

**MALAYSIAN SUSTAINABLE PALM OIL
- ANNUAL SURVEILLANCE ASSESSMENT 1
Public Summary Report**

Seong Thye Plantations Sdn Bhd
Client company Address: Suite 2B-3A-2, Block 2B, Level 3A, Plaza Sentral, Jalan Stesen Sentral 5, 50470 KL Sentral Kuala Lumpur, Malaysia
Certification Unit: Ladang Rompin POM and Ladang Padang POM & Ladang Rompin, Ladang Padang and Ladang Viva
Location of Certification Unit: 1) Ladang Rompin POM and Ladang Rompin: Lot 5082, Mukim Rompin, Pahang, Malaysia 2) Ladang Padang POM and Ladang Padang: Lot 3222, Mukim Kahang, Kluang, Johor, Malaysia 3) Ladang Viva: Lot 2276, KM15 Jalan Jemaluang, Mersing, Johor, Malaysia

Report prepared by:

Elzy Ovktafia (Lead Auditor)

Report Number: 3091793**Assessment Conducted by:**

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Section 1: Executive Summary

1.1 Organizational Information and Contact Person			
Company Name	Seong Thye Plantations Sdn Bhd		
Mill/Estate	MPOB License No.	Expiry Date	
	Ladang Rompin Palm Oil Mill: 500216-104000	31/05/2021	
	Ladang Padang Palm Oil Mill: 500014-104000	31/03/2021	
	Ladang Padang: 501483-502000	31/03/2021	
	Ladang Rompin: 502448-202000	30/09/2020	
	Ladang Viva: 604220-002000 & 554065-101000	31/10/2020 & 31/10/2020	
Address	Suite 2B-3A-2, Block 2B, Level 3A, Plaza Sentral, Jalan Stesen Sentral 5, 50470 KL Sentral, Kuala Lumpur, Malaysia		
Certification Unit	Ladang Padang Palm Oil Mill & Ladang Rompin Palm Oil Mill		
Contact Person Name	Ng Yeen Chern / Pua Siew Onn		
Website	-	E-mail	sopua@sinthye.com
Telephone	03-2261 4633	Facsimile	03-2261 4733

1.2 Certification Information			
Certificate Number	Mills: MSPO 712226 Plantations: MSPO 712227		
Issue Date	26/06/2019	Expiry date	25/06/2024
Scope of Certification	Mill: Production of Sustainable Palm Oil and Palm Oil Products Estate: Production of Sustainable Oil Palm Fruits		
Standard	1. MS 2530-3:2013 Malaysian Sustainable Palm Oil (MSPO) Part 3: General principles for Plantations and Organized Smallholders 2. MS 2530-4:2013 Malaysian Sustainable Palm Oil (MSPO) Part 4: General principles for Palm Oil Mill		
Stage 1 Date	08-10/05/2019		
Stage 2 / Initial Assessment Visit Date (IAV)	08-31/05/2019		
Extension of Scope	12-13/12/2019		
Continuous Assessment Visit Date (CAV) 1	15-19/06/2020		
Continuous Assessment Visit Date (CAV) 2	-		
Continuous Assessment Visit Date (CAV) 3	-		
Continuous Assessment Visit Date (CAV) 4	-		
Other Certifications			

Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
MSPO 720132	MSPO SCCS	BSI Services Malaysia Sdn. Bhd.	10/11/2024

1.3 Location of Certification Unit

Name of the Certification Unit (Palm Oil Mill/ Estate/ Smallholder/ Independent Smallholder)	Site Address	GPS Reference of the site office	
		Longitude	Latitude
Ladang Rompin POM	Lot 5082, Mukim Rompin, Pahang, Malaysia	103.245259	2.94013
Ladang Rompin Estate	Lot 5082, Mukim Rompin, Pahang, Malaysia	103.245259	2.94013
Ladang Padang POM	Lot 3222, Mukim Kahang, Kluang, Johor, Malaysia	103.529222	2.31025
Ladang Padang Estate	Lot 3222, Mukim Kahang, Kluang, Johor, Malaysia	103.529222	2.31025
Ladang Viva	Lot 2274-2288 (Viva-Splendid Sdn Bhd) & Lot 2289-2293 (Maxi-Universal Sdn Bhd)	103.82978	2.32368

1.4 Certified Area

Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Ladang Padang	2,194.00	-	32.00	2,226.00	98.56%
Ladang Rompin	2,998.00	-	48.00	3,046.02	98.60%
Ladang Viva	80.06	-	0.40	80.46	99.50%
TOTAL	5,272.06	-	80.40	5,347.08	98.60%

1.5 Plantings & Cycle

Estate	Age (Years)					Mature**	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
Ladang Padang	-	-	1,828	366	-	2,194	-
Ladang Rompin	464	904	2	605	1,023	2,534	464
Ladang Viva	-	80.06	-	-	-	80.06	-
Total (ha)	464	984.06	1,830	971	1,023	4,808.06	464

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1.6 Certified Tonnage of FFB			
Estate	Tonnage / year		
	Estimated <i>(Jul 2019-Jun 2020)</i>	Actual <i>(Jun 2019-May 2020)</i>	Forecast <i>(Jul 2020-Jun 2021)</i>
Ladang Rompin	43,940	47,219	49,266
Ladang Padang	54,800	58,147	52,000
Ladang Viva	440	899	1060
Total	99,180	106,265	102,326

1.7 Uncertified Tonnage of FFB			
Estate	Tonnage / year		
	Estimated <i>(Jul 2019-Jun 2020)</i>	Actual <i>(Jun 2019-May 2020)</i>	Forecast <i>(Jul 2020-Jun 2021)</i>
Outside Crop-Ladang Padang	95,900	65,374	100,000
Outside Crop-Ladang Rompin	38,705	47,218.64	34,834
Total	134,605	112,593	134,834

1.8 Certified Tonnage - Part 4 of MS2530 - (Ladang Rompin POM)			
Mill Capacity: 30 MT/hr	Estimated <i>(Jul 2019-Jun 2020)</i>	Actual <i>(Jun 2019-May 2020)</i>	Forecast <i>(Jul 2020-Jun 2021)</i>
	FFB	FFB	FFB
	44,380.00	48,118.00	50,326.00
SCC Model: MB	CPO (OER: 19.54%)	CPO (OER: 20.89%)	CPO (OER: 20.00%)
	8,671.85	10,051.85	10,065.20
	PK (KER: 5.51%)	PK (KER: 5.21%)	PK (KER: 5.1%)
	2,445.34	2,506.95	2,566.63

Note: FFB supplied from Ladang Rompin & Ladang Viva.

1.9 Certified Tonnage CPO - Part 4 of MS2530 – (Ladang Padang POM)			
Mill Capacity: 20 MT/hr	Estimated <i>(Jul 2019-Jun 2020)</i>	Actual <i>(Jun 2019-May 2020)</i>	Forecast <i>(Jul 2020-Jun 2021)</i>
	FFB	FFB	FFB
SCC Model:	54,800	58,147	52,000

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MB	CPO (OER: 19.25%)	CPO (OER: 19.15%)	CPO (OER: 19.30%)
	10,549.00	11,133.82	10,036.00
	PK (KER: 5.42%)	PK (KER: 5.72%)	PK (KER: 5.50%)
	2,970.16	3,328.68	2,860.00

Note: FFB supplied to Ladang Padang.

2.0 Actual Sold Volume (CPO) (Jun 2019-May 2020)					
CPO (MT)	MSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSPO		
Ladang Rompin POM	-	-	-	10,051.85	10,051.85
Ladang Padang POM	-	-	-	11,133.82	11,133.82

2.1 Actual Sold Volume (PK) (Jun 2019-May 2020)					
PK (MT)	MSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSPO		
Ladang Rompin POM	-	-	-	2,506.95	2,506.95
Ladang Padang POM	-	-	-	3,328.68	3,328.68

Section 2: Assessment Process

BSI is a leading global provider of management systems assessment and certification, with more than 80,000 certified locations and clients in over 190 countries. BSI Standards is the UK's National Standards Body. BSI provides independent, third-party certification of management systems.

Assessment Methodology, Programme, Site Visits

This on-site assessment was conducted from 15-19/06/2020. The audit programme is included as Appendix A. The approach to the audit was to treat the Seong Thye Plantations Sdn Bhd (Ladang Rompin POM and Ladang Padang POM) as a MSPO Certification Unit. A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HBVs, declared conservation areas and local communities.

The methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interviews of staff, workers and their families and external stakeholders, review of documentation and monitoring data. MS 2530-3:2013 and MS 2530-4:2013 were used to guide the collection of information to assess compliance. The comments made by external stakeholders were also taken into account in the assessment.

