



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

File Ref. : EP09760003

RSPO PUBLIC SUMMARY REPORT

CLIENT : RIBUBONUS CERTIFICATION UNIT
PARENT COMPANY : WILMAR INTERNATIONAL LIMITED
RSPO MEMBERSHIP No.: 2-0017-05-000-00
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	
Ribubonus Certification Unit	Ribubonus Palm Oil Mill	5.41.20" N	117.05.34" E	Ribubonus Palm Oil Mill Lot 1A, KM 15, Jalan Labuk 90009 Sandakan, Sabah, Malaysia
	Ribubonus Estate	5.41.33" N	117.05.50" E	

MAP : See Attachment 1

AUDIT DATE : 10-12 July 2019

DURATION : 9.0 auditor days

TYPE OF AUDIT : ☒ Annual Surveillance Audit No. 4 ☐ Recertification Audit

STANDARD : RSPO PRINCIPLE & CRITERIA MYNI 2014, AND RSPO SUPPLY CHAIN CERTIFICATION STANDARD 2014 (REVISED 14 JUNE 2017)

SCOPE OF CERTIFICATION: Production of Sustainable Crude Palm Oil and Palm Kernel Using the Mass Balance Supply Chain Model

VALIDITY OF RSPO CERTIFICATE : 7/09/2015 – 6/09/2020

The following attachments form part of this report:

Non-conformity Report(s) ☒

List of additional site(s) ☐

Report by Audit Team Leader

Name : MOHD AB RAOUF BIN ASIS

Signature :

Date : 18 Oct 2019

Acknowledgement by Client's Representative

Name : Foo Siew Theng

Signature :

Date : 23 Oct 2019

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SUMMARY OF AUDITS

Stage 2 audit / Recertification audit				
On-site audit date	:	23-25/06/2015	No. of auditor days :	9
Audit team	:	Mohd Hafiz Mat Hussain (LA), Khairul Najwan Ahmad Jahari and Valence Shem		
No. of major NCR	:	NA	Indicator: NA:	Closing date :
No. of minor NCR	:	2	Indicator : 6.5.3 & 6.9.3	
Indicate the stakeholders interviewed during the on-site audit	:	Employees	Settlers	Villagers
	:	X		X
	:	Contract workers	NGOs	Govt. agency
	:	X	X	X
	:	Indigenous people	Contractor	Others (Please specify)
	:		X	
Supply base sampled	:	Ribubonus Estate		

Annual Surveillance Audit 1				
On-site audit date	:	22-24 June 2016	No. of auditor days:	9
Audit team	:	Mohd Razman Salim, Mohd Zulfakar Kamaruzaman, Selvasingam T Kandiah & Ismail Ibrahim		
No. of major NCR	:	0	Indicator: NA:	Closing date NA :
No. of minor NCR	:	3	Indicator : 2.1.2, 4.1.2 & 6.5.3	
Indicate by ticking the stakeholders interviewed during the on-site audit	:	Employees	Settlers	Villagers
	:	X		X
	:	Contract workers	NGOs	Govt. agency
	:	X		
	:	Indigenous people	Contractor	Others (Please specify)
	:		X	
Supply base sampled	:	Ribubonus Estate		
Changes since the last audit	:	i) Biogas plant is under construction and expected to be completed by December 2016. ii) New Mill Manager, Mr. Mustapha Habe (previously from Terusan POM).		

Annual Surveillance Audit 2				
On-site audit date	:	12-14 July 2017	No. of auditor days:	9
Audit team	:	Ruzita Abd Gani, Mohd Razman Salim, Selvasingam		
No. of major NCR	:	3	Indicator: 6.5.3, 4.1.2 & 4.7.3	Closing date : 13/10/17
No. of minor NCR	:	3	Indicator : 5.3.3, 4.7.5 & 4.8.2	
Indicate by ticking the stakeholders interviewed during the on-site audit	:	Employees	Settlers	Villagers
	:	X		X
	:	Contract workers	NGOs	Govt. agency
	:	X		X
	:	Indigenous people	Contractor	Others (Please specify)
	:			
Supply base sampled	:	Ribubonus Estate		
Changes since the last audit	:	No changes		
Report approved by	:	Aminah Ang	Approval date : 24/10/2017	

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Annual Surveillance Audit 3				
On-site audit date	:	21-23 May 2018	No. of auditor days:	9
Audit team	:	Amir B Bahari, Mohd Zulfakar Kamaruzaman, Selvasingam T Kandiah		
No. of major NCR	:	1	Indicator: 2.1.1	Closing date: 20/8/2018
No. of minor NCR	:	-	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)
		NA		
Supply base sampled	:	Ribubonus Estate		
Justification of audit planning	:	<p>The 4 days mill were for the coverage of indicators relating to; safety and health, environment, mill best practices, GHG verification and Social at Mill and 1 allocated day for Supply Chain Certification Systems.</p> <p>Similarly the audit for the Ribubonus Estate has taken 5 man-day to cover the entire indicators i.e. verification of safety and health/environment, good agriculture best practices and Social, HCV and GHG verification.</p> <p>Though both the mill and estate were located within a complex, the commuting to the complex did incurred considerable traveling time including crossing a river on a ferry. The second half of the final day has been allocated for the discussion and closing meeting. Hence the man-day required to complete the entire audit with an even sampling possible was justified.</p>		
Changes since the last audit	:	There were no changes since the last audit.		
Report approved by	:	Radziah Mohd Daud	Approval date :	1/09/2018

Annual Surveillance Audit 4				
On-site audit date	:	10-12 July 2019	No. of auditor days :	9 mandays
Audit team	:	Mohd Ab Raouf bin Asis (LA), Mohd Zulfakar bin Kamaruzaman (A), Mohd Norddin bin Abdul Jalil (A).		
No. of major NCR	:	1	Indicator: 4.7.3	Closing date :
No. of minor NCR	:	3	Indicator : 4.1.2, 6.5.3, 4.5.4 (e)	10/10/2019
Indicate by ticking the stakeholders interviewed during the on-site audit		Employees	Settlers	Villagers / Local communities
		✓	N/A	✓
		Contract workers	NGOs	Govt. agency
		✓	-	-
		Indigenous people	Contractors	Others (Please specify)
		N/A	✓	
Supply base sampled	:	Ribubonus Estate		
Justification of audit planning	:	<p>The 4 days mill were for the coverage of indicators relating to; safety and health, environment, mill best practices, GHG verification and Social at Mill and 1 allocated day for Supply Chain Certification Systems.</p> <p>Similarly the audit for the Ribubonus Estate has taken 5 man-day to cover the entire indicators i.e. verification of safety and health/environment, good agriculture best practices and Social, HCV and GHG verification.</p> <p>Though both the mill and estate were located within a complex, the commuting to the complex did incurred considerable traveling time including crossing a river on a ferry. The second half of the final day has been allocated for the discussion and closing meeting. Hence the man-day required to complete the entire audit with an even sampling possible was justified.</p>		
Changes since the last audit	:	No changes		
Report approved by	:	Kamini a/p Sooriamoorthy	Approval date :	18/10/2019

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SUMMARY OF INFORMATION

TABLE 1

	STAGE 2 / RA	ASA 1	ASA 2	ASA 3	ASA 4
Projection Period		June 16-May 17	June 17-May 18	June 18-May 19	July 19 – June 20
Certified FFB Processed (MT)		74516.00	79132.92	74903.92	73,583.00
Production of Certified CPO (MT)		16577.72	18073.41	16853.38	16,556.18
Production of Certified PK (MT)		3012.92	3497.91	3220.87	3,164.07
Certified Areas (Ha)		3262.00	3262.00	3262.00	3,262.00
Planted Area (Ha) (Mature + Immature)		2729.62	2729.62	2729.62	2,729.62
Production Area (Ha) (Planted – Immature)		2729.62	2729.62	2729.62	2,729.62
HCV Areas		258.42	258.42	258.42	258.42
REMARKS	Nil				

TABLE 2

	PO	PK
Last years certified volume (MT)	*23,875.62	*4,562.90
Last years actual certified sold (MT)	6,667.78	3,476.19
Last years actual sold under other schemes (MT)	9,192.28	0.00
Last years sold conventional (MT)	0.00	0.00
New year certified volume (MT)	16,556.18	3,164.07

*Extension of volume for both CPO and PK has been requested and approved by RSPO on 29/05/2019.

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3.4 All associated smallholders (including scheme smallholders) where their fruit supply is included , by the mill, are audited within 3 years from when their fruit was first included in the mill certification.	10
3.5 Any new acquisition which has replaced primary forests or HCV areas	10
3.6 Other changes (e.g. organizational structure, new contact person, addresses, etc.)	10
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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 since 2014).

1.2 Qualification of audit team

Member of the Audit Team	Role/area of RSPO requirements	Qualifications
Mohd Ab Raouf bin Asis	Lead Auditor / Mill Practices, Environment & OHS	Holds B.Sc. (Hons) Management Technology Majoring Production and Operation from UTHM in 2007. He had 10 years of working experience in the oil palm operation. He is a qualified lead auditor for both RSPO P&C and MSPO.
Mohd Zulfakar Kamaruzaman	Auditor / Social, HCV & Supply Chain	Holds a B.Sc. Forestry. He had more than 4 years of working experience in the oil palm operation. He is a qualified lead auditor for RSPO P&C, RSPO Supply Chain and MSPO.
Mohd Norddin bin Bahari	Auditor / GAP, Partial Certification	Holds a B.Sc.in Agriculture from Universiti Pertanian Malaysia. He has over 35 years working experience in the oil palm plantation operation. He is qualified auditor for RSPO P&C.

1.3 Audit methodology

The audit covered the Ribubonus palm oil mill and Ribubonus Estate. The audit included an on-site audit to the estate and mill 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

The audit team has conducted interviews with relevant stakeholder during the on-site audit. Among the stakeholders consulted were the local communities from Kg. Baba and Kg. Ansuran, foreign workers, canteen operator, sundry shops operator, mill suppliers, Department of Environment, estate mandore, gender representative, person in charge of Humana School and child care facilities, FFB transporters, independent smallholders, outgrower, surrounding FFB collection centre.

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 Ribubonus certification unit (CU) is a subsidiary of Sabahmas Plantations Sdn Bhd. (SPSB) which is a wholly owned company of PPB Oil Palms Berhad (PPB Oil Palms). The CU consists of Ribubonus Palm Oil Mill and Ribubonus Estate. The Ribubonus Palm Oil Mill (Ribubonus POM) commenced its operations in February 2008 with a processing capacity of 30 metric tonnes of fresh fruit bunches (FFB) per hour. During the audit period, the mill was operating in 2 shifts to cater for the higher crop volume against last year. The Ribubonus Estate was fully developed, hence, the principle 7 of the RSPO Principles & Criteria is not applicable. The Ribubonus POM also holds the certificate for ISCC and ISO 22000.

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

The FFB is sourced from The FFB is sourced from company owned estate that is certified and third party. Details of the FFB actual and projected contribution from each source to the mill are shown in the following tables.

Table 1: Actual FFB production by the supply base for the period from July 2018-Jun 2019

Estates	FFB Production	
	Tonnes	Percentage (%)
Ribubonus Estate	74,412.61	44.02
Outsider	94,621.61	55.98
Total	169,034.22	100.00

Table 2: Projected FFB production by the supply base for the next reporting period July 2019 to Jun 2020

CU own estates	FFB Contribution	
	Tonnes	Percentage (%)
Ribubonus Estate	73,583.00	49.50
Third parties (non-certified)		
Outsider	75,080.00	50.50
Grand Total	148,663.00	100%

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Table 3: Actual FFB received and CPO & PK dispatch by Ribubonus POM for period from June 2018-May 2019

RSPO Supply Chain Model : Mass Balance	Total (MT)
FFB Received	169,034.220
FFB Processed	169,039.910
Certified FFB Processed	74,442.94
Non-certified FFB Processed	94,596.97
Crude Palm Oil (CPO)	
Overall CPO Production	36,368.32
Certified CPO Production	15,939.87
Certified CPO delivered as RSPO	6,667.78
Certified CPO delivered as non-RSPO	9,192.28
Certified CPO delivered under other sustainable schemes	0.00
Credits traded through Books and Claim	0.00
Palm Kernel (PK)	
Overall PK Production	7,958.08
Certified PK Production	3,496.72
Certified PK delivered as RSPO	3,476.19
Certified PK delivered as non-RSPO	0.00
Certified CPO delivered under other sustainable schemes	0.00
Credits traded through Books and Claim	0.00

Table 4: Projected FFB received and CPO & PK dispatch by Ribubonus POM of next reporting period
July 2019 to Jun 2020

RSPO Supply Chain Model : Mass Balance	Total (MT)
FFB Received	148,663.00
FFB Processed	148,663.00
Certified FFB Processed	73,583.00
Non-certified FFB Processed	75,080.00
Crude Palm Oil (CPO)	
Overall CPO Production	33,449.18
Certified CPO Production	16,556.18
Certified CPO delivered as RSPO	16,556.18
Certified CPO delivered as non-RSPO	0.00
Certified CPO delivered under other sustainable schemes	0.00
Palm Kernel (PK)	
Overall PK Production	6,392.51
Certified PK Production	3,164.07
Certified PK delivered as RSPO	3,164.07
Certified PK delivered as non-RSPO	0.00
Certified CPO delivered under other sustainable schemes	0.00

Table 5 Planted and certified area of the CU

Estate	Planted (ha)	Certified (ha)
Ribubonus Estate	2729.62	3262.00
Total	2729.62	3262.00

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Table 6 Planting profile for Ribubonus CU

<u>Estate</u>	<u>Year of planting</u>	<u>Planting Cycle</u>	<u>Mature (Ha)</u>	<u>Immature (Ha)</u>	<u>Planted area</u>	<u>% of planted area mature</u>	<u>% of planted area immature</u>
Ribubonus	2000	1 st	219.08	-	219.08	8.03	-
	2001	1 st	1533.39	-	1533.39	56.18	-
	2002	1 st	944.78	-	944.78	34.61	-
	2007	1 st	17.85	-	17.85	0.65	-
	2009	1 st	14.52	-	14.52	0.53	-
Total			2729.62	-	2729.62	100.00	-

2.3 Organizational Information/Contact Person(s)

The details of the contact person is as shown below:

Name	:	Joe Chong
Position	:	Manager
Address	:	Ribubonus Sdn. Bhd Locked Bag 34, 90009 Sandakan , Sabah.
Phone no.	:	088552127
Fax no.	:	-
Email	:	ppbop.ribu@my.wilmar-intl.com

3.0 AUDIT FINDINGS

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

There was no change to the certified products since the last assessment.

