



SIRIM QAS INTERNATIONAL SDN. BHD.  
Building 4, SIRIM Complex, No. 1, Persiaran Dato' Menteri,  
Section 2, 40700 Shah Alam, Selangor, Malaysia.

File Ref. : ED04270001

**RSPO PUBLIC SUMMARY REPORT**

CLIENT : DARA LAM SOON CERTIFICATION UNIT

PARENT COMPANY : LAM SOON CANNERY PRIVATE LIMITED

RSPO MEMBERSHIP No.: 2-0909-18-000-00

LOCATION OF THE CERTIFICATION UNIT (MILL AND THE SUPPLY BASE):  
(In the case of multisite certification, list additional sites in attachments) :

Certification Unit	Mill and Supply Base	GPS Location		Location
		Latitude	Longitude	
DARA LAM SOON	Dara Lam Soon Palm Oil Mill	03° 09.421' N	103° 09.818' E	92 km off Kuantan - Segamat Highway, 26700 Muadzam Shah, Pahang, Malaysia.
	Dara Lam Soon Estate	03° 09.406' N	103° 09.696' E	

MAP : See Attachment 1

AUDIT DATE : 17 – 21 February 2020

DURATION : 14 auditor days

TYPE OF AUDIT :  Annual Surveillance Audit No. 2  Recertification Audit

STANDARD: MYNI 2019 FOR RSPO PRINCIPLE & CRITERIA 2018

SCOPE OF CERTIFICATION: Production of Sustainable Crude Palm Oil and Palm Kernel Using Identity Preserved Supply Chain Model

VALIDITY OF RSPO CERTIFICATE : 18/05/2018 – 17/05/2023

The following attachments form part of this report:

Non-conformity Report(s)

List of additional site(s)

Report by Audit Team Leader

Acknowledgement by Client's Representative

Name : DZULFIQAR AZMI

Name : MOSDI BIN LATIF

Signature :

Signature :

Date : 7 May 2020

Date : 11 / MAY / 2020



## RSPO PUBLIC SUMMARY REPORT

### SUMMARY OF AUDITS

<b>Stage 2 audit / Recertification audit</b>			
On-site audit date	: 16-18 January 2018	No. of auditor days	: 12
Audit team	: Rozaimée Bin Ab Rahman, Mohd Zulfakar Kamaruzaman, Mohd Raouf Bin Asis		
No. of major NCR	: 9	Indicator: 5.2.1, 6.1.1, 6.1.2, 6.1.3, 2.1.1, 3.1.1, 4.1.1, 4.7.2, 5.1.1	Closing date : 16/4/2018
No. of minor NCR	: 4	Indicator : 2.2.2, 4.3.3, 4.5.2, 4.4.1	
Indicate the stakeholders interviewed during the on-site audit	Employees	Settlers	Villagers
	√		√
	Contract workers	NGOs	Govt. agency
			Independent growers
	Indigenous people	Contractor	Others (Please specify)
	√	√	
Supply base sampled	: Lam Soon estate		
Report approved by	: Radziah Mohd Daud	Approval date : 07/05/2018	

<b>Annual Surveillance Audit 1</b>			
On-site audit date	: 26 February – 1 March 2019	No. of auditor days	: 12 Auditor days
Audit team	: Mohd Zulfakar Kamaruzaman (LA), Rozaimée Ab Rahman, Amir Bahari		
No. of major NCR	: 6	Indicator : 4.7.3, 5.3.2, 6.5.2, 6.2.1 , 5.13.1 (SCCS), D 4.2 (SCCS)	Closing date : 30/05/2019
No. of minor NCR	: Nil	Indicator : -	
Indicate by ticking the stakeholders interviewed during the on-site audit	Employees	Settlers	Villagers / Local communities
	√		√
	Contract workers	NGOs	Govt. agency
	√		√
	Indigenous people	Contractor	Others (Please specify)
	√	√	
Supply base sampled	: Dara Lam Soon Estate		
Changes since the last audit	: Nil		
Justification of audit planning	: Total allocation of auditor days for Dara Lam Soon CU were: <ul style="list-style-type: none"> <li>• Mill = 6 days (6 days for safety and health, environment, mill best practices, GHG verification and for supply chain certification systems)</li> <li>• Estate = 6 days for verification of safety and health, environment, good agriculture best practices, GHG verification.</li> </ul>		
Report approved by	: Radziah Mohd Daud	Approval date : 04/06/2019	

**RSPO PUBLIC SUMMARY REPORT**

<b>Annual Surveillance Audit 2</b>					
On-site audit date	:	17 – 21 February 2020	No. of auditor days :	14 auditor days	
Audit team	:	Dzulfiqar Azmi (TLA), Mohd Zulfakar Kamaruzaman (LA), Rozaimee Ab Rahman and Mohd Raouf Bin Asis			
No. of major NCR	:	6	Indicator: 2.1.1, 4.2.1, 6.2.2, 6.7.3, 7.12.4, 5.5.2 (SCCS)	Closing date: 30/04/2020	
No. of minor NCR	:	6	Indicator: 2.2.2, 2.2.3, 6.4.1, 6.7.2, 7.3.3, 7.11.3		
Indicate by ticking the stakeholders interviewed during the on-site audit	:	Employees / Workers organizations	Settlers	Villagers / Local communities	Suppliers
		√		√	√
		Contract workers	Local & National NGOs	Govt. agency / Statutory bodies	Independent growers / Smallholders
		√		√	√
	:	Indigenous people	Contractor	Others (Please specify)	
		√	√		
Supply base sampled	:	Dara Lam Soon Estate			
Changes since the last audit	:	Reduction of 10 ha in planted area due to declaration of buffer zone area/conservation area. With this, the conservation area also changes with additional 10 ha.			
Justification of audit planning	:	Total allocation of auditor days for Dara Lam Soon CU were: <ul style="list-style-type: none"> <li>• Mill = 7 days for social issues, safety and health, environment, mill best practices, GHG verification and for supply chain certification systems)</li> <li>• Estate = 7 days for verification of social issues, safety and health, environment, good agriculture best practices, GHG verification.</li> </ul>			
Report approved by	:	Kamini Sooriamorthy	Approval date : 7/05/2020		

<b>Annual Surveillance Audit 3</b>					
On-site audit date	:		No. of auditor days :		
Audit team	:				
No. of major NCR	:		Indicator:	Closing date :	
No. of minor NCR	:		Indicator :		
Indicate by ticking the stakeholders interviewed during the on-site audit	:	Employees / Workers organizations	Settlers	Villagers / Local communities	Suppliers
		Contract workers	Local & National NGOs	Govt. agency / Statutory bodies	Independent growers / Smallholders
	:	Indigenous people	Contractor	Others (Please specify)	
Supply base sampled	:				
Changes since the last audit	:				
Justification of audit planning	:				
Report approved by	:		Approval date :		

**RSPO PUBLIC SUMMARY REPORT**

**SUMMARY OF INFORMATION**

**TABLE 1**

	<b>STAGE 2 / RA</b>	<b>ASA 1</b>	<b>ASA 2</b>	<b>ASA 3</b>	<b>ASA 4</b>
<b>Projection Period</b>	Jan 2018- Dec 2018	March 2019- Feb 2020	Mar 2020 – Feb 2021		
<b>Certified FFB Processed (MT)</b>	110,645	116,090	112,685		
<b>Production of Certified CPO (MT)</b>	24,342	24,960	24,227		
<b>Production of Certified PK (MT)</b>	5,532	6,385	6,198		
<b>Certified Areas (Ha)</b>	4,220	4,220	4,220		
<b>Planted Areas (Ha)</b>	4,109	4,109	*4,099		
<b>Production Areas (Ha)</b>	4,096	4,109	4,099		
<b>HCV Areas / Conservation Areas (Ha)</b>	11	11	*21		
<b>REMARKS</b>	*Reduction of 10 ha in planted area due to declaration of buffer zone area/conservation area. Thus, conservation area also changes with additional 10 ha.				

**TABLE 2**

	<b>PO</b>	<b>PK</b>
<b>Last years certified volume (MT)</b>	24,960.00	6,385.00
<b>Last years actual certified sold (MT)</b>	20,343.56	4,704.75
<b>Last years actual sold under other schemes (MT)</b>	0.00	0.00
<b>Last years sold conventional (MT)</b>	1,458.62	1,116.87
<b>New year certified volume (MT)</b>	24,227.00	6,198.00

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## RSPO PUBLIC SUMMARY REPORT

### 1.0 AUDIT PROCESS

#### 1.1 Certification Body

SIRIM QAS International Sdn. Bhd. is the 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 and nationally 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) and the International Automotive Task Force (IATF). SIRIM QAS International is a partner of IQNet, a network currently comprising of leading certification bodies in Europe, North and South America, East Asia and Australia.

SIRIM QAS International has vast experience in conducting audits related to RSPO certification. It has certified more than a hundred palm oil mills and several estates to ISO 14001 & OHSAS 18001. SIRIM QAS International has also conducted many audits for sustainable production of palm oil products against the requirements of the RSPO P&C. SIRIM QAS International was approved by the RSPO as a RSPO certification body on 21 March 2008 and re-accredited by ASI on 3 October 2019 (accredited 2014).

#### 1.2 Qualification of audit team

Member of the Audit Team	Role/area of RSPO requirements	Qualifications
Dzulfiqar Azmi	Lead Auditor / Safety & Environment, TPB, GHG	Holds a B. Sc. in Agriculture from University Teknologi Malaysia (UiTM). He had more than 5 years of working experience in the oil palm operation. He has experience in auditing since 2018. He is trained as an RSPO Lead Auditor.
Mohd Zulfakar Kamaruzaman	Auditor Social & HCV	Holds a B.Sc. Forestry from UPM. He had 5 years of working experience in the oil palm operation. He is a qualified RSPO P&C, RSPO Supply Chain and MSPO Lead Auditor.
Rozaimie Ab. Rahman	Auditor Good Agriculture Practice & Supply Chain	Holds a B. Sc. of Agriculture from UPM. He had 7 years of working experience in the oil palm operation. He is a qualified Lead Auditor for RSPO P&C and MSPO.
Mohd Ab Raouf Asis	Auditor Social	Obtained qualification in B.Sc. (Hons) Management Technology Majoring Production and Operation from UTHM in 2007. He has been in the plantation industry for 7 years assisting Estate Manager managing palm oil estates. He has been trained as RSPO as well as MSPO auditor.

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### 1.3 Audit methodology

The scope of the audit was based on a sampling of the supply bases. However, according to the new RSPO Certification system 2017 if the unit have 4 or below supply base, all estate should be audited. For this CU, Dara Lam Soon palm oil mill is with one supply base only; the Dara Lam Soon Estate. The audit has included visit to the estate, mill and settlers' houses to verify the implementation of the requirement of the certification. Interviews with the CU's management, employees, contractors and other relevant stakeholders were also conducted during the audit.

### 1.4 Stakeholder Consultation

SIRIM QAS International had initiated the stakeholder consultation by during the on-site audit. In general, there was no negative comments made against this Certification Unit.

In summary, the stakeholders interviewed during the audit and the evidence from the stakeholder consultation carried out were as tabulated below:

Stakeholders interviewed	Evidence from stakeholder consultation
1) Employees / Workers Organizations (including migrant workers)	<p>The following were confirmed during the conduct of audit as there was no evidence to prove otherwise:</p> <ul style="list-style-type: none"> <li>▪ Workers work 6 days a week with one rest day. They work 8 hours with a minimum of 30 minutes' break in between.</li> <li>▪ All workers confirmed that they receive a minimum of RM1100 per month. They receive their salaries before 7<sup>th</sup> of every month. As of the date of this audit, many have heard about the new Minimum Wages but there has been no formal briefing on the amount yet. Any overtime work is mutually agreed between workers and management, and that there is no element of forcing.</li> <li>▪ Foreign workers are not subjected to any recruitment fee. Foreign workers who choose to keep their passports at the office have done so with their written consent.</li> <li>▪ Workers are generally satisfied with the way complaints lodged are acted upon. Delays in house repairs, if any, are usually due to the need to order repair parts.</li> <li>▪ Workers state that they have been attended to by the Visiting Medical Officer during any of his visits.</li> <li>▪ One worker at Dara Lam Soon Estate give suggestion for management to check on the expiry date at sundry shop because she claim that she have found some items were in expired. During visit however, the auditor didn't found any expired items.</li> <li>▪ Workers, including foreign workers get to appoint their own representatives. There is no interference of influence exerted by the employer.</li> <li>▪ For newly-arrived foreign workers who do understand Bahasa or English, translations are provided during briefings.</li> </ul>

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2) Settlers	<ul style="list-style-type: none"> <li>▪ Not applicable.</li> </ul>
3) Villagers / Local communities (including women representatives, displaced communities)	<ul style="list-style-type: none"> <li>▪ Generally, the villagers have no issue except requesting on street light from Kota Perdana until entrance Dara Lam Soon to enhance on accessibility and safety especially to those villagers who work at Dara Lam Soon Estate. However, the CU will commence discussions with the affected villager who wanted on street light.</li> <li>▪ Interviewed local communities confirmed no land dispute.</li> </ul>
4) Suppliers	<ul style="list-style-type: none"> <li>▪ No issue raised. Payments are received in time.</li> </ul>
5) Contract workers	<ul style="list-style-type: none"> <li>▪ There were issues highlighted at indicator 6.2.2 on the agreement between contractor and his worker. The agreement was not available at time audit, hence Major NCR was raised.</li> </ul>
6) Local & national NGOs	<ul style="list-style-type: none"> <li>▪ No issues</li> </ul>
7) Government agencies / Statutory bodies	<ul style="list-style-type: none"> <li>▪ No issues</li> </ul>
8) Independent growers / Smallholders	<ul style="list-style-type: none"> <li>▪ Not applicable.</li> </ul>
9) Indigenous people	<ul style="list-style-type: none"> <li>▪ No issue highlighted.</li> </ul>
10) Contractor	<ul style="list-style-type: none"> <li>▪ Same issues as elaborated at Column No 5: Contractor workers</li> </ul>
11) Previous land owner (if any)	<ul style="list-style-type: none"> <li>▪ No issues</li> </ul>
12) Others (please specify)	<ul style="list-style-type: none"> <li>▪ No issues</li> </ul>

1.5 Audit plan : Refer to Attachment 2

1.6 Date of next audit : The next surveillance audit will be conducted within 12 months but not sooner than 9 months from this audit.

### 2.0 SCOPE OF CERTIFICATION AUDIT

#### 2.1 Description of the certification unit

The Dara Lam Soon Sdn Bhd. is one of the subsidiary under the Lam Soon (M) Berhad and incorporated on 1975 under the name Dara Lam Soon Sdn. Bhd. The core business for Dara Lam Soon Sdn Bhd is Palm Oil plantation. The Dara Lam Soon Certification Unit (hereafter referred to as Dara Lam Soon CU) is the certification unit (CU) which had been undergo to RSPO P&C MYNI 2014 and RSPO Supply Chain certification and become RSPO Member on 3 June 2016. Dara Lam Soon CU consists of 1 mill and 1 estate only which are Dara Lam Soon POM (DLSPOM) and Dara Lam Soon Estate.

The palm oil mill commenced operations in 1980 with a processing capacity of 30 metric tons of fresh fruit bunches (FFB) per hour. All the estate within the CU have been fully developed before the year of 2005.

The Dara Lam Soon CU did not have other management system certification beside of RSPO P&C and Supply Chain.



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### 2.2 Description of the Supply Base (including the planting profile)

The FFB sourced from company owned estate (Dara Lam Soon Estate) that are certified. Details of the FFB contribution from each source to the Dara Lam Soon POM are shown in the following tables:

**Table 1: Actual FFB production by the supply base for the reporting period (Mar 2019 to Feb 2020)**

CU own estates	FFB Production		Certifying CB
	Tonnes	Percentage (%)	
Dara Lam Soon Estate	102,354.42	100%	SIRIM QAS

**Table 2: Projected FFB production by supply base for the reporting period (Mar 2020 to Feb 2021)**

CU own estates	FFB Production		Certifying CB
	Tonnes	Percentage (%)	
Dara Lam Soon Estate	112,685.00	100%	SIRIM QAS

**Table 3: Actual FFB received and CPO & PK dispatch by Dara Lam Soon POM for the last reporting period (March 2019 to Feb 2020)**

RSPO Supply Chain Model: Identity Preserved	Total (MT)
FFB Received	102,354.42
FFB Processed	102,259.42
CPO Production	21,802.18
PK Production	5,821.62
CPO delivered as RSPO certified	20,343.56
CPO delivered under other schemes (MT)	-
CPO delivered as non-RSPO certified	1,458.62
PK delivered as RSPO certified	4,704.75
PK delivered under other schemes (MT)	-
PK delivered as non-RSPO certified	1,116.87
Credits traded through Books and Claim	-

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**Table 4: Projected FFB received and CPO & PK dispatch by Dara Lam Soon POM for the last reporting period (March 2020 to Feb 2021)**

RSPO Supply Chain Model: Identity Preserved	Total (MT)
FFB Received	112,685.00
FFB Processed	112,685.00
Certified FFB	112,685.00
CPO Production	24,227.00
PK Production	6,198.00
CPO delivered as RSPO certified	24,227.00
CPO delivered under other schemes (MT)	-
CPO delivered as non-certified	-
PK delivered as RSPO certified	6,198.00
PK delivered as non-certified	-
PK delivered under other schemes (MT)	-

**Table 5 Planted and certified area of the Dara Lam Soon CU**

Estate	Planted (ha)	Certified (ha)
Dara Lam Soon Estate	4099.00	4220.00
<b>Total</b>	<b>4099.00</b>	<b>4220.00</b>

**Table 6 Planting profile**

Estate	Year of planting	Planting Cycle	Mature >3 years (Ha)	Immature < 3 years(Ha)	Planted area	% of planted area mature	% of planted area immature
Dara Lam Soon Estate	1997	2 <sup>nd</sup>	18.00	-	18.00	0.44	-
	1999	2 <sup>nd</sup>	219.00	-	219.00	5.34	-
	2000	2 <sup>nd</sup>	5.00	-	5.00	0.12	-
	2001	2 <sup>nd</sup>	461.00	-	461.00	11.25	-
	2002	2 <sup>nd</sup>	525.00	-	525.00	12.81	-
	2003	2 <sup>nd</sup>	198.00	-	198.00	4.83	-
	2004	2 <sup>nd</sup>	709.00	-	709.00	17.30	-
	2005	2 <sup>nd</sup>	788.00	-	788.00	19.22	-
	2006	2 <sup>nd</sup>	9.00	-	9.00	0.22	-
	2007	2 <sup>nd</sup>	550.00	-	550.00	13.42	-
	2009	2 <sup>nd</sup>	604.00	-	604.00	14.73	-
	2015	2 <sup>nd</sup>	13.00	-	13.00	0.32	-
<b>Total</b>			<b>4099.00</b>	<b>-</b>	<b>4099.00</b>	<b>100.00</b>	<b>-</b>

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**Remarks:**

Reduction of 10 ha in planted area due to declaration of buffer zone area

Year Planting	Previous Planted (Ha)	Actual Planted (Ha)	Total Ha declare as Buffer Zone Area (Ha)
1997	19.00	18.00	1.00
1999	221.00	219.00	2.00
2001	215.00	213.00	2.00
2007	466.00	461.00	5.00

### 2.3 Organizational Information/Contact Person(s)

The details of the contact person is as shown below:

Name	:	Jerome Lai Gim Nyea / Yap Fabian
Position	:	(Mill Manager / Estate Manager)
Address	:	92 km off Kuantan - Segamat Highway, 26700 Muadzam Shah, Pahang, Malaysia.
Phone no.	:	09-4525086 / 09-4525093
Fax no.	:	09-4525087 / 09-4525092
Email	:	dlspom2013@gmail.com / yapfabian@gmail.com

### 3.0 AUDIT FINDINGS

#### 3.1 Changes to certified products in accordance to the production of the previous year

Yes, reduction of 10 ha in planted area due to declaration of buffer zone area/conservation area. Thus, conservation area also changes with additional 10 ha.