The estates or smallholders' sample were determined based on formula $S = r\sqrt{n}$ where n is the number of estates while when applicable, the smallholder's sample were determined following the MSPO Certification Requirement. The sampling of smallholders was based on the formula $(r\sqrt{n})$; where r is the risk factor (may defers 1, 1.5 and 2 depending on risk), where n is total number of group members. The sampled smallholder listed in Appendix C.

Meetings were held with stakeholders to seek their views on the performance of the company with respect to the MSPO requirements and aspects where they considered that improvements could be made. At the start of each meeting, the interviewer explained the purpose of the audit followed by an evaluation of the relationship between the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and these have been incorporated into the assessment findings.

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

All the previous nonconformities are remains closed. The assessment findings for the initial assessment are detailed in Section 4.2.

This report is structured to provide a summary of assessment finding as attached in the Section 3. The assessment was based on random samples and therefore nonconformities may exist that have not been identified.

This report was externally reviewed by MSPO approved Peer Reviewer prior to certification decision by BSI.

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

Assessment Program					
Name (Mill / Plantation / Group smallholders)	Year 1 (Certification)	Year 2 (ASA 1)	Year 3 (ASA 2)	Year 4 (ASA 3)	Year 5 (ASA 4)
Ladang Rompin POM	✓	✓	✓	✓	✓
Ladang Rompin Estate	✓	✓	✓	✓	✓
Ladang Padang POM	✓	✓	✓	✓	✓
Ladang Padang Estate	✓	✓	✓	✓	✓
Ladang Viva	✓	✓	✓	✓	✓

Tentative Date of Next Visit: June 21, 2021 - June 25, 2021

Total No. of Mandays: 10

2.1 BSI Assessment Team

Team Member Name	Role <i>(Team Leader or Team member)</i>	Qualifications <i>(Short description of the team members)</i>
Elzy Ovktafia (EOC)	Team Leader	She graduated from Universiti Putra Malaysia in Diploma of Agriculture, holding the designatory of LISP & AISP from the Incorporated Society of Planters and currently studying Master of Science (Occupational Safety & Health) in Universiti Utara Malaysia. She involves in audits and technical reviews works mainly for Sustainability Programme includes RSPO & MSPO for more than 4 years across 11 countries. She is a qualified Lead Auditor/Auditor for RSPO P&C, RSPO NEXT, RSPO SCC, ISO 9001:2015, ISO 14001:2015 and a Social Compliance Auditor. Prior to this, she was the Agronomist in R&D Department for almost 5 years in Oil Palm Plantation where her task involved in all Oil Palm Plantation Operations such as conducting experimental trials on Research & Development with technical paper publications, Crop Forecast, Leaf & Soil Sampling Collection, Fertilizer Recommendation, Pest and Diseases Training, Quality Control as well as special project namely Yield Intensification Project and Food for Palm Project for estates. During this assessment, she assessed on the aspects of legal, social and stakeholder engagement. She is able to communicate in fluent Bahasa Malaysia and English.
Mohammad Fitri (MF)	Team Member	He graduated in Degree of Agribusiness with more than 12 years working experience in various plantation company with skills in Good Agricultural Practices (GAP) including Integrated Pest Management (IPM). He involved in ISCC and MSPO auditing since September 2017 and qualified as Lead Auditor/Auditor for MSPO and ISO 9001. He has completed the MSPO Auditor Course in 2018 held by SGS (M) Sdn Bhd. During this assessment, he assessed on the aspects of environment, occupational safety & health, legal and good

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		mill/agriculture practices. He is able to communicate in fluent Bahasa Malaysia and English.
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2.2 Accompanying Persons

No.	Name	Role
	Nil	

2.3 Assessment Plan

Date	Time	Subjects	EO	MF
14/06/2020 Sunday	PM	Travel to Muadzam Shah and check in Tong Villion Hotel.	√	√
15/06/2020 Monday	0830-0900	Opening Meeting: <ul style="list-style-type: none"> • Opening Presentation by Audit team leader. • Confirmation of assessment scope and finalize • Audit plan (including stakeholder’s consultation). • Verification on previous audit findings 	√	√
	0900-1230	<u>Rompin POM</u> Inspection: FFB receiving, warehouse, workshop, wastes management & Landfill, Effluent Ponds, OSH & ERP, Environment issues, POME application, water treatment, staff, workers and contractor interview, housing and facility inspection, clinic, meeting stakeholders etc. Visit to laboratory, weighbridge and palm product storage area.	√	√
	1230-1330	LUNCH	√	√
	1330-1700	<u>Rompin POM</u> Document Review P1 – P7: SOPs, Supply chain for CPO mill, Review on SEIA documents and records, wage records, employee data, training records, legal permits, mill inspection and internal monitoring records, CIP & implementation etc.	√	√
	1700-1730	Interim Closing Briefing	√	√
16/06/2020 Tuesday	0830-1300	<u>Ladang Rompin</u> Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, , etc.	√	√
	1000-1200	Stakeholder consultation.	√	-
	1300-1400	LUNCH	√	√
	1400-1700	<u>Ladang Rompin</u> Document review P1 – P7: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc).	√	√
	1700-1730	Interim Closing Briefing	√	√
	1730-2030	Travel from Ladang Rompin to Kluang. Check in Kluang Container Hotel.	√	√

Date	Time	Subjects	EO	MF
17/06/2020 Wednesday	0830-1300	<u>Ladang Viva</u> Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, etc.	√	√
	1300-1400	LUNCH	√	√
	1400-1700	<u>Ladang Viva</u> Document review P1 – P7: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc).	√	√
	1700-1730	Interim Closing Briefing	√	√
18/06/2020 Thursday	0830-1230	<u>Padang POM</u> Inspection: FFB receiving, warehouse, workshop, wastes management & Landfill, Effluent Ponds, OSH & ERP, Environment issues, POME application, water treatment, staff, workers and contractor interview, housing and facility inspection, clinic, meeting stakeholders etc. Visit to laboratory, weighbridge and palm product storage area.	√	√
	1000-1200	Stakeholder consultation.	√	-
	1230-1330	LUNCH	√	√
	1330-1700	<u>Padang POM</u> Document Review P1 – P7: SOPs, Supply chain for CPO mill, Review on SEIA documents and records, wage records, employee data, training records, legal permits, mill inspection and internal monitoring records, CIP & implementation etc.	√	√
	1700-1730	Interim Closing Briefing	√	√
19/06/2020 Friday	0830-1230	<u>Ladang Padang</u> Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, etc.	√	√
	1230-1330	LUNCH	√	√
	1330-1630	<u>Ladang Padang</u> Document review P1 – P7: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc).	√	√
	1630-1700	Finalization of audit findings and report preparation.	√	√
	1700-1730	Closing Meeting.	√	√

Section 3: Assessment Findings

3.1 Details of audit results

This assessment has been assessed using the following MSPO normative requirements. The assessment details are provided in Appendix A.

- MSPO MS 2530-2:2013 – General Principles for Independent Smallholders
- MSPO MS 2530-3:2013 – General Principles for Oil Palm Plantations and Organized Smallholders
- MSPO MS 2530-4:2013 – General Principles for Palm Oil Mills

3.2 Details of Nonconformities and Opportunity for improvement

The nonconformity is listed below.

During the Certification Assessment there were two (2) Major & four (4) Opportunity of Improvements raised. The Seong Thye Plantations Sdn Bhd (Ladang Rompin POM and Ladang Padang POM)'s Certification unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted.

The implementation of the corrective action plans to address the minor nonconformity will be followed up during the next surveillance assessment. The implementation of the Corrective Actions for the Major Non-conformity(ies) has been verified for its effectiveness and closed accordingly. Good relationship being maintained with surrounding communities.

