev. 4 dated 31/3/2015], for MB accounting calculation.
	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 awareness of the site procedures for the implementation of this standard.	Mill manager has been appointed the person having overall responsibility for and authority over the implementation of the SC Standard since 7/6/2012.

E.3.2	The site shall have documented procedures for receiving and processing certified and non-certified FFBs.	<p>Mechanism is stated in the procedure SKPOM/MB/01, Clause 1.5.1 and processing in Clause 1.5.2.</p> <p>For receiving, two documents involved i.e.:</p> <ul style="list-style-type: none"> i) FFB Despatch Note from the estate brought by lorry driver – to indicate the name of the estate, date of delivery, Field No. or collection ramp no., vehicle no and name of driver ii) Weighbridge Ticket – to indicate the mill weight, FFB Despatch No. and date of receipt <p>Processing of FFB is done in normal way as guided by its SSOP [SSOP-MILL-001 to 026], issued 11/5/2011, which covers the entire operation from receiving of FFB until dispatch of CPO & PK.</p>
E.4	Purchasing and goods in	The mill verified through FFB Dispatch Note. Records of volumes of certified and non-certified FFBs received were available in both hard and softcopy.
E.4.1	The site shall verify and document the volumes of certified and non-certified FFBs received.	
E.4.2	The site shall inform the CB immediately if there is a projected overproduction of certified tonnage.	No overproduction.
E.5	Record keeping	Recorded in “Daily ISCC/RSPO CSPO / CSPK Production Record”.
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 three-monthly basis.	
	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>Based on the “Daily CSPO / CSPK Production Record”, deductions were correctly made. All CSPO were sold under ISCC certification and none under RSPO.</p> <p><u>Sampled January 2015 delivery</u></p> <p>Total delivery of CSPK/MB = 274.21 mt / 8 trips</p>

		<p>All relevant dispatch documents were available for verification i.e.:</p> <ul style="list-style-type: none"> • Mill's weighbridge ticket • Transporter's collection order • Receiving note from refinery • Delivery order by the mill to refinery
	<p>c) The site can only deliver Mass Balance sales from a positive stock. Positive stock can include product ordered for delivery within three months. However, a site is allowed to sell short.(ie product can be sold before it is in stock.)</p>	<p>All deliveries in the period under review came from positive stock and no short sale was made.</p>
E.5.2	<p>In cases where a mill outsources activities to an independent (not owned by the same organization) palm kernel crush, the crush still falls under the responsibility of the mill and does not need to be separately certified. The mill has to ensure that the crush is covered through a signed and enforceable agreement.</p>	<p>Outsource only for CPO & PK Transportation, which contracts handled by Contract Department at Wilmar HQ in Sandakan. The contract agreements are yearly basis.</p> <p>There is no outsourcing activity with regards of processing the material or product.</p>

3.2 Identified non-conformances and noteworthy Positive Components

Ribubonus CU had improvement made to their RSPO implementation. This can be seen from physical improvement of social responsibilities for its employees, minimal number of incidents related to environmental & occupational and maintaining its productivity at the best possible to maximise the company's profit.

Commitment from top management on the RSPO implementation is also evident during the assessment. The level of awareness among the employees on the RSPO implementation has also improved. They are able to explain not only the operating procedure related to their work but also the impact of its deviation, the consequence for not following them and the importance in achieving conformity to the RSPO requirements. Nonetheless, the assessment team has issued two non-conformities as detailed below:

Recertification Audit (2015) Detail of Findings and Corrective Actions Taken

P & C Indicator	Specification Major/Minor	Detail Non-conformances	Corrective Action Taken	Verification by Assessor
Indicator 6.5.3 NCR #: KN01/2015	Minor	Requirement: Indicator: 6.5.3 - Growers and millers provide adequate housing, water supplies, medical, educational and welfare amenities in accordance with Workers' Minimum Standard of Housing and Amenities Act 1990 (Act 446) or above, where no such public facilities are available or accessible.	1. The inspection report to be verify by the mill manager 2. Cutting of the grass and maintenance of the storm drain to be conducted immediately	The action plans was found to be acceptable, however the effectiveness of the implementation will be verified in the next surveillance audit. Status: accepted
Indicator 6.9.3 NCR#: KN02/2015	Minor	Requirement: Indicator 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.	The process of communicating the policy was plan to be completed by October 2015.	The action plans was found to be acceptable, however the effectiveness of the implementation will be verified in the next surveillance audit. Status: accepted