#### 3.2 Progress and changes in time bound plan (Refer to Attachment 6 for the time bound plan)

- i. Have all the estates under the parent company been certified?  Yes  No

If no, comments on the organization's compliance with the RSPO partial certification rules :

- ii. Are there any changes to the organization's time bound plan?  Yes  No

If yes, comment in terms of acceptance or non acceptance on the changes in the time-bound plan?

- iii. Are there associated smallholders (including scheme smallholders) in the CU  Yes  No

If yes, have ALL the associated smallholders (including scheme smallholders) where their fruit supply is included, by the mill, in its certification?  Yes  No

If no, please state reasons Not applicable.

There is no associated smallholders supplying FFB to the CU.

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iv. Any new acquisition which has replaced primary forests or HCV areas  Yes  No

3.3 Other changes (e.g. organizational structure, new contact person, addresses, etc.)

No changes, all remains the same.

3.4 Status of previous non-conformities \*  Closed  Not closed\*

\* If not closed, minor non conformity will be upgraded to major non conformity

3.5. Complaint received from stakeholder (if any)

No complaints from stakeholders were observed.

### 4.0 DETAILS OF NON-CONFORMITY REPORT

4.1 For P&C (Details checklist refer to Attachment 3) :

Total no. of minor NCR(s)  
(details refer to Attachment 4 ) List : 6 2.2.2, 2.2.3, 6.4.1, 6.7.2, 7.3.3, 7.11.3

Total no. of major NCR(s)  
(details refer to Attachment 4 ) List : 5 2.1.1, 4.2.1, 6.2.2, 6.7.3, 7.12.4

4.2 For SC (Details checklist refer to Attachment 5) :

Total no. of major NCR(s)  
(details refer to Attachment 4 ) List : 1 5.5.2

### 5.0 AUDIT CONCLUSION

The audit team concludes that the organization has established and maintained its management system in line with the RSPO P&C requirements of the standard and demonstrated the ability of the system to systematically achieve agreed criterion & requirements.

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**6.0 RECOMMENDATION**

No NCR recorded. Recommended to continue certification.

Minor NCR(s) recorded. Corrective action plan has been accepted. Verification of the NCR(s) to be carried out in the next audit.

*Note: Minor NCRs raised in the audit which are not addressed in the subsequent audit shall be upgraded to major NCRs .*

Major NCR(s) recorded. Evidence of implementation of the corrective actions have been provided and accepted by the audit team. The NCR(s) have been satisfactorily closed out.

Recommended to continue certification.

Major NCR(s) recorded. Evidence of implementation of the corrective actions have been provided but not fully accepted by the audit team. NCR(s)..... have not been satisfactorily closed out within 60 days of the audit. Recommended for suspension of the certificate.

*Note: Major NCRs which are not addressed within a further 60 days shall result in the certificate being withdrawn.*

**7.0 IT IS CONFIRMED THAT ALL CORRECTIVE ACTIONS TAKEN ON MAJOR NON CONFORMITIES HAVE BEEN SATISFACTORILY REVIEWED, ACCEPTED AND VERIFIED AND ALL CORRECTIVE ACTIONS PLANS PROVIDED ON MINOR NON CONFORMITIES HAVE BEEN SATISFACTORILY REVIEWED AND ACCEPTED. RECOMMENDED FOR CONTINUATION OF RSPO P & C CERTIFICATION.**

Audit Team Leader :

**DZULFIQAR AZMI**



**30/04/2020**

(Name)

(Signature)

(Date)

Map of Dara Lam Soon CU



**RSPO SURVEILLANCE (ASA 2) AUDIT PLAN  
DARA LAM SOON CU**

**1. Objectives**

The objectives of the audit are as follows:

- (i) To determine Certification Unit conformance against the RSPO Principles & Criteria Malaysian National Interpretation (MYNI)
- (ii) To verify the effective implementation of corrective actions arising from the findings of last audit
- (iii) To make appropriate recommendations based on the audit findings

**2. Date of assessment** : 17 – 20 February 2020

**3. Site of assessment** : Dara Lam Soon CU  

- Dara Lam Soon POM
- Dara Lam Soon Estate

**4. Reference Standard :**

- a. MYNI 2019 for RSPO P&C 2018
- b. RSPO Certifications Systems for P&C, June 2017
- c. RSPO Supply Chain System, June 2017
- d. Company's audit criteria including Company's Manual / Procedures

**5. Assessment Team:**

Tr. Lead Auditor	:	Dzulfiqar Azmi (Safety, Environment, GHG, TPB)
Auditor	:	Mohd Zulfakar Kamaruzaman (Social, HCV)
	:	Rozaimiee Ab Rahman (GAP, Supply Chain)
	:	Mohd Ab Raouf Asis (Social)

Observer	:	Rohazimi Mat Nawi
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*If there is any objection to the proposed audit team, the organization is required to inform the Lead Auditor/RSPO Section Manager.*

**7. Audit Method**

Site audits including observation of practices, interviews with interested parties (all categories of contractors, employees, nearby population, etc.), documentation evaluation and evaluation of records.

**8. Audit Findings**

Audit findings shall be classified as major and/or minor. Major non conformities shall be addressed within 90 days or else the certificate shall be suspended. If the major non conformities are still not addressed within another 90 days, the certificate shall be terminated.

If there are five or more major non-compliances within one Principle found during the audit, immediate suspension of RSPO certification shall be recommended.

For minor non conformities raised in the surveillance audit, corrective action shall be verified in the next audit. These shall be upgraded to major non conformities if the corrective actions are not satisfactory implemented in the next audit.

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### 9. Confidentiality Requirements

SIRIM QAS International shall not disclose any information concerning the company regarding all matters arising or coming to its attention with the conduct of the programme, which is of confidential in nature other than information, which is in the public domain.

In the event that there be any legal requirements for disclosing any information concerning the organization, SIRIM QAS International shall inform the organization of the information to be disclosed.

10. **Working Language** : English and Bahasa Malaysia

### 11. Reporting

a)	Language	:	English
b)	Format	:	Verbal and written
c)	Expected date of issue	:	2 weeks after the closure of the Major NC / or if only minor NC, 30 days from the last day of this audit.

### 12. Facilities Required

- Room for discussion
- Relevant document and record
- Personnel protective equipment if required
- Photocopy facilities
- A guide for each group

13. **Assessment Programme Details** : As below



## RSPO PUBLIC SUMMARY REPORT

### DAY ONE: 17/02/2020 (MONDAY)

Time	Activities / areas to be visited	Auditee									
9.00 am	Opening Meeting at <b>Dara Lam Soon POM</b> – Audit team introduction and briefing on assessment objectives, scope, methodology, criteria and programmes by SIRIM QAS Audit Team Leader.	All									
9.30 am	Briefing on the organization background and implementation of RSPO at CU (including actions taken to address previous audit findings) by company Management Representative. Logistics discussion to the sites to be visited.	Management Representative									
9.40 am	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: center;">To assign each audit team members – site and the P&amp;C requirements</th> </tr> <tr> <th style="text-align: center;">Dzul Dara Lam Soon POM</th> <th style="text-align: center;">Zulfakar Dara Lam Soon POM</th> <th style="text-align: center;">Rozaimee Dara Lam Soon POM</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> <b>Coverage of assessment: P1, P2, P3, P6, P7:</b> <ul style="list-style-type: none"> <li>▪ Follow up from previous assessment findings.</li> <li>▪ Commitments to transparency</li> <li>▪ Laws and regulations</li> <li>▪ Waste management including disposal site</li> <li>▪ Aspects/impacts of plantation management</li> <li>▪ Safety &amp; Health practice – witness activities at site</li> <li>▪ Hazard identification and Risk Management</li> <li>▪ Chemical management</li> <li>▪ Chemical/ fertilizer store, workshop</li> <li>▪ Facilities at workplace (water treatment plant, clinic, stores, workshop, landfill area &amp; 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etc)</li> <li>▪ Complaints and grievances</li> <li>▪ Inspection of protected sites with HCV attributes</li> <li>▪ Forested area</li> <li>▪ Plantation Boundary, adjacent and neighbouring land use</li> <li>▪ Continuous improvement</li> </ul>                     Other area identified during the assessment                 </td> <td style="vertical-align: top;"> <b>Site visit and assessment on Supply Chain Implementation including the:</b> <ul style="list-style-type: none"> <li>▪ Model used</li> <li>▪ General Chain of Custody</li> <li>▪ System Requirements for the supply chain</li> <li>▪ Documented procedures</li> <li>▪ Purchasing and goods in</li> <li>▪ Outsourcing activity</li> <li>▪ Sales and goods out</li> <li>▪ Processing</li> <li>▪ Records keeping</li> <li>▪ Registration</li> <li>▪ Training</li> <li>▪ Claims</li> </ul> </td> </tr> </tbody> </table>	To assign each audit team members – site and the P&C requirements			Dzul Dara Lam Soon POM	Zulfakar Dara Lam Soon POM	Rozaimee Dara Lam Soon POM	<b>Coverage of assessment: P1, P2, P3, P6, P7:</b> <ul style="list-style-type: none"> <li>▪ Follow up from previous assessment findings.</li> <li>▪ Commitments to transparency</li> <li>▪ Laws and regulations</li> <li>▪ Waste management including disposal site</li> <li>▪ Aspects/impacts of plantation management</li> <li>▪ Safety &amp; 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1.00 pm	<b>LUNCH BREAK</b>	All									
2.00 pm	Overview of current activities at CU & Continue assessment at <b>Dara Lam Soon POM</b>	Guide(s) for each auditor									
5.00 pm	Audit team discussion / End of Day 1 audit	All									

## RSPO PUBLIC SUMMARY REPORT

DAY TWO: 18/02/2020 (TUESDAY)

Time	Activities / areas to be visited				Auditee
9.00 am	To assign each audit team members – site and the P&C requirements				All
	<b>Dzul</b> <b>Dara Lam Soon POM</b>	<b>Zulfakar</b> <b>Dara Lam Soon POM</b>	<b>Raouf</b> <b>Dara Lam Soon POM</b>	<b>Rozaimiee</b> <b>Dara Lam Soon Estate</b>	
	<b>Coverage of assessment: P1, P2, P3, P6, P7:</b> <ul style="list-style-type: none"> <li>▪ Continue assessment</li> <li>▪ Verification on outstanding issues</li> <li>▪ Auditor to inform auditee on the required document / records</li> </ul>	<b>Coverage of assessment: P1, P2, P3, P6, P7:</b> <ul style="list-style-type: none"> <li>▪ Continue assessment</li> <li>▪ Verification on outstanding issues</li> <li>▪ Auditor to inform auditee on the required document / records</li> </ul>	<b>Coverage of assessment: P2, P3, P4, P6, P7:</b> <ul style="list-style-type: none"> <li>▪ Follow up from previous assessment findings</li> <li>▪ Laws and regulations</li> <li>▪ Discussion with relevant management (CSR, community affairs) and view documentation such as EIA, SIA, assessment and management plans.</li> <li>▪ Land titles user rights</li> <li>▪ Interview with Union representatives</li> <li>▪ Interview with gender committee, worker representative, contractors, supplier, etc</li> <li>▪ Workers Issues</li> <li>▪ Facilities provided at line site (i.e. mosque, surau, community center, GPW, Tadika, provision shop &amp; etc)</li> <li>▪ Continuous improvement</li> </ul> Other area identified during the assessment	<b>Coverage of assessment: P1, P2, P3, P7:</b> <ul style="list-style-type: none"> <li>▪ Follow up from previous assessment findings.</li> <li>▪ Commitment to long-term economic and financial viability</li> <li>▪ Good Agricultural Practice-witness activities at site (weeding/spraying, etc)</li> <li>▪ EFB mulching, POME application</li> <li>▪ Nursery (if any)</li> <li>▪ Plantation on hilly/swampy area</li> <li>▪ IPM implementation, training and safe use of agro-chemicals.</li> <li>▪ Training and skill development programs</li> <li>▪ New planting</li> <li>▪ Controlled/open burning</li> <li>▪ Riparian zone</li> <li>▪ River system and Water bodies</li> <li>▪ Continuous improvement</li> </ul> Other area identified during the assessment	
1.00 pm	<b>LUNCH BREAK</b>				All
2.00 pm	Overview of current activities at CU & Continue assessment at <b>Dara Lam Soon POM</b>				Guide(s) for each auditor
5.00 pm	Audit team discussion / End of Day 2 audit				All

## RSPO PUBLIC SUMMARY REPORT

### DAY THREE: 19/02/2020 (WEDNESDAY)

Time	Activities / areas to be visited				Auditee
	To assign each audit team members – site and the P&C requirements				
	<b>Dzul Dara Lam Soon Estate</b>	<b>Zulfakar Dara Lam Soon Estate</b>	<b>Raouf Dara Lam Soon Estate</b>	<b>Rozaimiee Dara Lam Soon Estate</b>	
9.00 am	<b>Coverage of assessment: P1, P2, P3, P6, P7:</b> <ul style="list-style-type: none"> <li>▪ Follow up from previous assessment findings.</li> <li>▪ Laws and regulations</li> <li>▪ Waste management including disposal site</li> <li>▪ Aspects/impacts of plantation management</li> <li>▪ Safety &amp; Health practice – witness activities at site</li> <li>▪ Hazard identification and Risk Management</li> <li>▪ Chemical/ fertilizer store, workshop</li> <li>▪ Facilities at workplace (water treatment plant, clinic, stores, workshop, landfill area &amp; etc)</li> <li>▪ Pollution mitigating plans</li> <li>▪ Management and disposal of waste including pesticides containers</li> <li>▪ Time bound plan and uncertified management units</li> </ul> Other area identified during the assessment	<b>Coverage of assessment: P1, P2, P3, P6, P7:</b> <ul style="list-style-type: none"> <li>▪ Follow up from previous assessment findings</li> <li>▪ Laws and regulations</li> <li>▪ Consultation with relevant government agencies</li> <li>▪ Local communities and stakeholders</li> <li>▪ Local sustainable development</li> <li>▪ Support smallholder inclusion</li> <li>▪ Workers Issues</li> <li>▪ Line site inspection</li> <li>▪ Facilities provided at line site (i.e. mosque, surau, community center, GPW, Tadika, provision shop &amp; etc)</li> <li>▪ Complaints and grievances</li> <li>▪ Inspection of protected sites with HCV attributes</li> <li>▪ Forested area</li> <li>▪ Plantation Boundary, adjacent and neighbouring land use</li> <li>▪ Continuous improvement</li> </ul> Other area identified during the assessment	<b>Coverage of assessment: P2, P3, P4, P6, P7:</b> <ul style="list-style-type: none"> <li>▪ Follow up from previous assessment findings</li> <li>▪ Laws and regulations</li> <li>▪ Discussion with relevant management (CSR, community affairs) and view documentation such as EIA, SIA, assessment and management plans.</li> <li>▪ Land titles user rights</li> <li>▪ Interview with Union representatives</li> <li>▪ Interview with gender committee, worker representative, contractors, supplier, etc</li> <li>▪ Workers Issues</li> <li>▪ Facilities provided at line site (i.e. mosque, surau, community center, GPW, Tadika, provision shop &amp; etc)</li> <li>▪ Continuous improvement</li> </ul> Other area identified during the assessment	<b>Coverage of assessment: P1, P2, P3, P7:</b> <ul style="list-style-type: none"> <li>▪ Continue assessment</li> <li>▪ Verification on outstanding issues</li> <li>▪ Auditor to inform auditee on the required document / records</li> </ul>	All
1.00 pm	<b>LUNCH BREAK</b>				All
2.00 pm	Overview of current activities at CU & Continue assessment at <b>Dara Lam Soon POM</b>				Guide(s) for each auditor
5.00 pm	Audit team discussion / End of Day 3 audit				All

## RSPO PUBLIC SUMMARY REPORT

### DAY FOUR: 20/02/2020 (THURSDAY)

Time	Activities / areas to be visited			Auditee
	To assign each audit team members – site and the P&C requirements			
	<b>Dzul</b> <b>Dara Lam Soon Estate</b>	<b>Zulfakar</b> <b>Dara Lam Soon Estate</b>	<b>Raouf</b> <b>Dara Lam Soon Estate</b>	
9.00 am	<b>Coverage of assessment: P1, P2, P3, P6, P7:</b> <ul style="list-style-type: none"> <li>▪ Continue assessment</li> <li>▪ Verification on outstanding issues</li> <li>▪ Auditor to inform auditee on the required document / records</li> </ul>	<b>Coverage of assessment: P1, P2, P3, P6, P7:</b> <ul style="list-style-type: none"> <li>▪ Continue assessment</li> <li>▪ Verification on outstanding issues</li> <li>▪ Auditor to inform auditee on the required document / records</li> </ul>	<b>Coverage of assessment: P2, P3, P4, P6, P7:</b> <ul style="list-style-type: none"> <li>▪ Continue assessment</li> <li>▪ Verification on outstanding issues</li> <li>▪ Auditor to inform auditee on the required document / records</li> </ul>	All
1.00 pm	<b>LUNCH BREAK</b>			All
2.00 pm	Verification on outstanding issues for CU Continue Audit Team discussion and preparation of assessment findings.			Guide(s) for each auditor
3.00 pm	Discussion and acceptance on assessment findings with Management Representative and visited site Plantation / Scheme Manager			All
4.00 pm	Closing meeting at <b>CU</b> / End of audit			All

**RSPO PUBLIC SUMMARY REPORT**

**Attachment 3**

**RSPO P&C AUDIT CHECKLIST AND FINDINGS  
(MYNI 2019 FOR RSPO P&C 2018)**

**Principle 1: Behave ethically and transparently**

Drive ethical business behaviour, build trust and transparency with stakeholders to ensure strong and healthy relationships.