Finding Reference	1924485-202001-M1	Certificate Reference	MSPO 712226
Certificate Standard	MS 2530:2013 Part-3	Clause	4.3.1.1
Category	Major		
Area/Process:	Ladang Padang		
Statement of non conformance:	Some of legal requirement is not complied.		
Clause requirements	All operations are in compliance with the applicable local, state, national and ratified international laws and regulations.		
Objective Evidence	Marniati (Passport No: AU530291) was employed on 17/10/2019 however there is no SOCSO contribution made for her from October 2019 until June 2020 by employer. This is further verified with SOCSO Officer Putrajaya (Mr. Farihan) as per requirement in Pekeliling Majikan Bil. 3, Tahun 2018, Akta Keselamatan Sosial Pekerja 1969, Peralihan Pampasan Kemalangan Pekerja Asing Daripada Skim Pampasan Pekerja Asing (SPPA), Jabatan Tenaga Kerja Kepada Skim Bencana Kerja PERKESO (SBKP): clause 2.2 Mulai 1 Januari 2019, pampasan kernalangan pekerja asing adalah diambil alih oleh PERKESO melalui peruntukan Akta Keselamatan Sosial Pekerja 1969 (Akta 4) yang hanya meliputi Skim Bencana Kerja sahaja.		
Cause			

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Inadvertent oversight by the person in charge, for this worker only. Also, Assistant manager & Recruitment Clerk did not double check.
Correction/containment
Contribution in SOCSO arrears has immediately been made for Marniati (Passport No: AU530291).
Corrective action
To avoid any inadvertent omission, a checklist on the performance parameters for the administration of new workers has been drawn up and will be implemented immediately.
Assessment team conclusions
Evidence submitted: <ol style="list-style-type: none"> 1. SOCSO registration for Marniati and contribution for May 2020 (RM 15.60). 2. Arrears payment for Marniati (RM 117.50) – transaction ID: 2006211115040239 dated 21/06/2020. 3. Checklist for new entry workers (SOP). <p>The corrective action and evidence found to be adequate to close the NCR. The effectiveness of implementation shall be verified in the next assessment.</p>

Finding Reference	1924485-202001-M2	Certificate Reference	MSPO 712226
Certificate Standard	MS 2530:2013 Part-3	Clause	4.5.1.2
Category	Major		
Area/Process:	Ladang Padang		
Statement of non conformance:	Diesel fueling activities was not mentioned in Environmental Management Plan.		
Clause requirements	The environmental management plan shall cover the following: a) An environmental policy and objectives; b) The aspects and impacts analysis of all operations.		
Objective Evidence	Diesel spillage was sighted at the diesel tank due to vehicle fueling activities. However, this activity was not mentioned in their Environmental Management Plan. According to the MSPO Procedure: Environmental Management Plan (EMP), under section 6.1 Identification of Environmental Aspect, "Estate must identify the potential environmental impacts that arise from their activities and facilities, taking into consideration the activities, operations and facilities associated with estate daily operations and conditions".		
Cause	Incomplete analysis of potential environmental impacts. We have checked that the nozzle of the diesel pump is not leaking. Therefore, this is due to accidental spillage of diesel fuel at the refueling point for example due to careless handling.		
Correction/containment			

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We have added this potential pollution into the aspect-impact assessment form and conducted the environmental impact analysis. Immediately, a metal pan will be made available at the refueling point which will be placed beneath the fuel tanks of all agricultural machinery during refueling. The pan will also be made available during topping up of the skid tanks.

Corrective action

Drivers will be briefed to take extra care during refueling. A pan will be placed at the refueling point and drivers will be briefed on the usage of the pan. More effort will be made during the environmental committee meetings to brainstorm on potential aspects and impacts.

Assessment team conclusions

Evidence submitted:

1. Revised Environmental Aspect Impact Assessment Guidance for Mill includes the Diesel Tank operation.
2. Briefing on Diesel Refueling to drivers conducted on 26/06/2020.
3. Metal pan placed beneath the tractor fuel tank and refueling point.

The corrective action and evidence found to be adequate to close the NCR. The effectiveness of implementation shall be verified in the next assessment.

Finding Reference	1924485-202001-I1	Certificate Reference	MSPO 712226
Certificate Standard	MS 2530:2013 Part-3	Clause	4.1.2.2
Category	Opportunity for Improvement		
Area/Process:	Ladang Padang & Rompin		
Details	The Internal Audit Procedure has no clear timeframe for non-conformity raised to be closed. The timeframe to close an NC is different for each non-conformity raised based on HQ's advice.		

Finding Reference	1924485-202001-I2	Certificate Reference	MSPO 712226
Certificate Standard	MS 2530:2013 Part-3	Clause	4.4.5.3
Category	Opportunity for Improvement		
Area/Process:	Ladang Padang & Rompin		
Details	The duration of employment contract for Nepalese workers is 3 years but was renewed annually and Indonesia workers is 2 years but was renewed annually.		

Finding Reference	1924485-202001-I3	Certificate Reference	MSPO 712226
Certificate Standard	MS 2530:2013 Part-4	Clause	4.4.5.3
Category	Opportunity for Improvement		
Area/Process:	Ladang Padang & Rompin Palm Oil Mill		

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Details	The duration of employment contract for Nepalese workers is 3 years but was renewed annually and Indonesia workers is 2 years but was renewed annually.
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Finding Reference	1924485-202001-I4	Certificate Reference	MSP0 712226
Certificate Standard	MS 2530:2013 Part-4	Clause	4.1.2.2
Category	Opportunity for Improvement		
Area/Process:	Ladang Padang & Rompin Palm Oil Mill		
Details	The Internal Audit Procedure has no clear timeframe for non-conformity raised to be closed. The timeframe to close an NC is different for each non-conformity raised based on HQ's advice.		

Noteworthy Positive Comments	
1	Good relationship being maintained with surrounding communities.
2	Good document retrieval.

3.3 Status of Nonconformities Previously Identified and OFI

Finding Reference	1774601-201905-M1	Certificate Reference	MSP0 712226
Certificate Standard	MS 2530:2013 Part-3	Clause	4.3.1.1 (Part 3)
Category	Major		
Area/Process:	Ladang Padang & Rompin Palm Oil Mill		
Statement of non conformance:	Compliance with some legal requirements was not adequately demonstrated.		
Clause requirements	All operations are in compliance with the applicable local, state, national and ratified international laws and regulations.		
Objective Evidence	<ol style="list-style-type: none"> The Medical Assistant at Ladang Rompin Estate (LRE), Muhammad Fazrul Abdul Razak, did not have valid 'Surat Perakuan Tahunan'. The latest certificate was expired in 2017. This is not incompliance with AKTA PEMBANTU PERUBATAN (PENDAFTARAN) 1977 (Revised 1 Jan 2006). At Ladang Padang Estate (LPE), records showed that Trunk Injection using Methamidophos was carried on 5th, 6th and 8th of April 2019 at LPE. However, the duly completed Form I, II & III as per Second Schedule of the Pesticide (Highly Toxic Pesticide) Regulations 1996 was not available. 		
Cause	<ol style="list-style-type: none"> The checklist of important license is not comprehensive Lack of checking the record and updating the legal requirement. 		
Correction/containment	<ol style="list-style-type: none"> The MA was absent without leave and can't get renew. Clinic has to be ceased operation. 		

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2) Implementing the Form I, II and III as per Second Schedule of the Pesticide (Highly Toxic Pesticide) Regulation for Trunk Injection Activities.
Corrective action
1) To include the 'Surat Perakuan Tahunan' Medical Assistant in the checklist 2) Having checklist and Form I, II, III for Trunk Injection Activities
Assessment team conclusions
Evidence submitted: <ul style="list-style-type: none"> The completed Pesticide (Highly Toxic Pesticide) Regulation form I, II and III copy of the checklist that shows the "Surat Perakuan Tahunan" has been included <p>The corrective action and evidence found to be adequate to close the NCR. The effectiveness of implementation shall be verified in the next assessment.</p> <p>During the ASA 1 audit, it was verified that new Estate Hospital Assistant was hired with valid certificate in Rompin Estate. No re-occurrence issue sighted.</p>

Finding Reference	1774601-201905-M2	Certificate Reference	MSPO 712226
Certificate Standard	MS 2530:2013 Part-3	Clause	4.4.4.2.(i) (Part 3)
Category	Major		
Area/Process:	Ladang Padang & Rompin Palm Oil Mill		
Statement of non conformance:	First Aid Kits were not available at each worksite.		
Clause requirements	Employees trained in First Aid should be present at all field operations. A First Aid Kit should be available at each worksite.		
Objective Evidence	At time of visit First Aid Kits were not available at the Rat Baiting worksite at Block TL3 and at the Circle Raking worksite at Block TL9B of LPE.		
Cause	Lack of regulations on checking to ensure Madore bring their first aid kit as instructed		
Correction/containment	Enforce all Madore carry first aid kit during field work and management monitor them from time to time		
Corrective action	Implement checklist for first aid kit and checking during morning mustering		
Assessment team conclusions	Evidence submitted: <ul style="list-style-type: none"> Pictures that show first aid kits have been handed over to the persons in-charge (Madores) Morning muster checklist of First Aid Kits that show the madores (for estate and contractor) have signed as acknowledgment of receiving and checking the First Aid Kits. <p>The corrective action and evidence found to be adequate to close the NCR. The effectiveness of implementation shall be verified in the next assessment.</p>		

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During the ASA 1 audit, it was verified that no re-occurrence issue sighted. First Kid is available at the operation site during the site visit.