3.3 Status of Non-conformities Previously Identified

FOLLOW UP PREVIOUS NCR

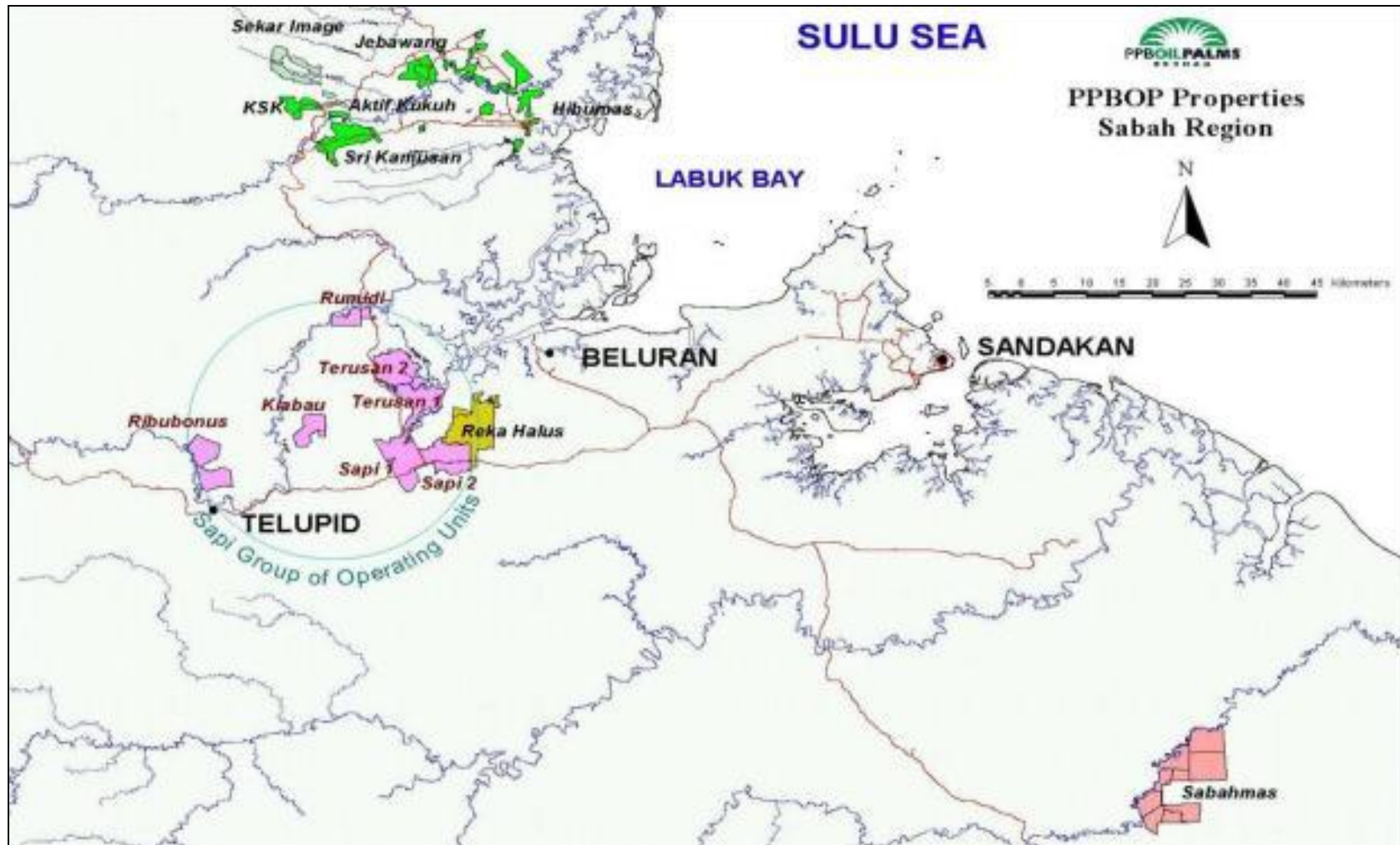
4th Surveillance Audit (2014) Detail of Findings and Corrective Actions Taken