Clause	Indicators	Comply Yes/No	Findings
1.1 The unit of certification provides 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 (C) Documents that are specified in the RSPO P&C are made available to the public.	YES	The Dara Lam Soon (DLS) CU has implemented procedure for responding to any communication as outlined in their Estate/Mill Quality Management System documents. The records of communication were identified and maintained in different files depending on the stakeholder. The CU continued to use their website for disseminating public information. Information relating to land titles, policies, environmental, social and/or legal, complaints and grievances are available at <a href="http://lamsoonplantations.com.my">http://lamsoonplantations.com.my</a> Figures of gender distribution within all workers categorised by management, administrative staff and workers (both permanent casual workers, piece rate workers) were made available at estate and mill office with record titled "WORKERS EMPLOYMENT RECORD".
	1.1.2 Information is provided in appropriate languages and accessible to relevant stakeholders.	YES	The CU continued to use their website for disseminating public information. Information relating to land titles, policies, environmental, social and/or legal, complaints and grievances are available at <a href="http://lamsoonplantations.com.my">http://lamsoonplantations.com.my</a>
	1.1.3 (C) Records of requests for information and responses are maintained.	YES	The Dara Lam Soon Estate and Dara Lam Soon Oil Mill continued to maintain the records of requests for information and responses are maintained which included the government agencies, schools, local communities, etc. Management documents relating to environment, social and legal issues, were available to the public except for those prevented by commercial confidential or where disclosure of information would result in negative environmental or social outcomes. The CU has provided relevant information (environmental, social and/or legal) as requested by the relevant stakeholder during the annual stakeholder meeting.
	1.1.4 (C) Consultation and communication procedures are documented, disclosed, implemented, made available, and explained to all relevant stakeholders by nominated representative.	YES	Consultation and communication procedures used by the DLS CU in handling internal and external communications is identified in SOP named Consultation and Grievances Communication Procedure Internal/External' which was prepared by the RSPO Unit of Dara Lam Soon.
	1.1.5 There is a current list of contact and details of stakeholders and their nominated representatives.	YES	The stakeholders meeting was conducted in March 2019 with contractors, neighboring estates, Government Agencies, and neighboring villagers such as JKKK Kota Perdana, etc. there is also amended meeting to solve issue with stakeholder in Sept 2019 regarding

## RSPO PUBLIC SUMMARY REPORT

Clause	Indicators	Comply Yes/No	Findings
			tolls for lorry enter the Estate and already solved with stakeholder. The stakeholders list for the CU has been updated in Jan 2020.
1.2 The unit of certification commits to ethical conduct in all business operations and transactions.	1.2.1 A policy for ethical conduct is in place and implemented in all business operations and transactions, including recruitment and contracts.	YES	The documented policy committing to a code of ethical conduct and integrity of the company is available in the 'HR Policies and Procedures Code of Conduct'.
	1.2.2 A system is in place to monitor compliance and the implementation of the policy and overall ethical business practice.	YES	In addition, Dara Lam Soon also has a COBC which has been developed to outline the standards of behaviour required by DLS vendors which includes expectation to uphold human rights. The COBC applies to all its suppliers, consultants, agents, contractors' /service providers who have direct dealings with the Lam Soon Group.

### **Principle 2: Operate legally and respect rights**

Implement legal requirements as the basic principles of operation in any jurisdiction.

Clause	Indicators	Comply Yes/No	Findings
2.1 There is compliance with all applicable local, national and ratified international laws and regulations.	2.1.1 (C) The unit of certification complies with applicable legal requirements.	NO	Although there were evidences that Dara Lam Soon CU continue to comply with most of the applicable laws and regulations with regards to, these issue has been noted as the non-compliance hence issuance of the NCR i.e. Major NCR DA 01 2020. 1) During site visit at Biogas Plant, sighted there was no evidence for certificate of fitness Air Receiver (Model: PK20-90152). 2) Sighted 2 persons whom yet to conduct the audiometric retest. 3) Medical surveillance has not been conducted to the 1 welder operator who's exposed to the chemical (Fume or Manganese) and 7 pesticide operators whose responsible in handling the chemical (a.i. <i>Monocrotophos</i> ). 4) Based on site visit at Dara Lam Soon Estate, it was found that contractor's workers were paid more than 7 days which is contravene with Employment Act 1955.
	2.1.2 A documented system for ensuring legal compliance is in place. This system has a means to track changes to the laws and regulations.	YES	The CU continued to implement and maintain the established documented system for identifying, accessing, tracking and monitoring of compliance with the legal requirements that were applicable to them. The estates and mill maintained had the respective Legal and Other Requirements Register (LORR) and were being evaluated individually annually for compliance. The legal registers were updated by the person in-charge and approved by the respective Managers. The Sustainability Unit are responsible to track changes and the information was disseminated to all its plantations and Mill department.
	2.1.3 Legal or authorised boundaries are clearly demarcated and visibly maintained, and there is no planting beyond these	YES	The physical markers along the perimeter adjacent forest reserve, villagers, and Private Oil Palm companies are available and visibly maintained.

**RSPO PUBLIC SUMMARY REPORT**

Clause	Indicators	Comply Yes/No	Findings
	legal or authorised boundaries.		
2.2 All contractors providing operational services and supplying labour and Fresh Fruit Bunch (FFB) suppliers, comply with legal requirements.	2.2.1 A list of contracted parties is maintained.	YES	A list of contracted parties is maintained.
	2.2.2 All contracts, including those for FFB supply, contain specific clauses on meeting applicable legal requirements, and this can be demonstrated by the third party. Evidence of legal due diligence of all contracted third parties, recruitment agencies (licensed/accredited) for migrant workers, service providers and labour contractors, is available.	NO	The contracts do not contain specific clauses on meeting applicable legal requirements. Based on contracts agreement sampled at Dara Lam Soon, none of them contain specific clauses on meeting applicable legal requirements. Therefore, minor NCR MAR 01 2020 was raised.
	2.2.3 All contracts, including those for FFB supply, contain clauses disallowing child, forced and trafficked labour. Where young workers are employed, the contracts include a clause for their protection.	NO	The contracts do not contain clauses disallowing child, forced and trafficked labour. Therefore, minor NCR MAR 02 2020 was raised.
2.3 All FFB supplies from outside the unit of certification are from legal sources.	2.3.1 (C) For all directly sourced FFB, the mill requires: <ul style="list-style-type: none"> <li>Information on geo-location of FFB origins.</li> <li>Evidence of the ownership status or the right/claim to the land, or valid use of land by the grower/smallholder</li> <li>One or more supporting documents for claims</li> <li>Valid MPOB license</li> </ul>	YES	Fresh Fruit Bunches are supplied from Lam Soon (M) Berhad owned estates which are certified to RSPO. There is no third-party FFB sent to the mil.
	2.3.2 For all indirectly sourced FFB, the unit of certification obtains from the collection centres, agents or other intermediaries, the evidence as listed in Indicator 2.3.1.	YES	Fresh Fruit Bunches are supplied from Lam Soon (M) Berhad owned estates which are certified to RSPO. There is no third-party FFB sent to the mil.

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### **Principle 3: Optimise productivity, efficiency, positive impacts and resilience**

Implement plans, procedures and systems for continuous improvement.

Clause	Indicators	Comply Yes/No	Findings
3.1 There is an implemented management plan for the unit of certification that aims to achieve long-term economic and financial viability.	3.1.1 (C) A business or management plan (minimum three years) is documented that includes, where applicable, a jointly developed business case for Scheme Smallholders.	YES	The business plan and budget were available and kept in soft copy. The documents were categorised as confidential. Information in the documents were sighted and briefed by the Estates/Mill Managers. Generally, the estates business plan was towards sustainable business and prepared in a 3 to 5 year horizon.
	3.1.2 An annual replanting programme projected for a minimum of five years with yearly review, is available.	YES	The estates had no replanting program for the forthcoming 5 years. The nearest year is in 2025 for the South Estate Division.
	3.1.3 The unit of certification holds management reviews at planned intervals appropriate to the scale and nature of the activities undertaken.	YES	Management review has been planned to conduct yearly basis. Sighted latest management review meeting has been conducted in March 2020 (combine RSPO, RSPO SCCS and MSPO) to discuss issues related to audit findings, estate and mill operations.
3.2 The unit of certification regularly monitors and reviews their economic, social and environmental performance and develops and implements action plans that allow demonstrable continuous improvement in key operations.	3.2.1 (C) The action plan for continuous improvement is implemented, based on consideration of the main social and environmental impacts and opportunities of the unit of certification.	YES	The management documents in relation to environmental and social plans and impact assessments implemented by the CU were made available and maintained at all audited operating units.
	3.2.2 As part of the monitoring and continuous improvement process, annual reports are submitted to the RSPO Secretariat using the RSPO metrics template.	YES	Not applicable.
3.3 Operating procedures are appropriately documented, consistently implemented and monitored.	3.3.1 (C) Standard Operating Procedures (SOPs) for the unit of certification are in place.	YES	The Mill adopted the internal established documented procedures for the day-to-day operations. The SOPs and related guidance were sighted and verified.
	3.3.2 A mechanism to check consistent implementation of procedures is in place.	YES	There are several mechanisms used to check on consistent implementation of procedures. One of the regular mechanisms used by Dara Lam Soon CU are internal audits conducted by Sustainability Team.
	3.3.3 Records of monitoring and any actions taken are maintained & available.	YES	In the estates the monitoring of the SOP implementation was closely made by the all levels of the supervisory personnel with records maintained and checked.



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Clause	Indicators	Comply Yes/No	Findings
3.4 A comprehensive Social and Environmental Impact Assessment (SEIA) is undertaken prior to new plantings or operations, and a social and environmental management and monitoring plan is implemented and regularly updated in ongoing operations.	3.4.1 (C) In new plantings or operations including mills, an independent SEIA, undertaken through a participatory methodology involving the affected stakeholders and including the impacts of any smallholder/outgrower scheme, is documented.	YES	A Social Impact Assessment (SIA) covering Dara Lam Soon POM and Dara Lam Soon Estate was carried out by the Social Liaison Officer at Dara Lam Soon CU. The Report was done in September 2017 with the participation of internal and external stakeholders, namely workers, union, contractors, suppliers, local community, local government and private entities. Records of meetings with the relevant stakeholders were duly documented and sighted. And Amendment meeting regarding SIA has been conduct in Apr 2018 to highlight the issue regarding Housing in front of the estate, regarding boundary marking, gate open and etc. Records of meetings, attendance list with the all relevant stakeholders were available, documented and sighted during this Surveillance Audit. Auditor found that the SIA was comprehensive due to the CU has obtain information from all of the stakeholder affected by the CU. Dara Lam Soon CU has established "Environmental Impact Assessment (EIA), Management Action Plans and Continuous Improvement Plans (July 2017 To July 2022)" to associated with their activities.
	3.4.2 For the unit of certification, a SEIA is available and social and environmental management and monitoring plans have been developed with participation of affected stakeholders.	YES	There was documented evidence in the form of meeting attendances where workers, union, contractors, suppliers, local community, local government and private were present during the stakeholder consultations.
	3.4.3 (C) The social and environmental management and monitoring plan is implemented, reviewed and updated regularly in a participatory way.	YES	Stakeholders meeting were held by the CU to get inputs for reviewing and updating the SEIA Management Action Plan 2019. The action plan had documented Action Plan/Issue, Time Bound, Management Review and PIC. It was reviewed in participatory way.
3.5 A system for managing human resources is in place.	3.5.1 Employment procedures for recruitment, selection, hiring, promotion, retirement and termination are doc and made available to the workers and their representatives where applicable.	YES	Employment procedures for recruitment, selection, hiring, are documented. For locals, the procedures are in SOP on Hiring of Local workers. Employment procedures for retirement and termination are available in the local workers' employment contracts. Similarly, foreign workers' contracts also contain provision for mutual termination.
	3.5.2 Employment procedures are implemented, and records are maintained.	YES	Employment procedures were implemented and records were maintained.
3.6 An occupational health and safety (H&S) plan is doc, effectively comm and implemented.	3.6.1 (C) All operations are risk assessed to identify H&S issues. Mitigation plans and procedures are documented and implemented.	YES	The hazard identification, risk assessment and risk control (HIRARC) procedure has been established. Dara Lam Soon CU have conducted the risk assessment on all its operation as well as determining their control measures.

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Clause	Indicators	Comply Yes/No	Findings
	3.6.2 (C) The effectiveness of the H&S plan to address health and safety risks to people is monitored.	YES	Occupational health and safety (OHS) management plan for Dara Lam Soon CU had been established. The OHS management plan sighted addressed issues related to hazards and risks, legal register and its requirements for compliance, OSH awareness and training program, accident and emergency procedures, audiometric test, use of PPE, OSH Committee meetings, etc. Generally, the OSH plans were acceptable.
3.7 All staff, workers, Scheme Smallholders, and outgrowers, and contract workers are appropriately trained.	3.7.1 (C) A documented programme that provides training is in place, which is accessible to all staff, workers, Scheme Smallholders and outgrowers, taking into account gender-specific needs, and which covers applicable aspects of the RSPO P&C, in a form they understand, and which includes assessments of training.	YES	Formal training programmes for 2019/2020 that covered aspects of the RSPO Principles and Criteria, with regular assessments of training needs were available for all the audited sites. A training need has been established with target dates for the training identified. The training program reviewed during audit.
	3.7.2 Records of training are maintained, where appropriate on an individual basis.	YES	Dara Lam Soon CU continued to train its executives, staff and workers. Records of training were kept in the training file. The records included information on the title of the training, name and signature of the attendees, name of the trainer, time and venue.
	3.7.3 Appropriate training is provided for personnel carrying out the tasks critical to the effective implementation of the SCCS. Training is specific and relevant to the task(s) performed.	YES	Trainings were conducted in Jan 2019 & Feb 2020, attended by PIC, Clerk, Assistant Engineer, Staff, Weighbridge Operator and transporter. Attendance list & photograph available.

### **SUPPLY CHAIN REQUIREMENTS FOR MILLS**

**Disclaimer text:** The following section is taken verbatim from the RSPO Supply Chain Certification Standard (14 June 2017) (RSPO SCCS), general requirements as well as modules D & E for mills. The RSPO SCCS is the document in vigour for these requirements and should be referred to in any cases of uncertainty. Any references to other modules or sections contained in the table below, refer to the RSPO SCCS document. As per RSPO SCCS, **all requirements are major Indicators** (i.e. **equivalent of critical Indicators in P&C 2018**).

Ref. in RSPO SCCS	Indicators	Comply Yes/No	Findings
Definition Identity Preserved Mill D.1	A mill is deemed to be IP if the FFB used by the mill are sourced from plantation/ estates that are certified against the RSPO P&C, or against the Group Certification scheme. Certification for CPO mills is necessary to verify the volumes	YES	Dara Lam Soon POM received only certified FFB from Dara Lam Soon Estate. Thus, Dara Lam Soon POM has qualifies for the Identity Preserved supply chain system and module. During the P&C assessment, the audit team verified the volumes and sources of certified FFB entering the mill, the implementation of processing controls and volume sales of RSPO certified products. Refer to Table 3 of this report for relevant production data.

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Ref. in RSPO SCCS	Indicators	Comply Yes/No	Findings
	and sources of certified FFB entering the mill, the implementation of any processing controls (for example, if physical separation is used), and volume sales of RSPO certified products. If a mill process certified and uncertified FFB without physically separating them, then only Module E is applicable.		
Definition Mass Balance Mill E.1	Certification for CPO mills is necessary to verify the volumes of certified and uncertified FFB entering the mill and sales volume of RSPO certified products. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own and 3rd party certified supply base. In that scenario, the mill can claim only the volume of oil palm products produced from processing of the certified FFB as MB.	YES	Not Applicable since Dara Lam Soon POM is IP Mill.
Explanation (Volume and product integrity) D.2 E.2	The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill shall be recorded by the certification body (CB) in the public summary of the P&C certification report. For an independent mill, the estimated tonnage of CPO and PK products shall be recorded in the RSPO IT platform, supply chain certificate and public summary audit report. This figure represents the total volume of certified oil palm product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced shall then be recorded in each subsequent annual surveillance report. The mill shall also meet all registration and reporting reqs for the	YES	Projection data available. Refer to Table 4 of this report for relevant production data.