Finding Reference	1774601-201905-M3	Certificate Reference	MSPO 712226
Certificate Standard	MS 2530:2013 Part-3	Clause	4.4.5.3 (Part 3)
Category	Major		
Area/Process:	Ladang Padang & Rompin Palm Oil Mill		
Statement of non conformance:	Records showed that some employees were paid wages that did not meet legal requirements.		
Clause requirements	Management shall ensure that employees' pay and conditions meet legal or industry minimum standards and as per agreed Collective Agreements. The living wage should be sufficient to meet basic needs and provide some discretionary income based on minimum wage.		
Objective Evidence	At LRE Records for April 2019 showed that employees, Suparman and Mohd Rasin, had worked on days of rest (Fridays) but were not paid double rate required as per Employment Act 1955.		
Cause			
The training on legal wage to the field conductor was not effective.			
Correction/containment			
To reimburse the underpayment.			
Corrective action			
To train the field conductor in legal requirements on wage as per employment act and different document for rest day.			
Assessment team conclusions			
<p>Evidence submitted:</p> <ul style="list-style-type: none"> • A copy of receipt that shows the affected worker(s) have been reimbursed. • A copy of training records for the field conductors with regards to legal requirements on wage. <p>The corrective action and evidence found to be adequate to close the NCR. The effectiveness of implementation shall be verified in the next assessment.</p> <p>During the ASA 1 audit, it was verified that no re-occurrence issue sighted. No work offered on rest days based on the interview session and documentation review on the pay slip.</p>			

Finding Reference	1774601-201905-N1	Certificate Reference	MSPO 712226
Certificate Standard	MS 2530:2013 Part-3	Clause	4.4.1.1 (Part 3)
Category	Minor		
Area/Process:	Ladang Padang & Rompin Palm Oil Mill		

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Statement of non conformance:	The mitigation and promotion of some identified social impact through questionnaire filled in by the external stakeholder identification of root-cause has yet to be addressed.
Clause requirements	Social impacts should be identified and plans should be implemented to mitigate the negative impacts and promote the positive ones.
Objective Evidence	The method of assessment at LRE & LRPOM was by conducting a stakeholders meeting and utilization of SIA Questionnaires. Thereafter, the impacts identified were registered in the "Stakeholder Concerns and Resolution Matrix" for establishment of resolution/action. However, some of the concerns raised by the stakeholders through the questionnaire such as: - Adakah pendatang asing membawa penyakit dari luar negara? - Adakah wujudnya pencemaran Bahasa dengan wujudnya pekerja Indonesia, Bangladesh, Pakistan, dll? - Adakah pekerja asing syarikat membawa budaya tak baik seperti pakaian tak senonoh? - Adakah peluang pekerjaan/berniaga bertambah dengan kewujudan syarikat? - Secara am, kewujudan syarikat mendatangkan manfaat kepada kawasan Rompin – Muadzam Shah were not addressed (mitigated or promoted) through the utilization of the "Stakeholder Concerns and Resolution Matrix". There was also no information of which stakeholders filled in the questionnaire.
Cause	
The evaluation of concerns raised by the stakeholders through the questionnaire Social officer is not effective	
Correction/containment	
To include and review the concerns raised by the stakeholders through the questionnaire	
Corrective action	
To train the field conductor in legal requirements on wage as per employment act and different To train the Social officer to evaluate and documented the concerns raised by the stakeholders through the questionnaire	
Assessment team conclusions	
During the ASA 1 audit, it was verified the correction and corrective action were effectively implemented and verified the evidence as below: 1. New questionnaire was revised includes environmental, social, HCV and others issues for stakeholders comment. No other comments received from 35 stakeholders. 2. Social training for social officer was conducted by Chief Clerk on 09/08/2019 Hence, the minor NC is closed.	

Finding Reference	1774601-201905-N2	Certificate Reference	MSP0 712226
Certificate Standard	MS 2530:2013 Part-4	Clause	4.4.1.1 (Part 4)
Category	Minor		
Area/Process:	Ladang Padang & Rompin Palm Oil Mill		
Statement of non conformance:	The mitigation and promotion of some identified social impact through questionnaire filled in by the external stakeholder identification of root-cause has yet to be addressed.		
Clause requirements	Social impacts should be identified and plans should be implemented to mitigate the negative impacts and promote the positive ones.		
Objective Evidence	The method of assessment at LRE & LRPOM was by conducting a stakeholders meeting and utilization of SIA Questionnaires. Thereafter, the impacts identified were registered in the "Stakeholder Concerns and Resolution Matrix" for establishment of resolution/action.		

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	However, some of the concerns raised by the stakeholders through the questionnaire such as: - Adakah pendatang asing membawa penyakit dari luar negara? - Adakah wujudnya pencemaran Bahasa dengan wujudnya pekerja Indonesia, Bangladesh, Pakistan, dll? - Adakah pekerja asing syarikat membawa budaya tak baik seperti pakaian tak senonoh? - Adakah peluang pekerjaan/berniaga bertambah dengan kewujudan syarikat? - Secara am, kewujudan syarikat mendatangkan manfaat kepada kawasan Rompin – Muadzam Shah were not addressed (mitigated or promoted) through the utilization of the “Stakeholder Concerns and Resolution Matrix”. There was also no information of which stakeholders filled in the questionnaire.
Cause	
The evaluation of concerns raised by the stakeholders through the questionnaire Social officer is not effective	
Correction/containment	
To include and review the concerns raised by the stakeholders through the questionnaire	
Corrective action	
To train the Social officer to evaluate and documented the concerns raised by the stakeholders through the questionnaire.	
Assessment team conclusions	
During the ASA 1 audit, it was verified that the new questionnaire has been established with new details of the stakeholders and those comments/questions/concerns raised by them were included on the SIA. Sighted also the training has been conducted to the Social Officer on the implementation on 08/08/2019. Hence, the minor NC is closed.	

Finding Reference	1774601-201905-N3	Certificate Reference	MSPO 712226
Certificate Standard	MS 2530:2013 Part-3	Clause	4.4.5.4 (Part 3)
Category	Minor		
Area/Process:	Ladang Padang & Rompin Palm Oil Mill		
Statement of non conformance:	No employment contract between a contractor and its employees.		
Clause requirements	Management should ensure employees of contractors are paid based on legal or industry minimum standards according to the employment contract agreed between the contractor and his employee.		
Objective Evidence	At LRE, there was no evidence that the employment contract between a contractor (Koh Sing Huat) and its employees.		
Cause			
The training on legal and documentation to the contractor clerk was not effective.			
Correction/containment			
Contractor Provide and prepare the employment contract between the contractor and their employees.			
Corrective action			
To train the contractor clerk in legal and documentations as per employment act 1955.			
Assessment team conclusions			

During the ASA 1 audit, it was verified the correction and corrective action were effectively implemented and verified the evidence as below:

1. The employment contract between contractor and their employees is available but after verification, it is found that the employees are not the contractor's worker. Their work permit is under Seong Thye-Ladang Rompin.
2. The contractor clerk were trained by Chief Clerk on 08/08/2019 for Pematuhan Tawaran Perkhidmatan Majikan & Pekerja. Sighted the training record attended by Sihar (Koh Sing Huat) and Goh Bee Yan (Lim Yang).

Hence, the minor NC is closed.

Finding Reference	1774601-201905-N4	Certificate Reference	MSPO 712226
Certificate Standard	MS 2530:2013 Part-3	Clause	4.4.5.11 (Part 3)
Category	Minor		
Area/Process:	Ladang Padang & Rompin Palm Oil Mill		
Statement of non conformance:	The checklist used for weekly line-site inspection was not found to be effective in capturing some lapses.		
Clause requirements	In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities in compliance with the Workers' Minimum Standards Housing and Amenities Act 1990 (Act 446) or any other applicable legislation.		
Objective Evidence	During the line-site visit at Block M4 of LRE and TL Division of LPE, some lapses were observed such as illegal wiring, illegal structure on septic tank, illegal extension structure of house building and presence of chicken coop. However, these lapses were not reported in the line-site inspection checklist.		
Cause	The evaluation criteria in the checklist is not comprehensive – it's too general.		
Correction/containment	Dismantle all the illegal extension structure, wiring, and chicken coop.		
Corrective action	Revise weekly line-site inspection checklist to be included illegal extension structure, wiring, and chicken coop		
Assessment team conclusions	During the ASA 1 audit, it was verified the correction and corrective action were effectively implemented and verified the evidence as below: <ol style="list-style-type: none"> 1. The revise line-site inspection checklist has includes the staff quarters, children's playground, checkroll's compound, estate's surau, field & badminton court, leisure hut, labour house, canteen & grocery compound, main office surrounds, etc. (level of cleanliness, safety aspects) Hence, the minor NC is closed.		