P & C Indicator	Specification Major/Minor	Detail Non-conformances	Corrective Action Taken	Verification by Assessor
Indicator 2.1.1 : #MH1	Major	<p>Indicator 2.1.1 : Evidence of compliance with legal requirements Noise Exposure Regulation 1989 – Regulation 22 (b) : Frequency of audiometric testing (hearing impairment and Standard Threshold Shift) on annual basis Finding : The above requirement was not fulfilled Objective evidence : List of workers for annual audiometric testing in 2013 and 2014 has failed to include :</p> <ul style="list-style-type: none"> i) 2 workers (production supervisor & oil room operator) who have hearing impairment based on 2012 report. ii) 2 workers (security and oil room operator) who have hearing impairment based on 2013 report 	<p>Immediate action done by Ribubonus Mill :</p> <ul style="list-style-type: none"> a) Report of the audiometric testing for Mr Jawhalal to be send to the lead auditor as a prove that the audiometric test has been conducted b) Audiometric testing for Mr Arip & Mr Dursin has been conducted on the 5 September 2014. <p>Corrective action taken by EMU :</p> <ul style="list-style-type: none"> a) ES & H officer to check all audiometric record & result making sure that no relevant workers slip out from the hearing conservation program. c) Hearing conservation program had been conducted for those with hearing impairment. 	<p>Verified audiometric report for the said person on July 2014. Audiometric test was carried out recently on September 2014. Verified report for both exposed workers. Status the affected workers will be verified in the next audit. Status : Closed Refer to notification email by Senior Manager Sustainability pertaining to safety and health programme. Effectiveness of corrective action taken will be verified in the next audit . Status : Closed</p> <p>Verification:</p> <ul style="list-style-type: none"> • The annual audiometric test was conducted, latest on Hearing conservation programme was conducted on 5/5/15 and 56 workers were involved. In general, 14 workers get mild hearing impairment, others normal.

				<ul style="list-style-type: none"> The hearing conservation programme was conducted on 5/5/15 during audiometric test program, by DAB OH Sdn Bhd. <p>Status: Close</p>
Indicator : 6.5.3 #MH2	Minor	<p>Growers and millers provide adequate housing, water supplies, medical, educational and welfare amenities in accordance with Workers' Minimum Standard of Housing and Amenities Act 1990 (Act 446) or above, where no such public facilities are available or accessible (not applicable to smallholders).</p> <p>Finding : The above requirement was not adhered</p> <p>Objective evidence :</p> <p>i) Based on interview with workers, treated water (from WTP) is connected to rain water harvesting tank and used for cooking. No evidence to show that the tank water is fit for human consumption.</p>	<p>Corrective action taken by Ribubonus CU :</p> <p>a) A water quality test will be conducted to determine if the water supply is fit for consumption. Completion date by November 2014</p> <p>b) An awareness program will be conducted for all workers where water supply to be boil before drinking. Completion Date by October 2014.</p>	<p>Corrective action taken will be verified in the next audit.</p> <p>Status : Closed</p> <p>Verification:</p> <p>During the 4th surveillance audit. It was found the treated water is connected to the rain harvesting tank and was used for cooking. There was no evidence to show that tank water is fit for human consumption. Therefore, minor NCR MH2 was issued.</p> <p>During this recertification audit, it was found the Ribubonus CU has taken action as below :</p> <ol style="list-style-type: none"> A water quality test was conducted to determine if the water supply is fit for consumption. The water tank sampling for analysis dated 8 May 2015 conducted by Chemsain Konsultant Sdn Bhd shows the results of Total Coliform Count, E. Coli count and Iron was within the specified limit. An awareness program was conducted for all workers where water supply to be boil before drinking on October 2014. <p>Status:Closed.</p>

<p>Indicator 5.3.2 #MH3</p>	<p>Minor</p>	<p>Having identified wastes and pollutants, an operational plan should be developed and implemented, to avoid and reduce pollution. Finding : Scheduled waste operational plan was not consistently implemented at Ribubonus Mill and estate. Objective evidence : Ribubonus Mill i) Labelling for SW409 was not placed on the container. Name of waste and date of first generation cannot be verified. ii) 5th Schedule (inventory) was not accurate recorded for SW109, SW410 and SW429 based on July 2014 inventory. Ribubonus Estate i) Labelling of schedule waste (solid and liquid) has to be in accordance with 3rd Schedule. ii) Waste generatio was sighted on site however it was not updated in the inventory. For example SW 410 & SW305</p>	<p>Corrective action taken by Ribubonus CU : a) New standard label will be order and place at correct storage container. Date of completion by October 2014. b) Updating of all schedule waste record and 5th Schedule. Date of completion by October 2014. c) ES & H officer will be sent for Scheduled Waste Manager training by November 2014.</p>	<p>Corrective action taken will be verified in the next audit. Verification: <ul style="list-style-type: none"> • The inventory were kept up todate • The labelling were accordance to the 3th Schedule. (verified during site visit) • Mr Simin was appointed as Scheduled Waste Manager. Status: Closed</p>
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Location map of Ribubonus Certification Unit



Assessment Programme

Day 1: 23rd June 2015 (Tuesday)