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Ref. in RSPO SCCS	Indicators	Comply Yes/No	Findings
	appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform).		
Documented procedures 5.3.1 D.3 E.3	<p>The site shall have written procedures and/or work instructions to ensure the implementation of all elements of the applicable supply chain model specified. This shall include at minimum the following:</p> <ul style="list-style-type: none"> <li>• Complete and up to date procedures covering the implementation of all the elements of the supply chain model requirements.</li> <li>• Complete and up to date records and reports that demonstrate compliance with the supply chain model requirements (incl. training records).</li> <li>• Identification of the role of the person having overall responsibility for and authority over the implementation of these reqs and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the org's proc for the implementation of this std.</li> <li>• The site shall have documented procedures for receiving and processing certified and non-certified FFBs.</li> </ul>	YES	<p>DLSPOM had demonstrated the correct use of supply chain model; They continue to apply the IP model and their suppliers are of own supply base namely Dara Lam Soon Estate. They decided to maintain the IP model for their supply chain system. Therefore, they are being audited against the general chain of custody requirement for the supply chain as well as Module D of the RSPO Supply Chain Standard.</p>

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Ref. in RSPO SCCS	Indicators	Comply Yes/No	Findings
Internal Audit 5.3.2	<p>The site shall have a written procedure to conduct annual internal audit to determine whether the organisation;</p> <ul style="list-style-type: none"> <li>• Conforms to the requirements in the RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents.</li> <li>• Effectively implements and maintains the standard requirements within its organisation.</li> <li>• Any non-conformities found as part of the internal audit shall be issued corrective action. The outcomes of the internal audits and all actions taken to correct non-conformities shall be subject to management review at least annually. The organisation shall be able to maintain the internal audit records and reports.</li> </ul>	YES	<p>The Internal Audit Procedure has been developed namely Sustainability Internal Audit Procedure. Internal Audit has been conducted in Sept 2019 by Internal Auditor lead. No finding Has been raised during Internal Audit. Audit Attendance sheet, audit plan, audit notes, was sighted by auditor. The audit was conducted against the RSPO Supply Chain Certification Standard Revision 2017 requirements.</p>
Purchasing Goods In 5.4 D.4.1/ D.4.2 D.4.1/E.4.2	<p>The site shall verify and document the tonnage and sources of certified and the tonnage of non-certified FFBs received.</p> <p>The site shall inform the CB immediately if there is a projected overproduction of certified tonnage.</p> <p>The site shall have a mechanism in place for handling non-conforming oil palm products and/or documents.</p>	YES	<p>DLSPOM had continued to receive certified FFBs from the CU's own supply bases. There were 1 supply bases (estates) sending certified FFBs to DLSPOM is DLS Estate. The validity of the certificate of the supplier has been checked accordingly. There was no non-certified FFB received based on the records</p>

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Ref. in RSPO SCCS	Indicators	Comply Yes/No	Findings
Outsourcing Activities 5.5	<p>5.5.1 In cases where an operation seeking or holding certification outsources activities to independent third parties (e.g. subcontractors for storage, transport or other outsourced activities), the operation seeking or holding certification shall ensure that the independent third party complies with the requirements of the RSPO SCCS. A CPO mill and independent mill cannot outsource processing activities like refining or crushing.</p> <p>This requirement is not applicable to outsourced storage facilities where the management of the oil palm product(s) and instructions for tank movements are controlled by the certified organisation (not the tank farm manager).</p>	YES	<p>There are 2 outsource company CPO transporter The agreement document was available and communication on the RSPO supply chain requirement were communicated to them. Record of training in Feb 2020 for transporter contractor was sighted by the auditor.</p>
	<p>5.5.2 Sites which include outsourcing within the scope of their RSPO Supply Chain certificate shall ensure the following:</p> <p>a) The site has legal ownership of all input material to be included in outsourced processes;</p> <p>b) The site has an agreement or contract covering the outsourced process with each contractor through a signed and enforceable agreement with the contractor. The onus is on the site to ensure that certification bodies (CBs) have access to the outsourcing contractor or operation if an audit is deemed</p>	NO	<p>a) There are 2 outsource company CPO transporter</p> <p>b) The agreement between Dara Lam Soon POM and outsourced transporter include clause stated that “the onus is on the site to ensure that certification bodies (CBs) have to access the outsourcing contractor or operation if an audit is deemed necessary’ was not available. Thus # Major NCR RAR 01 2020 has been raised.</p> <p>c) Procedure for outsource activity was not established yet. Thus # Major NCR RAR 01 2020 has been raised.</p> <p>d) Inspection was carried out as additional effort to ensure no contamination sighted book at AP Post</p>

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Ref. in RSPO SCCS	Indicators	Comply Yes/No	Findings
	<p>necessary.</p> <p>c) The site has a documented control system with explicit procedures for the outsourced process which is communicated to the relevant contractor.</p> <p>d) The site seeking or holding certification shall furthermore ensure (e.g. through contractual arrangements) that independent third parties engaged provide relevant access for duly accredited CBs to their respective operations, systems, and any and all information, when this is announced in advance.</p>		
	5.5.3 The site shall record the names and contact details of all contractors used for the processing or physical handling of RSPO certified oil palm products.	YES	List of contact person for both transporters were made available and up to date in the stakeholder list with details of person in charge such as address and phone number.
	5.5.4 The site shall at its next audit inform its CB of the names and contact details of any new contractor used for the processing or physical handling of RSPO certified oil palm products.	YES	No new contractors used and will be used in the future for the processing or production of RSPO certified materials.
Record keeping 5.9	5.9.1 The organisation shall maintain accurate, complete, up-to-date and accessible records and reports covering all aspects of these RSPO SCCS requirements.	YES	Sighted CPO and PK delivery note, weighbridge ticket, production data, internal audit and management review records were found up to date.
	5.9.2 Retention times for all records and reports shall be a minimum of two (2) years and shall comply with legal and regulatory requirements and		All records related to RSPO SC were maintained minimum for 2 years. Sample CPO dispatch note since Jan 2017 until to date was available and well maintained.

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Ref. in RSPO SCCS	Indicators	Comply Yes/No	Findings
	<p>be able to confirm the certified status of raw materials or products held in stock.</p> <p>5.9.3 The organisation shall be able to provide the estimate volume of palm oil / palm kernel oil content (separate categories) in the RSPO certified oil palm product and keep an up to date record of the volume purchased (input) and claimed (output) over a period of 12 months.</p>	<p>YES</p>	<p>Avaiable.</p>
D.5.1	<p>The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis.</p>	<p>YES</p>	<p>DLSPOM has maintained the Real Time basis accounting system to record RSPO certified FFB and deliveries of RSPO certified CPO and PK.</p>
E.5.1	<p>a) The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis and / or three-monthly basis.</p> <p>b) All volumes of palm oil and palm kernel oil that are delivered are deducted from the material accounting system according to conversion ratios stated by RSPO.</p> <p>The site can only deliver MB sales from a positive stock. Positive stock can include product ordered for delivery within 3 months. However, a site is allowed to sell short i.e. product can be sold before it is in stock.</p>	<p>YES</p>	<p>Not Applicable since this is IP POM</p>
Conversion Factors	<p>5.10.2 Where applicable, a conversion rate shall be applied to provide a</p>	<p>YES</p>	<p>DLSPOM process all the received certified crop &amp; their processing output will be based on their actual Oil Extraction Rate (OER) as well as Kernel Extraction Rate (KER).</p>



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Ref. in RSPO SCCS	Indicators	Comply Yes/No	Findings
5.10	<p>reliable estimate for the amount of certified output available from the associated inputs. Organisations may determine and set their own conversion rates which shall be based upon past experience, documented and applied consistently. Guidance on conversion rates is published on the RSPO website (<a href="http://www.rspo.org">www.rspo.org</a>).</p>		<p>These figures were monitored on daily &amp; monthly basis by the mill using the prepared template (e.g. Monthly Production Report – Physical Movement) to ensure their accuracy as well as monitoring of their ongoing performance</p>
	<p>5.10.2 Conversion rates shall be periodically updated to ensure accuracy against actual performance or industry average if appropriate.</p>	YES	
Processing D.6	<p>The site shall assure and verify through documented procedures and record keeping that the RSPO certified oil palm product is kept separated from non- certified oil palm product including during transport and storage to strive for 100% separation.</p>	YES	<p>DLSPOM has not receive &amp; process any non- certified crop, received all from own IP certified plantation – Dara Lam Soon Plantation/ Estate.</p>
Sales and goods out 5.6	<p>5.6.1 The supplying site shall ensure that the following minimum info for RSPO certified products is made available in document form: The name and address of the buyer;</p> <ul style="list-style-type: none"> <li>• The name and address of the seller;</li> <li>• The loading or shipment / delivery date;</li> <li>• The date on which the documents were issued;</li> <li>• A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the</li> </ul>	YES	<p>Documented procedures related to sales and goods out were sighted and found adequate. The requirement of sales &amp; goods out especially on notation of applicable Supply Chain model &amp; Certificate number being complied by indicating in weighbridge dispatch ticket.</p>

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Ref. in RSPO SCCS	Indicators	Comply Yes/No	Findings
	<p>approved abbreviations);</p> <ul style="list-style-type: none"> <li>• The quantity of the products delivered;</li> <li>• Any related transport documentation;</li> <li>• Supply chain certificate number of the seller;</li> <li>• A unique identification number.</li> <li>• Information shall be complete and can be presented either on a single document or across a range of documents issued for RSPO certified oil palm products (for example, delivery notes, shipping documents and specification documentation). For sites that are required to announce and confirm trades in the RSPO IT platform, this shall include making Shipping Announcements / Announcements and Confirmations on the RSPO IT platform per shipment or group of shipments.</li> </ul>		
	<p>5.7.2 The involved supply chain actors mentioned in 5.7.1 shall do the following actions in the RSPO IT Platform:</p> <p>Shipping Announcement / Announcement: When RSPO certified volume is sold as certified, the volumes of products that are in the yield scheme (Figure 2 and 3, refer Annex 1) shall be registered as a Shipping Announcement / Announcement in the RSPO IT Platform.</p>		

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Ref. in RSPO SCCS	Indicators	Comply Yes/No	Findings
	<p>The declaration time to do Shipping Announcement / Announcement is based on members' own standard operating procedures.</p> <p><b>Trace:</b> When RSPO certified volumes are sold as RSPO certified to actors in the supply chain beyond the refinery, the volume shall be traced at least annually. Tracing triggers the generation of a trace document with a unique traceability number. Tracing can be done in a consolidated way at least annually.</p> <p><b>Remove:</b> RSPO certified volumes sold under other scheme or as conventional, or in case of underproduction, loss or damage shall be removed.</p> <p><b>Confirm:</b> Acknowledge the purchase of RSPO certified volume by confirming Shipping Announcements / Announcements.</p>		
Claims 5.11	5.11.1 The site shall only make claims regarding the use of or support of RSPO certified oil palm products that are in compliance with the RSPO Rules on Market Communications & Claims.	YES	Relevant information on product claim (including applicable Supply Chain model and certificate number) being correctly indicated in the relevant outgoing paperwork. DLS POM has not use RSPO corporate logo as well as trademark logo.

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**Principle 4: Respect community and human rights and deliver benefits**

Respect community rights, provide equal opportunities, maximise benefits from engagement and ensure remediation where needed.

Clause	Indicators	Comply Yes/No	Findings
4.1 The CU respects human rights, which includes respecting the rights of Human Rights Defenders.	4.1.1 (C) A policy to respect human rights, including prohibiting retaliation against Human Rights Defenders, is documented and communicated to all levels of the workforce, operations, FFB suppliers and local communities and prohibits intimidation and harassment by the unit of certification and contracted services, including contracted security forces.	YES	Dara Lam Soon had established a policy to respect human rights in Jan 2020. The policy was communicated to all levels of the workforce and operations.
	4.1.2 The unit of certification does not instigate violence or use any form of harassment in their operations.	YES	As at time of audit, it was confirmed that the unit of certification does not instigate violence or use any form of harassment, including the use of mercenaries and paramilitaries in their operations.
4.2 There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all affected parties.	4.2.1 (C) The mutually agreed system, open to all affected parties, resolves disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants, HRD, community spokespersons and whistleblowers, where requested, without risk of reprisal or intimidation and follows the RSPO policy on respect for HRD.	NO	There existing dispute and grievance procedure called "Grievances Procedure" dated 2017 does not prohibit retaliation against Human Rights Defenders, community spokespersons and whistleblowers where requested. Therefore, Major NCR MAR 03 2020 was raised.
	4.2.2 Procedures are in place to ensure that the system is understood by the affected parties, including by illiterate parties.	YES	Dara Lam Soon estate and mill have created a complaints form/books where complainant can fill up and submit to the office. Lam Soon maintained affirms that its dispute system is open to any affected parties including whistle-blower. A flowchart titled 'Grievances Process' was observed maintained available for sighted.
	4.2.3 The unit of certification keeps parties to a grievance informed of its progress, including against agreed timeframe and the outcome is available and communicated to relevant stakeholders.	YES	There is evidence that parties to a grievance are kept informed of the progress of the complaints. In the complaints and grievances book or forms, they were keep informed the stakeholders on the progresses.

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Clause	Indicators	Comply Yes/No	Findings
	4.2.4 The conflict resolution mechanism includes the option of access to independent legal and technical advice, the ability for complainants to choose individuals or groups to support them and/or act as observers, as well as the option of a third-party mediator.	YES	Consultation and communication procedures used by the DLS CU in handling internal and external communications is identified in SOP named 'Consultation and Grievances Communication Procedure Internal/External' which was prepared by the RSPO Unit of Dara Lam Soon.
4.3 The unit of certification contributes to local sustainable development as agreed by local communities.	4.3.1 Contributions to community development that are based on the results of consultation with local communities are demonstrated.	YES	The CU continued to contribute to local communities as result of stakeholder consultation and relevant action taken.
4.4 Use of the land for oil palm does not diminish the legal, customary or user rights of other users without their free, prior and informed consent.	4.4.1 (C) Documents showing legal ownership or lease, or authorised use of customary land authorised by customary landowners through a FPIC process. Documents related to the history of land tenure and/or the actual legal or customary use of the land are available.	YES	After the review of the document provided, it has been verified that the land titles were previously owned by Teras Dara Konsortium. The land has been sold to Dara Lam Soon Sdn Bhd (aka Dara Lam Soon CU) in 1975. The Land title also specified that the purpose of the planting is either for oil palm or agricultural crops for economic value. It can be confirmed that Dara Lam Soon CU maintained and complied with the terms of the land title.
	4.4.2 Copies of documents evidencing agreement-making processes and negotiated agreements detailing the FPIC process are available and include:		
	4.4.2a Evidence that a plan has been developed through consultation and discussion in good faith with all affected groups in the communities, with particular assurance that vulnerable, minorities' and gender groups are consulted, and that information has been provided to all affected groups, including information on the steps that are taken to involve them in decision making.	YES	As reported in 4.4.1 of this checklist, it has been verified that the land is now legitimately owned by Dara Lam Soon since 1975. The audit team had confirmed that there were no land issues related to previous owners.

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Clause	Indicators	Comply Yes/No	Findings
	4.4.2b Evidence that the unit of certification has respected communities' decisions to give or withhold their consent to the operation at the time that these decisions were taken.	YES	The audit team has also interviewed relevant stakeholders and from the interviews, it can be concluded that there was no evidence of any land dispute at Dara Lam Soon CU.
	4.4.2c Evidence that the legal, economic, environmental and social implications of 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 unit of certification's title, concession or lease on the land.	YES	As reported in 4.4.1 of this checklist, it has been verified that the land is now legitimately owned by Dara Lam Soon since 1975. The audit team had confirmed that there were no land issues related to previous owners.
	4.4.3 (C) Maps of an appropriate scale showing the extent of recognised legal, customary or user rights are developed through participatory mapping involving affected parties (including neighboring communities where applicable, and relevant authorities).	YES	There was no map showing the legal, customary, or user right of other users since 1975. All the related documentation regarding the land acquisition was kept in Dara Lam Soon HQ Office, Shah Alam and the copy in the estate was verified by the auditor. There were no issues regarding land with villagers, local community and neighbouring estate.
	4.4.4 All relevant information is available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements.	YES	This requirement in this indicator does not applicable to Dara Lam Soon CU.
	4.4.5 (C) Evidence is available to show that communities are represented through institutions or representatives of their own choosing, including by legal counsel if they so choose.	YES	This requirement in this indicator does not applicable to Dara Lam Soon CU.
	4.4.6 There is evidence that implementation of agreements negotiated through FPIC is annually reviewed in consultation with affected parties.	YES	This requirement in this indicator does not applicable to Dara Lam Soon CU.

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Clause	Indicators	Comply Yes/No	Findings
<p>4.5 No new plantings are established on local peoples' land where it can be demonstrated that there are legal, customary or user rights, without their FPIC. 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>4.5.1 (C) Documents showing identification and assessment of demonstrable legal, customary and user rights are available.</p>	<p>YES</p>	<p>Based on Social Impact Assessment (SIA) Report for Dara Lam Soon and land title, there was no new plantings are established on local peoples' land. It has been verified that the land is legitimately owned by Dara Lam Soon since 1975.</p>
	<p>4.5.2 (C) FPIC is obtained for all oil palm development through a comprehensive process, including in particular, full respect for their legal and customary rights to the territories, lands and resources via local communities' own representative institutions, with all the relevant information and documents made available, with option of resourced access to independent advice through a documented, long-term and two-way process of consultation and negotiation.</p>	<p>YES</p>	<p>As reported in 4.4.1 of this checklist, it has been verified that the land is now legitimately owned by Dara Lam Soon since 1975. The audit team had confirmed that there were no land issues related to previous owners. The audit team has also interviewed relevant stakeholders such as the Jawatankuasa Kemajuan &amp; Keselamatan Kampung Kota Perdana, and Tok Batin Kampung Sawah Batu. From the interviews, it can be concluded that there was no evidence of any land dispute at Dara Lam Soon CU.</p>
	<p>4.5.3 Evidence is 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 information gathering and associated consultations, during negotiations, and up until an agreement with the unit of certification is signed and ratified by these local peoples. Negotiated agreements are non-coercive and entered into voluntarily and carried out prior to new operations.</p>	<p>YES</p>	<p>As reported in 4.4.1 of this checklist, it has been verified that the land is now legitimately owned by Dara Lam Soon since 1975. The audit team had confirmed that there were no land issues related to previous owners.</p>
	<p>4.5.4 To ensure local food and water security, as part of the FPIC process, participatory SEIA and participatory land-use planning with local peoples, the full range of food and water provisioning options are considered. There is transparency of the land allocation process.</p>	<p>YES</p>	<p>The audit team has also interviewed relevant stakeholders and from the interviews, it can be concluded that there was no evidence of any land dispute at Dara Lam Soon CU.</p>

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Clause	Indicators	Comply Yes/No	Findings
	4.5.5 Evidence is available that the affected communities and rights holders have had the option to access to info and advice that is independent of the project proponent, concerning the legal, economic, env. and social implications of the proposed operations on their lands.	YES	As reported in 4.4.1 of this checklist, it has been verified that the land is now legitimately owned by Dara Lam Soon since 1975. The audit team had confirmed that there were no land issues related to previous owners.
	4.5.6 Evidence is available that the communities (or their representatives) gave consent to the initial planning phases of the operations prior to the issuance of a new concession or land title to the operator.	YES	As reported in 4.4.1 of this checklist, it has been verified that the land is now legitimately owned by Dara Lam Soon since 1975. The audit team had confirmed that there were no land issues related to previous owners.
	4.5.7 New lands are not acquired for plantations and mills after 15 November 2018 as a result of recent (2005 or later) expropriations without consent under the right of eminent domain of the federal and state land acquisition legislations.	YES	Based on planting profile and land title, there was no new lands acquired for plantations after 15 November 2018.
4.6 Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with thru a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.	4.6.1 (C) A mutually agreed procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, is in place.	YES	Dara Lam Soon CU have a standard procedure for identifying social related issues called “Land Dispute Compensation and Calculation Procedure” and “Procedure For Calculating & Distribution Fair Compensation”. The procedures defined details process of how compensation for any issues/disputes related to land, ownership and access to land, and ensures negotiations concerning compensation are dealt with.
	4.6.2 (C) A mutually agreed procedure for calculating and distributing fair and gender-equal compensation (monetary or otherwise) is established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation.	YES	“Land Dispute Compensation and Calculation Procedure” and “Procedure For Calculating & Distribution Fair Compensation” detailed out the procedures for calculating and distributing compensation in a participatory and fair manner. These procedures specify that it would take into account ethnic group, gender differences, etc.
	4.6.3 Evidence is available that equal opportunities are provided to both men and women to hold land titles for scheme small holdings.	YES	The requirement of this indicator was not applicable as there is no scheme smallholdings at Dara Lam Soon CU.