Finding Reference	1774601-201905-N5	Certificate Reference	MSPO 712226
Certificate Standard	MS 2530:2013 Part-3	Clause	4.4.5.14 (Part 3)
Category	Minor		
Area/Process:	Ladang Padang & Rompin Palm Oil Mill		

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Statement of non conformance:	Employment of young person was found.
Clause requirements	Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation. Work by children is acceptable on family farms, under adult supervision, and when not interfering with their education programmes. Children shall not expose to hazardous working conditions.
Objective Evidence	Based on the employee database record, it was found that the following persons were recruited at LRE: i) Emp. No. 02268, date of birth: 28/7/2001, date of join: 1/10/2017 ii) Emp. No. 02282, date of birth: 22/12/2000, date of join: 1/2/2018
Cause	
The recruitment has no information about age.	
Correction/containment	
Revise the application form include the minimum age for new recruits.	
Corrective action	
Operating Unit's management will ensure monitoring of applicants' documentation during recruitment process to comply with legal requirement.	
Assessment team conclusions	
During the ASA 1 audit, it was verified the correction and corrective action were effectively implemented and verified the evidence as below: 1. The new revised application form includes the requirement of 18 years old and before 60 years old. 2. Estate/mill office demonstrate checking on the age verification through the SOCSO registration details before provide employment contract. Hence, the minor NC is closed.	

Finding Reference	1774601-201905-N6	Certificate Reference	MSPO 712226
Certificate Standard	MS 2530:2013 Part-4	Clause	4.4.5.14 (Part 4)
Category	Minor		
Area/Process:	Ladang Padang & Rompin Palm Oil Mill		
Statement of non conformance:	Employment of young person was found.		
Clause requirements	Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation. Work by children is acceptable on family farms, under adult supervision, and when not interfering with their education programmes. Children shall not expose to hazardous working conditions.		
Objective Evidence	Based on the employee database record, it was found that the following person was recruited at Ladang Padang Palm Oil Mill (LPPOM): i) Siti Zulaifah, date of birth: 19/5/2000, date of join: 1/3/2018		
Cause			
The recruitment has no information about age.			
Correction/containment			
Revise the application form include the minimum age for new recruits.			

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Corrective action
Operating Unit's management will ensure monitoring of applicants' documentation during recruitment process to comply with legal requirement.
Assessment team conclusions
During the ASA 1 audit, it was verified the correction and corrective action were effectively implemented and verified the evidence as below: <ol style="list-style-type: none"> 1. The new revised application form includes the requirement of 18 years old and before 60 years old. 2. Estate/mill office demonstrate checking on the age verification through the SOCSO registration details before provide employment contract. Hence, the minor NC is closed.

Finding Reference	1774601-201905-N7	Certificate Reference	MSPO 712226
Certificate Standard	MS 2530:2013 Part-3	Clause	4.6.1.1 (Part 3)
Category	Minor		
Area/Process:	Ladang Padang & Rompin Palm Oil Mill		
Statement of non conformance:	Standard operating procedure on stacking of pruned fronds was not consistently implemented and monitored.		
Clause requirements	Standard operating procedures shall be appropriately documented and consistently implemented and monitored.		
Objective Evidence	At time of visit, it was observed that pruned fronds were not stacked as per Chapter D on Pruning of the SOP – Guidelines on Good Agriculture Practices dated 1st January 2019. Instead, pruned fronds were found in palm circles. Rompin Estate: in Block K8 Padang Estate: in Block TL9B		
Cause	Lacking of pruning training on SOP-Guidelines of Good Agricultural Practices.		
Correction/containment	Pruned fronds will be restack as stated in Chapter D on Pruning SOP-Guidelines of Good Agricultural Practices.		
Corrective action	Conduct training for field conductor on SOP-Guidelines of Good Agricultural Practices.		
Assessment team conclusions	During the ASA 1 audit, it was verified the correction and corrective action were effectively implemented and verified the evidence as below: <ol style="list-style-type: none"> 1. No reoccurrence issue on the pruned fronds stacks during site visit. 2. 2 Field conductors has been trained with the SOP by Assistant Manager on 14/08/2019 and shown awareness on good agriculture practices. Hence, the minor NC is closed.		

Finding Reference	1774601-201905-N8	Certificate Reference	MSPO 712226
Certificate Standard	MS 2530:2013 Part-3	Clause	4.5.1.2 (Part 3)
Category	Minor		

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Area/Process:	Ladang Padang & Rompin Palm Oil Mill
Statement of non conformance:	The Environmental Aspect and Impact assessment did not cover all operations.
Clause requirements	The environmental management plan shall cover the following: a) An environmental policy and objectives; b) The aspects and impacts analysis of all operations.
Objective Evidence	Based on the EAI Assessment report, not all operations at the estates were covered.
Cause	
Do not have a proper checklist on aspect and impacts analysis of all operation in estate.	
Correction/containment	
Include environmental policy & objectives in environmental management plan and reassess all estate operation on aspect and impacts analysis.	
Corrective action	
Have a proper checklist of aspect and impacts analysis of estate operations.	
Assessment team conclusions	
During the ASA 1 audit, it was verified the correction and corrective action were effectively implemented and verified the evidence as below: 1. Revised Environmental Aspect Impact Assessment for Estate dated 04/02/2020 includes all operation. Hence, the minor NC is closed.	

Finding Reference	1774601-201905-N9	Certificate Reference	MSPO 712226
Certificate Standard	MS 2530:2013 Part-4	Clause	4.5.1.2 (Part 4)
Category	Minor		
Area/Process:	Ladang Padang & Rompin Palm Oil Mill		
Statement of non conformance:	The Environmental Aspect and Impact assessment did not cover all operations.		
Clause requirements	The environmental management plan shall cover the following: a) An environmental policy and objectives; b) The aspects and impacts analysis of all operations.		
Objective Evidence	Based on the EAI Assessment report, not all operations at the estates were covered.		
Cause			
Do not have a proper checklist on aspect and impacts analysis of all operation in mill.			
Correction/containment			
Include environmental policy & objectives in environmental management plan and reassess all estate operation on aspect and impacts analysis.			
Corrective action			
Have a proper checklist of aspect and impacts analysis of estate operations.			
Assessment team conclusions			

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During the ASA 1 audit, it was verified the correction and corrective action were effectively implemented and verified the evidence as below:

1. Revised Environmental Aspect Impact Assessment for Mill dated 09/03/2020 includes all operation. Hence, the minor NC is closed.

Finding Reference	1861415-201912-I1	Certificate Reference	MSPO 712226
Certificate Standard	MS 2530:2013 Part-3	Clause	4.4.5.7
Category	Opportunity for Improvement		
Area/Process:	Ladang Padang & Rompin Palm Oil Mill		
Details	The management can further improve the time recording system that makes working hours and overtime transparent for both employees and employer.		
Assessment team conclusions	During the ASA 1 audit, it was verified that Viva check-roll book has been established for monthly productivity. It includes daily production, advance and amount due. Hence, the OFI is closed.		

3.4 Summary of the Nonconformities and Status

CAR Ref.	CLASS	ISSUED	STATUS
1774601-201905-M1	Major	31/5/2019	Closed on 10/6/2019
1774601-201905-M2	Major	31/5/2019	Closed on 10/6/2019
1774601-201905-M3	Major	31/5/2019	Closed on 10/6/2019
1774601-201905-N1	Minor	31/5/2019	Closed on 19/6/2020
1774601-201905-N2	Minor	31/5/2019	Closed on 19/6/2020
1774601-201905-N3	Minor	31/5/2019	Closed on 19/6/2020
1774601-201905-N4	Minor	31/5/2019	Closed on 19/6/2020
1774601-201905-N5	Minor	31/5/2019	Closed on 19/6/2020
1774601-201905-N6	Minor	31/5/2019	Closed on 19/6/2020
1774601-201905-N7	Minor	31/5/2019	Closed on 19/6/2020
1774601-201905-N8	Minor	31/5/2019	Closed on 19/6/2020
1774601-201905-N9	Minor	31/5/2019	Closed on 19/6/2020
1924485-202001-I1	OFI	19/6/2020	Open
1924485-202001-I2	OFI	19/6/2020	Open
1924485-202001-I3	OFI	19/6/2020	Open
1924485-202001-I4	OFI	19/6/2020	Open
1924485-202001-M1	Major	19/6/2020	Closed on 02/07/2020
1924485-202001-M2	Major	19/6/2020	Closed on 02/07/2020