Time	Activities / areas to be visited			Auditee
0930-1000	Opening Meeting at Ribubonos CU, audit team introduction and briefing on audit objectives, scope, methodology, criteria and programmes* by audit team leader			Top mgmt & Committee Member
1000-1030	Briefing on the organization implementation of RSPO (including action taken to address main assessment findings) and progress of Time Bound Plan.			Management Representative
1030-1300	<p style="text-align: center;">MH</p> <p style="text-align: center;"><u>Ribubonus POM</u></p> <p>Coverage of assessment: P1, P2, P4, P5, P8</p> <ul style="list-style-type: none"> iv) Laws and regulations v) Occupational safety & health practice – witness activities at site vi) Environmental management – witness activities at site vii) Waste & chemical management viii) Interview with workers , safety committee and contractors ix) Facilities at workplace x) Training and skill development programmes xi) Continuous improvement 	<p style="text-align: center;">KN</p> <p style="text-align: center;"><u>Ribubonos Estate</u></p> <p>Coverage of assessment: P1, P2, P4, P5, P6, P8</p> <ul style="list-style-type: none"> iii) Laws and regulations iv) Land titles user rights v) Social Impact Assessment (SIA), management plan & implementation vi) Complaints and grievances vii) Consultation with relevant government agencies viii) Interview workers, GPW, local communities and stakeholders ix) Inspection of protected sites with HCV attributes x) Forested area, plantation boundary, adjacent and neighbouring land use xi) Riparian zone xii) Continuous improvement 	<p style="text-align: center;">VS</p> <p style="text-align: center;"><u>Ribubonus Estate</u></p> <p>Coverage of assessment: P1, P2, P3, P4, P7, P8</p> <ul style="list-style-type: none"> • Laws and regulations • Commitment to long-term economic and financial viability • Good Agricultural Practice-witness activities at site (weeding/ spraying, etc) • EFB mulching, POME application Nursery (if any) • Chemical store/fertilizer • Plantation on hilly/swampy area • IPM implementation, training and safe use of agro-chemicals. • New planting • Continuous improvement 	Guide/PIC
1300-1400	Lunch Break			
1400-1700	Continue assessment	Continue assessment	Continue assessment	Guide/PIC

Day 2: 24th June 2015 (Wednesday)

Time	Activities / areas to be visited			Auditee
0900-1300	MH	KN	VS	Guide/PIC
	<u>Ribubonus POM</u>	<u>Ribubonos Estate</u>	<u>Ribubonos Estate</u>	
	1. Continue unfinished assessment	2. Continue unfinished assessment	3. Continue unfinished assessment	
1300-1400	Lunch Break			
1400-1700	<p style="text-align: center;"><u>Ribubonus Estate</u></p> <p>Coverage of assessment: P1, P2, P4, P5, P8 xii) Laws and regulations xiii) Occupational safety & health practice – witness activities at site xiv) Environmental management – witness activities at site xv) Waste & chemical management xvi) Interview with workers , safety committee and contractors xvii)Facilities at workplace xviii) Training and skill development programmes xix) Continuous improvement</p>	<p style="text-align: center;"><u>Ribubonos POM</u></p> <p>Coverage of assessment: P1, P2, P4, P5, P6, P8 xiii) Laws and regulations xiv) Land titles user rights xv) Social Impact Assessment (SIA), management plan & implementation xvi) Complaints and grievances xvii)Consultation with relevant government agencies xviii) Interview workers, GPW, local communities and stakeholders xix) Inspection of protected sites with HCV attributes xx) Forested area, plantation boundary, adjacent and neighbouring land use xxi) Riparian zone xxii)Continuous improvement</p>	<p style="text-align: center;"><u>Ribubonus POM</u></p> <p>RSPO Supply Chain implementation including the model used</p> <ul style="list-style-type: none"> • General Chain of Custody System Requirements for the supply chain • Documented procedures • Purchasing and goods in • Outsourcing activity • Sales and goods out • Processing • Records keeping • Registration • Training • Claims • RSPO P& C requirement related to laws and regulations 	Guide/PIC

Day 3: 25th June 2015 (Thursday)

Time	Activities / areas to be visited			Auditee
0900-1300	MH	KN	VS	Guide/PIC
	<u>Ribubonus Estate</u>	<u>Ribubonos POM</u>	<u>Ribubonus POM</u>	
	Continue unfinished assessment	Continue unfinished assessment	<ul style="list-style-type: none"> • Continue unfinished assessment 	
1300-1400	Lunch Break			
1400-1700	<ul style="list-style-type: none"> • Verification on outstanding issues • Audit Team discussion, preparation on audit findings and issuance of NCR (if any) 			Guide/PIC
1700	Closing Meeting			