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Clause	Indicators	Comply Yes/No	Findings
	4.6.4 The process and outcomes of any negotiated agreements, compensation and payments are documented, with evidence of the participation of affected parties, and made publicly available to them.	YES	As mentioned in 4.6.2 above, there were no existing/known issues related to this indicator, hence it was not applied to Dara Lam Soon CU.
4.7 For new planting, 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 FPIC and negotiated agreements.	4.7.1 (C) A mutually agreed procedure for identifying people entitled to compensation is in place.	YES	Dara Lam Soon CU have a standard procedure for identifying social related issues called "Land Dispute Compensation and Calculation Procedure" and "Procedure For Calculating & Distribution Fair Compensation".
	4.7.2 (C) A mutually agreed procedure for calculating & distributing fair compensation is in place and doc. and made available to affected parties.	YES	There was no issue regarding compensation (monetary or otherwise) with villagers, local community and neighboring estate.
	4.7.3 Communities that have lost access and rights to land for plantation expansion are given opportunities to benefit from plantation development.	YES	This requirement in this indicator was not applicable for Dara Lam Soon CU.
4.8 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.	4.8.1 Where there are or have been disputes, proof of legal acquisition of title and evidence that mutually agreed compensation has been made to all people who held legal, customary, or user rights at the time of acquisition is available and provided to parties to a dispute, and that any compensation was accepted following a documented process of FPIC.	YES	As reported in 4.4.1 of this checklist, it has been verified that the land is now legitimately owned by Dara Lam Soon since 1975. The audit team had confirmed that there were no land issues related to previous owners.
	4.8.2 (C) Land conflict is not present in the area of the unit of certification. Where land conflict exists, acceptable conflict resolution processes are implemented and accepted by the parties involved. In the case of newly acquired plantations, the unit of certification addresses any unresolved conflict through appropriate conflict resolution mechanisms.	YES	Land conflict is not present in the area of the unit of certification.

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Clause	Indicators	Comply Yes/No	Findings
	4.8.3 Where there is evidence of acquisition through dispossession or forced abandonment of customary and user rights prior to the current operations and there remain parties with demonstrable customary and land use rights, these claims will be settled using the relevant requirements.	YES	This requirement in this indicator was not applicable for Dara Lam Soon CU.
	4.8.4 For any conflict or dispute over the land, the extent of the disputed area is mapped out in a participatory way with involvement of affected parties.	YES	This requirement in this indicator was not applicable for Dara Lam Soon CU.

**Principle 5: Support smallholder inclusion**

Include smallholders in RSPO supply chains and improve their livelihoods through fair and transparent partnerships.

Clause	Indicators	Comply Yes/No	Findings
5.1 The unit of certification deals fairly and transparently with all smallholders (Independent and Scheme) and other local businesses.	5.1.1 Current and previous period prices paid for FFB are publicly available and accessible by smallholders.	YES	Fresh Fruit Bunches were supplied from Lam Soon (M) Berhad owned estates (Dara Lam Soon Estate) which are certified to RSPO. There was no third-party FFBs sent to the mill. Thus, no contract involved with smallholder.
	5.1.2 (C) Evidence is available that the unit of certification regularly explains the FFB pricing to smallholders.	YES	Fresh Fruit Bunches were supplied from Lam Soon (M) Berhad owned estates (Dara Lam Soon Estate) which are certified to RSPO. There was no third-party FFBs sent to the mill. Thus, no contract involved with smallholder.
	5.1.3 (C) Fair pricing, including premium pricing, when applicable, is agreed with smallholders in the supply base and documented.	YES	Fresh Fruit Bunches were supplied from Lam Soon (M) Berhad owned estates (Dara Lam Soon Estate) which are certified to RSPO. There was no third-party FFBs sent to the mill. Thus, no contract involved with smallholder.
	5.1.4 (C) Evidence is available that all parties, including women and independent representative organisations assisting smallholders where requested, are involved in decision-making processes and understand the contracts. These include those involving finance, loans/credits, and repayments through	YES	Fresh Fruit Bunches were supplied from Lam Soon (M) Berhad owned estates (Dara Lam Soon Estate) which are certified to RSPO. There was no third-party FFBs sent to the mill. Thus, no contract involved with smallholder.

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Clause	Indicators	Comply Yes/No	Findings
	FFB price reductions for replanting and or other support mechanisms where applicable.		
	5.1.5 Contracts are fair, legal and transparent and have an agreed timeframe.	YES	Interviews conducted with contractors and suppliers had confirmed their understanding of their rights and obligations under the contract. Both contractors confirmed the fairness of the terms of their contract, and payments are usually received within 7 to 10 days of invoice issuance.
	5.1.6 (C) Agreed payments are made in a timely manner and receipts specifying price, weight, deductions and amount paid are given.	YES	These contractors interviewed confirmed that payments are made in a timely manner, namely within 7 to 10 days of invoice. Audit team has verified the latest payments record for month of January 2020.
	5.1.7 Weighing equipment is verified by an independent third party on a regular basis.	YES	Weighing Equipment in DLS POM has been calibrated by yearly basis using accredited weighing company Metrology Corporation Malaysia Sdn Bhd.
	5.1.8 The unit of certification supports Independent Smallholders with certification, where applicable, ensuring mutual agreements between the unit of certification and the smallholders on who runs the ICS, who holds the certificates, and who holds and sells the certified material.	YES	Dara Lam Soon supports Independent Smallholders with certification, where applicable, ensuring mutual agreements between the unit of certification and the smallholders on who runs the ICS, who holds the certificates, and who holds and sells the certified material.
	5.1.9 (C) The unit of certification has a grievance mechanism for smallholders and all grievances raised are dealt with in a timely manner.	YES	A grievance mechanism which respects anonymity and protects complainants is in place at the Dara Lam Soon.
5.2 The unit of certification supports improved livelihoods of smallholders and their inclusion in sustainable palm oil value chains.	5.2.1 The unit of certification consults with interested smallholders (irrespective of type) including women or other partners in their supply base to assess their needs for support to improve their livelihoods and their interest in RSPO certification.	YES	Dara Lam Soon supports Independent Smallholders with certification, where applicable, ensuring mutual agreements between the unit of certification and the smallholders on who runs the ICS who holds the certificates, and who holds and sells the certified material.
	5.2.2 The unit of certification develops and implements smallholder support program to improve smallholder livelihood and build their capacity to enhance productivity, quality, organisational and managerial	YES	Dara Lam Soon supports Independent Smallholders to improve smallholder livelihood and build their capacity to enhance productivity, quality, organisational and managerial competencies, and specific elements of RSPO certification (including the RSPO Standard for Independent Smallholder).

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Clause	Indicators	Comply Yes/No	Findings
	competencies, and specific elements of RSPO certification.		
	5.2.3 Where applicable, the unit of certification provides support to smallholders to promote legality of FFB production.	YES	Dara Lam Soon supports Independent Smallholders to improve smallholder livelihood and build their capacity to enhance productivity, quality, organisational and managerial competencies, and specific elements of RSPO certification (including the RSPO Standard for Independent Smallholder).
	5.2.4 (C) Evidence exists that the unit of certification trains Scheme Smallholders on pesticide handling.	YES	Fresh Fruit Bunches were supplied from Dara Lam Soon owned estates (Dara Lam Soon Estate) which are certified to RSPO. There was no third-party FFBs sent to the mill.
	5.2.5 The unit of certification regularly reviews and publicly reports on the progress of the smallholder support programme.	YES	Fresh Fruit Bunches were supplied from Dara Lam Soon owned estates (Dara Lam Soon Estate) which are certified to RSPO. There was no third-party FFBs sent to the mill.

### **Principle 6: Respect workers' rights and conditions**

Protect workers' rights and ensure safe and decent working conditions.

Clause	Indicators	Comply Yes/No	Findings
6.1 Any form of discrimination is prohibited.	6.1.1 (C) A publicly available non-discrimination and equal opportunity policy is implemented in such a way to prevent discrimination based on ethnic origin, caste, national origin, religion, disability, gender, sexual orientation, gender identity, union membership, political affiliation or age.	YES	The equal opportunities policy is contained within the "Polisi Kesaksamaan Peluang", which states that all employees shall be treated fairly in terms of recruitment, progression, terms and conditions of work regardless of race, caste, nationality, gender, physique, sexual orientation, union membership, political view, religion and age. The Social Policy was displayed on notice boards in both Bahasa Malaysia and English.
	6.1.2 (C) Evidence is provided that workers and groups including local communities, women, and migrant workers have not been discriminated against including charging of recruitment fees for migrant workers.	YES	Based on documentation reviewed such as employment contracts and letters of offer, pay slips, allocation of housing at the linesite and audit interviews, there is no evidence that local and foreign workers, women and local communities have been discriminated against. Interviews conducted with workers (male, female, local and migrant) as well as local communities also confirmed that this is so. There is also no evidence of payment of recruitment fees by migrant workers.

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Clause	Indicators	Comply Yes/No	Findings
	6.1.3 The unit of certification demonstrates that recruitment selection, hiring, access to training and promotion are based on skills, capabilities, qualities and medical fitness necessary for the jobs available.	YES	Based on interviews with the estate and mill management including documentation review (interview assessment and medical report), recruitment selection, hiring and promotion are based on suitable job vacancies, experience, qualification/skill and medical fitness appropriate for the job. Interview of candidates will be done by Manager and the Assistant Managers where an evaluation form is filled up to determine the suitability of the candidate. These documents are contained in the workers' personal files.
	6.1.4 Pregnancy testing is not conducted as a discriminatory measure and is only permissible when it is legally mandated. Alternative equivalent employment is offered for pregnant women.	YES	As of the date of the audit, there is no pregnant worker at Dara Lam Soon Estate. As confirmed by the worker during interview, there is no evidence that pregnancy testing was carried out in a discriminatory manner. Pregnancy test was done on her own free will. During interview it was confirmed that if they require contact with chemicals, they will allocate to other light works.
	6.1.5 (C) A gender committee is in place specifically to raise awareness, identify and address issues of concern, as well as opportunities and improvements for women.	YES	Chairman of Gender Committee called 'Persatuan Wanita' at each sites responsible in handling and channeling issue to management, if any. Management has directed chairman of gender committee to respects and protects anonymity and complainants where requested. Complainants can submit in their complaint either in writing or verbally. Workers interviewed know that they can either complaint to their immediate supervisor, or if they wish, to the estate management.
	6.1.6 There is evidence of equal pay for the same work scope.	YES	The equal opportunities policy is contained within the Dara Lam Soon Policy which states that all employees shall be treated fairly in terms of recruitment, progression, terms and conditions of work regardless of race, caste, nationality, gender, physique, sexual orientation, union membership, political view, religion and age. The Social Policy was displayed on notice boards in both Bahasa Malaysia and English. For mill and estate general workers they receive daily payment as per Minimum Wages Order 2018.
6.2 Pay and conditions for staff and workers and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages (DLW).	6.2.1 (C) Applicable labour laws, union and/or other collective agreements and documentation of pay and conditions are available to the workers in national languages (English or Bahasa Malaysia) and explained to them in language they understand.	YES	Dara Lam Soon Estate documentation of pay is in the form of monthly pay slips. Conditions of pay are contained in the workers' respective employment contracts. Samples of the monthly pay slips and employment contracts were made available and reviewed during the audit. Labour laws, union and/or other collective agreements detailing payments and other conditions, was made available in the languages understood by the workers and explained to them by a management during induction. Sighted latest induction in Sept 2019.
	6.2.2 (C) Employment contracts and related documents detailing payments and conditions of employment (e.g. regular working hours, deductions, overtime, sick leave, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc. in compliance with national legal	NO	Contracts and conditions of employment are contained in employment contracts signed between the Mill and respective estates on one hand, and their workers on the other. The employment contracts sampled were prepared in either Bahasa Indonesia or in dual-language, namely English and the language commonly used in the worker's country of origin. Among others, the contracts defined the period of employment, wage rate, work benefits, overtime, annual leave, public holidays, contract termination, etc. Details on monthly salary and deductions for every worker and staff are reflected in their pay slips

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Clause	Indicators	Comply Yes/No	Findings
	requirements) and payroll documents give accurate information on compensation for all work performed. This includes a form of record for work done by family members.		<p>which are issued to the workers during pay day.</p> <p>For the local workers, there is evidence that the payment of statutory contributions such as EPF, SOCSO and Employment Insurance Scheme are being made in accordance with the relevant legal provisions.</p> <p>However, Major NCR MAR 04 2020 was raised in MYNI 2019 as follows:</p> <ul style="list-style-type: none"> <li>i) There were no detailing conditions of employment in term of maternity leave at Dara Lam Soon Estate and Dara Lam Soon Mill.</li> <li>ii) No evidence of contract agreement between contractor and their worker at Dara Lam Soon Estate.</li> </ul>
	6.2.3 (C) There is evidence of legal compliance for regular working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice and other legal labour requirements.	YES	The Dara Lam Soon has complied with legal requirements on regular working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice and other legal labour requirements.
	6.2.4 (C) The unit of certification provides adequate housing, sanitation facilities, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible. National laws, or in their absence the ILO Guidance on Workers' Housing Recommendation No. 115, are used. In the case of acquisitions of non-certified units, a plan is developed detailing the upgrade of infrastructure. A reasonable time (5 years) is allowed to upgrade the infrastructure.	YES	It can be concluded that 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). All staff and workers are staying at the same area within Dara Lam Soon Estate. Based on visits conducted, the houses provided were adequate, and in reasonably good conditions and comfortable. Interviews with the workers reveal that they were satisfied with the response to requests for any repair works.
	6.2.5 The unit of certification makes efforts to improve workers' access to adequate, sufficient and affordable food.	YES	There are 2 sundry shops and 1 canteen at the workers quarters in the CU. The contracts were administered by DARA Lam Soon Estate and POM. All the shop owners require to list and submit their price to Dara Lam Soon Estate and POM for review prior signing into new contract and whenever there is price change. Contracts between the parties and price lists were available.
	6.2.6 A "DLW" is paid to all workers, including those on piece rate/quotas, for whom the calculation is based on achievable quotas during regular work hours.	YES	All sampled workers receive at least minimum wages based on Minimum Wages Order 2018.

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Clause	Indicators	Comply Yes/No	Findings
	<p><b>PROCEDURAL NOTE:</b>                      A written policy with specific implementation plan, committing to payment of a “decent living wage” is in place.                      The implementation plan with specific targets, and a phased implementation process will be in place, including the following:</p> <ul style="list-style-type: none"> <li>• An assessment is conducted to determine prevailing wages and in-kind benefits already being provided to workers.</li> <li>• There is annual progress on the implementation of living wages</li> <li>• Where a minimum wage, based on equivalent basket of goods, is stipulated in Collective Bargaining Agreements (CBAs), this should be used as the foundation for the gradual implementation of the living wage payment.</li> <li>• The unit of certification may choose to implement the “living wage” payment in a specific section as a pilot project; the pilot will then be evaluated and adapted before an eventual scale-up of the living wage implementation</li> </ul> <p>Until such time where the Malaysian version of “decent living wage” has been endorsed by RSPO and implemented by the unit of certification, the Malaysian minimum wage has to be paid.</p>		
	<p>6.2.7 Permanent, full-time employment is used for all core work performed by the unit of certification. Casual, temporary and day labour is limited to jobs that are temporary or seasonal.</p>	<p>YES</p>	<p>All the estates and mill employ full-time employees. Foreign workers are full-time employees but have a contractual duration which is stipulated in their employment contracts which is 2 years for Indonesians and 3 years for other nationalities. This contract duration can be mutually extended subject to the annual work permit from the Malaysian Immigration Department.</p>

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Clause	Indicators	Comply Yes/No	Findings
6.3 The unit of certification respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of assoc. and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.	6.3.1 (C) A published statement recognising freedom of association and right to collective bargaining in national languages is available and is explained to all workers, in language that they understand, and is demonstrably implemented.	YES	Dara Lam Soon Sdn Bhd has published a policy titled 'The Rights of Freedom of Association of Employee' dated in June 2016 amended in January 2019. The policy is available in Bahasa Malaysia and English. The policy was displayed at the estate's and mill's notice boards.
	6.3.2 Minutes of meetings between the unit of certification with trade unions or workers representatives, who are freely elected, are documented in national languages and made available upon request.	YES	New union which is The National Union Plantation Workers (NUPW) is the union that current represents workers of Dara Lam Soon but they still pending documentation and application to materialize collective agreement between Dara Lam Soon and NUPW. Union membership is open to both local and foreign workers and the worker's representative elected by the NUPW/MAPA itself which is independent party.
	6.3.3 Management does not interfere with the formation or operation of registered unions/ labour organisations or associations, or other freely elected representatives for all workers including migrant and contract workers.	YES	Currently local union representative Dara Lam Soon workers has been dispersing and new union which is The National Union Plantation Workers (NUPW) is the union that current represents workers of Dara Lam Soon but they still pending documentation and application to materialize collective agreement between Dara Lam Soon and NUPW.
6.4 Children are not employed or exploited.	6.4.1 A formal policy for the protection of children, including prohibition of child labour and remediation is in place, and included into service contracts and supplier agreements.	NO	Dara Lam Soon has specified in the Labour Policy that they will not employing or exploiting children for labour. The list of workers which contains worker's detail, including their dates of birth was reviewed for both the estate and mill. Observations were also made during field visits and during interviews with workers confirm that no one below 18 was employed in the estate and the mill. It was evident that the CU only hired workers with age more than 18 years old. However, during audit it was found that the contracts do not include the protection of children, including prohibition of child labour and remediation is in place. Therefore, minor NCR MAR 05 2020 was raised.
	6.4.2 (C) There is evidence that minimum age requirements are met. Personnel files show that all workers are above the national minimum age or above company policy minimum age, whichever is higher. There is a documented age screening verification procedure.	YES	There was no evidence that the estates and the mill at Dara Lam Soon has employed anyone below the age of 18 years. Auditor also verified through the contractors in the Dara Lam Soon and confirmed there was no contractor workers available in the estate and mill. This was verified by examining the master lists, personal file, contracts and payslip of each operating unit where details of the workers' IC numbers and dates of birth are available. Interviews with workers and staff, as well as observations made during field visits confirm that only those above 18 are employed.
	6.4.3 (C) Young persons may be employed only for non- hazardous work, with protective restrictions in place for that work.	YES	There was no evidence that any young persons were employed in any of the units at Dara Lam Soon as evidenced from documentation review, field observations and interviews.