3.2 Progress and changes in 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 :

All of the estates and mills belonged to PPB had been certified to RSPO P&C. However, Wilmar is progressively undergoing the RSPO Certification process towards 100% RSPO certification of estates/mills. Details provided in the Time Bound Plan described in Attachment 7.

- 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?

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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 N/A as there is no associated smallholders supplying FFB to the CU.

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.)

There were no changes since the last audit.

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)
There were various stakeholders interviewed during the conduct of this audit. These include workers, surrounding villagers, contractors and suppliers. In general, all the interviewed stakeholders had given positive feedback on the CU.

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 :3 4.1.2, 6.5.3, 4.5.4 (e)

Total no. of major NCR(s) (details refer to Attachment 4) List :1 4.7.3

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

Total no. of minor NCR(s) (details refer to Attachment 5) List : 0

Total no. of major NCR(s) (details refer to Attachment 5) List :0

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 : MOHD AB RAOUF BIN ASIS

(Name)

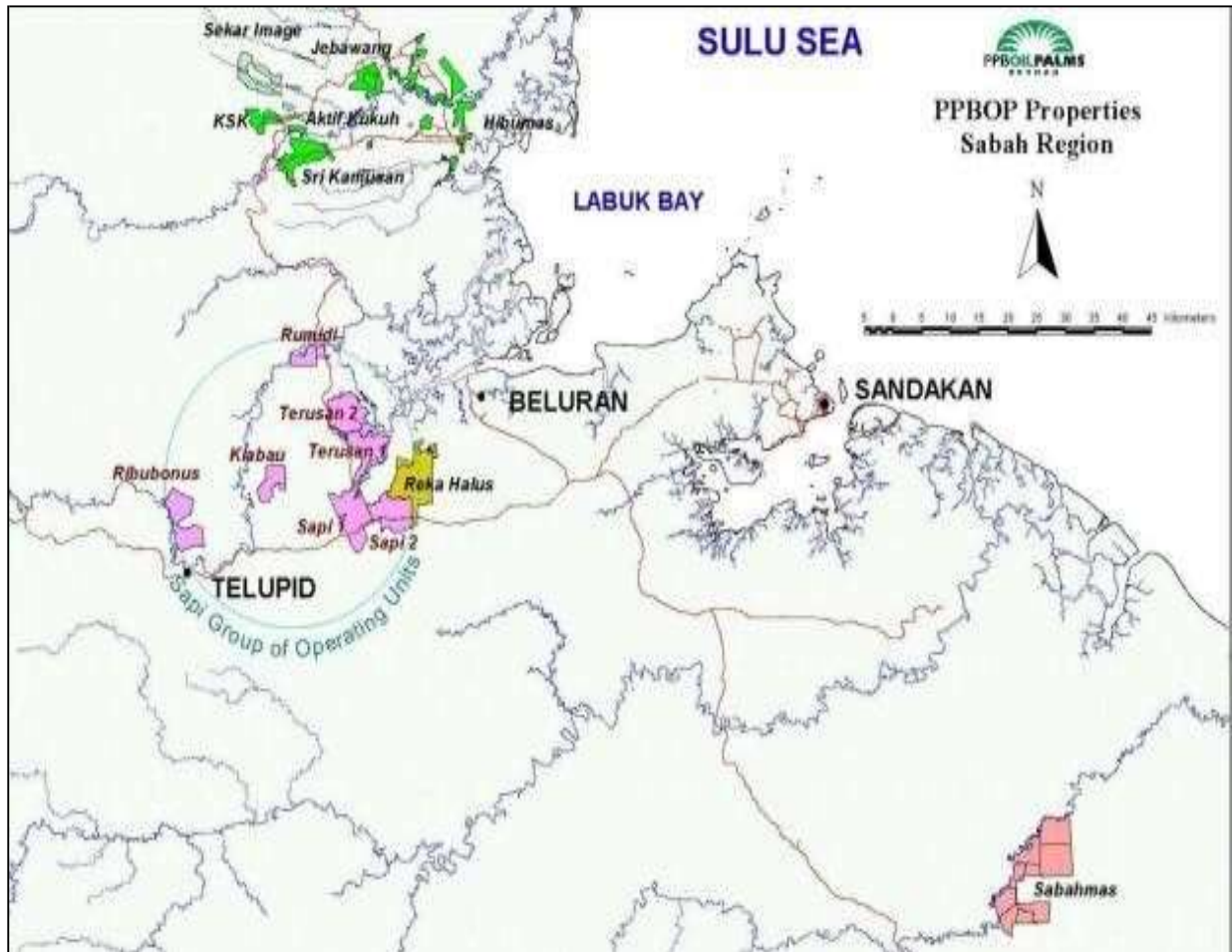


(Signature)

10/10/2019

(Date)

Map of Ribubonus CU



SURVEILLANCE AUDIT PLAN (ASA 4) RIBUBONUS

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** : 10 – 12 July 2019

3. **Site of assessment** : i) Ribubonus POM
ii) Ribubonus Estate

4. Reference Standard :

- a. RSPO P&C MYNI:2014
- b. RSPO Certification Systems, June 2017
- c. RSPO Supply Chain Standard, June 2017
- d. Company's audit criteria including Company's Manual/Procedures

5. Assessment Team

- (i) Audit Team Leader : Mohd Ab Raouf bin Asis (Safety, Environment)
- (ii) Auditor : i) Mohd Zulfakar bin Kamaruzaman (Social, HCV, Supply Chain)
ii) Mohd Norddin Abd Jalil (GAP, Partial Certification)

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. For major non conformities raise in the surveillance audit, correction shall be verified in the next audit. Recurring major non- conformities on the same indicator in successive surveillance audits shall result in the immediate suspension of the RSPO P & C certification shall be recommended.

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

- a. Room for discussion
- b. Relevant document and record
- c. Personnel protective equipment if required
- d. Photocopy facilities
- e. A guide for each group

13. Assessment Programme Details : As below

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Day 1-10/7/2019 (Wednesday):

Time	Activities / areas to be visited			Auditee
8.30 -9.00am	Opening Meeting at Ribubonus POM: <ul style="list-style-type: none"> Audit team Leader - Briefing on assessment objectives, scope, methodology, confidentiality clarification, audit criteria and programmes Organization Representative - Briefing RSPO implementation, significant change on organization activity, structure, certified areas, machinery, FFB supply bases, Time bound plan, actions taken to address previous audit findings. Logistic arrangement 			All
9.00 - 1.00pm	To assign each audit team members – site and the P&C requirements			
	Raouf	Zulfakar	Norddin	Guide(s) for each auditor
	<u>Ribubonus POM</u> <ul style="list-style-type: none"> Laws and regulations Environmental management – witness activities at site Waste & chemical management Interview with workers, safety committee and contractors Facilities at workplace Occupational safety & health practice – witness activities at site Interview with workers, safety committee and contractors Training and skill development programmes Continuous improvement Time bound plan and uncertified management units 	<u>Ribubonus POM</u> <p>Site visit and assessment on Supply Chain Implementation including the</p> <ul style="list-style-type: none"> Model used General Chain of Custody System Requirements for the supply chain Documented procedures Purchasing and goods in Outsourcing activity Sales and goods out Processing Records keeping 	<u>Ribubonus Estate</u> <ul style="list-style-type: none"> Laws and regulations Commitment to long-term economic and financial viability Good Agricultural Practice- witness activities at site (weeding/ spraying, etc) EFB mulching, POME application Chemical store/fertilizer <p>Plantation on hilly/swampy area</p> <p>IPM implementation, training and safe use of agro-chemicals.</p> <ul style="list-style-type: none"> New planting Continuous improvement 	
1.00 – 2.00pm	LUNCH BREAK			All
2.00 – 5.00pm	Continue assessment			Guide(s) for each auditor
5.00 pm	Audit team discussion / End of Day 1 audit			All

Day 2-11/7/2019 (Thursday):

Time	Activities / areas to be visited			Auditee
8.30 .– 1.00 pm	To assign each audit team members – site and the P&C requirements			Guide(s) for each auditor
	Raouf	Zulfakar	Norddin	Guide(s) for each auditor
	<u>Ribubonus Estate</u> <ul style="list-style-type: none"> Laws and regulations Environmental management – witness activities at site 	<u>Ribubonus POM</u> <ul style="list-style-type: none"> Laws and regulations Social aspects - SIA, management plan & implementation, workers' quarters. Land titles user rights 	<u>Ribubonus Estate</u> <ul style="list-style-type: none"> Laws and regulations Commitment to long-term economic and financial viability 	

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	<ul style="list-style-type: none">• Waste & chemical management• Interview with workers, safety committee and contractors• Facilities at workplace• Occupational safety & health practice – witness activities at site• Interview with workers, safety committee and contractors• Training and skill development programmes• Continuous improvement	<ul style="list-style-type: none">• Stakeholder consultation with affected communities surrounding the CU• Interview with gender committee, worker representative, contractors, supplier, etc• Linesite inspection• Complaints and grievances• Consultation with relevant government agencies	<ul style="list-style-type: none">• Good Agricultural Practice-witness activities at site (weeding/spraying, peat etc)• EFB mulching, POME application• Chemical store/fertilizer Plantation on hilly/swampy area• IPM implementation, training and safe use of agro-chemicals.• New planting• Continuous improvement		
1.00 – 2.00pm	LUNCH BREAK				All
2.00 – 5.00pm	To assign each audit team members – site and the P&C requirements				Guide(s) for each auditor
	Continue assessment at Ribubonus Estate	Continue assessment at Ribubonus POM	Continue assessment at Ribubonus Estate		Guide(s) for each auditor
5.00 pm	Audit team discussion / End of Day 2 audit				All

Day 3-12/7/2019 (Friday):

Time	Activities / areas to be visited			Auditee
8.30 .– 1.00 pm	To assign each audit team members – site and the P&C requirements			Guide(s) for each auditor
	Raouf	Zulfakar	Norddin	Guide(s) for each auditor
	<u>Ribubonus Estate</u> <ul style="list-style-type: none"> Laws and regulations Environmental management – witness activities at site Waste & chemical management Interview with workers, safety committee and contractors Facilities at workplace Occupational safety & health practice – witness activities at site Interview with workers, safety committee and contractors Training and skill development programmes Continuous improvement 	<u>Ribubonus Estate</u> <ul style="list-style-type: none"> Laws and regulations Inspection of protected sites with HCV attributes Forested area, plantation boundary, adjacent and neighbouring land use, riparian zone HCV Assessment management plan & implementation Training and skill development programs Social aspects - SIA, management plan & implementation, workers' quarters. Land titles user rights Stakeholder consultation with affected communities surrounding the CU Interview with gender committee, worker representative, contractors, supplier, etc Linesite inspection 	<u>Ribubonus Estate</u> <ul style="list-style-type: none"> Laws and regulations Commitment to long-term economic and financial viability Good Agricultural Practice-witness activities at site (weeding/spraying, etc) EFB mulching, POME application Chemical store/fertilizer Plantation on hilly/swampy area IPM implementation, training and safe use of agro-chemicals. New planting Continuous improvement 	

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		<ul style="list-style-type: none"> Complaints and grievances Consultation with relevant government agencies 		
12.30 – 2.00pm	JUMAAT PRAYER/LUNCH BREAK			All
2.00 – 4.00pm	Verification on outstanding issues for CU Auditor to inform auditee on the required document / records Continue Audit Team discussion and preparation of assessment findings.			Guide(s) for each auditor
4.00-4.30pm	Discussion and acceptance on assessment findings with Management Representative and visited site Plantation / Scheme Manager			
4.30pm-5.00 pm	Closing meeting at CU / End of audit			All

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Attachment 3

RSPO P&C AUDIT CHECKLIST AND FINDINGS

Principle 1: COMMITMENT TO TRANSPARENCY

Clause	Indicators	Comply Yes/No	Findings
C 1.1 Growers and millers provide adequate info to relevant s/holders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.	1.1.1 There shall be evidence that growers and millers provide adequate information upon request for information on issues relevant to RSPO Criteria to relevant stakeholders for effective participation in decision making.	YES	It was noted that the CU maintained the management documents relating to environmental, social and legal issues that were relevant to demonstrate compliance with RSPO Criteria. Records on requests for information or for these documents were maintained. Written SOP for stakeholders' consultation and a Public Information Request Form were established and made available to any interested parties. Ribubonus CU had provided adequate information upon request for information on social and/or legal issues to relevant stakeholders for effective participation in decision making by conducting annual stakeholder meeting.
	1.1.2 Records of requests for information and responses shall be maintained. Major Compliance	YES	Records of communication were identified and maintained in different files depending on the stakeholder. For these records it was evident that the Ribubonus CU kept and maintained requests for information and responses. It was evident that the Ribubonus CU keeps and maintains requests for information and responses. And at the Ribubonus POM, these documents and requests were kept in the Public Information Request Form and Procedure file.
C 1.2 Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.	1.2.1 Land titles/user rights	YES	There was no restriction to the documents made available to the public except those prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes. The CU complies with the terms of the land title which is for agricultural purpose.
	Occupational health and safety plans	YES	The Occupational Safety & Health programme for 2019 was sighted at both the estate and the mill. a) It has a similar program prepared and assisted by the Sustainability Department. b) It was noted that the CU is in the progress of implementing the OSH programme. c) The Safety and Health Policy was also displayed at various locations including the main notice boards of the estates, mill offices and muster ground notice boards for employees and visitors to view.
	Plans and impact assessments relating to environmental and social impacts	YES	Plan and impact assessments relating to social impacts were made available titled 'Primary Report of the Social Impact Assessment (Design Phase) on the Development of Ribubonus Oil Palm Plantations and Palm Oil Mill' dated 2009 and also Social Action Plan FY2018.
	HCV documentation summary	YES	The HCV assessment report titled 'High Conservation Value Identification & Management' dated February 2009 and the HCV Monitoring and Management Action Plan 2018, were made available at the Ribubonus Estate and were reviewed during the audit.
	Pollution prevention and reduction plans	YES	There was no restriction noted as to the documents made available to the public except those prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes. Both the estate and the mill possessed similar pollution prevention and reduction plans assisted by Personnel from the Sustainability Department.
	Details of complaints and grievances	YES	Details of complaint and grievances were recorded in the Complaint Form (Borang Aduan), Minutes of Meeting Workers Social and Welfare and Stakeholders Meeting minutes.