3.5 Issues Raised by Stakeholders

IS #	Description
1	<p>Issues: <u>Tok Batin of Kg Orang Asli Kedaik, Rompin, Kg Orang Asli Sungai Peroh & Kg Orang Asli Pucur</u></p> <ol style="list-style-type: none"> 1. There is request from Org Asli Kedaik for the internal gate access during Movement Control Order (MCO) for them to go for work. They hope company will consider the villagers to use the road since it is so far to go to the main road. 2. Org Asli Sungai Peroh has shared that recently in this month, there was an issue on the river pollution at Sungai Sembrong by IOI Pamol Kluang. Their economy is affected since they earn a living by fishing at the river. 3. No complaint/comment from Orang Asli Pucur. <p>Management Responses:</p> <ol style="list-style-type: none"> 1. Only the main entrance gate was open for outside people because company has its own SOP for operation during MCO (COVID 19 pandemic). This is the requirement from government for company to operate during this MCO and needs to be adhered. 2. Management aware on this issue and there is Sungai Sembrong is not located in Padang Estate. <p>Audit Team Findings: No further issue.</p>
2	<p>Issues: <u>Contractors & Suppliers (Ken Seng Earthworks, Harvesting Contractor, Hup Lee Machinery & Hardware).</u> Contractors have signed the agreement and no issue with the payment. Training for MSP0 has been given to them before and they attended the stakeholder consultation conducted by estate.</p> <p>Management Responses: Noted on the information.</p> <p>Audit Team Findings: No further issue.</p>
3	<p>Issues: <u>Head Mistress SK Ladang Mutiara</u> School management would like to extend their appreciation to Padang Estate and Mill for the generous contribution and assistance to school request, for instance is donation, assistance and support.</p> <p>Management Responses: Noted on the information.</p> <p>Audit Team Findings: No further issue.</p>
4	<p>Issues: <u>Dr. Wong (Visiting Medical Officer)</u> The Estate Hospital Assistant's has passed away recently, therefore Dr Wong as the Visiting Medical Officer will take charge temporarily while estate find the new Hospital Assistant. Dr. Wong will dispose the clinical waste with his own clinic clinical waste.</p> <p>Management Responses: Noted on the information.</p> <p>Audit Team Findings: No further issue.</p>
5	<p>Issues: <u>Jabatan Tenaga Kerja Kluang Officer (Puan Husna)</u> The clarification is made with the JTK Officer on the overtime limit of 104 is only for weekday operation hour. If it exceeded, permit is required.</p> <p>Management Responses: Noted on the information.</p>

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	<p>Audit Team Findings: No further issue.</p>
6	<p>Issues: <u>SOCSSO Putrajaya Officer (Mr. Farihan)</u> The clarification is made on the need to SOCSSO reimbursement for workers employed on September 2019 but only in May 2020 employer made the contribution.</p> <p>Management Responses: Noted on the information and will act accordingly.</p> <p>Audit Team Findings: An NC was raised under 4.3.1.1 Part 4 for this issue.</p>
7	<p>Issues: <u>Locals & Foreign Worker Representatives</u> During Movement Control Order (MCO), the salary was paid as normal although they were not working in certain days. Estates has a strict control on movement especially from outside people but has ensure the access to the food supply within estate is adequate. No other complaints raised from workers.</p> <p>Management Responses: Noted on the information.</p> <p>Audit Team Findings: No further issue.</p>

Section 4: Assessment Conclusion and Recommendation

Acknowledgement of Internal Responsibility and Formal Sign-off of Assessment Findings	
Based on the findings during the assessment Seong Thye Plantations Sdn Bhd (Ladang Rompin POM and Ladang Padang POM) 's Certification Unit complies with the MS 2530-3:2013 and MS 2530-4:2013 . It is recommended that the certification of Seong Thye Plantations Sdn Bhd (Ladang Rompin POM and Ladang Padang POM) 's Certification Unit is approved and/or continued.	
Acknowledgement of Assessment Findings	Report Prepared by
Name: Ng Yeen Chern	Name: Elzy Ovktafia Binti Chairul
Company name: Seong Thye Plantations Sdn. Bhd.	Company name: BSI Services (Malaysia) Sdn Bhd
Title: Chief Operating Officer	Title: Client Manager
Signature:  Date: 21/08/2020	Signature:  Date: 03/08/2020
NG YEEN CHERN Chief Operating Officer	

Appendix A: Summary of the findings by Principles and Criteria

MS 2530-4:2013 Malaysian Sustainable Palm Oil (MSPO) Part 4: General principles for Palm Oil Mill.

Criterion / Indicator		Assessment Findings	Compliance
4.1 Principle 1: Management commitment & responsibility			
Criterion 4.1.1 – Malaysian Sustainable Palm Oil (MSPO) Policy			
4.1.1.1	Policy for the implementation of MSPO shall be established. - Major compliance -	The sustainability policy for Seong Thye Plantations Sdn Bhd is available and published in office, clinic and laboratory. The policy was signed by Mr Goh Wei Lei, Executive Chairman dated 02.01.2019	Yes
4.1.1.2	The policy shall also emphasize on the commitment to continual improvement with the objective of improving the milling operation. - Major compliance -	The policy has emphasized to continuously review and improve operations with respect to social, environmental and economic sustainability, guided by the principles of MSPO and best practices referenced by our industry.	Yes
Criterion 4.1.2 – Internal Audit			
4.1.2.1	Internal audit shall be planned and conducted regularly to determine the strong and weak points and potential area for further improvement. - Major compliance -	The internal audit has been planned annually as per MSPO Internal Audit Procedure MSPO-P1-C2, revisions 1.01, STM Sdn Bhd dated 30/08/2018. The audit planned and conducted for Ladang Rompin POM was on 11/03/2020 and for Padang Estate & Mill, the internal audit has been conducted on 12/03/2020.	Yes
4.1.2.2	The internal audit procedures and audit results shall be documented and evaluated, followed by the identification of strengths and root causes of nonconformities, in order to	MSPO Internal Audit Procedure MSPO-P1-C2, revisions 1.01, STM Sdn Bhd dated 30.08.2018 was available.	OFI

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Criterion / Indicator		Assessment Findings	Compliance
	implement the necessary corrective action. - Major compliance -	OFI: The Internal Audit Procedure has no clear timeframe for non-conformity raised to be closed. The timeframe to close an NC is different for each non-conformity raised based on HQ's advice.	
4.1.2.3	Reports shall be made available to the management for their review. - Major compliance -	Internal audit report is available during the audit as below: 1. Rompin Estate POM: 11 th March 2020. 2. Padang POM: the internal audit has been conducted on 12/03/2020.	Yes
Criterion 4.1.3 – Management Review			
4.1.3.1	The management shall periodically review the continuous suitability, adequacy and effectiveness of the requirements for effective implementation of MSPO and decide on any changes, improvement and modification. - Major compliance -	The MSPO Procedure for Management Review is available for initial release with procedure explanation from preparation of Management Review Meeting, submission of Management Review Agenda until end. Management review is planned annually and shall be attended by the top management team. The management review was conducted for MSPO in both Rompin Mill & Estate (12/06/2020 attended by 7 people) and Padang Mill & Estate (12/06/2020 attended by 4 people). Among the agenda discussed are: 1. Review action from previous meetings. 2. Review the suitability of the Policies. 3. 2020 Internal Audit review of findings. 4. Review process performance and product conformity including suitability and achievement of the quality objectives and other measures.	Yes

Criterion / Indicator		Assessment Findings	Compliance																				
		5. Review feedback from customers and other interested parties.																					
Criterion 4.1.4 – Continual Improvement																							
4.1.4.1	<p>The action plan for continual improvement shall be based on a consideration of the main social and environmental impact and opportunities for the company.</p> <p>- Major compliance -</p>	<p><u>Rompin Mill</u></p> <p>The MILL management has established Continual Improvement Plan, prepared by Mr. Raja Mohd Saifuldin (AM) and approved by Mr. Siew Haw Shiun (Estate Manager). The plan covers the social, environment impact and opportunities to the company.</p> <table border="1"> <thead> <tr> <th>No</th> <th>Task</th> <th>Responsibility</th> <th>Plan Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>To install ESP</td> <td>HQ & Mill Manager</td> <td>January 2021</td> </tr> <tr> <td>2</td> <td>Provide PPE for workers</td> <td>Estate Manager</td> <td>On going</td> </tr> <tr> <td>3</td> <td>Increase the number of fire extinguisher</td> <td>Estate Manager</td> <td>20/05/2021 & 09/03/2021</td> </tr> <tr> <td>4</td> <td>SW404 dispose thru Kualiti Alam and SW409 sent out to license buyer as recycle waste</td> <td>Estate Manager</td> <td>On going</td> </tr> </tbody> </table>	No	Task	Responsibility	Plan Date	1	To install ESP	HQ & Mill Manager	January 2021	2	Provide PPE for workers	Estate Manager	On going	3	Increase the number of fire extinguisher	Estate Manager	20/05/2021 & 09/03/2021	4	SW404 dispose thru Kualiti Alam and SW409 sent out to license buyer as recycle waste	Estate Manager	On going	Yes
No	Task	Responsibility	Plan Date																				
1	To install ESP	HQ & Mill Manager	January 2021																				
2	Provide PPE for workers	Estate Manager	On going																				
3	Increase the number of fire extinguisher	Estate Manager	20/05/2021 & 09/03/2021																				
4	SW404 dispose thru Kualiti Alam and SW409 sent out to license buyer as recycle waste	Estate Manager	On going																				