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Clause	Indicators	Comply Yes/No	Findings
	6.4.4 The unit of certification demonstrates communication about its 'no child labour' policy and the negative effects of child labour, and promotes child protection to supervisors and other key staff, smallholders, FFB suppliers and communities where workers live.	YES	Based on the documents sighted, communication about its no child labour Policy was communicated to all levels of employees as evidenced from training records at the Dara Lam Soon Estate.
6.5 There is no harassment or abuse in the workplace, and reproductive rights are protected.	6.5.1 (C) A policy to prevent sexual and all other forms of harassment and violence is implemented and communicated to all levels of the workforce.	YES	The estate and mill have established a Sexual Harassment Policy ("Workplace Harassment Policy"). The policy defines what constitutes sexual harassment, and states that it would comply with the relevant laws and increase awareness with regards to sexual harassment. The policy is written in the English and Bahasa Malaysia and displayed on the notice boards. No evidence or acts that contradict this policy were observed. Dara Lam Soon CU.
	6.5.2 (C) A policy to protect the reproductive rights of all, especially of women, is implemented and communicated to all levels of the workforce.	YES	The company has established a 'Workplace Harassment Policy' to protect the reproductive rights. Dara Lam Soon POM and Dara Lam Soon Estate.
	6.5.3 Management has assessed the needs of new mothers, in consultation with the new mothers, and actions are taken to address the needs that have been identified.	YES	In the Dara Lam Soon, Gender Committee have been established at the Mill and Estate levels to help disseminate awareness on issues relating to reproductive rights and need of new mothers. Awareness on reproductive rights need of new mothers are also briefed during muster and Gender Committee meetings held at each Mill and Estates.
	6.5.4 A grievance mechanism, which respects anonymity and protects complainants where requested, is established, implemented and communicated to all levels of the workforce.	YES	A grievance mechanism has been sighted at the estate and the mill titled 'Sexual Harassment Procedure'. It involves a flowchart 'Sexual Harassment Reporting Flowchart' which explains the process of grievance handling for both external and internal parties. At Dara Lam Soon Palm Oil Mill and Dara Lam Soon Estate, the flowchart is exhibited prominently near the entrance to the main estate/mill office.
6.6 No forms of forced or trafficked labour are used.	6.6.1 (C) All workers have entered into employment voluntarily, and the following are prohibited: <ul style="list-style-type: none"> <li>Retention of identity documents or passports (except for administration purposes including legalisation and renewal processes)</li> <li>Charging the workers for recruitment</li> </ul>	YES	All workers in Dara Lam Soon in Estate and Mill have entered into employment voluntarily, it was verify during the interview with Indonesian and Indian workers. The workers know they will work in Oil Palm Sector since from their country. The mill and all visited estates had given passport to foreign workers as verified during interviewed with the workers. Mill only need passport when renewed their visa/passport.

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Clause	Indicators	Comply Yes/No	Findings
	fees <ul style="list-style-type: none"> <li>• Contract substitution</li> <li>• Involuntary overtime</li> <li>• Lack of freedom of workers to resign</li> <li>• Penalty to the workers for termination of employment</li> <li>• Debt bondage</li> <li>• Withholding of wages</li> </ul>		
	6.6.2 (C) Where temporary or migrant workers are employed, a specific labour policy and/or procedures are established and implemented.	YES	Dara Lam Soon CU adopts the Labour Policy dated January 2015 which states that "All employees shall be treated fairly in terms of recruitment, progression, terms and conditions of work and representation race, caste, nationality". There is also a procedure entitled "Sourcing Process for Foreign Workers".
6.7 The unit of certification ensures that the working environment under its control is safe and without undue risk to health.	6.7.1 (C) The responsible person(s) for H&S is identified. There are records of regular meetings between the responsible person(s) and workers. Concerns of all parties about health, safety and welfare are discussed at these meetings, and any issues raised are recorded.	YES	Estate / Mill Managers were appointed as responsible person(s) for safety and health issues and also chairman for OSH Committee. The Manager subsequently assigned duties of ESH coordinator to the Assistants or healthcare assistant for the down line implementation of ESH practices in the estate and mill. All identified Executives were officially given a letter for such an appointment. Records of regular meetings between the responsible person and workers to discuss about health and safety had been verified to the satisfactory maintained.
	6.7.2 Accident and emergency procedures are in place and instructions are clearly understood by all workers. Accident procedures are available in national languages (English and/or Bahasa Malaysia) and explained in the language understandable to the workforce. Assigned operatives trained in first aid are present in both field and other operations, and first aid equipment is available at worksites. Records of all accidents are kept and periodically reviewed.	NO	During site visit at South Estate Division, first aid boxes was not available at loose fruit operation. Therefore, Minor NCR RAR 03 2020 was raised.
	6.7.3 (C) Workers use appropriate personal protective equipment (PPE), which is provided free of charge to all workers at the place of work to cover all potentially	NO	During interview with sampled workers and verification of "Borang Catatan Pemeriksaan PPE", there is no free of charge provided for personal protective equipment (harvesters shoe) to all harvesters at Dara Lam Soon estate and it is only available for the first time user. Therefore, Major NCR DA 02 2020 was raised in new MYNI 2019.

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Clause	Indicators	Comply Yes/No	Findings
	hazardous operations, such as pesticide application, machine operations, land preparation, and harvesting. Sanitation facilities for those applying pesticides are available, so that workers can change out of PPE, wash and put on their personal clothing.		
	6.7.4 All workers are provided with medical care and covered by accident insurance. Costs incurred from work-related incidents leading to injury or sickness are covered in accordance with Malaysian law.	YES	Local & Foreign workers are covered by SOCSO (Pertubuhan Keselamatan Sosial).
	6.7.5 Occupational injuries are recorded using Lost Time Accident (LTA) metrics.	YES	Occupational injuries are recorded using Lost Time Accident (LTA) metrics. Sighted the Dara Lam Soon CU has maintained and updated the LTA Summary by monthly basis.

### **Principle 7: Protect, conserve and enhance ecosystems and the environment**

Protect the environment, conserve biodiversity and ensure sustainable management of natural resources.

Clause	Indicators	Comply Yes/No	Findings
7.1 Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management (IPM) techniques.	7.1.1 (C) IPM plans are implemented and monitored to ensure effective pest control.	YES	For year 2020. Integrated pest management (IPM) has been focusing on rat damage issues. CU has established barn owl installation planning. It has been planned to increase to 100 pieces.
	7.1.2 Species referenced in the Global Invasive Species Database and CABI.org are not to be used in managed areas, unless plans to prevent and monitor their spread are implemented.	YES	There was no invasive species has been used in the certification units. CU only used local species such <i>Tunera subulata</i> , <i>Cassia cobanensis</i> and <i>Antigonon leptopus</i> for biological control from pest and disease. Management also conducted bagworm census for monitored threshold level of imfections.
	7.1.3 There is no use of fire for pest control unless in exceptional circumstances, i.e. where no other effective methods exist, and with prior approval of government authorities.	YES	During site visit at both divisions (North & South Estate) there was no evidence fire has been used for pest & disease control. CU only used beneficial plants as biological control to prevent P&D. CU also established Rat baiting programme to control on rat damage issues.
7.2 Pesticides are used in ways that do not endanger health	7.2.1 (C) Justification of all pesticides used is demonstrated. Selective products and	YES	All pesticides used were those officially registered under the Pesticide Act 1974. All chemicals purchases are made through approval by the Head Office. No illegal agrochemicals (stated by local and international laws) Paraquat was used in the estates.

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Clause	Indicators	Comply Yes/No	Findings
of workers, families, communities or the environment.	application methods that are specific to the target pest, weed or disease are prioritized.		
	7.2.2 (C) Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) are provided.	YES	The estates in the CU had records to show the types of pesticides used with active ingredients and their LD50 and where these pesticides had been used, the total quantity, number of applications and active ingredients (ai) per ha. Pesticides are used only when justified and areas used are recorded in bin cards, program sheets, chemical register, field-cost books and in progress reports. Records of pesticides used were available and verified.
	7.2.3 (C) Any use of pesticides is minimised as part of a plan, eliminated where possible, in accordance with IPM plans.	YES	The CU is committed to minimize the usage of agrochemicals through the implementation of IPM practices.
	7.2.4 There is no prophylactic use of pesticides, unless in exceptional circumstances, as identified in national best practice guidelines.	YES	There was no prophylactic of chemical has been implemented by CU. Management has a SOP to conduct the census before any chemical activities has been carried out.
	7.2.5 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, unless in exceptional circumstances, as validated by a due diligence process, or when authorised by government authorities for pest outbreaks. The due diligence refers to:	YES	The estate confined usage of pesticides which are were officially registered under the Pesticides Act 1974 (Act 149) and the relevant provision (Section 53A) and in accordance with USECHH Regulations 2000.
	7.2.5a Judgment of the threat and verify why this is a major threat.	YES	
	7.2.5b Why there is no other alternative which can be used.	YES	
	7.2.5c Which process was applied to verify why there is no other less hazardous alternative.	YES	
	7.2.5d What is the process to limit the negative impacts of the application.	YES	
	7.2.5e Estimation of the timescale of the application and steps taken to limit application to the specific outbreak.	YES	

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Clause	Indicators	Comply Yes/No	Findings
	7.2.6 (C) Pesticides are only handled, used or applied by persons who have completed the necessary training and are always applied in accordance with the product label. All precautions attached to the products are properly observed, applied, and understood by workers. Personnel applying pesticides must show evidence of regular updates on the knowledge about the activity they carry out.	YES	The estates and mill had a SOP for use of PPE during working. All workers involved in pesticide application were provided with appropriate PPE and replaced when damaged. PPE issue and replacements records were verified by the auditors. It was also observed that PPE was used by workers working in the fields. The estate and mill had a SOP for handling of chemical/pesticide. The employees involved in the chemical handling such as the storekeepers, sprayers, fertilizer and rat bait workers were trained in chemical handling and they understood the hazards of the chemicals and how the chemicals should be used in a safe manner. The trade and generic names of the chemicals were made known to them through the SDS training. It was also noted that SDS are available at chemical and fertilizers during the audit.
	7.2.7 (C) Storage of all pesticides is in accordance with recognised best practices.	YES	The storage of pesticides at Dara Lam Soon CU was found to be in compliance with the Occupational Safety and Health Act 1994 (Act 514) as well as in the Pesticides Act 1974 (Act 149) and Regulations. The chemical and fertiliser stores (with cemented floors and roofing) are locked & handled only by authorized personnel i.e. storekeeper. The stores in estate and mill were ventilated (equipped with exhaust fans). All the chemicals were arranged/segregated according to the type.
	7.2.8 All pesticide containers are properly disposed of and/or handled responsibly if used for other purposes.	YES	Empty pesticide containers was punctured and disposed in an environmentally and socially responsible way, such that there is no risk of contamination of water sources or to human health. Inventory and consignment documents verified for confirmation of proper management and disposal. The scheduled wastes generated at Dara Lam Soon CU not more than 180 days @ 20mt.
	7.2.9 (C) Aerial spraying of pesticides is prohibited, unless in exceptional circumstances where no other viable alternatives are available. This requires prior government authority approval. All relevant information is provided to affected local communities at least 48 hours prior to application of aerial spraying.	YES	Aerial application of agrochemicals is not practiced in DLS CU. This is confirmed through observation during the site visit, estate complex and interview with the employees.
	7.2.10 (C) Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, is demonstrated.	YES	Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, is demonstrated.
	7.2.11 (C) No work with pesticides is undertaken by persons under the age of 18, pregnant or breastfeeding women or	YES	Dara Lam Soon CU complied with procedure and guidelines provided the Standard Operating Procedure " <i>DASAR SYARIKAT DAN PROSEDUR KERJA STANDARD UNTUK SEMUA PEKERJA WANITA YANG MENGANDUNG</i> " adopted by DLS in 2017 whereby no

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Clause	Indicators	Comply Yes/No	Findings
	other people that have medical restrictions and they are offered alternative equivalent work.		work with pesticides is given to pregnant or breast-feeding women.
7.3 Waste is reduced, recycled, reused and disposed of in an environmentally and socially responsible manner.	7.3.1 A waste management plan which includes reduction, recycling, reusing, and disposal based on toxicity and hazardous characteristics, is documented and implemented.	YES	Waste management and disposal plan to avoid or reduce pollution had been documented and implemented. Procedures and guideline were used to guide the waste disposal activities and to reduce pollution on the routine operation. In the sampled estate and mill, the waste management program and plan seen incorporated with environmental impact aspect assessments and pollution prevention plan. The assessment seen effectively covers on matured maintenance, FFB collection, workshop, schedule waste / chemical / fertilizer store and etc. Sampled the EFB collection from mill and the area/filed mulched.
	7.3.2 Proper disposal of waste material, according to procedures that are fully understood by workers and managers, is demonstrated.	YES	Standard Operating Procedure Scheduled Waste Disposal has been established. The documentation and identification of all waste product such as scheduled wastes, domestic wastes, clinical wastes, recyclable wastes such as metal, tins, plastics, bottles, mill wastes and polluting material e.g. EFB and POME.
	7.3.3 The unit of certification does not use open fire for waste disposal.	NO	During site visit, sighted trace of open fire that were used for waste disposal. Thus, Minor NCR DA 03 2020 was issued.
7.4 Practices maintain soil fertility at, or where improve soil fertility to, a level that ensures optimal and sustained yield.	7.4.1 Good agriculture practices, as contained in SOPs, are followed to manage soil fertility to optimise yield and minimise environmental impacts.	YES	The CU continued to manage and improve soil fertility to a level that ensures optimal and sustained yield by monitoring the fertilizer inputs through annual fertilizer applications. The sustaining of the soil fertility is guided by the internal established SOPs.
	7.4.2 Periodic tissue and soil sampling is carried out to monitor and manage changes in soil fertility and plant health.	YES	Evidence of periodic tissue foliar and soil analysis to monitor the changes in nutrient status was available and presented in the report by <i>Applied Agriculture Resources Sdn Bhd</i> visit date in Oct 2019. The results of the analysis were used by the agronomist for their recommendation for fertilizers applications programs year 2020. The soil sampling nutrient status was shown in the report by <i>Param Agricultural Soil Surveys (M) Sdn Bhd</i> dated Feb 2017.
	7.4.3 A nutrient recycling strategy is in place, which includes the recycling of EFB, POME, palm residues and optimal use of inorganic fertilisers.	YES	EFB application is done as part of nutrient recycling strategy and recorded regularly. All EFB were sourced from DLS POM.
	7.4.4 Records of fertiliser inputs are maintained.	YES	Record of fertilizer was maintained for both division estates.
7.5 Practices minimise and control erosion	7.5.1 (C) Maps identifying marginal and fragile soils, including steep terrain, are available.	YES	The estates soils (reconnaissance soil map DLS North & South are as follows based on the report by M/s <i>Param Agricultural Soil Surveys (M) Sdn Bhd</i> dated Feb 2017. Based on the soil map, there is no peat soil or soil categorized as problematic or fragile at the CU.

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and degradation of soils.	7.5.2 No replanting of any individual, contiguous area of steep terrain (greater than 25°) larger than 25 Ha within the Unit of Certification.	YES	No replanting at DLS Estate.
	7.5.3 There is no new planting of oil palm on steep terrain.	YES	There was no new planting a DLS Estate. Estate have been fully developed before the year of 2005 and no evidence of planting on steep terrain.
7.6 Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations.	7.6.1 (C) To demonstrate the long-term suitability of land for palm oil cultivation, soil maps or soil surveys identifying marginal and fragile soils, including steep terrain, are taken into account in plans and operations.	YES	There were no marginal and fragile soils, this was evidence during site visits and report from soil survey <i>Param Agricultural Soil Surveys (M) Sdn Bhd</i> dated Feb 2017.
	7.6.2 Extensive planting on marginal and fragile soils, is avoided, or, if necessary, done in accordance with the soil management plan for best practices.	YES	There were no marginal and fragile soils, this was evidence during site visits and report from soil survey <i>Param Agricultural Soil Surveys (M) Sdn Bhd</i> dated Feb 2017. For steep terrain all the old palms have been left and there was no activities has been carried out.
	7.6.3 Soil surveys and topographic information guide the planning of drainage and irrigation systems, roads and other infrastructure.	YES	Soil survey and topographic has been carried out <i>Param Agricultural Soil Surveys (M) Sdn Bhd</i> dated Feb 2017.
7.7 No new planting on peat, regardless of depth after 15 November 2018 and all peatlands are managed responsibly.	7.7.1 (C) There is no new planting on peat regardless of depth after 15 November 2018 in existing and new development areas.	YES	During site visit and report from soil survey <i>Param Agricultural Soil Surveys (M) Sdn Bhd</i> dated Feb 2017. It was confirmed that no peat soils at DLS Estate.
	7.7.2 Areas of peat within the managed areas are inventoried, documented and reported (effective from 15 November 2018) to RSPO Secretariat. PROCEDURAL NOTE: Maps and other documentation of peat soils are provided, prepared and shared in line with RSPO Peat Land Working Group (PLWG) audit guidance (see Procedural Note for 7.7.5 below).	YES	During site visit and report from soil survey <i>Param Agricultural Soil Surveys (M) Sdn Bhd</i> dated Feb 2017. It was confirmed that no peat soils at DLS Estate.
	7.7.3 (C) Subsidence of peat is monitored, documented and minimised.	YES	During site visit and report from soil survey <i>Param Agricultural Soil Surveys (M) Sdn Bhd</i> dated Feb 2017. It was confirmed that no peat soils at DLS Estate.