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Clause	Indicators		Comply Yes/No	Findings
		Negotiation procedures	YES	Negotiation procedure entitled "Process for Identification of Legal and Customary Rights and Identifying People Entitled for Compensation" was established since November 2008 and was made available at the mill and estate. The procedure describes how to check for legal status of the lands in question and defined the criteria in deciding who should be compensated and the amount of compensation.
		Continual improvement plans	YES	Continual improvement plan for social was made available for public at the visited mill and estate.
		Public summary of certification assessment report;	YES	The public certification summary of Ribubonus CU is available in SIRIM QAS website.
		Human Rights Policy	YES	Wilmar Human Right Policy dated June 2014 is available at the estate. The policy was signed by the Group Plantation Head.
C 1.3 Growers and millers commit to ethical conduct in all business ops and transactions.	1.3.1	There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions, which shall be documented and communicated to all levels of the workforce and operations. Minor Compliance	YES	Ribubonus CU has continued to adopt policy committing to a code of ethical conduct and integrity in all operations and transactions.

Principle 2: COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS

Clause	Indicators		Comply Yes/No	Findings
C 2.1 There is compliance with all applicable local, national and ratified international laws and regulations.	2.1.1	Evidence of compliance with relevant legal requirements shall be available. Major Compliance	YES	Generally, Ribubonus CU continues to comply with most of the applicable local, national and ratified international laws and regulations. Relevant licenses and permits such as DOE, DOSH, JTK, MPOB license, Energy Commission and Ministry of Domestic Trade for diesel storage were valid and displayed at the estate office. Site audit at operational areas and supporting facilities confirmed evidence of compliance. Foreign Workers had valid work permits and passports. For other Legal requirement, these legal were reviewed: Permit (JTK) to salary deduction, MPOB license, License "Menggaji pekerja bukan pemastautin", Permit to storage diesel, Trading license, Suruhanjaya Tenaga License, Fire Certificate etc. Other legal requirements were as follows: Steam Boiler and Unfired Pressure Vessel 1970, The Factories and Machinery (Notification, Certificate of Fitness and Inspection) Regulations 1970 Regulation 10(2), Noise Exposure Regulations 1989, OSH (Use and Standards Of Exposure of Chemicals Hazardous to Health Regulations 2000), Code of Practice in Confined Space 2010, EQ (Scheduled Wastes) Regulations 2005, EQ (Prescribe Premises)(CPO) Regulations 1978 etc.
	2.1.2	A documented system, which includes written information on legal requirements shall be maintained. Minor Compliance	YES	Available i.e. internal audit.
	2.1.3	A mechanism for ensuring compliance implemented. Minor Compliance	YES	The CU maintained documented system for identifying and tracking the updates of the applicable legal requirements through various media such as LawNet, internet, newsletter, etc. The legal register management noted had been update accordingly.

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Clause	Indicators		Comply Yes/No	Findings
	2.1.4	A system for tracking any changes in the law shall be implemented. Minor Compliance	YES	Changes to law and regulation were monitored by the Group Sustainability Department. Various sources were referred to in obtaining information about the updates of legal requirements such as industrial association (e.g. MPOA, EMPA, SECA, etc.), seminar/conference, law books, government agencies websites
C 2.2 The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights.	2.2.1	Documents showing legal ownership or lease, history of land tenure (confirmation from community leaders based on history of customary land tenure, recognised NCR land) and the actual legal use of the land shall be available. Major Compliance	YES	After the review of the document provided, it has been verified that the land titles were previously owned by Sabah Government. The land has been sold to Ribubonus Sdn Bhd in June 1998 and specified for oil palm cultivation for economic value. It can be confirmed that Ribubonus Sdn Bhd maintained and complied with the terms of the land title.
	2.2.2	There is evidence that physical markers are located and visibly maintained along the legal boundaries particularly adjacent to state land, NCR land and reserves. Minor Compliance	YES	Physical markers were located and visibly maintained along the legal boundaries particularly adjacent to state land, neighboring private oil palm estate and forest reserves. Visits to the boundaries with Bukit Kuamas Forest Reserve confirmed that the boundary pegs were visible.
	2.2.3	Where there are or have been disputes, additional proof of legal acquisition of title and evidence that fair compensation has been made to previous owners and occupants shall be available, and that these have been accepted with FPIC. Minor Compliance	YES	No disputes. As reported in 2.2.1 of this checklist, it has been verified that the land is now legitimately owned by Ribubonus CU since 1998.
	2.2.4	There shall be an absence of significant land conflict, unless requirements for acceptable conflict resolution processes are implemented & accepted by the parties involved. Major Compliance	YES	As reported in 2.2.1 of this checklist, it has been verified that the land is now legitimately owned by Ribubonus CU since 1998. There was no land conflict anticipated and no need for acceptable conflict resolution processes.
	2.2.5	For any conflict or dispute over the land, the extent of the disputed area shall be mapped out in a participatory	YES	As reported in 2.2.1, it has been verified that there was no conflict or dispute over the land

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Clause	Indicators	Comply Yes/No	Findings
	way with involvement of affected parties. Minor Compliance		
	2.2.6 To avoid escalation of conflict, there shall be no evidence that oil palm operations have instigated violence in maintaining peace and order in their current and planned ops. Major Compliance	YES	As reported in 2.2.1 of this checklist, it has been verified that the land is owned by Ribubonus CU since 1998. Hence, there was no land conflict anticipated nor the need to avoid escalation of conflict was required.
C 2.3 Use of the land for oil palm does not diminish the legal, customary or user rights of other users without their free, prior, and informed consent.	2.3.1 Maps of an appropriate scale showing the extent of recognised legal, customary or user rights shall be developed through participatory mapping involving affected parties. Major Compliance	YES	As reported in 2.2.1 of this checklist, Ribubonus CU has been developed since 1998. a) All the related documentation regarding the land acquisition was kept in PBB (Wilmar) HQ Office, Sandakan and was verified by the auditor. b) There were no issues regarding land with villagers, local community and neighboring estate. c) Hence, there was no map showing the legal, customary, or user right of other users since 1998.
	2.3.2 Copies of negotiated agreements detailing the process of FPIC shall be available and shall include:	YES	
	a) Evidence that a plan has been developed through consultation and discussion with all affected groups in the communities, and that information has been provided to all affected groups, including information on the steps that shall be taken to involve them in decision-making;	YES	As reported in 2.2.1 of this checklist, Ribubonus CU has been developed since 1998. a) All the related documentation regarding the land acquisition was kept in PBB (Wilmar) HQ Office, Sandakan and was verified by the auditor. b) The documentation sighted during the audit showed that there were no issues regarding the land with villagers, local community and neighboring estate since 1998.
	b) Evidence that the company has respected communities' decisions to give or withhold their consent to the operation at the time that this decision was taken;	YES	
	c) Evidence that the legal, economic, environmental and	YES	

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Clause	Indicators		Comply Yes/No	Findings
		social implications for permitting operations on their land have been understood and accepted by affected communities, including the implications for the legal status of their land at the expiry of the company's title, concession or lease on the land. Minor Compliance		
	2.3.3	All relevant information shall be available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements. Minor Compliance	N/A	As mentioned in 2.3.2 a) to c) of this checklist, this requirement in this indicator does not apply to Ribubonus CU.
	2.3.4	Evidence shall be available to show that communities are represented through institutions or representatives of their own choosing, including legal counsel. Major Compliance	N/A	As mentioned in 2.3.2 a) to c) of this checklist, this requirement in this indicator does not apply to Ribubonus CU.

Principle 3: COMMITMENT TO LONG-TERM ECONOMIC AND FINANCIAL VIABILITY

Clause	Indicators		Comply Yes/No	Findings
C 3.1 There is an implemented management plan that aims to achieve long-term economic and financial viability.	3.1.1	A business or management plan (minimum three years) shall be documented. That includes, where appropriate, a business case for scheme smallholders. Major Compliance	YES	Being an established plantation company PPB, commitment to long-term economic and financial viability was a priority to Ribubonus Estate. a) The estate had management plans in their current year's budget and projections. The annual budget and projections were prepared on annual basis i.e. before the end of current year. b) The cost of production and expenditure was reviewed on an on-going basis. The parameters monitored included Capital (CAPEX) and Operating costs. The operating expenditure included expenditure for replanting, mature and immature oil palm upkeep, administration cost, housing and machinery upkeep, allocation for sustainability implementation (environmental, social, occupational safety and health), infra-structure development (roads, etc.), and training.
	3.1.2	An annual replanting programme projected for a minimum of five	YES	All palms in Ribubonus Estate were First Generation Palms planted between the years 2000 and 2009. As such the earliest replanting had been scheduled to be planted only in 2022 for 219.08 Ha

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Clause	Indicators	Comply Yes/No	Findings
	years (but longer where necessary to reflect the management of fragile soils, see Criterion 4.3), with yearly review, shall be available. Minor Compliance		and in 2023 for 601.30 Ha.

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

Clause	Indicators	Comply Yes/No	Findings
C 4.1 Operating procedures are appropriately documented, consistently implemented and monitored.	4.1.1 SOPs for estates and mills shall be documented. Major Compliance	YES	As for all Wilmar International Limited estates, Ribubonus Estate continued to use the following established and documented SOPs: Wilmar International Limited, Agriculture Manual & SOP for Oil Palm 3/2011, Safety and Health Manual, Environmental Management System Procedures, Wilmar International Plantation Malaysian Operations Standard Operating Procedures Checklist.
	4.1.2 A mechanism to check consistent implementation of procedures shall be in place. Minor Compliance	NO	The implementations of procedures were monitored through on-site visits (Head of R & D, Agronomist visits & GM's visit), inspections and discussions with relevant personnel and by internal audits and RSPO audits. However, based on annual meeting records, it was found that the Safety and Health Committee Meeting was conducted 3 times per year. Therefore, minor NCR was raised as MAR 01 2019.
	4.1.3 Records of monitoring and any actions taken shall be maintained and available, as appropriate. Minor Compliance	YES	Records of monitoring and the actions taken in Ribubonus Estate were maintained and kept for a minimum of 12 months.
	4.1.4 The mill shall record the origins of all third-party sourced FFB. Major Compliance	YES	Ribubonus POM has also received crops from various sources i.e. mainly from surrounding private oil palm plantation and smallholders. There was no official agreement between both parties. The third party could send their FFB to Ribubonus POM or any other palm oil mill.
C 4.2 Practices maintain soil fertility at or, where possible, improve oil fertility to a level that ensures optimal and sustained yield.	4.2.1 There shall be evidence that good agriculture practices, as contained in SOPs, are followed to manage soil fertility to a level that ensures optimal and sustained yield, where possible. Minor Compliance	YES	Ribubonus Estate continued have in place good agricultural practices to maintain soil fertility. It was through regular fertilizer application, biomass retention EFB application, water management in peat areas and maintenance of soft weeds, Leguminous cover crops and <i>Nephrolepis biserrata</i> in the interlines.
	4.2.2 Records of fertiliser inputs shall be maintained. Minor Compliance	YES	Records of programs and applications of fertilizers were reviewed during the audit.
	4.2.3 There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status. Minor Compliance	YES	The estate continued to carry out periodic foliar and soil sampling to monitor changes in nutrient status of palms. The latest foliar sampling was carried out in April 2019 while the soil map has been based on soil analysis in Oct and Nov 2000.
	4.2.4 A nutrient recycling strategy shall be in place, and may include use	YES	Ribubonus Estate continued to have a nutrient recycling strategy in place.

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Clause	Indicators		Comply Yes/No	Findings
		of EFB, POME, and palm residues. Minor Compliance		
C 4.3 Practices minimise and control erosion and degradation of soils.	4.3.1	Maps of any fragile/marginal soils shall be available. Major Compliance	YES	Available.
	4.3.2	A management strategy shall be in place for plantings on slopes between 9 and 25 degrees unless specified otherwise by the company's SOP. Minor Compliance	YES	Ribubonus estate possessed a management strategy for plantings on slopes between 9 and 25 degrees. The procedure on land clearing and preparation is detailed in Wilmar International Limited, Agriculture Manual and Standard Operating Procedure 2011.
	4.3.3	A road maintenance programme shall be in place. Minor Compliance	YES	The roads conditions in Ribubonus Estate were well maintained. The accessibility was made possible by regular maintenance.
	4.3.4	Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover management programme shall be in place. Major Compliance	YES	Based on a detailed soil analysis conducted by the appointed 3 rd party in May 2018, it was confirmed that there was no peat in Ribubonus Estate.
	4.3.5	Drainability assessments where necessary will be conducted prior to replanting on peat to determine the long-term viability of the necessary drainage for oil palm growing. Minor Compliance	YES	There were no peat in Ribubonus Estate.
	4.3.6	A management strategy shall be in place for other fragile and problem soils. Minor Compliance	YES	Ribubonus Estate had pockets of sandy soils spread out in a number of blocks.
C 4.4 Practices maintain the quality and availability of surface and ground water.	4.4.1	An implemented water management plan shall be in place. Minor Compliance	YES	The estate had implemented water management plans accordingly. The estate also maintained records of rainfall data to assist in the water management plans were sighted recorded from 2005 until 2019 (Jun).
	4.4.2	Protection of water courses and wetlands, including maintaining and restoring appropriate riparian and other buffer zones shall be demo. Major Compliance	YES	The estate continued to protect the water courses, including maintaining and restoring appropriate riparian buffer zones along all natural waterways. The estate adopted the existing PPB policy to maintain the buffer by restricting agrochemicals application and left undeveloped during replanting.
	4.4.3	Appropriate treatment of mill effluent to required levels and regular monitoring of discharge	YES	The data above concludes that the BOD results were within the allowable limit of 20 mg/l. All other parameters were also to be within the approved specification. The DOE standards were extracted from the DOE's Written Approval.