Criterion / Indicator		Assessment Findings	Compliance																
		<p><u>Padang Mill</u></p> <p>The mill management has established continual improvement plan based on the consideration of social, environment and opportunities to the company. Among the plans are:</p> <table border="1"> <thead> <tr> <th>No</th> <th>Task</th> <th>Responsibility</th> <th>Plan Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>e-banking</td> <td>Group</td> <td>December 2020</td> </tr> <tr> <td>2</td> <td>To install ESP</td> <td>HQ & Mill Manager</td> <td>December 2020</td> </tr> <tr> <td>3</td> <td>Biogas</td> <td>Mill Engineer</td> <td>December 2020</td> </tr> </tbody> </table>	No	Task	Responsibility	Plan Date	1	e-banking	Group	December 2020	2	To install ESP	HQ & Mill Manager	December 2020	3	Biogas	Mill Engineer	December 2020	
No	Task	Responsibility	Plan Date																
1	e-banking	Group	December 2020																
2	To install ESP	HQ & Mill Manager	December 2020																
3	Biogas	Mill Engineer	December 2020																
4.1.4.2	<p>The company should establish a system to improve practices in line with new information and techniques; and for disseminating this information throughout the workforce.</p> <p>- Major compliance -</p>	<p><u>Rompin Mill / Padang Mill</u></p> <p>The company has established a training program to improve practices in line with new information and techniques. This program will disseminate the information throughout the workforce.</p>	Yes																
4.2 Principle 2: Transparency																			
Criterion 4.2.1 – Transparency of information and documents relevant to MSPO requirements																			

Criterion / Indicator		Assessment Findings	Compliance
4.2.1.1	<p>The management shall communicate adequate information to other stakeholder on environmental, social and legal issues relevant to sustainable practices in the relevant languages and forms.</p> <p>- Major compliance -</p>	<p>The management has communicated the information to the stakeholder through the invitation to join the stakeholder meeting on 10 May 2020 (internal stakeholder) and 17 March 2020 (external stakeholder) for Ladang Rompin POM and Ladang Rompin. Invitation to join the stakeholders meeting was sent on 14 Feb 2020 to 18 external stakeholders through letter. The stakeholders attended are Orang Asli representative and neighbouring estates, (2 attendees due to Malaysian Movement Control effective on 18 March 2020).</p> <p>In Padang Mill and Estate, the stakeholder meeting has been conducted on 05/03/2020 (internal stakeholder) attended by 18 attendees and 24/04/2020 (external stakeholder) attended by 28 attendees. The external stakeholders have been e-mailed by Padang Mill and Estate on the communication remotely due to Movement Control Order (18/03/2020 – 09/06/2020). There are letters of acceptance received by the stakeholders and no complaint raised.</p>	Yes
4.2.1.2	<p>The management documents shall be publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.</p> <p>- Major compliance -</p>	<p>Management has made the documents public as per List of Public Documents available for MSPO Stakeholder Inspection, Doc No: MSPO-P2-C1 Version Control 1 dated 01 January 2019.</p> <p>Among the public document shared are:</p> <ol style="list-style-type: none"> 1. All MSPO policies and licenses 2. Safety and health plan 3. Plans and impact assessment relating to social impact 4. Plans and impact assessment relating to environment impact 5. Pollution prevention plan 6. Records of complaints and grievances 7. Continual Improvement Plan 	Yes

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Criterion / Indicator		Assessment Findings	Compliance
		8. Others	
Criterion 4.2.2 – Transparent method of communication and consultation			
4.2.2.1	Procedures shall be established for consultation and communication with the relevant stakeholders. - Major compliance -	The Stakeholder Communication & Consultation Procedure is available and refer to the document: REF No: MSPO-P2-C2, dated 08.05.2019. The SOP is covering from inform, consult, engage the stakeholders and resolution. The information is disseminated through: 1. Fact sheet 2. Verbal communication e.g.: phone call, door knocks 3. Letter 4. Email 5. Brochures	Yes
4.2.2.2	The management shall nominate management officials at the operating unit responsible for issues related to <i>indicator 1</i> . - Minor compliance -	In Rompin Mill, the appointed person in charge for social and environmental MSPO committee Officer, Raja Mohd Saifudin Bin Raja Mamat dated 01/01/2020 and in Padang Mill, the person appointed is Mr. Pang Hau Chin as per appointment letter dated 01.01.2019 signed by Estate manager.	Yes
4.2.2.3	A list of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders shall be properly maintained. - Major compliance -	Stakeholder list for both estates is available from various background, which are MPOB, Orang Asli representative, contractors & suppliers, neighbouring estates, etc. The list is updated as at 01.02.2020 (Rompin Mill) and 24 April 2020 (Padang Mill).	Yes
Criterion 4.2.3 – Traceability			
4.2.3.1	The management shall commit itself to implement and maintain the requirements for the traceability and shall establish a standard	The Traceability procedure namely Survey of Workflow for Traceability, version 1, revision 1.01 dated 30.08.2018 is available from planting to CPO/PK dispatch.	Yes

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Criterion / Indicator		Assessment Findings	Compliance
	<p>operation procedure for traceability.</p> <p>- Major compliance -</p>	<p>The following information is available in the weighbridge ticket and/or DO for FFB supplied, example is:</p> <p>Rompin POM:</p> <ol style="list-style-type: none"> XXXX (Ticket No: 345305 date: 31/03/2020). Rompin Estate (345296 date: 31/03/2020). <p>Padang POM:</p> <ol style="list-style-type: none"> Padang Estate (Ticket No: 204372 date: 30/05/2020). XXXXX (Ticket No: 204416 date: 31/05/2020) <ul style="list-style-type: none"> - Date of weighing - Gross/tare/net weight - Contract no. (e.g. Long Term 05/19) - Weighbridge ticket no. - Description of content (CPO or PK) - Vehicle no. - Name of driver (in DO) - Time in & out - Seal No. - MPOB form (ref. To seal No. and DO no.) 	
4.2.3.2	<p>The management shall conduct regular inspections on compliance with the established traceability system.</p> <p>- Major compliance -</p>	<p>For Rompin Mill & Padang Mill, the management has made the check on the traceability from planting to CPO/PK dispatch. Sighted the check conducted on 05.09.2018 by the respective Estate Managers cum Mill Engineers.</p>	Yes
4.2.3.3	<p>The management shall identify and assign suitable employees to implement and maintain traceability system.</p>	<p>The traceability MSPO Committee Officer is Ms Kanageswary on 01.01.2020 (Rompin Mill) and Mr Choong Jing Hui (Padang Mill) on 01.01.2019. Among the roles and responsibility are:</p> <ol style="list-style-type: none"> Keep abreast of changes to relevant MSPO requirement 	Yes

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Criterion / Indicator		Assessment Findings	Compliance
	- Minor compliance -	2. Review relevant MSPO requirement. 3. Review compliance in fact and in documentation	
4.2.3.4	Records of storage, sales, delivery or transportation of crude palm oil and palm kernel shall be maintained. - Major compliance -	Rompin Mill & Padang Mill has kept the record of the storage, sales and delivery of CPO and PK. Sighted the document below: 1. Palm Oil Contract: PGO/01P2002/XXXX dated 24/02/2020 (Rompin Mill). Invoice no: RE/20/50 dated 19/03/2020, CPO: 100MT, price: RM 2719.50 (Rompin Mill). 2. Palm Kernel Sale Contract: STPK/R/002/20 dated 03/12/2019 (Rompin Mill). Invoice no: RE/20/53 dated 19/03/2020, Palm Kernel: 50.44 MT, price: RM 85,748.00 (Rompin Mill). 3. Palm Oil Sale Contract No: STPO/007/20 dated 07/01/2020 for XXXX Sdn Bhd for RM 3020/mt (Padang Mill). Invoice No: STP/KA/20/86 dated 20/04/2020, CPO: 100 MT, price: RM 302,000.00. 4. Palm Kernel Contract No: STPK/006/2020 dated 02.01.2020 for XXXX Bhd for RM 2,210/mt (Padang Mill). Invoice No: STP/KA/20/13 dated 21/01/2020, Palm Kernel: 50 MT, price: RM 110,500.00.	Yes
4.3 Principle 3: Compliance to legal requirements			
Criterion 4.3.1 – Regulatory requirements			
4.3.1.1	All operations shall be in compliance with applicable local, state, national and ratified international laws and regulations. - Major compliance -	Among the license and permit sighted during the audit are: <u>Rompin Palm Oil Mill</u> a. MPOB license: 500216104000 (validity period 23/10/2018 - 30/05/2019) for 144,000 tons. (Renewed: 31.05.2021)	Yes