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	7.7.4 (C) A documented water and ground cover management programme is in place.	YES	During site visit and report from soil survey <i>Param Agricultural Soil Surveys (M) Sdn Bhd</i> dated Feb 2017. It was confirmed that no peat soils at DLS Estate.
	7.7.5 (C) For plantations planted on peat, drainability assessments are conducted following the RSPO Drainability Assessment Procedure, or other RSPO recognised methods, at least five years prior to replanting. The assessment result is used to set the timeframe for future replanting, as well as for phasing out of oil palm cultivation at least 40 years, or two cycles, whichever is greater, before reaching the natural gravity drainability limit for peat. When oil palm is phased out, it is replaced with crops suitable for a higher water table (paludiculture) or rehabilitated with natural vegetation. This is subject to transitional (5 years: 2019 to 2025) arrangement stated in the Drainability Assessment Procedure. Within 12 months initial implementation period, company could submit other alternate methodologies to be considered by RSPO for recognition.	YES	During site visit and report from soil survey <i>Param Agricultural Soil Surveys (M) Sdn Bhd</i> dated Feb 2017. It was confirmed that no peat soils at DLS Estate.
	7.7.6 (C) All existing plantings on peat are managed according to the 'RSPO Manual on Best Management Practices (BMPs) for existing oil palm cultivation on peat', version 2 (2018) and associated audit guidance.	YES	During site visit and report from soil survey <i>Param Agricultural Soil Surveys (M) Sdn Bhd</i> dated Feb 2017. It was confirmed that no peat soils at DLS Estate.
	7.7.7 (C) All areas of unplanted and set-aside peatlands in the managed area (regardless of depth) are protected as "peatland conservation areas"; new drainage, road building and power lines by the unit of certification on peat	YES	During site visit and report from soil survey <i>Param Agricultural Soil Surveys (M) Sdn Bhd</i> dated Feb 2017. It was confirmed that no peat soils at DLS Estate.



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	soils is prohibited; peatlands are managed in accordance with the 'RSPO BMPs for Management and Rehabilitation of Natural Vegetation Associated with Oil Palm Cultivation on Peat', version 2 (2018) and associated audit guidance.		
7.8 Practices maintain the quality and availability of surface and groundwater.	7.8.1 A water management plan is in place and implemented to promote more efficient use and continued availability of water sources and to avoid negative impacts on other users in the catchment. The plan addresses the following:	YES	Dara Lam Soon CU Water Management Plan has been reviewed annually and latest updated in Jan 2020.
	7.8.1a The unit of certification does not restrict access to clean water or contribute to pollution of water used by communities.	YES	Based on stakeholder consultation with local communities and field visit, there was evidence that the CU does not restrict access to clean water or contribute to pollution of water used by communities.
	7.8.1b Workers have adequate access to clean water.	YES	As verified at Dara Lam Soon CU facilities for workers and through interview with workers, all workers have obtained adequate access to clean/treated water via Water Treatment Plant and complied with Workers Minimum Standard of Housing and Amenities Act 1990.
	7.8.2 (C) Water courses and wetlands are protected, including maintaining and restoring appropriate riparian and other buffer zones in line with 'RSPO Manual on BMPs for the management and rehabilitation of riparian reserves' (April 2017).	YES	The estates continued to protect the watercourses, including maintaining and restoring appropriate riparian buffer zones along the natural waterways. The estates maintained the buffer zone by restricting agrochemicals application. Water courses and wetlands are protected including maintaining and restoring appropriate riparian buffer zones.
	7.8.3 Mill effluent is treated to be in compliance with national regulations. Discharge quality of mill effluent, especially Biochemical Oxygen Demand (BOD), is regularly monitored.	YES	According to DOE's license, the disposal method of the final discharge is through water course (currently channel to biogas plant). The ETP was regularly maintained by desludging of the ponds to ensure its efficiency. Final discharge samples were taken on monthly basis and sent to an accredited laboratory for analysis. The results of analysis were submitted to the DOE on quarterly basis. All parameters were within the regulatory limit such as BOD discharged to land irrigation was not more than 100 mg/l.
	7.8.4 Mill water use per tonne of FFB is monitored and recorded.	YES	Process water is obtained from water catchment near to the mill. The water usage per tonne of fresh fruit bunches (FFB) continued to be monitored on monthly basis.
7.9 Efficiency of fossil	7.9.1 A plan for efficiency of the use of fossil fuels and to optimise renewable	YES	The plan for efficiency of the use of fossil fuels and to optimise renewable energy is in place, monitored and documented. Record on energy consumption for both renewable and

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fuel use and the use of renewable energy is optimised.	energy is in place, monitored and documented.		non-renewable sources were kept and documented. It is monitored to optimise use of renewable energy. Data is being compiled for comparison and control for future improvement. Fossil fuel usage reduction has been included under pollution prevention plan 2020.																																																								
7.10 Plans to reduce pollution and emissions, including greenhouse gases (GHG), are developed, implemented and monitored and new developments are designed to minimise GHG emissions.	7.10.1 (C) GHG emissions are identified and assessed for the unit of certification. Plans to reduce or minimise them are implemented, monitored through the Palm GHG calculator and publicly reported.	YES	<p>The CU had used RSPO Palm GHG version 4.0 Calculator as a tool to calculate the GHG emissions. Sighted report sends to RSPO with acknowledgement of Auditor in Feb 2020. The input data was verified and the following were determined:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Description</th> <th style="text-align: center;">tCO<sub>2</sub>e/tProduct</th> <th style="text-align: center;">Production</th> <th style="text-align: center;">t/yr</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">CPO</td> <td style="text-align: center;">-0.12</td> <td style="text-align: center;">FFB Processed</td> <td style="text-align: center;">114199.63</td> </tr> <tr> <td style="text-align: center;">PK</td> <td style="text-align: center;">-0.12</td> <td style="text-align: center;">CPO Processed</td> <td style="text-align: center;">24485.95</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Land Use</th> <th style="text-align: center;">Ha</th> </tr> </thead> <tbody> <tr> <td>OP Planted Area</td> <td style="text-align: center;">4099.00</td> </tr> <tr> <td>OP Planted on Peat</td> <td style="text-align: center;">0.00</td> </tr> <tr> <td>Conservation (forested)</td> <td style="text-align: center;">0.00</td> </tr> <tr> <td>Conservation (non-forested)</td> <td style="text-align: center;">21.00</td> </tr> </tbody> </table> <p>Milling extraction rate:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>OER</td> <td style="text-align: center;">21.44</td> </tr> <tr> <td>KER</td> <td style="text-align: center;">5.74</td> </tr> </tbody> </table> <p>Mill Emission</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: center;">Own Crop</th> </tr> <tr> <th style="text-align: left;">Emission source</th> <th style="text-align: center;">tCO<sub>2</sub>e</th> <th style="text-align: center;">tCO<sub>2</sub>e/tFFB</th> </tr> </thead> <tbody> <tr> <td>POME</td> <td style="text-align: center;">396.05</td> <td style="text-align: center;">0.00</td> </tr> <tr> <td>Fuel consumption</td> <td style="text-align: center;">229.35</td> <td style="text-align: center;">0.00</td> </tr> <tr> <td>Grid electricity utilisation</td> <td style="text-align: center;">243.74</td> <td style="text-align: center;">0.00</td> </tr> <tr> <td>Credits</td> <td></td> <td></td> </tr> <tr> <td>Export of excess electricity to housing &amp; grid</td> <td style="text-align: center;">-2249.56</td> <td style="text-align: center;">-0.02</td> </tr> <tr> <td>Sale of PKS</td> <td style="text-align: center;">-5181.29</td> <td style="text-align: center;">-0.05</td> </tr> <tr> <td>Sale of EFB</td> <td style="text-align: center;">0.00</td> <td style="text-align: center;">0.00</td> </tr> <tr> <td>Total</td> <td style="text-align: center;">-6561.70</td> <td style="text-align: center;">-0.06</td> </tr> </tbody> </table>	Description	tCO <sub>2</sub> e/tProduct	Production	t/yr	CPO	-0.12	FFB Processed	114199.63	PK	-0.12	CPO Processed	24485.95	Land Use	Ha	OP Planted Area	4099.00	OP Planted on Peat	0.00	Conservation (forested)	0.00	Conservation (non-forested)	21.00	OER	21.44	KER	5.74	Own Crop			Emission source	tCO <sub>2</sub> e	tCO <sub>2</sub> e/tFFB	POME	396.05	0.00	Fuel consumption	229.35	0.00	Grid electricity utilisation	243.74	0.00	Credits			Export of excess electricity to housing & grid	-2249.56	-0.02	Sale of PKS	-5181.29	-0.05	Sale of EFB	0.00	0.00	Total	-6561.70	-0.06
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	7.10.2 (C) Starting 2014, the carbon stock of the proposed development area and major potential sources of emissions that may result directly from the development are estimated and a plan to minimise them prepared and implemented (guided by the RSPO GHG Assessment Procedure for New Development).	YES	Auditor has verified through checking the <a href="http://www.globalforestwatch.com">www.globalforestwatch.com</a> , Google Maps, Estate Maps and also through site visit to the sampled estates areas. Based on the observation during the audit, it is confirmed that there were no new planting or new development of areas at Dara Lam Soon CU. Hence, RSPO GHG Assessment Procedure for New Development was not applicable.																																																														
	7.10.3 (C) Other significant pollutants are identified and plans to reduce or minimise them implemented and monitored.	YES	The Environmental Impact and Aspect Assessment and Pollution Prevention Plan was used to identify the GHG emissions. Some of the Greenhouse Gas emissions are through Land Conversion, Crop Sequestration, Fertiliser, N <sub>2</sub> O from fertiliser, Fuel Consumption, Peat Oxidation. Plans to reduce or minimise them are in place. Dara Lam Soon CU also plan to reduce GHG by construct Biogas plant to capture Methane gas generated from the Effluent Treatment Plant to generate bio gas engine to produce electricity for mill and																																																														

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			domestic use. The Biogas Plant already start the operation on January 2019.
7.11 Fire is not used for preparing land and is prevented in the managed area.	7.11.1 (C) Land for new planting or replanting is not prepared by burning.	YES	There was no new planting a DLS Estate. Estate have been fully developed before the year of 2005. During site visit at estate there was no replanting activities.
	7.11.2 The unit of certification establishes fire prevention and control measures for the areas under its direct management.	YES	Dara Lam Soon Estate and POM had adhered to Lam Soon SOP 'Prosedur persediaan dan tindakan Semasa Kecemasan, Penyiasatan Insiden Lam Soon Plantation Sdn Bhd'. Name of the Emergency Response Team (ERT) members and their contact numbers were displayed at the notice boards of respective sites as well as communicated to all workers. Telephone numbers of the Police Station, Fire Brigade, Immigration Department and Hospital were also included. The ERT comprised of trained First Aiders, Field Staffs, Mandores, Office Staff, and Workshop Operator and Security personnel. The Field Staff and Mandores are responsible for handling emergency at the field.
	7.11.3 The unit of certification engages with adjacent stakeholders on fire prevention and control measures.	NO	During site visit there was no evidence on engagement has been made with adjacent stakeholder on fire on fire prevention and control measures. Thus, #Minor NCR RAR 02 2020 has been raised.
7.12 Land clearing does not cause deforestation or damage any area required to protect or enhance High Conservation Values (HCVs) or High Carbon Stock (HCS) forest. HCVs and HCS forests in the managed area are identified and protected or enhanced.	7.12.1 (C) Land clearing since November 2005 has not damaged primary forest or any area required to protect or enhance HCVs. Land clearing since 15 November 2018 has not damaged HCVs or HCS forests. A historic Land Use Change Analysis (LUCA) is conducted prior to any new land clearing, in accordance with the RSPO LUCA guidance document.	YES	No new land clearing since Nov 2015 available at Dara Lam Soon, thus this Indicator was not Applicable.
	7.12.2 (C) HCVs, HCS forests and other conservation areas are identified as follows:	YES	The report HCV / Biodiversity Assessment of the estates Dara Lam Soon Plantations is available. The report was conducted internally with collaboration with Wildlife Department and Forestry Department in Sept 2017 and the report was completed on May 2018. The study had covered all the HCV / Biodiversity within and adjacent to the 1 estates under Dara Lam Soon CU. The HCV assessment had identified no HCV/Biodiversity found directly within the boundaries of any of the sites of Dara Lam Soon CU, this is because considering the Dara Lam Soon Plantations CU are surrounded by other oil palm plantations. However, the management decide to maintain the Buffer Zone as their conservation area.
	7.12.2a For existing plantations with an HCV assessment conducted by an RSPO-approved assessor and no new land clearing after 15 November 2018, the current HCV assessment of those plantations remains valid.	YES	
	7.12.2b: Any new land clearing (in existing plantations or new plantings) after 15 November 2018 is preceded by an HCV-HCS assessment, using the HCSA Toolkit	YES	No new land clearing after 15 Nov 2018.

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	and the HCV-HCSA Assessment Manual. This will include stakeholder consultation and take into account wider landscape-level considerations.		
	7.12.4 (C) Where HCVs, HCS forests after 15 November 2018, peatland and other conservation areas have been identified, they are protected and/or enhanced. An integrated management plan to protect and/or enhance HCVs, HCS forests, peatland and other conservation areas is developed, implemented and adapted where necessary, and contains monitoring requirements. The integrated management plan is reviewed at least once every five years. The integrated management plan is developed in consultation with relevant stakeholders and includes the directly managed area and any relevant wider landscape level considerations (where these are identified).	NO	The HCV Assessment report indicated that there is no threatened or endangered (RTE) species, or HCVs, are present or are affected by plantation or mill operations. There is only common bird and animal sighted. But, Dara Lam Soon CU still monitor their buffer zone and boundary. The appropriate measures that are expected to maintain and/or enhance them were implemented through an action plan dated in Jan 2020, and made available in Dara Lam Soon Estate. However, it was found that, the HCV Management Plan was not developed with consultation with relevant stakeholders and Result of monitoring, Thus Major NCR MZK 01 2020 has been raised.
	7.12.5 Where rights of local communities have been identified in HCV areas, HCS forest after 15 November 2018, peatland and other conservation areas, there is no reduction of these rights without evidence of a negotiated agreement, obtained through FPIC, encouraging their involvement in the maintenance and management of these conservation areas.	YES	HCV Assessment has been done on 5-25 Sept 2017, but no rights of local communities have been identified in HCV areas. Thus this indicator was not applicable.
	7.12.6 All rare, threatened or endangered (RTE) species are protected, whether or not they are identified in an HCV assessment. A programme to regularly educate the workforce about the status of RTE species is in place. Appropriate	YES	Although there was no RTE species found in the CU, Dara Lam Soon still established their own disciplinary measures if any of their staff or workers found to capture, harm, collect or kill the RTE species. If found any activities to capture, harm, collect or kill RTE species, the estates will make a report to the Wildlife Department immediately.

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Clause	Indicators	Comply Yes/No	Findings
	disciplinary measures are taken and documented in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect, trade, possess or kill these species.		
	7.12.7 The status of HCVs, HCS forests after 15 November 2018, other natural ecosystems, peatland conservation areas and RTE species is monitored. Outcomes of this monitoring are fed back into the management plan.	YES	An action plan for year 2020 was made available at the Dara Lam Soon Estate. However, the outcomes of monitoring were not included in the HCV report and NCR has been raised above. Dara Lam Soon Estate has conducted two Monthly monitoring of their Buffer zone and Boundary.
	7.12.8 (C) Where there has been land clearing without prior HCV assessment since November 2005, or without prior HCV-HCSA assessment since 15 November 2018, the Remediation and Compensation Procedure (RaCP) applies.	YES	Not applicable since there is no new land clearing

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Clause	Indicators	Comply Yes/No	Findings
4.5.3 Time-bound plan Note: Where there are isolated lapses in implementation of a time-bound plan, a minor non-compliance shall be raised. Where there is evidence of fundamental failure to proceed with implementation of the plan, a major non-compliance shall be raised;	(a)	As a minimum, all estates and mills shall be certified within 5 years after obtaining RSPO membership. Any new acquisitions shall be certified within a 3-year timeframe. Any deviations from these maximum periods requires approval by the RSPO Secretariat.	YES It has been confirmed that Dara Lam Soon CU only received FFBs from its own supply base which is the Dara Lam Soon Estate (North Estate Div and South Estate Div.) No new acquisitions were sighted.
	(b)	Progress towards this plan shall be verified and reported on in subsequent annual surveillance audits by the CB. Where the CB conducting the surveillance audit is different from the CB which first accepted the time-bound plan, the later CB	YES As mentioned above, this indicator was not applicable to the CU.

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		shall accept the appropriateness of the time-bound plan at the moment of first involvement and shall only check continued appropriateness;		
	(c)	Any revision to the time-bound plan or to the circumstances of the company shall cause the time-bound plan to be reviewed by the CB. Changes to the time-bound plan are permitted only where the organization can demonstrate to the CB that they are justified. The requirements will also apply to any newly acquired subsidiary from the moment that the company is legally registered with the local notary or chamber of commerce (or equivalent);	YES	No changes to the timebound plan.
4.5.4 Requirements for uncertified management units:	(a)	No replacement of primary forest or any area required to maintain or enhance HCVs in accordance with RSPO P&C criterion 7.3. Any new plantings since 1 <sup>st</sup> January 2010 shall comply with the RSPO New Planting Procedure (NPP). For each new planting development, compliance with the NPP shall be verified by an RSPO accredited CB;	YES	There was no uncertified management units at this CU, hence no replacement of the primary forest or any HCV area or no new planting development was sighted.
	(b)	Land conflicts, if any, are being resolved through a mutually agreed process, such as the RSPO Complaints System or Dispute Settlement Facility, in accordance with RSPO P&C criteria 2.2, 6.4, 7.5 and 7.6;	YES	There was no uncertified management units at this CU, hence no land conflicts issue arises.
	(c)	Labour disputes, if any, are being resolved through a mutually agreed process, in accordance with RSPO P&C criterion 6.3;	YES	There was no uncertified management units at this CU hence, no land disputes issue arises.
	(d)	Legal non-compliance, if any, is being addressed through measures consistent with the requirements of RSPO P&C criterion 2.1;	YES	No uncertified management units at this CU, hence no legal compliance issue arises.