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Clause	Indicators	Comply Yes/No	Findings
	quality, shall be in compliance with national regs. Minor Compliance		
	4.4.4 Mill water use per tonne of FFB shall be monitored. Minor Compliance	YES	Monitored accordingly.
C 4.5 Pests, diseases, weeds & invasive introduced species are effectively managed using appropriate IPM techniques.	4.5.1 Implementation of IPM plans shall be monitored. Major Compliance	YES	Ribubonus Estate continued to monitor the Implementation of Integrated Pest Management (IPM) plans. The estate had in place documented the IPM plan which covered monitoring of pest, control of pest population levels at below threshold levels by using cultural, biological, physical/mechanical and use of pesticides.
	4.5.2 Training of those involved in IPM implementation shall be demonstrated. Minor Compliance	YES	Training on IPM implementation was being carried out.
C 4.6 Pesticides are used in ways that do not endanger health or the environment.	4.6.1 Justification of all pesticides used shall be demonstrated. The use of selective products that are specific to the target pest, weed or disease and which have minimal effect on non-target species shall be used where available. Major Compliance	YES	Justification of the use of pesticides had been documented. The use of selective products that are specific to the targeted pest, weed or disease.
	4.6.2 Records of pesticides use (incl. a.i. used & their LD50, area treated, amount of active ingredients applied per Ha and no. of applications) shall be provided. Major Compliance	YES	Ribubonus Estate continued to record areas where pesticides were used. Records of pesticides used by area, quantity used, hectares applied, LD 50 and Ai/Ha were made available to auditors. Records were found in store issue chits, bin cards, program sheets, SAP system, field cost books and progress reports.
	4.6.3 Any use of pesticides shall be minimised as part of a plan, and in accordance with IPM plans. There shall be no prophylactic use of pesticides, except in specific situations identified in industry's Best Practice. Major Compliance	YES	Pests, other than weeds were maintained at below threshold levels as per the IPM plan.
	4.6.4 Pesticides that are categorised as World Health Org Class 1A or 1B, or that are listed by the Stockholm / Rotterdam Conventions, & paraquat, are not used, except in specific situations identified in industry's Best Practice. The use of such pesticides shall be	YES	There was no evidence to show that Pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat, were used in Ribubonus Estate.

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Clause	Indicators	Comply Yes/No	Findings
	<p>minimised and/or eliminated as part of a plan, and shall only be used in exc. circumstances. Pesticides selected for use are those officially registered under the Pesticides Act 1974 (Act 149) and the relevant provision (Section 53A); and in acc. with USECHH Regs (2000).</p> <p>Minor Compliance</p>		
4.6.5	<p>Pesticides shall only be handled, used or applied by persons who have completed the necessary training and shall always be applied in accordance with the product label. Appropriate safety and application equipment shall be provided and used. All precautions attached to the products shall be properly observed, applied, and understood by workers.</p> <p>Major Compliance</p>	YES	<p>The staff and workers such as the storekeepers, sprayers and those workers apply the fertilizer were trained and they had understood the hazards involve and how the chemicals should be used in a safe manner. The trade and generic names of the chemicals were made known to the workers through the MSDS/SDS training. It was also noted that MSDS/SDS are available at all sites during the audit. All workers involved in pesticide application were provided with appropriate PPE and replaced when damaged. PPE issuance and replacement records were verified by the auditors. It was also observed that PPE was used by workers working in the fields. From the interviews with the workers and staffs in the fields and stores clerk, it was demonstrated that they had been trained and were aware of safe handling procedures.</p>
4.6.6	<p>Storage of all pesticides shall be according to recognised best practices. All pesticide containers shall be properly disposed of and not used for other purposes. Pesticides shall be stored in accordance to the OSHA 1994 (Act 514) and Regs and Orders, Pesticides Act 1974 (Act 149) and Regs. Major Compliance</p>	YES	<p>The chemical store in Ribubonus Estate was observed 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 Regs.</p>
4.6.7	<p>Application of pesticides shall be by proven methods that minimise risk and impacts.</p> <p>Minor Compliance</p>	YES	<p>Application of pesticides was based on and guided by the CHRA, MSDS/CSDS and internal established manuals.</p>
4.6.8	<p>Pesticides shall be applied aerially only where there is doc justification. Communities shall be informed of impending aerial</p>	YES	<p>Aerial spraying was not practiced at all PPB estates and there was no evidence to show that this has been carried out in the Ribubonus Estate.</p>

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Clause	Indicators	Comply Yes/No	Findings
	pesticide applications with all relevant information within reasonable time prior to application. Major Compliance		
	4.6.9 Evidence of continual training to enhance knowledge and skills of employees & assoc. s/holders on pesticide-handling shall be demo or made available. Minor Compliance	YES	Training on pesticide/chemical handling was continuously carried out at Ribubonus Estate. The trainings included the safety aspects and usage of PPE when handling with pesticides and herbicides. From interviews with the staff and workers such as the storekeepers and workers who applied fertilizers, it was evident that they have been trained and understood the hazards involve and how the chemicals should be used in a safe manner.
	4.6.10 Proper disposal of waste material, according to procedures that are fully-understood by workers and managers shall be demo. Minor Compliance	YES	Trainings were provided to all level of employees to transpire the knowledge and management of waste in the estate and mill.
	4.6.11 Specific annual med surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated. Major Compliance	YES	The annual medical surveillance was carried out accordingly.
	4.6.12 No work with pesticides shall be undertaken by pregnant or breast-feeding women. Major Compliance	YES	The estate maintained the list of sprayers. Identification of pregnancy status is made by the respective Medical Assistant during the monthly medical check-up.
	4.7.1 An occupational health and safety policy shall be in place. An occupational health and safety plan covering all activities shall be documented and implemented, and its effectiveness monitored. Major Compliance	YES	There is a Group Occupational Health and Safety Policy adopted for use in all estates / mills in the organisation. The policy is available in both English and Bahasa Malaysia. It had been communicated to all levels of the organization through briefings and displayed on notice boards at the mill and estates office and muster ground. Random interviewed with employees showed that they generally understood the basic requirements of the policy.
	4.7.2 All ops where health and safety is an issue shall be risk assessed, and procs and actions shall be doc and implemented to address the identified issues. All precautions attached to products shall be properly observed and applied to the workers. Major Compliance	YES	Both the estate and the mill had a similar HIRARC and CHRA records covered activities in the estates sharing activities in common.
	4.7.3 All workers involved in the operation shall be adequately	NO	Communication on the hazards of chemical was given through awareness and training program to all workers involved in handling of dangerous chemicals. The objective was to ensure all workers involved have been

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Clause	Indicators	Comply Yes/No	Findings
	trained in safe working practices. Adequate and appropriate protective equipment shall be available to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, and land preparation, harvesting and, if it is used, burning. Major Compliance		adequately trained in understanding MSDS, safe working practices and the correct use of PPE. However, during site visit made at Block' 10- 2001 (3 harvesters) and Block 69 – 2002 (3 harvesters), found that protective equipment i.e. goggle is not available at workplace. Therefore, major NCR was raised as MAR 02 2019.
4.7.4	The responsible person/s shall be identified. There shall be records of regular meetings between the responsible person/s and workers. Concerns of all parties about health, safety and welfare shall be discussed at these meetings, and any issues raised shall be recorded. Major Compliance	YES	The forum used by the management to regularly meet with the employees is through the quarterly safety meetings. Both the estate and the mill had established their respective Safety and Health Committee in having the Managers as the Chairman of the safety committee Respectively the Managers of both units appoint the subordinate's executives / engineers for the down line implementation of the ESH plans and compliance. All committee were issued with official letter of appointment by the Mill Manager while Chairman was appointed by General Manager, Mill Operation.
4.7.5	Accident and emergency procs shall exist and instructions shall be clearly understood by all workers. Accident procs shall be available in the appropriate language of the workforce. Assigned operatives trained in First Aid should be present in both field and other operations, and first aid equipment shall be available at worksites. Records of all accidents shall be kept and periodically reviewed. Minor Compliance	YES	Both the estate and the mill had established Emergency Response Plan (ERP) initially documented in June 2010. The ERP covers incidences among others as outlined below; Fire, Chemical / Fertiliser Spillage, Flood , Injury Requiring Medical Attention, etc. Records of training in relation to the ERP awareness to the employees were available.
4.7.6	All workers shall be provided with medical care, and covered by accident insurance. Minor Compliance	YES	Both estate and the mill provide medical care and insurance coverage for all the workers.
4.7.7	Occupational injuries shall be recorded using LTA metrics. Minor Compliance	YES	Accidents summary for the year are compiled in JKKP 8 which is a requirement under OSHA 1994. Therein is stated the Lost Time Accidents statistics. Both estate and the mill maintained the office copy of the submitted form to DOSH. This document was sighted and verified.

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Clause	Indicators		Comply Yes/No	Findings
C 4.8 All staff, workers, smallholders and contract workers are appropriately trained.	4.8.1	A formal training programme shall be in place that covers all aspects of the RSPO Principles and Criteria, and that includes regular assessments of training needs and documentation of the programme. Major Compliance	YES	A formal training programme for 2019 covering all aspects of the RSPO P&C. Regular assessments of training needs were prepared by HR Department and transferred down to the estates and mills for implementation. Training needs are formalised using <i>training needs assessment form</i> . Training needs identification matrix has been established with target months for the training to be conducted.
	4.8.2	Records of training for each employee shall be maintained. Minor Compliance	YES	Both estate and mill use a standard form in maintaining their employees' individual records.

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

Clause	Indicators		Comply Yes/No	Findings
C 5.1 Aspects of plantation and mill management, including replanting, that have environmental impacts are identified, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.	5.1.1	An environmental impact assessment (EIA) shall be documented. Major Compliance	YES	Ribubonus Estate maintained the EIA report entitled "Oil Palm Plantation Development at Ribubonus Estate in Beluran, Sabah". The report was established in June 2009 and approved by the Sabah's EPD in Jan 2010. The environmental aspect and impact associated with the following activities were identified accordingly. The monitoring of the compliance to environmental terms and conditions were carried out as reported in indicator 2.1.2 above. Generally, the estate continued to comply with the environmental terms and conditions from the Sabah Environmental Protection Department. As for the mill there were no changes in processing operation. Thus, the mill maintained the identified environmental aspect and impact associated with its operation. The exercise was carried out by the mill personnel and with the assistance from the Safety and Sustainability Department. Among the activities that were identified included among others the workshop operation, boiler operation, effluent treatment plant, laboratory and the composting plant.
	5.1.2	Where the id of impacts requires changes in current practices, in order to mitigate negative effects, a timetable for change developed and implemented within a comprehensive action plan. The action plan shall identify the responsible person/s. Minor Compliance	YES	Environmental Aspect & Impact Assessment (EAI) & Mitigation Plan are reviewed annually latest being Jan 2019 by the Sustainability Officer. EIA listed for the estate noted no changes in the process /activities as established in 2018. Changes if any are made to include the following information; The person(s) in charge, Mitigating actions and time table for monitoring.
	5.1.3	This plan shall incorporate a monitoring protocol, adaptive to operational changes, which shall be implemented to monitor the effectiveness of	YES	The estate audited had mitigation measures defined in the Waste Management Plan. The plan is to ensure proper control of the wastes in the estate to prevent pollution. The programme covers the activities, sources of pollution, effect to environment, prevention, and mitigation. The programme also indicated the proposed start and completion date, budget and person in charge as well as the status/verification.

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Clause	Indicators	Comply Yes/No	Findings
	the mitigation measures. The plan shall be reviewed as a min every 2yrs to reflect the results of monitoring & where there are operational changes that may have positive and negative env impacts. Minor Compliance		
C 5.2 The status of rare, threatened or endangered species other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and operations managed to best ensure that they are maintained and/or enhanced.	5.2.1 Info collated in a HCV assessment that incl both planted area itself & relevant wider landscape – level considerations. Major Compliance	YES	The HCVF assessment of the estate was completed in February 2009. In addition to the report 'HCVF Scoping Assessment of Ribubonus Estate of PPB Oil Palms Berhad' an additional HCV Report was prepared in May 2017. The assessor had identified conservation area of HCV 4 with the total of 258.42 ha.
	5.2.2 Where RTE species, or HCVs, are present or are affected by plantation or mill operations, appropriate measures that are expected to maintain and/or enhance them shall be implemented through an action plan. Major Compliance	YES	Ribubonus Estate has established an action plan for HCV area titled 'HCV Monitoring and Action Plan FY2016 - 2020'. The plan was reviewed in March 2019. Among the activities conducted were (i) HCV monitoring, (ii) awareness training to workers, (iii) to do silviculture by removing vine and wild bamboo using Forest Department contractor on June 2018 and continuing until 2020 and also (iv) rehabilitation for riparian areas in Ribubonus Estate in December 2018-2020.
	5.2.3 There shall be a prog to regularly educate the workforce about the status of these RTE species, appropriate disciplinary measures shall be instituted in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect or kill these species. Minor Compliance	YES	A training programme for year 2019 was available. Among the training included the awareness training for HCV and RTE which was carried out in Aug 2019. An appropriate disciplinary measure was instituted in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect or kill these species.
	5.2.4 Where an action plan has been created there shall be ongoing monitoring: The status of HCV and RTE species that are affected by plantation or mill operations shall be documented and	YES	A continuous monitoring activity were conducted at the Ribubonus CU. The status of HCV and RTE species that are affected by plantation or mill operations were documented and reported. The monitoring activities were conducted by monthly basis.

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Clause	Indicators	Comply Yes/No	Findings
	reported; Outcomes of monitoring shall be fed back into the action plan. Minor Compliance		
	5.2.5 Where HCV set-asides with existing rights of local communities have been identified, there shall be evidence of a negotiated agreement that optimally safeguards both the HCVs and these rights. Minor Compliance	N/A	There are no HCV set-asides with existing rights of local communities at Ribubonus CU. Therefore this indicator was not applicable.
C 5.3 Waste is reduced, recycled, re-used, and disposed of in an environmentally and socially responsible manner.	5.3.1 All waste products and sources of pollution shall be identified and documented. Major Compliance	YES	All waste and pollution are identified and documented in the Waste And Pollution - Identification, Prevention, Mitigation And Improvement Plan 2018/19. Therein all waste and sources compiled from the estates and mills activities were identified.
	5.3.2 All chemicals and their containers shall be disposed of responsibly. Major Compliance	YES	Ribubonus CU disposed their waste material related to pesticide containers as per established procedures.
	5.3.3 A waste management and disposal plan to avoid or reduce pollution shall be documented & implemented. Minor Compliance	YES	Procedures and guidelines were established for the disposal of the identified waste and pollutants, The Waste and Pollution – Identification, Prevention, Mitigation and Improvement Plans were thereafter formalised for the mitigation and prevention effort.
C 5.4 Efficiency of fossil fuel use and the use of renewable energy is optimised.	5.4.1 A plan for improving efficiency of the use of fossil fuels and to optimise renewable energy shall be in place and monitored. Minor Compliance	YES	Ribubonus CU continued to maintain the management plan on efficient use of fossil oil and optimize renewable energy.
C 5.5 Use of fire for preparing land or replanting is avoided, except in specific situations as identified in the ASEAN guidelines or other regional best practice	5.5.1 There shall be no land preparation by burning, other than in specific situations as identified in the 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003. Major Compliance	YES	There was no land prepared by burning at the Ribubonus Estate.
	5.5.2 Where fire has been used for preparing land for replanting,	YES	There was no evidence that fire had been used for land preparation in Ribubonus Estate. It was noted that no replanting at the visited estate.

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Clause	Indicators		Comply Yes/No	Findings																																																																																	
		there shall be evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003. Minor Compliance																																																																																			
C 5.6 Preamble Growers and millers commit to reporting on operational GHG emissions. However, it is recognised that significant emissions cannot be monitored, completely measured accurately with current knowledge & meth. It is also recognised that it is not always feasible or practical to reduce or min these emissions. Growers and millers commit to an implementation period until the end of December 2016 for promoting best practices in reporting to the RSPO, and thereafter to public reporting. Growers and millers make this commitment with the support of	5.6.1	An assessment of all polluting activities shall be conducted, incl. GHG, particulate/soot emissions and effluent.	YES	Ribubonus CU continued to maintain the "Waste & Pollution Identification Prevention Mitigation & Enhancement Plan".																																																																																	
	5.6.2	Significant pollutants and GHG emissions shall be identified, and plans to reduce or minimise implemented. Major Compliance	YES	Greenhouse gas emissions were identified to be generated from crop sequestration, fertilizer, N2O from fertilizer, fuel consumption, and peat oxidation. Plans to reduce or minimize them are in place. This has been improved through the newly commissioning of the biogas plant.																																																																																	
	5.6.3	A monitoring system shall be in place, with regular reporting on progress for these significant pollutants and emissions from estate and mill operations, using appropriate tools. Minor Compliance	YES	<div>Ribubonus CU is using the RSPO Palm GHG calculator version 3.0.1 (Option 2) as tool to estimate the emissions of its GHG. Verification was carried on the data input in the Palm GHG calculator. From the report the following data was tabulated.</div> <table><tr><td>Description</td><td>tCO₂e/tProduct</td><td>Extraction</td><td>Value</td><td>Production</td><td>t/yr</td></tr><tr><td>CPO</td><td>0.5</td><td>OER</td><td>21.80%</td><td>FFB Processed</td><td>160,034.33</td></tr><tr><td>PK</td><td>0.5</td><td>KER</td><td>4.77%</td><td>CPO Produced</td><td>34,891.476</td></tr></table> <div><table><tr><td>Land Use</td><td>Ha</td></tr><tr><td>OP Planted Area</td><td>2729.62</td></tr><tr><td>OP Planted on Peat</td><td>**41.7031</td></tr><tr><td>Conservation (forested)</td><td>135.67</td></tr><tr><td>Conservation (non-forested)</td><td>122.75</td></tr><tr><td>Total</td><td>3029.7431</td></tr></table><p>**This was 2018 data</p><p>Summary of Plantation/field emissions and sink</p><table><tr><td></td><td colspan="2">Own Crop</td><td colspan="2">Group</td><td colspan="2">3rd Party</td><td colspan="2">Total</td></tr><tr><td></td><td>tCO₂e</td><td>tCO₂e/tFFB</td><td>tCO₂e</td><td>tCO₂e/tFFB</td><td>tCO₂e</td><td>tCO₂e/tFFB</td><td>tCO₂e</td><td>tCO₂e/tFFB</td></tr><tr><td>Emissions</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Land Conversion</td><td>26197.97</td><td>0.34</td><td>0</td><td>0</td><td>0</td><td>0</td><td>26197.97</td><td>0.34</td></tr><tr><td>*CO₂ Emissions from Fertiliser</td><td>2767.86</td><td>0.04</td><td>0</td><td>0</td><td>0</td><td>0</td><td>2767.86</td><td>0.04</td></tr></table></div>								Description	tCO ₂ e/tProduct	Extraction	Value	Production	t/yr	CPO	0.5	OER	21.80%	FFB Processed	160,034.33	PK	0.5	KER	4.77%	CPO Produced	34,891.476	Land Use	Ha	OP Planted Area	2729.62	OP Planted on Peat	**41.7031	Conservation (forested)	135.67	Conservation (non-forested)	122.75	Total	3029.7431		Own Crop		Group		3rd Party		Total			tCO ₂ e	tCO ₂ e/tFFB	tCO ₂ e	tCO ₂ e/tFFB	tCO ₂ e	tCO ₂ e/tFFB	tCO ₂ e	tCO ₂ e/tFFB	Emissions									Land Conversion	26197.97	0.34	0	0	0	0	26197.97	0.34	*CO ₂ Emissions from Fertiliser	2767.86	0.04	0	0	0	0	2767.86
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Clause	Indicators		Comply Yes/No	Findings																																		
all other stakeholder groups of the RSPO. Plans to reduce pollution and emissions, incl. GHG, are developed, implemented and monitored.				**N2O Emissions	3263.82	0.04	0	0	0	0	3263.82	0.04																										
				Fuel Consumption	1094.66	0.01	0	0	0	0	1094.66	0.01																										
				Peat Oxidation	2204.75	0.03	0	0	0	0	2204.75	0.03																										
				Sinks																																		
				Crop Sequestration	-24745.07	-0.33	0	0	0	0	-24745.07	-0.33																										
				Conservation Sequestration	-1204.71	-0.02	0	0	0	0	-1204.71	-0.02																										
				Total	9579.28	0.13	0	0	9240.67	0	18767.95	0.13																										
				<u>Summary of Mill emission and credits</u>																																		
<table><tr><td></td><td>tCO2e</td><td>tCo2e/tFFB</td></tr><tr><td>Emissions</td><td></td><td></td></tr><tr><td>POME</td><td>4863.9</td><td>0.02</td></tr><tr><td>Fuel Consumption</td><td>500.88</td><td>0</td></tr><tr><td>Grid Electricity Utilisation</td><td>0</td><td>0</td></tr><tr><td>Credits</td><td></td><td></td></tr><tr><td>Export of Grid Electricity</td><td>0</td><td>0</td></tr><tr><td>Sales of PKS</td><td>0</td><td>0</td></tr><tr><td>Sales of EFB</td><td>0</td><td>0</td></tr><tr><td>Total</td><td>5364.78</td><td>0.02</td></tr></table>										tCO2e	tCo2e/tFFB	Emissions			POME	4863.9	0.02	Fuel Consumption	500.88	0	Grid Electricity Utilisation	0	0	Credits			Export of Grid Electricity	0	0	Sales of PKS	0	0	Sales of EFB	0	0	Total	5364.78	0.02
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Principle 6: RESPONSIBLE CONSIDERATION OF EMPLOYEES AND OF INDIVIDUALS AND COMMUNITIES BY GROWERS AND MILLERS

Clause	Indicators		Comply Yes/No	Findings
C 6.1	6.1.1	A social impact assessment (SIA) including records of	YES	A Social Impact Assessment for Ribubonus CU entitled Primary Report of SIA (Design Phase) for Ribubonus Palm Oil Plantations and Ribubonus Palm Oil Mill of PPB Oil Palm Berhad (Sabah) was

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Clause	Indicators		Comply Yes/No	Findings
Aspects of plantation and mill management that have social impacts, including replanting, are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.		meetings shall be documented. Major Compliance		conducted in 2009. This SIA report was used as the basis for managing social issues in the CU. The report was prepared with the participation of the relevant stakeholders including the estate workers, governmental agencies, local businesses, panel OHD doctor, contractors/suppliers, neighboring local communities and out growers.
	6.1.2	There shall be evidence that the assessment has been done with the participation of affected parties. Major Compliance	YES	Based on the records available, there is evidence that the assessment was done with participation of all affected parties/stakeholders from smallholders, contractors, nearest villagers in the assessment in March 2009. The inputs from the participants were incorporated in the social management action plan.
	6.1.3	Plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts identified, shall be dev in consultation with the affected parties, doc & timetabled, incl responsibilities for implementation. Major Compliance	YES	The SIA Management Action Plan was reviewed in Feb 2019 (Mill) and June 2019 (Estate) after stakeholders meeting with the affected parties attended by local communities and FFB transporter. Stakeholders meeting were held by the Ribubonus CU to get inputs for reviewing and updating the SIA Management Action Plan 2019. The action plan had documented i) Impact parameter, ii) Issue, iii) Proposed plan, iv) Location, v) Person in charge, vi) Timeline and vii) Progress.
	6.1.4	The plans shall be reviewed as a min once in 2yrs and updated as necessary, in those cases where the review has concluded that changes should be made to current practices. There shall be evidence that the review incl the participation of affected parties. Minor Compliance	YES	The plan was reviewed on yearly basis and updated as necessary. In some cases where the review had concluded that changes should be made to current practices hence the plan was updated accordingly.
	6.1.5	Particular attention shall be paid to the impacts of smallholder schemes. Minor Compliance	YES	For the time being, there was no smallholder schemes for Ribubonus CU. Only independent grower and nearby villagers at Ribubonus CU were sending their FFB to Ribubonus POM.
C 6.2 There are open and transparent methods for communication and consultation between growers and/or millers, local	6.2.1	Consultation and comm procedures shall be doc. Major Compliance	YES	Consultation and communication proc used by the CU in handling internal and external communications is identified in Consultation and Communication Procedure' which was prepared by the RSPO Unit of PPB Oil Palms Bhd. The CU has continued to use the internal communication through morning assemblies, notice boards and posters, suggestion boxes and complaint forms. External communication has been mainly through mail correspondence. The CU has also use the Stakeholders Meeting to serve as a forum to discuss issues of interest to the mills, estates, local government agencies and local communities (villagers).

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Clause	Indicators		Comply Yes/No	Findings
communities and other affected or interested parties	6.2.2	A management official responsible for these issues shall be nominated. Minor Compliance	YES	The Group Manager has appointed Manager to take in charge of Social and Welfare and the consultation and communication with internal and external parties for Ribubonus Estate. For Ribubonus POM, the Assistant Manager was appointed by the Manager as persons in charge of communication with the stakeholders.
	6.2.3	A list of stakeholders, records of all communication, including confirmation of receipt and that efforts are made to ensure understanding by affected parties, and records of actions taken in response to input from stakeholders, shall be maintained. Minor Compliance	YES	At Ribubonus Estate and POM, the stakeholders list has been updated accordingly.
C 6.3 There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all affected parties	6.3.1	The system, open to all affected parties, shall resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants & whistle blowers, where requested. Major Compliance	YES	Ribubonus Estate and Ribubonus POM have welcomed any complaints and grievances from their stakeholders which can be raised through complaints form, grievances form, PIR form, stakeholders meeting and Woman & Children Committee meeting. So that, they can have received any opinion or suggestion in order to improve their social responsibilities to all stakeholders.
	6.3.2	Documentation of both the process by which a dispute was resolved and the outcome shall be available. Major Compliance	YES	The CU reported that in the past there were no disputes, in any form. The domestic inquiry files were examined to find out whether or not the decisions of the panels of the enquiry had been contested. For grievances from employees, there was no grievances/complaints recorded for Ribubonus Estate and Ribubonus POM except for request for house maintenance.
C 6.4 Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to	6.4.1	A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be in place. Major Compliance	YES	A procedure for identifying legal and customary rights and a procedure for identifying people entitled to compensation were established. In the event, cases involving the loss of customary land rights, the estate will manage them using the procedure entitled "Process for Identification of Legal and Customary Rights and Identifying People Entitled for Compensation".
	6.4.2	A procedure for calculating and distributing fair compensation shall be established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation.	YES	As mentioned in 6.4.1, the procedure has addressed the determination of compensation. The process and outcome of any compensation claims is documented and made publicly available. However, there was no issue other than land claims involving the estate or mill.

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Clause	Indicators		Comply Yes/No	Findings
express their views through their own representative institutions.		This procedure shall take into account: gender differences in the power to claim rights, ownership and access to land; differences of trans migrants & long-established communities; and differences in ethnic groups' proof of legal versus communal ownership of land. Minor Compliance		
	6.4.3	The process and outcome of any negotiated agreements and compensation claims shall be documented, with evidence of the participation of affected parties, and made publicly available. Major Compliance	YES	There was no issue raised related to the compensation claims at Ribubonus CU.
C 6.5 Pay and conditions for employees and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages	6.5.1	Documentation of pay and conditions shall be available. Major Compliance	YES	Pay slip for loader, manurer, sprayer and harvester were verified by audit team. Their wages had followed Minimum Wages Order 2018 where they have been paid at RM 42.31 per day with total of RM1100 per month (minimum). Employee's payslip (foreign worker for sprayer and harvester for February 2017 and employment agreement had been checked and verified.
	6.5.2	Labour laws, union agreements or direct contracts of employment detailing payments and conditions of employment shall be available in the languages understood by the workers or explained carefully to them by a management official. Major Compliance	YES	Contracts for local and Indonesian foreign workers at Ribubonus Estate and Ribubonus POM were sampled. The terms and conditions of employment are contained in the employment contracts and include duration of employment, place of work, salary, working hours, medical benefits, accommodation, annual leave, sick leave, termination of service, and other benefits provided (housing, employment cost, etc). For contracts that were prepared in English, explanation and briefing were given to the workers prior to signing. This was further confirmed by the workers during interviews.