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	(e)	<p>The audit team shall assess compliance with these rules at each assessment of any of the applicable management units. Assessment of compliance with requirements 4.5.4 (a) – (d) above by the audit team based on self-declarations only by the company, with no other supporting documentation, shall not be acceptable. Verification of compliance shall be based on the following approach:</p>		
		<ul style="list-style-type: none"> <li>• A positive assurance statement is made, based upon self-assessment (i.e. internal audit) by organization. This would require evidence of the self-assessment against each requirement;</li> </ul>		
		<ul style="list-style-type: none"> <li>• Targeted stakeholder consultation, including consultation with the relevant NGO's will be carried out by the audit team.</li> </ul>		
		<ul style="list-style-type: none"> <li>• Desktop study e.g. web check on relevant complaints</li> </ul>		
		<ul style="list-style-type: none"> <li>• If necessary, the audit team may decide on further stakeholder consultation or field inspection, assessing the risk of any non-compliance with the requirements.</li> </ul>		
<p>4.6.4 The CB shall review whether oil palm operations have been established in areas which were previously owned by users and/or are subject to customary rights of local communities and indigenous peoples. If applicable, the CB shall consult directly with all of these parties to assess whether land transfers and/or land use agreements have been developed with their free, prior and informed consent and check compliance with the specific terms of such agreements.</p>		<p>No additional indicators</p>	<p>YES</p>	<p>As mentioned in 4.4.1 of this checklist, it has been verified that the land were previously owned by company; Teras Dara Konsortium. The land was sold to Dara Lam Soon Sdn Bhd (aka Dara Lam Soon CU) in 1975. It has been specified that the Land purpose was for planting, either for oil palm or agricultural crops for economic value. It can be confirmed that Dara Lam Soon CU maintained and complied with the terms of the land title. With this, it can be concluded that the land was neither subjected to any customary rights of local communities nor any indigenous peoples.</p>
<p>Note: 1. For requirements 4.5.4 (a)-(d) above, the definition of major and minor NC is stated in the RSPO P&amp;C.          For example, if an NC against a major indicator in a non-certified management unit is identified, the current certification assessment cannot proceed to a successful conclusion unless that is actively addressed;          2. Failure to address any outstanding NC within uncertified unit(s) regarding 4.5.4 (a)-(d) may lead to certificate suspension(s) to the certified unit(s), in accordance with the provisions of these Certification Systems.</p>				



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**Attachment 4**

**DETAILS OF NON-CONFORMITIES AND CORRECTIVE ACTIONS TAKEN**

P & C Indicator	Specification Major/Minor	Detail Non-conformances	Corrective Action	Verification by Assessor
2.1.1 DA 01 2020	Major	<p>Finding: The unit of certification was not complied with applicable legal requirements:</p> <ol style="list-style-type: none"> <li>1) Environmental Quality (Amendment) Act 2012 – Regulation 49A</li> <li>2) Factories and Machinery (Notification, Certificate of Fitness and Inspection) Regulations 1970 – Regulation 10(2)</li> <li>3) Occupational Safety and Health (Noise Exposure) Regulations 2019 – Regulation 9 (9a)</li> <li>4) Occupational Safety and Health (Use and Standard of Exposure Chemical Hazardous to Health) Regulations 2000 – Regulation 27</li> <li>5) Pay and conditions for the contractor's workers not in line with Employment Act 1955</li> </ol> <p>Objective evidence: Dara Lam Soon POM</p> <ol style="list-style-type: none"> <li>1) Certified Environment Professional in the Treatment of Palm Oil Mill Effluent (CePPOME) was expired 31/05/2019.</li> <li>2) No evidence certificate of fitness for Air Receiver (Model: PK20-90152).</li> <li>3) From the Report of Audiometric Test, noted that a total of 22 persons were identified with standard threshold shift and required retest on 22/04/2019. The mill management have conducted the retest on 15/03/2019. However, sighted 2 persons (Ahmad Bidin and Azman Piei) yet to conduct the retest accordingly.</li> </ol> <p>Dara Lam Soon Estate</p> <ol style="list-style-type: none"> <li>1) Medical surveillance has not been conducted to the 1 welder operator who's exposed to the chemical (Fume or Manganese) and 7 pesticide operators whose responsible in handling the chemical (a.i. <i>Monocrotophos</i>).</li> </ol>	<p>Dara Lam Soon POM:</p> <ol style="list-style-type: none"> <li>1) Mill Management has applied for 2 places for the CePPOME Course dated 13-17 July 2020. Awaiting feedback from Enviro Academy on availability of placement.</li> <li>2) The Mill Management has done the registration of the Air Receiver (Model: PK20-90152) in myKKP System. The certificate of fitness will be issued once the inspection done by DOSH officer.</li> <li>3) Mill Management has arranged for session with OHD in Kuantan for retest to be done and was carried out on 12/03/2020. Attached here with the assessment report for retest.</li> </ol> <p>Dara Lam Soon Estate:</p> <ol style="list-style-type: none"> <li>1) Medical surveillance will conduct on March 2020. The report will be release on June 2020.</li> <li>2) The CU will include an addendum in every contractor contract to follow the legal requirements under Employment Act 1955. Enforcement has been implemented with evidences attached.</li> </ol>	<p>Dara Lam Soon POM:</p> <ol style="list-style-type: none"> <li>1) Auditor has reviewed the evidences given of CePPOME Course application from Enviro Acedemy for Jerome Lai (Mill Mgr.) and Wan Nurul (Mill Safety Coordinator). Sighted the course will conduct on 13-17 July 2020. The application has been submitted on 16/03/2020.</li> <li>2) Sighted evidences of application myKKP system for certificate of fitness Air Receiver (Model: PK20-90152) in myKKP System dated 01/03/2020.</li> <li>3) Verified evidences attached of Hearing Assessment Report from IFZ Medical Supplies (Klinik Shah) for Ahmad Bidin and Azman Piei. The retest of audiometric test has been conducted for both on 17/03/2020 and result shows standard threshold shift. Sighted also JKPP 7 has been notified by Mill Management for both of their workers.</li> </ol> <p>Dara Lam Soon Estate:</p> <ol style="list-style-type: none"> <li>1) Auditor has verified evidences attached, medical surveillance has been conducted at Poliklinik Ar Razi Perubatan dated 18/03/2020 for 1 welder and 7 pesticides operator (trunk injection).</li> <li>2) Auditor has verified the evidences of payslip March 2020 and April 2020 for contractor's workers from Boeran Sadiman (Agus Sumarni and Boyono).</li> </ol>

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		2) Based on site visit, there were found that contractor's workers i.e Boeran Sadiman paid more than 7 days which is contravene with Employment Act 1955.		Sighted the salary payment has been paid on 06/03/2020 and 06/04/2020 which are not more than 7 days to complied with Employment Act 1955.  Status: Closed The implementation of corrective action will be verified by next audit.
2.2.2 MAR 01 2020	Minor	Finding: The contracts do not contain specific clauses on meeting applicable legal requirements. Objective evidence: Based on contracts agreement sampled at Dara Lam Soon Estate i.e. Eng Kang Tian, Ademas Jaya Enterprise, Pang Peng Yock, Liaw Kim Lay and Boeran Sadiman, none of them contain specific clauses on meeting applicable legal requirements.	Addendum of term and condition (meeting applicable legal requirements) will be added in the contracts agreement with immediate effect.	Corrective action plan accepted.  Status: Open The effectiveness of the corrective action plan will be verified during next audit
2.2.3 Mar 02 2020	Minor	Objective evidence: Based on contracts agreement sampled at Dara Lam Soon Estate i.e Eng Kang Tian, Ademas Jaya Enterprise, Pang Peng Yock, Liaw Kim Lay and Boeran Sadiman, none of them contain specific clauses on disallowing child, forced and trafficked labour.	Addendum of term and condition (disallowing child, forced and trafficked labour) will be added in the contracts agreement with immediate effect.	Corrective action plan accepted.  Status: Open The effectiveness of the corrective action plan will be verified during next audit
4.2.1 MAR 03 2020	Major	Finding: The dispute and grievance procedure does not prohibit retaliation against Human Rights Defenders, community spokespersons and whistleblowers where requested. Objective evidence: There existing dispute and grievance procedure called "Grievances Procedure" dated 2017 does not contain clause prohibit retaliation against Human Rights Defenders, community spokespersons and whistleblowers where requested	The CU consultation and grievances communication procedure internal/external will be added in the clause prohibit retaliation against Human Rights Defenders, community spokespersons and whistleblowers.	Auditor has verified evidence attached of Dara Lam Soon CU consultation and grievances communication procedure internal/external has been added in the clause prohibit retaliation against Human Rights Defenders, community spokespersons and whistleblowers. Sighted the updated procedure has been approved by Plantation Director dated 01/03/2020.  Status: Closed The implementation of corrective action will be verified by next audit.

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6.2.2 MAR 04 2020	Major	Finding: Employment contracts and related documents were no detailing conditions of employment in term of maternity leave at Dara Lam Soon Estate and Dara Lam Soon Mill and No evidence of contract agreement between contractor and their worker at Dara Lam Soon Estate. Objective evidence: i. No detailing conditions of employment in term of maternity leave ii. Based on documentation review and interview, no evidence of contract agreement for sampled worker	Corrective action plan: 1) The specific clause (maternity leave) will be included in the employment contracts. 2) The worker contract agreement will be given to him.	Auditor has verified evidences on employment contract for the sampled workers. Sighted maternity leave @ 60 days has been added in the employment contracts.  Status: Closed The implementation of corrective action will be verified by next audit.
6.4.1 MAR 05 2020	Minor	Finding: A policy for the protection of children, including prohibition of child labour and remediation is in place was not included into service contracts and supplier agreements. Objective evidence: Based on contracts agreement sampled at Dara Lam Soon Estate, none of them contain specific clauses on protection of children, including prohibition of child labour and remediation is in place.	Addendum of term and condition (protection of children, including prohibition of child labour and remediation) will be added in the contracts agreement with immediate effect.	Corrective action plan accepted.  Status: Open The effectiveness of the corrective action plan will be verified during next audit
6.7.2 RAR 03 2020	Minor	Finding: First aid kit was not available at worksite. Objective evidence: During site visit at DLS Estate (South Estate), first aid boxes was not available at loose fruit operation.	All mandores will provided with first aid kit regardless of low or high risk job and training will be conducted to them.	Corrective action plan accepted.  Status: Open The effectiveness of the corrective action plan will be verified during next audit
6.7.3 DA 02 2020	Major	Finding: Personal protective equipment (PPE) to all workers at the place of work to cover all potentially hazardous operations was not provided free of charge. Objective evidence: During interview with sampled harvesters and verification of "Borang Catatan Pemeriksaan PPE", there is no free of charge provided for personal protective equipment (harvester shoes) to all harvesters at Dara Lam Soon estate and it is only available free for the first time user.	Harvester shoes will be provided free of charge to all harvesters. The PPE issued will be recorded in the <i>Borang Catatan Pemeriksaan PPE</i> . Attached evidences distribution of free PPE to the harvesters.	Auditor has verified evidences attached of documents and picture distribution free harvester shoes to all 59 harvesters dated 03/03/2020 at Dara Lam Soon Estate.  Status: Closed The implementation of corrective action will be verified by next audit.
7.3.3 DA 03 2020	Minor	Finding: The unit of certification were use open fire for waste disposal. Objective evidence:	The CU will brief to stakeholders during coming stakeholder meeting regarding zero burning implementation.	Corrective action plan accepted.  Status: Open

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		During site visit at North 1 Division – Field 2001 D, sighted trace of open fire that were used for waste disposal.		The effectiveness of the corrective action plan will be verified during next audit
7.11.13 RAR 02 2020	Minor	Finding: Engagement with adjacent stakeholders on fire prevention and control measures was not available. Objective evidence: During site visit at DLS Estate & POM there was no evidence on engagement has been made with adjacent stakeholder on fire on fire prevention and control measures.	The CU will setup the fire prevention and control team involving the adjacent stakeholders such as Orang Asli, local community and neighbouring estate. Fire prevention control team already setup on 28/02/2020 and meeting with stakeholders involved postpone due to Covid 19.	Corrective action plan accepted.  Status: Open The effectiveness of the corrective action plan will be verified during next audit
7.12.4 MZK 01 2020	Major	Finding: The integrated management plan was not developed in consultation with relevant stakeholders. Objective evidence: HCV plan 2020 was developed without consultation with relevant stakeholder such as Órang Asli, workers and villagers nearby.	HCV Plan will be reviewed and updated according to necessity. However, consultation with relevant stakeholder such as Órang Asli, workers and villagers nearby has been postponing due to Covid 19.	Auditor has verified evidences attached of HCV Impact Assessment for the Year 2020. Consultation with relevant stakeholder such as Órang Asli, workers and villagers nearby have been developed with time bound 31/12/2020.  Status: Closed The implementation of corrective action will be verified by next audit.
RSPO Supply Chain 2017 5.5.2 RAR 01 2020	Major	Finding: i. Agreement between DLS POM with outsourced company was not comprehensive. ii. Dara Lam Soon Palm Oil Mill not include outsourcing within the scope of their RSPO Supply Chain certificate procedure Objective evidence: i. The agreement between Dara Lam Soon POM and outsourced transporter (Palmas Freight Sdn Bhd & Sasaran Perentas Sdn Bhd) to include clause stated that “the onus is on the the site to ensure that certification bodies (CBs) have to access the outsourcing contractor or operation if an audit is deemed necessary’ was not available. ii. Procedure for outsource activity was not established yet in the supply chain procedure.	Addendum for the necessary causes has been made and explained to contract involved. They have agreed and acknowledge the addendum and returned the sign addendum to the DLSPOM. Besides that, The CU already established the procedure for outsource activity in the supply chain procedure.	Auditor has confirmed evidences attached agreement between Dara Lam Soon POM and outsourced transporter to include clause stated that “the onus is on the site to ensure that certification bodies (CBs) have to access the outsourcing contractor or operation if an audit is deemed necessary’ was available dated 28/02/2020. Furthermore, sighted procedure for outsource activity was established in the supply chain procedure #No doc: DLS/POM/SOP-01 with date implementation on 06/03/2020. The procedure has been approved by Plantation Director.  Status: Closed The implementation of corrective action will be verified by next audit.

**Attachment 5**

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**STATUS OF NON-CONFORMITIES PREVIOUSLY IDENTIFIED**

<b>P &amp; C Indicator</b>	<b>Specification Major/Minor</b>	<b>Detail Non-conformances</b>	<b>Verification by Assessor</b>
<p>MYNI 2014 4.7.3 AB 01 2019</p> <p>MYNI 2019 6.7.3</p>	Major	<p>Finding: Appropriate PPE was not used /adhered by the sprayers. Objective evidence: Field visit at N05M to witness spraying activities has revealed that; a) 1 sprayer was not wearing the long rubber boots provide by the management posing risk of spillage onto the feet. b) 1 sprayer had use a self-made filter for the single cartridge respirator mask not adhering to the approved unit and material. The workers were unable to explain the importance of the correct PPE to be used.</p>	<p>Appropriate PPE were given to employees of estate and mill visited. During site at spraying activities (North 1 Div. – Field 05N), harvesting activities (North 1 Div. – Field 07B &amp; South 1 Div. – Field 05C) and LF collection (South 1 Div. – Field 03B), they were seen to wearing PPE such as face masks respirators, goggles, rubber boots, nitrile gloves, apron and hard hat, to cover all potentially hazardous operations. Sanitation facilities for those applying pesticides was available near to chemical store area, after completed spraying activities, the workers will change out of PPE, wash and put on their personal clothing at the area.</p> <p>Status: Closed</p>
<p>MYNI 2014 5.3.2 RAR 01 2019</p> <p>MYNI 2019 7.2.8</p>	Major	<p>Finding: Storage and handling of chemicals containers at POM was not appropriate. Objective evidence: During site visit at Dara Lam Soon POM Schedule waste store, sighted there was no labelling and storage of waste items (N-Hexane) was not properly (placed on the floor and near the monsoon drain).</p>	<p>During site visit at Scheduled Wastes Store for Mill and Estate, sighted proper and safe handling, storage and disposal of SW 409, SW 410, SW 305/306 and SW 430 complied with requirements Environment Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974.</p> <p>Status: Closed</p>
<p>MYNI 2014 6.5.2 MZK 01 2019</p> <p>MYNI 2019 6.2.2</p>	Major	<p>Finding: Workers' employment contracts were not renewed upon expiry. Objective evidence: Some contracts have expired and not renewed:</p>	<p>Contracts issued and all contracts agreements are valid 2 years from the date of sign and sighted that at Dara Lam Soon CU Workers' employment contracts were renewed upon expiry.</p> <p>Status: Closed</p>
<p>MYNI 2014 6.2.1 MZK 02 2019</p> <p>MYNI 2019 1.1.4</p>	Major	<p>Finding: Consultation and communication procedure was not understanding by Stakeholders. Objective evidence: Interviewed with workers and stakeholder found that, some of the complaints/communication/Grievances was not recorded in Complaint book and interview with the Stakeholders (workers/villagers) they don't know how to channel the complaint properly.</p>	<p>Generally, the CU has complied with its procedures in responding to internal and external communications. Evidence of compliance can be observed in the various files of correspondence, particularly with government agencies and neighboring villagers. Interviewed with the stakeholders (workers/villagers) confirmed and aware that they know how to channel the complaint properly as per procedure.</p> <p>Status: Closed</p>

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<p>MYNI 2014 RSPO SCCS 2017 5.13.1 MZK 03 2019</p> <p>MYNI 2019 5.3.2</p>	<p>Major</p>	<p>Finding: Management reviews was not conduct at planned intervals Objective evidence: No record on management review was presented during the audit.</p>	<p>Management review meeting has been conducted on dated 03/03/2020 (combine RSPO, RSPO SCCS and MSPO).</p> <p>Status: Closed</p>
<p>MYNI 2014 RSPO SCCS 2017 Module D Identity Preserved D.4.2 MZK 04 2019</p> <p>MYNI 2019 D.2 E.2</p>	<p>Major</p>	<p>Finding: There was projected overproduction of certified tonnage. Objective evidence: Sighted that overproduction Projected PK IP for period From Jan 2018 – Dec 2018.</p>	<p>Copy of Shipping Announcement was provided during the audit as evident of compliance to reporting requirement as listed by the standard. There was no evidence on over selling or trading.</p> <p>Status: Closed</p>