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Clause	Indicators		Comply Yes/No	Findings
	6.5.3	Growers and millers shall provide adequate housing, water supplies, medical, edu & welfare amenities to national standards or above, in accordance with Workers' Minimum Std of Housing and Amenities Act 1990 (Act 446) or above, where no such public facilities are available or accessible. Minor Compliance	NO	The CU maintains to provide housing to the workers and provide subsidy for water and electricity consumption. Religious, medical, educational (Humana School and child care facilities – Creche) are also maintained to be provided. Any maintenance and service for worker's housing and facilities can be requests from mill and estates management with free of charge. However, it was found that, 1. The visit by the medical practitioner was not once a fortnight to supervise the operations and management of the clinic and to provide medical treatment to workers and their dependents. 2. Toddlers placed at the Ribubonus Estate creche are not provided with milk. Therefore, Major NCR MZK 01 2019 has been raised.
	6.5.4	Growers and millers shall make demonstrable efforts to monitor & where able, improve workers' access to adequate, sufficient & affordable food. Minor Compliance	YES	The CU had demonstrated efforts to monitor and improved workers' access to adequate, sufficient and affordable food by monitoring the price list of the canteen operator and sundry shops.
C 6.6 The employer respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.	6.6.1	A published statement in local languages recognising freedom of assoc shall be available. Major Compliance	YES	A "Human Right Policy" was available at site. The policy was written in English and languages understood by the workers. The policy included statement that the management recognized the freedom of association. The policy is displayed at various locations within the estate/mill area.
	6.6.2	Minutes of meetings with main trade unions or workers representatives shall be doc. Minor Compliance	YES	As reported in previous audit, the workers were not unionised. However, workers' representatives have been elected by their committee as members of the Social and Welfare Committee and Women and Children Committee in the estates and mill.
C 6.7 Children are not employed or exploited.	6.7.1	There shall be documentary evidence that minimum age requirements are met. Major Compliance	YES	The child labour policy was publicly available at the visited estates and mill. The policy statements emphasis on child under 18 years must not be employed. This policy was posted on notice boards for the understanding of the public and workers.
C 6.8 Any form of discrimination based	6.8.1	A publicly available equal opportunities policy including	YES	The equal opportunity policy was publicly available at estate and POM. The policy statements emphasised on worker information, recruitment and selection, training, employee development, terms of service and

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Clause	Indicators		Comply Yes/No	Findings
on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.		identification of relevant/ affected groups in the local environment shall be doc. Major Compliance		records of service. This policy is posted on all notice boards estate and mill for the understanding of the public and workers
	6.8.2	Evidence shall be provided that employees and groups including local communities, women, and migrant workers have not been discriminated against. Major Compliance	YES	The terms of employment, work assignments, housing policy and other requirements have not been found to be discriminatory. Interviews with workers and other stakeholders also revealed that the Ribubonus CU has not discriminated its staffs and workers. Migrant workers receive similar pay, stay in the same house and enjoy similar medical benefits as their local counterparts.
	6.8.3	It shall be demo that recruitment selection, hiring and promotion where relevant are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available. Minor Compliance	YES	Ribubonus CU has demonstrated that recruitment selection, hiring and promotion where relevant are based on skills, capabilities, qualities, and medical fitness necessary for the jobs was available in "Recruitment selection, Hiring and Promotion" for staff and "Recruitment of Workers" for workers.
C 6.9 There is no harassment or abuse in the work place, and reproductive rights are protected.	6.9.1	A policy to prevent sexual and all other forms of harassment and violence shall be implemented & comm to all levels of the workforce. Major Compliance	YES	The CU had established policy on sexual harassment. The policy was communicated to all levels of workforce by displaying it at the notice board and training at Ribubonus POM and Ribubonus Estate. The policy had also been communicated to all staffs and workers during morning muster. The CU had also conducted awareness training to prevent sexual harassment occurred at their mill and estates.
	6.9.2	A policy to protect the reproductive rights of all, especially of women, shall be implemented & communicated to all levels of the workforce. Major Compliance	YES	The CU has established policy on reproductive rights which given their employee i) to decide freely and responsibly of their planning to have children, and ii) to make decisions concerning reproduction free of discrimination, coercion and violence. The Sexual Harassment, Violence and Abuse, Reproductive Rights Policy was verified. Both policies, Sexual harassment and Reproductive rights were displayed at the visited estate, mill, clinic and worker's quarter noticeboard. The policy also had been communicated to all staffs and workers during morning muster.
	6.9.3	A specific grievance mechanism which respects anonymity & protects complainants where requested shall be established, implemented, and communicated to all levels of the workforce. Minor Compliance	YES	Ribubonus Estate and Ribubonus POM have followed standard operating procedure for handling of grievances / social issues. The SOP titled as 'Sexual Harassment-Complaint/Investigation Procedure' provided the reporting form called the 'Grievance/Complaint Form for Sexual Harassment'. The chairman of the Women and Children Committee as mentioned in 6.9.1 was responsible in managing any issue raised on sexual harassment. The grievance mechanism had been explained to the committee. The flowchart procedure had been displayed at the visited estates and mill noticeboard. The SOP contains the complaint and investigation procedure to handle sexual harassment in the workplace.

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Clause		Indicators	Comply Yes/No	Findings
C 6.10 Growers and millers deal fairly and transparently with smallholders and other local businesses.	6.10.1	Current and past prices paid for Fresh Fruit Bunches (FFB) shall be publicly available. Minor Compliance	YES	Current and past prices for Fresh Fruit Bunches (FFB) was displayed by monthly at Ribubonus POM's weighbridge from January 2018 to June 2019 as verified during the audit.
	6.10.2	Evidence shall be available that growers/millers have explained FFB pricing, and pricing mechanisms for FFB and inputs/services shall be doc. Major Compliance	YES	A Stakeholders Committee Meeting was conducted at Ribubonus CU to discuss issues on pricing and contracts. The meeting was chaired by the Mill Manager. Members of the committee were made up of representatives from the mill's management, estate manager, FFB suppliers, contractors and workers representatives. Issues related to FFB transaction were raised and discussed in this Committee.
	6.10.3	Evidence shall be available that all parties understand the contractual agreements they enter into, that contracts are fair, legal and transparent. Minor Compliance	YES	There was no agreement or contract between the mill and the third party FFB suppliers. The suppliers are free to sell their FFB to other surrounding mills or to the private collection centre in the region.
	6.10.4	Agreed payments shall be made in a timely manner. Minor Compliance	YES	Payments were made in a timely manner. Payment was made every 10 to 12 of the month. If the payment cannot be paid as agreed, the estate or mill clerk will inform them first.
C 6.11 Growers and millers contribute to local Sustainable development where appropriate.	6.11.1	Contributions to local development that are based on the results of consultation with local communities shall be demonstrated. Minor Compliance	YES	Contributions to local development that were based on the results of consultation with local communities were demonstrated during stakeholder meeting.
	6.11.2	Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve smallholder productivity. Minor Compliance	YES	There was no scheme smallholders at Ribubonus CU.
C 6.12 No forms of forced or trafficked labour are used.	6.12.1	There shall be evidence that no forms of forced or trafficked labour are used. Major Compliance	YES	There was no trafficked labour used. The interviewed workers informed that they were employed voluntarily and freely, without the threat of a penalty. Workers have the freedom/right to terminate the employment contract without penalty by giving a 28 days' notice.
	6.12.2	Where applicable, it shall be demonstrated that no contract substitution has occurred. Minor Compliance	YES	There was no contract substitution occurred as stated in the labour policy and procedures was established and implemented as Recruitment of Workers. The interviewed workers have confirmed that the agreement type of work and salary offered were same.

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Clause	Indicators		Comply Yes/No	Findings
	6.12.3	Where temporary or foreign workers are employed, a special labour policy and procedures shall be established & implemented. Major Compliance	YES	The policy titled “No Deforestation, No Peat, No Exploitation Policy, and procedure known as” Recruitment of Workers” was established. The policy and procedure included the process of employing foreign workers.
C 6.13 Growers and millers respect human rights	6.13.1	A policy to respect human rights shall be documented and communicated to all levels of the workforce and operations. Major Compliance	YES	A Wilmar Human Right Policy was available. A leaflet regarding Worker’s Rights was distributed to all workers. The policy to respect human rights was documented and communicated to all levels of the workforce and operations at Ribubonus Estate and Ribubonus POM.
	6.13.2	As long as children of foreign workers in Sabah and Sarawak are ineligible to attend government school, the plantation companies should engage in a process to secure these children access to education as a moral obligation. Minor Compliance	YES	Ribubonus CU had obliged and engaged in the process to secure children of foreign workers access to education by allowing and assisting the establishment of HUMANA school at their plantations. According to their ages, the children of foreign workers at CU attend either the Humana school, or the Community Learning Centre (CLC), both of which are located at Ribubonus Estate. The buildings were maintained by the Estate, as well as costs of water and electricity. a)

Principle 7: RESPONSIBLE DEVELOPMENT OF NEW PLANTINGS

Ribubonus CU has no plan for any new planting and no new development of area was observed during the visit. Auditors has verified through checking the www.globalforestwatch.com , GOOGLE Maps, Estate Maps and also through site visit to the estate area of Ribubonus Estate. Based on the audit findings, it is confirmed that there were no new planting or new development of areas at Ribubonus CU. Thus Principle 7 is not applicable.

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

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

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Clause	Indicators		Comply Yes/No	Findings
continual improvement in key operations.		P&C. As a minimum, these shall include, but are not necessarily be limited to:		
	a)	Reduction in use of pesticides	YES	The organisation PBB Oil Palms Berhad documented the commitment towards continuous improvement Plan (CIP) in compliance to principle 8 – Commitment to continuous improvement in key areas of activity.
	b)	Environmental impacts	YES	Both the estate and mill reviewed the environmental aspects and impacts on a yearly basis. a) Regular monitoring of water quality, air emission as per the legal requirements was made as per schedule and procedure. b) All internal and external communication on environmental complaints are handled in accordance with the prescribed procedure. c) There was also an implementation of greening programme at the riparian zone and conservation area.
	c)	Waste reduction	YES	Both the estate and the mill continued to practice 3R (reduce, recycle, re-use) programme on waste management. The Waste Management Plan was established for 2018 similar to the previous years.
	d)	Pollution and GHG emissions	YES	Ribubonus mill has completed the construction of biogas plant & now in the midst of commissioning stage.
	e)	Social impacts	YES	The CU continued to implement the identified social action which was developed as a result of stakeholder's consultation and meetings. Contributions to local development that were based on the results of consultation with local communities.
	f)	Encourage optimising the yield of the supply base. Major Compliance	YES	Ribubonus Estate is part of a well-established organization. The yield performance has always been the top priority in ensuring long-term economic and financial viability. Various efforts have been carried out to optimize the yield of the plantation. These included the following: a) Selection of good planting material. b) Maintaining optimum stand per hectare. c) minimising crop losses, d) ensuring the soil fertility is maintained by timely and proper application of fertilisers, e) EFB application in marginal soil areas f) Maintaining transportation facilities in good condition for efficient crop evacuation.

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4.5.3 Time-bound plan Note:	Indicators		Comply Yes/No	Findings
	(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	Wilmar is progressively undergoing the RSPO Certification process towards 100% RSPO certification of estates/mills.

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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;	(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 shall accept the appropriateness of the time-bound plan at the moment of first involvement and shall only check continued appropriateness;	YES	Details of the Time Bound Plan described as per attachment 7.
	(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	Wilmar is progressively undergoing the RSPO Certification process towards 100% RSPO certification of estates/mills. Details were provided in the Time Bound Plan described as per attachment 7.
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 st 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;	NO	Sighted internal audit assessment report has been carried out for clause 4.2.4 (e)-(h) of certification system for units such as: <u>Indonesia Units</u> <ul style="list-style-type: none"> - Ksu Mutiara Bosa Sikilang on June 2018 - Kud Damai Sejahtera on June 2018 - Kud Kapar on June 2018 - Koperasi Karya Makmur Pahirangan on February 2019 - Koperasi Mamur Sejahtera on January 2019 - Kud Permata Sawit Maligi on June 2018 - Kud Rantau Pasaman Sasak on June 2018 - Pt. Buluh Cawang Plantation on June 2018 - Pt. Daya Landak Plantation on June 2018 - Pt. Indoresin Putra Mandiri on June 2018 - Pt. Putra Indotropical on June 2018 - Pt. Pratama Prosentindo on June 2018 - Pt. Agronusa Investama – PAHAUMAN on June 2018 - Pt. Sarana Titian Permata Pom 2 on January 2019 - Koperasi Tuah Jubata on February 2019
	(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;		
	(c)	Labour disputes, if any, are being resolved through a mutually agreed process, in accordance with RSPO P&C criterion 6.3;		
	(d)	Legal non-compliance, if any, is being addressed through measures consistent with the requirements of RSPO P&C criterion 2.1;		

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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>	NO	<p><u>Africa Units</u></p> <ul style="list-style-type: none"> - Biase Plantation Limited (BPL) on February 2019 - Eyop Industries Limited (EIL) on february 2019 <p><u>Malaysia Units</u></p> <ul style="list-style-type: none"> - Jebawang Sdn Bhd – Laba Utama on April 2019 - Suburmas Plantation Sdn Bhd on April 2019 <p>However, supporting documentation for self - declaration was inadequate. Evidences & document reference such as HCV report results, land title, Racp status, LUCA status, planting statement, SOP for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, SOP calculating and distributing fair compensation, etc was not adequate in the report for all uncertified management units. Refer to NCR Minor RAR 01 2019.</p>
		<ul style="list-style-type: none"> • AA 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. 		
		<ul style="list-style-type: none"> • Targeted stakeholder consultation, including consultation with the relevant NGO's will be carried out by the audit team. 		
		<ul style="list-style-type: none"> • DA desktop study e.g. web check on relevant complaints 		
		<ul style="list-style-type: none"> • If necessary, the audit team may decide on further stakeholder consultation or field inspection, assessing the risk of any non-compliance with the requirements. 		
<p>4.6.4The 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>As it has been mentioned in 2.2.1 of this checklist, it has been verified that the land titles were previously owned by Sabah Government. The land has been lease to Ribubonus Sdn Bhd since June 1998. It can be confirmed that Ribubonus Sdn Bhd has maintained and complied with the terms of the land title and there were no issues subjected to customary rights of local communities and indigenous people.</p>

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Attachment 4

Details of Non-conformities and Corrective Actions Taken for RSPO P&C MYNI 2014

P & C Indicator	Specification Major/Minor	Detail Non-conformances	Corrective Action Taken	Verification by Auditor
4.1.2 / MAR 01	Minor	Findings: An occupational and health safety plan that covering all activities has found documented but not effectiveness monitored and implemented. Objective evidence: Based on annual meeting and training program for the year 2018, it was found that the Safety and Health Committee Meeting scheduled to be conducted 4 times per year but it was actually conducted 3 times per year dated 13/4/2018, 30/6/2018 and 28/9/2018.	The yearly meeting scheduled will submit to the ESHS Manager and Sustainability Department for better monitoring and to ensure that the meeting will conduct quarterly.	Corrective action plan accepted. The effectiveness of the corrective action plan will verify during next audit. Status: Open
4.7.3 / MAR 01	Major	Findings: Protective equipment not available to cover the potential hazardous operations such as harvesting. Objective evidence: During site visit made at Block' 10- 2001 (3 harvesters) and Block 69-2002 (3 harvesters) found that protective equipment i.e. goggle is not available at workplace.	A total number of 25 units goggle were issued to the concerned harvester on 24/7/2019 and 27/7/2019 (15 units). Training on the PPE also conducted on 24/7/2019.	Copy of the issuance records and training has been forwarded to the auditor. The harvesters has been equipped with goggles. Status: Closed
6.5.3 / MZK 01	Minor	Findings: Ribubonus Estate does not comply with the requirement of Section10(3) of the Workers' and Amenities Minimum Standards of Housing Act 1990. Objective evidence: Toddlers placed at the Ribubonus Estate Crèche are not provided with milk. This contravenes Section 10(3) of the Workers, Minimum standards of Housing and Amenities Act 1990 which requires on each day a dependant is accommodated the nursery, he shall be provided by the employer at his own expense with a supply of milk in sufficient quantity and of good quality.	The management will provide milk at crèche.	Corrective action plan accepted. The effectiveness of the corrective action plan will verify during next audit. Status: Open

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4.5.4 (e)	Minor	<p>Findings: Supporting documentation for self – declamation was in adequate.</p> <p>Objective evidence: Evidences & document reference such as HCV report results, land title, RACP status, LUCA status, planting statement, sop for identifying legal' customary or user rights, and a procedure for identifying people entitled to compensation, SOP calculating and distributing fair compensation, etc. was not available for all uncertified management units.</p>	<p>All the required documents will be obtained and expected the self-assessment could be fully completed and received by December 2019.</p>	<p>Corrective action plan accepted. The effectiveness of the corrective action plan will verify during next audit.</p> <p>Status: Open</p>
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Attachment 5

SECTION A : GENERAL INFORMATION

1. File Reference No.	: EP09760003
2. Name of facility/ site(s) /entity(ies)	: PPB Oil Palm Berhad – Ribubonus POM
3. Site Location (single site/multisite/Group)	: Lot 1A, Km 15, Jalan Labuk 90009 Sandakan, Sabah, Malaysia
4. SC model	: Mass Balance
5. Type of entity	: Mill / Crusher / Refinery / Biodiesel plant / Primary Oleochemical / Secondary Oleochemical / End product manufacturer <i>For oleochemicals and its derivatives, please check the conversion factor against the "RSPO Rules for Oleochemicals and its Derivatives" dated 1st December 2016</i>
6. RSPO Member Number	: RSPO membership no : 2-0017-05-000-00 Registered under parent company: WILMAR INTERNATIONAL LIMITED Palm Trace no: RSPO_PO1000000169 Register under name: Ribubonus POM
7. Annual summary records of certified oil palm products purchased and claimed	: Actual for last year for period of June 18 until July 19 CPO Projected: *23,875.62 mt PK Projected: *4,562.90 mt Certified CPO Sell: 15,860.06 mt CPO Claim as Mass Balance: 6,667.780 mt CPO Claim under another scheme: 9,192.280 mt Certified PK Sell: 3,476.19 mt PK Claim as Mass Balance: 3,476.19 mt

SECTION B (i): RSPO SUPPLY CHAIN CERTIFICATION SYSTEM (REVISED JUNE 2017)

	Requirements	Remarks
	Audit Process Requirements – FOR STAGE 2 / RECERTIFICATION AUDIT	
5.3.8	The certification audit shall review whether the organizational systems, the management systems and the operational systems, including any documented policies and procedures of the organization seeking or holding certification, are sufficient and adequately implemented to meet the intent and requirements of the RSPO Supply Chain Certification Standard.	N/A as this audit is a surveillance audit.
	Audit Process Requirements – SURVEILLANCE AUDIT	

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5.3.26	<p>The surveillance audit shall review whether the organizational systems, the management systems and the operational systems, including any documented policies and procedures of the organization holding certification, are sufficient and adequately implemented to meet the intent and requirements of the RSPO Supply Chain Certification Standard.</p> <p>In cases where an organization seeking certification outsources activities to independent third parties, a risk assessment shall be done by the CB to determine whether an audit of the sub-contractor is required. If the outsourced contractor holds RSPO Supply Chain certification, then it does not require an additional audit.</p>	<p>Ribubonus POM Organizational, management systems and the operational systems, documented policies and procedures of the organization holding certification, are sufficient and adequately implemented to meet the intent and requirements of the RSPO Supply Chain Certification Standard.</p> <p>Sighted Ribubonus palm oil mill has updated and change the name of documented procedure named RSPO Supply Chain Certification Procedure. Among the documented requirements related to Mill Supply Chain definition, delivery of FFB to mill, delivery of CPO and PK to refinery, mass balance calculation, daily production report, checking validity of the certification of the suppliers, Internal Audit, Management Review.</p> <ol style="list-style-type: none"> 1. Mill Supply Chain Definition 2. Management Representative 3. Purchasing and Goods In 4. Out Sourcing 5. Sales and Goods Out 6. Registration of Transactions 7. Training 8. Record Keeping 9. Claims 10. Complaints Procedure 11. Internal Audit 12. Management Review 13. Supply Chain Model – Identity Preserved 14. GHG Tabulation for RSPO Certified POM <p>There was no evidence that Ribubonus POM seeking certification outsources activities to independent third parties.</p>
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SECTION B (ii): GENERAL CHAIN OF CUSTODY REQUIREMENTS FOR THE SUPPLY CHAIN

	Requirements	Remarks
1	Applicability of the general chain of custody requirements for the supply chain	
1.1	Organization takes legal ownership and physically handles RSPO Certified Sustainable oil palm products at a location under the control of the organization including outsourced contractors.	Ribubonus POM has legal ownership and physically handles RSPO certified sustainable crude palm oil and palm kernel.
1.2	Traders and distributors require a licence obtained from RSPO to sell RSPO certified product but do not themselves require certification. When selling RSPO certified product a licensed trader and/or distributor must pass on the certification number of the product manufacturer and the applicable supply chain model.	Not applicable due to Ribubonus POM was a processing facility.

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1.3	Either the operator at site level or its parent company seeking certification shall be a member of the RSPO and shall register on the RSPO IT platform.	RSPO membership no : 2-0017-05-000-00 Registered under parent company: WILMAR INTERNATIONAL LIMITED
1.4	Processing aids do not need to be included within an organization's scope of certification.	No processing aid involved in Ribubonus POM scope of certification
2	Supply chain model	
2.1	The site can only use the same supply chain model as its supplier or go to a less strict system. Declassification/downgrading can only be done in the following order: Identity Preserved -> Segregated -> Mass Balance.	Ribubonus POM has aware on the need to downgrading of supply chain model. However, this indicator was not applicable since this POM use MB model.
2.2	The site can use one (1) or a combination of supply chain models as audited and certified by the CB.	Ribubonus POM has continued to maintain MB model.
3		
3.1	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:	
a)	Complete and up to date procedures covering the implementation of all the elements of the supply chain model requirements.	The Procedure was sighted and found all elements of the RSPO Supply Chain standard were covered.
b)	Complete and up to date records and reports that demonstrate compliance with the supply chain model requirements (including training records).	Sighted CPO and PK production record, weighbridge report, dispatch record and training record was up to date and well maintained.
c)	Identification of the role of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the organization's procedures for the implementation of this standard.	Chief Clerk have overall responsible and authority over the implementation of RSPO supply chain requirement in RSPO Ribubonus POM. Interview with sustainability committee member, mill manager, assistant mill manager & weighbridge operator was confirmed they are understood the supply chain requirements.
3.2	The site shall have a written procedure to conduct annual internal audit to determine whether the organization; i. Conforms to the requirements in the RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents. ii. Effectively implements and maintains the standard requirements within its organization. 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 nonconformities shall be subject to management review at least annually. The organization shall be able to maintain the internal audit records and reports.	RSPO internal audit was conducted by the internal auditor. The internal audit has follow the requirements in the RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents. There are no nonconformance report (NCR) were raised by auditor. Audit Attendance sheet, audit plan, audit notes, was sighted by auditor.
4	Purchasing and goods in	

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4.1	<p>The receiving site shall ensure that purchases of RSPO certified oil palm products are in compliance and following minimum information for RSPO certified products is made available by the supplier in document form:</p> <ul style="list-style-type: none"> • The name and address of the buyer; • The name and address of the seller; • The loading or shipment / delivery date; • The date on which the documents were issued; • A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations); • The quantity of the products delivered; • Any related transport documentation; • Supply Chain certificate number of the seller; • A unique identification number. <p>Information shall be complete and can be presented either on a single document or across a range of documents issued for RSPO certified oil palm products (for example, delivery notes, shipping documents and specification documentation).</p>	Ribubonus POM had continued received FFB supply from own company estate; Ribubonus estate and Outsider Crop.
a)	The site shall have documentation that demonstrate that purchases are made to the material category agreed with their supplier (IP, SG or MB).	To demonstrate that purchases are made to the material category agreed with their supplier, RPOM ensure delivery chit from Ribubonus Estate being marked/ stamped accordingly with 'CSFFB'.
b)	The site ensure that the products are verified as being RSPO certified. For sites that are required to announce and confirm trades in the RSPO IT platform, this shall include making Shipping Announcement and Shipping Confirmation on the RSPO IT platform on the level of each shipment.	Ribubonus POM has registered in IT platform
c)	A check of the validity of the Supply Chain Certification of suppliers for all sites that are SC certified. This shall be checked via the RSPO website at least annually or through the RSPO IT platform by confirmation of shipping announcement	It has been carried out accordingly.
4.2	The site shall have a mechanism in place for handling non-conforming material and/or documents.	Ribubonus POM has established Weighbridge Nett to control incoming material and outgoing products. The FFB supplier & Product buyer & its vehicle registration has to been registered in the system prior weighing. The mechanism to handle nonconforming material/documents such as validity of certificate supplying estate.
5	Outsourcing activities	

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5.1	<p>In cases where an operation seeking or holding certification outsources activities to independent third parties (e.g. subcontractors for storage, transport or other outsourced activities), the operation seeking or holding certification shall ensure that the independent third party complies with the requirements of the RSPO Supply Chain Certification Standard.</p> <p><i>This requirement should not apply to outsourced storage facilities where the management of the oil palm product(s) and instructions for tank movements are controlled by the organization (not the tank farm manager).</i></p>	The agreement document was available and communication on the RSPO supply chain requirement were communicated to them. Record of training was sighted.
5.2	<p>Sites which include outsourcing within the scope of their RSPO Supply Chain certificate shall ensure the following:</p> <ol style="list-style-type: none"> The site has legal ownership of all input material to be included in outsourced processes; The site has an agreement or contract covering the outsourced process with each contractor through a signed and enforceable agreement with the contractor. The responsibility is on the site to ensure that certification bodies (CBs) have access to the outsourcing contractor or operation if an audit is deemed necessary. The site has a documented control system with explicit procedures for the outsourced process which is communicated to the relevant contractor. 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>a) There was contract document between Ribubonus POM and the transporters. c) The RSPO Supply Chain procedure has described on outsource activity. d) During stakeholder meeting there are several CPO Transporter attended the meeting which highlight on the RSPO issue.</p> <p>Inspection was carried out as additional effort to ensure no contamination sighted book at AP Post.</p>
5.3	The site shall record the names and contact details of all contractors used for the processing or production of RSPO certified materials.	List of contact person for both transporters were made available and up-to-date in the stakeholder list.
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 production of RSPO certified materials.	No new contractors used for the processing or production of RSPO certified materials.
6	Sales and goods out	
6.1	<p>The organization shall ensure that the following minimum information for RSPO certified products is made available in document form. Information must be complete and can be presented either on a single document or across a range of documents issued for RSPO certified oil palm products (for example, delivery notes, shipping documents and specification documentation):</p> <ul style="list-style-type: none"> The name and address of the buyer; The name and address of the seller; 	<p>The procedure in handling of sale and delivery was sighted and found adequate. Sales activities usually handled by PPB Oil Palms Berhad and Marketing Department (HQ) on behalf of Ribubonus POM.</p> <p>Sample of deliveries document were sighted during the audit and it was found all related information were adequate. Ribubonus POM RSPO certificate number and product name together with model used were stated in the delivery documents.</p>

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	<ul style="list-style-type: none"> The loading or delivery date; The date on which the documents were issued; 	
	<ul style="list-style-type: none"> A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations); The quantity of the products delivered; Any related transport documentation; Supply chain certificate number; A unique identification number. 	
7	Registration of transactions	
7.1	<p>Supply chain actors who:</p> <ul style="list-style-type: none"> are supply chain actors between the mill and final refinery; take legal ownership and physically handle RSPO Certified Sustainable oil palm products; and are part of the supply chain of RSPO Certified Sustainable oil palm products <p>must register their transaction in the RSPO IT platform at the time of physical shipment as required by the rules set by RSPO.</p>	Ribubonus POM has legal ownership and physical handle RSPO certified sustainable CPO and PK.
8	Training	
8.1	The organization shall have a defined training plan, which is subject to on-going review and is supported by records of the training provided to staff.	Annual Training plan 2019 has included the RSPO Supply chain training scheduled in June 2019 and Oct 2019 for staff & workers who related to Supply Chain.
8.2	<p>Appropriate training shall be provided by the organization for personnel carrying out the tasks critical to the effective implementation of the supply chain certification system.</p> <p>Training shall be specific and relevant to the task(s) performed.</p>	Training was conducted for workers by internal personnel attended by relevant staff including Chief Clerk, Manager, Assistant Manager, Weighbridge Staff, Clerk, and Staff related to RSPO Supply Chain. Attendance list & photograph was seen.
9	Record keeping	
9.1	The site shall maintain accurate, complete, up-to-date and accessible records and reports covering all aspects of these RSPO Supply Chain Certification requirements.	Sighted CPO and PK delivery note, weighbridge ticket, production data and internal audit records were found up-to-date.
9.2	Retention times for all records and reports shall be a minimum of two (2) years and must comply with legal and regulatory requirements and be able to confirm the certified status of raw materials or products held in stock.	Relevant record was maintained for more than 2 years

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9.3	The organization shall be able to provide the estimate volume of palm oil / palm kernel oil content (separate categories) in the RSPO certified oil palm product and keep an up to date record of the volume purchased (input) and claimed (output) over a period of twelve (12) months.	Available.
10	Conversion factors	
10.1	Where applicable a conversion rate must be applied to provide a reliable estimate for the amount of certified output available from the associated inputs. Organizations may determine and set their own conversion rates which must be based upon past experience, documented and applied consistently. Guidance on conversion rates is published on the RSPO website (www.rspo.org). This is in particular relevant for derivatives of Palm Oil and Palm Kernel Oil, as used in the oleochemical and personal care industries. The guidance document for oleochemicals is available on the RSPO website (www.rspo.org).	The actual OER and KER has been used as the conversion rates.
10.2	Conversion rates shall be periodically updated to ensure accuracy against actual performance or industry average if appropriate.	Daily OER & KER were provided in the production report. Both conversion rates were monitored on monthly basis to check their performance against industry average.
11	Claims	
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 communications and claims.	Relevant information on product claim (including applicable SC model and certificate no.) being correctly indicated in the relevant outgoing paperwork e.g. PK billing, CPO billing, RPOM weighbridge advice ticket and RPOM palm kernel/ CPO delivery note.
12	Complaints	
12.1	The organization shall have in place and maintain documented procedures for collecting and resolving stakeholder complaints.	Documented procedure has established to address collecting and resolving the complaint. Sighted in the RSPO Supply Chain Certification Procedure clause 10. Complaint Procedure.
13	Management review	
13.1	The organization is required to hold management reviews at planned intervals appropriate to the scale and nature of the activities undertaken.	Documented procedure has defined management review will be conducted once a year.
13.2	The input to management review shall include information on: <ul style="list-style-type: none"> • Results of internal audits covering RSPO SCCS • Customer feedback • Status of preventive and corrective actions • Follow-up actions from management reviews • Changes that could affect the management system • Recommendations for improvement 	Management review meeting in Dec 2018 (combine RSPO SC and ISCC) Coverage sufficient, among item discussed during audit; - follow up actions from earlier management review - sustainability & adequacy of all SOP's - sustainable agriculture policy - result of internal audit – 0 NCR raised - change in legal requirement of any compliance - compliant (internal & external)

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13.3	<p>The output from the management review shall include any decisions and actions related to</p> <ul style="list-style-type: none"> • Improvement of the effectiveness of the management system and its processes • Resource needs 	<ul style="list-style-type: none"> - accident & injury (LTA) - environmental quality - waste management - energy usage performance - status of corrective actions - recommendation for improvement
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SECTION C : SUPPLY CHAIN MODELS *(to only use whichever is applicable)*

Module E – CPO Mills: Mass Balance

Item No	Requirement NOV 2014	Findings
E 3	Documented procedures	Documented procedures available.
E 3.1	<p>The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following:</p> <ul style="list-style-type: none"> a) Complete and up to date procedures covering the implementation of all the elements in these requirements b) The name of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the facilities procedures for the implementation of this standard. 	<p>The Chief Clerk has the overall responsible and authority over the implementation of RSPO supply chain requirement in RSPO Ribubonus POM. Her role is to assist the Mill manager who has overall responsibility for and authority over the implementation of the Supply Chain Standard.</p>
E 3.2	The facility shall have documented procedures for receiving and processing certified and non-certified FFBs.	Ribubonus POM has continued to implement documented procedure RSPO Supply Chain Certification Procedure.
E.4	Purchasing and goods in	All certified FFB came from Ribubonus CU estates and non-certified FFB come from independent FFB suppliers. All delivery documents of certified FFB were verified to ensure the certified status of the FFB. Volumes of certified and non-certified FFBs received by the mill had been properly recorded and monitored.
E.4.1	The site shall verify and document the volumes of certified and non-certified FFBs received.	
E 4.2	The site shall inform the CB immediately if there is a projected overproduction.	The extension of volume has been carried out accordingly.

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E.5 E.5.1	<p>Record keeping</p> <p>a) The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a three-monthly basis.</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>c) The site can only deliver Mass Balance sales from a positive stock can include product ordered for delivery within three months. However, a site is allowed to sell short (i.e. product can be sold before it is in stock)</p>	<p>Ribubonus POM POM had continued to keep record and balances all receipts of RSPO-certified FFBs and deliveries of RSPO-certified CPO and PK on a three-monthly basis in the table 'Quarterly Report/Fixed Inventory Period 2019'.</p>
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Annex 1 – Supply Chain Yield Schemes – Not Applicable

Annex 2 – Book & Claim (BC) – Not Applicable

Annex 3 – RSPO Rules on Communications and Claims – Not Applicable

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Attachment 6

VERIFICATION OF NON-CONFORMITIES FOR PREVIOUS SURVEILLANCE 3 RIBUBONUS CU

P & C Indicator	Specification Major/Minor	Detail Non-conformances	Corrective Action Taken	Verification by Auditor
Indicator 2.1.1	Major	<p>Evidence of compliance with relevant legal requirements shall be available.</p> <p>Section 22 of USECHH Regulation 2000 was not complied with.</p> <p>Objective evidence: Ribubonus Estate – At time of visit, the chemical register was not updated as required by the CHRA. Some chemicals in use were not registered in it</p>	<p>The chemical was being registered in the chemical register list. The date of registration was on the 11 June 2018.</p> <p>Training will be provided to the Person-In – Charge</p>	<p>The chemical register has been updated with the following fertilizer;</p> <ul style="list-style-type: none"> a) NPK Mahkota (13-8-27+0) b) Rock Phosphate <p>The date of the chemical registration was on 11/6/2018. The updated chemical register is provided by the management, sighted and verified.</p> <p>Training on chemical register registration had been conducted by the store supervisor, En Ahmad Rezuan to the ESH officer, store attendant and storekeeper on 06/6/18.</p> <p>Training record as provided by the management has been sighted.</p> <p>Status: Closed</p>

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Attachment 7

Time Bound Plan for Wilmar International Limited (Malaysia)

No.	Company	Estate	Mill	Location	Certification year	Status
1	PPB Oil Palms Berhad	Sapi 1, Sapi 2, Kiabau	Sapi Palm Oil Mill	Sandakan	2008	Certified
2	PPB Oil Palms Berhad	Reka Halus	Reka Halus Palm Oil Mill	Sandakan	2008	Certified
3	PPB Oil Palms Berhad	Sabahmas	Sabahmas Palm Oil Mill	Lahad Datu	2008	Certified
4	PPB Oil Palms Berhad	Saremas 1, Suai	Saremas 1 Palm Oil Mill	Bintulu	2010	Certified
5	PPB Oil Palms Berhad	Saremas 2, Kaminsky, Segarmas	Saremas 2 Palm Oil Mill	Bintulu	2010	Certified
6	PPB Oil Palms Berhad	Ribubonus	Ribubonus Palm Oil Mill	Sandakan	2010	Certified
7	PPB Oil Palms Berhad	Terusan 1, Terusan 2, Rumidi	Terusan Palm Oil Mill	Sandakan	2010	Certified
8	PPB Oil Palms Berhad	Hibumas 1, Hibumas 2, Jebawang, Sekar Imej, Sapi Sugut, Sri Kamusan	Sri Kamusan Palm Oil Mill	Sandakan	2011	Certified
9	PPB Oil Palms Berhad	Suburmas	Suburmas Palm Oil Mill	Bintulu	2021	To be certified
10	PPB Oil Palms Berhad	Labau Utama Sdn Bhd -Jebawang Sdn Bhd	Sri Kamusan Palm Oil Mill	Sandakan	2022	To be certified

Time Bound Plan for Wilmar International Limited (Indonesia-Kalimantan)

No.	Company	Mill	Estate	Location	Certification year	Status
1	PT Mustika Sembuluh	PT Mustika Sembuluh mill 1	Mustika Sembuluh 1, Mustika Sembuluh 2, Kerry Sawit Indonesia 1, Sarana Titian Permata 1, Sarana Titian Permata 2, , KUD Bitu Maju Bersama	Central Kalimantan	2010 (KUD bersertifikat di tahun 2014)	Certified

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2	PT Kerry Sawit Indonesia	PT Kerry Sawit Indonesia I mill	Kerry Sawit Indonesia 2, Kerry Sawit Indonesia 3, KUD Sejahtera Bersama, KUD Kosudra,	Central Kalimantan	2011	Certified
3	PT Bumi Sawit Kencana	PT Bumi Sawit Kencana mill	Bumi Sawit Kencana 1, Bumi Sawit Kencana 2, Karunia Kencana Permaisejati 1	Central Kalimantan	2013	Certified
4	PT Sarana Titian Permata	PT Sarana Titian Permata 2 mill	Sarana Titian Permata 2, Sarana Titian Permata 3	Central Kalimantan	2020	Main Assessment
6	PT Agro Nusa Investama 1 (Sambas)	PT Agro Nusa Investama 1 (Sambas) mill	ANI Sambas	West Kalimantan	2012	Certified
5	PT Mustika Sembuluh	PT Mustika Sembuluh 2 mill	Mustika Sembuluh 1, Mustika Sembuluh 3, Bumi Sawit Kencana 1	Central Kalimantan	2015	Certified
6	PT Mentaya Sawit Mas	PT Mentaya Sawit Mas mill	Mentaya Sawit Mas 1, Mentaya Sawit Mas 2, Bumi Sawit Kencana 2	Central Kalimantan	2015	Certified
7	PT Kerry Sawit Indonesia	PT Kerry Sawit Indonesia 2 mill	Kerry Sawit Indonesia 1, Kerry Sawit Indonesia 2, Mustika Sembuluh 2, KUD Tabiku Makmur, KUD Karya Bersama	Central Kalimantan	2015	Certified
8	PT Rimba Harapan Sakti	PT Rimba Harapan Sakti mill	PT. Rimba Harapan Sakti 1, PT. Rimba Harapan Sakti 2, PT. Kerry Sawit Indonesia 3	Central Kalimantan	2015	Certified
9	PT Karunia Kencana Permaisejati	PT Karunia Kencana Permaisejati mill	PT. Karunia Kencana Permaisejati 1, PT. Karunia Kencana Permaisejati 2, PT. Karunia Kencana Permaisejati 3	Central Kalimantan	2017	Certified

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10	KUD Karya Bersama, KUD Sejahtera Bersama, KUD Tabiku Makmur, KUD Kosudra	PT Kerry Sawit Indonesia 1,2 mill	KUD Karya Bersama, KUD Sejahtera Bersama, KUD Tabiku Makmur, KUD Kosudra	Central Kalimantan	2020	Re-Audit
11	PT Bumipratama Khatulistiwa	PT Bumipratama Khatulistiwa mill	Bumi Pratama Khatulistiwa, Buluh Cawang Plantation	West Kalimantan	2016	Certified
12	PT Agro Nusa Investama (Landak)	PT Agro Nusa Investama (Landak) Mill	Agronusa Invenstama 2 (Landak), Pratama Procentindo	West Kalimantan	2020	To be certified
13	PT Agro Palindo Sakti 2	PT Agro Palindo Sakti 2 mill	Agro Palindo Sakti, Putra Indotropical, Daya Landak Plantation, Indoresin Putra Mandiri	West Kalimantan	2020	To be certified
14	KUD Cempaka Biru, KUD Sentama Lestari (Plasma binaan ANI 1 Sambas)	PT Agro Nusa Investama 1 (Sambas)	KUD Cempaka Biru, KUD Sentama Lestari (Plasma binaan ANI 1 Sambas)	West Kalimantan	2017	Re-Audit

Time Bound Plan for Wilmar International Limited (Indonesia-Sumatera)

No.	Palm Oil Mill/Estate	Mill	Estate	Location	Certification year	Status
1	PT Perkebunan Milano	PT Perkebunan Milano Mill	Sei Daun, Batang Saponggol, Merbau	North Sumatra	2009	Certified
2	PT Tania Selatan	PT Tania Selatan Mill	Burnai Timur, Burnai Barat	South Sumatra	2010	Certified
3	PT Kencana Sawit Indonesia	PT Kencana Sawit Indonesia Mill	Kencana Sawit Indonesia,	West Sumatra.	2010	Certified
4	PT AMP Plantation	PT AMP Plantation Mill	AMP I, AMP II, AMP III, AMP IV, Primatama Mulia Jaya, Karya Agung Megah Utama, Perkebunan Anak Negeri Pasaman, Koperasi Tompek Tapian Kandis, Koperasi AWM, Koperasi BST, Koperasi MSJ	West Sumatra	2011 (KUD bersertifikat di tahun 2014)	Certified
5	PT Buluh Cawang Plantations	PT Buluh Cawang Plantations Mill	Bumi Arjo, Dabuk Rejo, Sukamulya, Bambu Kuning	South Sumatra	2012	Certified

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6	PT Gersindo Minang Plantations	PT Gersindo Minang Plantations Mill	Gersindo Minang Plantation, Permata Hijau Plantation-1, Permata Hijau Plantation-2	West Sumatra	2012	Certified
7	PT Daya Labuhan Indah	PT Daya Labuhan Indah Mill	Wonosari, Sei Deras, Cabang Dua	North Sumatra	2013	Certified
8	PT Agro Palindo Sakti	PT Agro Palindo Sakti Mill	Agro Palindo Sakti	South Sumatra	2014	Certified
9	PT Murini Sam Sam	PT Murini Sam Sam Mill	Murini Sam Sam	Riau	2015	Certified
10	PT Musi Banyuasin Indah	PT Musi Banyuasin Indah Mill	Sei Selabu, Sei Jarum, KUD Karya Gatra, KUD Karya Makmur Sriwijaya, KUD Panca Karya Jaya, KUD Sumber Makmur, KUD Tri Tunggal Karya	South Sumatra	2020	To be certified
11	PT Sinarsiak Dianpermai	PT Sinarsiak Dianpermai Mill	Sinarsiak DianPermai	Riau	2020	Pre assessment audit
12	Agrindo Indah Persada 2	Agrindo Indah Persada 2 Mill		Jambi	2023	Sudah menjalani NPP audit di tahun 2010
13	KUD Dastra II (Plasma binaan AMP)	PT AMP Plantation Mill		West Sumatera	2019	To be certified
14	KUD Dastra I (Plasma binaan PMJ)	PT AMP Plantation Mill		West Sumatera	2019	To be certified
15	KUD Sasak, KUD Kapar, Mutiara Bosa Sikilang, Permata Sawit Maligi (Plasma binaan PHP)	PT Gersindo Minang Plantation Mill		West Sumatera	2019	To be certified
16	PHP (blok 22)	PT Gersindo Minang Plantation Mill		West Sumatera	2020	To be certified

Time Bound Plan for Wilmar International Limited (Africa)

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No.	Company	Estate	Mill	Location	Certification year	Status
1	Benso Oil Palm Plantation (BOPP)	BOPP Adum Bansa Estate and associated Scheme Smallholders	BOPP Mill 1	Western Region, Ghana	2014	Certified
2	Biase Plantations Limited	Calaro Estate	Under Construction	Cross River State, Nigeria	2020	to be certified (mill construction in progress)
3	Biase Plantations Limited	Calaro Extension Estate	None planned	Cross River State, Nigeria	2022	to be certified (NPP completed recently in 2016. Land preparation no starting)
4	Biase Plantations Limited	Ibiae Estate	Construction not started	Cross River State, Nigeria	2020	to be certified (NPP completed. Mill construction yet to start)
5	Eyop Industries	Ibad Estate	Construction not started	Cross River State, Nigeria	2021	to be certified (mill construction yet to start), pending clarification for NPP assessment
6	Eyop Industries	Kwa Falls	None planned	Cross River State, Nigeria	2020	to be certified (replanting of existing plantations in progress)
7	Eyop Industries	Oban	None planned	Cross River State, Nigeria	2021	to be certified (NPP not started), Pending clearance from government for NPP assessment