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	<p>b. DOE License: JP/KKS/2018/2019/004158 – No. 004158 (validity period 01.07.2019 – 30.06.2020) for 40MT/hr and method of POME discharge is water course.</p> <p>c. Diesel Permit, serial number: P (C000004-RPN), ref# PHG/RPN/043/95 SK D for 15,000 litre and valid until 02.01.2021. (Shared with Estate).</p> <p>d. Permit to Extract water – Ref: SWUL/LPSA/95/2019 valid until 31.12. 2020.</p> <p><u>Padang Palm Oil Mill</u></p> <p>a. MPOB license: 500014104000 (validity period 01.04.2019-31.03.2021 for 96,000 Tons. The mill is in the process of upgrading their milling capacity to 60 mt per hour.</p> <p>b. DOE License: AS(B)J31/152/000/027Jid.4(SK07) – No. 004788, expired on 30.06.2020 for 20MT/hr and method of POME discharge is land application (Furrow system and slurry application).</p> <p>c. Diesel & Petrol Permit, serial number: J035918, ref# BPGKJH(KLU) 6662 SK for 22,500 (Diesel) 450 (Petrol) liter and valid until 18.07.2020.</p> <p>d. Permit to Extract water – Ref: BAKAJ/334/300/05/07/08/10 expired on 31.12. 2020.</p> <p>e. Lesen Bagi Mengutip Tol-tol, expired on 31.12.2020.</p>	

Criterion / Indicator	Assessment Findings	Compliance
<p>4.3.1.2</p> <p>The management shall list all relevant laws related to their operations in a legal requirements register.</p> <p>- Major compliance -</p>	<p><u>Rompin / Padang Palm Oil Mill</u></p> <p>The Company has established and updated list of applicable laws and regulations that are applicable for the estate and mill operation. The legal register is prepared by Sin Thye Management (HQ).</p> <p>It includes the following:</p> <ol style="list-style-type: none"> 1. Occupational Safety and Health Act 1994 2. Pesticides Act 1974 (Act 149) 3. Fire Service Act, 1984 4. Environmental Quality Act 1974 5. Workers’ Minimum Standards of Housing and Amenities Act 1990 6. Employment Act 1955 7. Employee Provident Fund Act 1991 8. Employees Social Security Act 1969 9. National Wage Consultative Council Act 2011, Minimum Wages Order 2018 	<p>Yes</p>
<p>4.3.1.3</p> <p>The legal requirements register shall be updated as and when there are any new amendments or any new regulations coming into force.</p> <p>- Major compliance -</p>	<p>The legal requirements register on both Rompin Palm Oil Mill & Padang Palm Oil Mill had been updated as and when there are any new amendments or any new regulations coming into force based on the Document: – Updates on Legal Matters Doc: MSPO-P3-C1. This will be done by the sustainable unit at the HQ level.</p>	<p>Yes</p>
<p>4.3.1.4</p> <p>The management should assign a person responsible to monitor compliance and to track update the changes in regulatory requirements.</p> <p>- Minor compliance -</p>	<p><u>Rompin Mill</u></p> <p>The management has assigned Mr. Lim Kim Tong as the Legal MSPO Officer responsible for legal compliance and track update in the changes in regulatory requirements. The appointment was</p>	<p>Yes</p>

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Criterion / Indicator		Assessment Findings	Compliance
		<p>made on 1st January 2019. Sighted the appointment letter and received note by Mr. Lim Kim Tong.</p> <p><u>Padang Mill</u></p> <p>The management has assigned Mr. Pang Hau Chin as the Legal MSPO Officer responsible for legal compliance and track update in the changes in regulatory requirements. The appointment was made on 1st January 2019. Sighted the appointment letter and received note by Mr. Pang Hau Chin</p>	
Criterion 4.3.2 – Lands use rights			
4.3.2.1	<p>The management shall ensure that their oil palm milling activities do not diminish the land use rights of other users.</p> <p>- Major compliance -</p>	<p>There is a valid land title belonged to Seong Thye Plantations Sdn Bhd. The palm oil mill did not diminish the land use rights of other users.</p>	Yes
4.3.2.2	<p>The management shall provide documents showing legal ownership or lease, history of land tenure and the actual legal use of the land.</p> <p>- Major compliance -</p>	<p><u>Rompin / Padang Palm Oil Mill</u></p> <p>Quit rent for mill is covered and paid by the estate management. Land title was sighted as below:</p> <p>Rompin Palm Oil Mill is within the Estate Leasehold grant No. Hakmilik 5330, Lot 5082, 2,428 Ha – occupying 17.12 Ha. Period of Lease hold is up to 11.11.2090</p> <p>Padang Palm Oil Mill is within Padang Estate’s freehold land Grant No. Hakmilik 37218 - Lot No. 3222 - 2,226 Ha – Lease hold until 04.11.2074, occupying 17 Ha.</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
4.3.2.3	Legal parameter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable. - Major compliance -	Both Rompin POM and Padang POM being within the respective land of the estates were demarcated with perimeter fencing.	Yes
4.3.2.4	Where there are, or haven been disputes, documented proof of legal acquisition of land and fair compensation that have been or are being made to previous owners and occupants; shall made available and that these should have been accepted with free prior informed consent (FPIC). - Minor compliance -	NA. Land issues is handled by the estates. See Indicator 4.3.2.4 of Part 3.	Yes
Criterion 4.3.3 – Customary rights			
4.3.3.1	Where lands are encumbered by customary rights, the company shall demonstrate that these rights are understood and are not being threatened or reduced. - Major compliance -	NA. Land issues is handled by the estates. See Indicator 4.3.2.4 of Part 3.	Yes
4.3.3.2	Maps of an appropriate scale showing extent of recognized customary rights shall be made available. - Minor compliance -	NA. Land issues is handled by the estates. See Indicator 4.3.2.4 of Part 3.	Yes
4.3.3.3	Negotiation and FPIC shall be recorded and copies of the relevant agreements should be made available. - Major compliance -	NA. Land issues is handled by the estates. See Indicator 4.3.2.4 of Part 3.	Yes
4.4 Principle 4: Social responsibility, health, safety and employment condition			

Criterion / Indicator	Assessment Findings	Compliance	
Criterion 4.4.1: Social Impact Assessment (SIA)			
<p>4.4.1.1</p>	<p>Social impacts should be identified and plans should be implemented to mitigate the negative impacts and promote the positive ones.</p> <p>- Minor compliance -</p>	<p>Social Impact Assessment has been conducted in 17/03/2020, which participated by both 35 internal and 2 external stakeholders for Rompin POM & Estate and 22 internal and 4 external stakeholders for Padang POM & Estate in 05/03/2020. Among the stakeholders consulted were workers, contractors, surrounding villages & neighbouring estates. The method of assessment was by conducting a stakeholders meeting and utilization of SIA Questionnaires. Thereafter, the impacts identified were registered in the Social Impact Assessment Plan.for establishment of resolution/action.</p> <p>There were no negative concerns raised. Some issue raised from the complaint records for housing were managed in the SIA. Sighted sample as below:</p> <p>Rompin POM:</p> <ol style="list-style-type: none"> 1. External: Soon Lee Earthworks & Trading Sdn Bhd. No issue raised. 2. External: Mat Bin Chantek (Tok Batin-Rancangan Perumahan Semula Kedaik). No issue raised. <p>Padang POM:</p> <ol style="list-style-type: none"> 1. External: Yusri Bin Abdullah (Tok Batin’s representative-Kampung Orang Asli Sungai Peroh). No issue raised. 2. External: Rosleen Binti Salleh (Head Mistress-SK Ladang Mutiara). No issue raised. 3. Internal: housing facilities: electrical appliances (fan and 	<p>Yes</p>

Criterion / Indicator		Assessment Findings	Compliance
		lighting faulty at the labour line) and main street light for workshop was faulty. Mitigation measure: Estate management will schedule the maintenance work to be carry out in 3 months' time (PIC: Tay Tong Yeak) deadline July 2020.	
Criterion 4.4.2: Complaints and grievances			
4.4.2.1	A system for dealing with complaints and grievances shall be established and documented. - Major compliance -	There is procedure for Grievance & Complaints Handling Procedure Version control 1.00, revisions: 1.01 dated 26 August 2018 revised 08 May 2019 available and implemented.	Yes
4.4.2.2	The system shall be able to resolve dispute in an effective, timely and appropriate manner, which is accepted by all parties. - Major compliance -	According with the procedure as in 4.4.2.1, the timeframe to close the complaint is based on criticality table and will settled not more than 14 days. Based on the complaint form records, there were 8 from internal and 0 from external for Ladang Rompin POM and 4 from internal and 0 from external for Ladang Padang POM. All the complaints were addressed in timely manner and acknowledged by the complainants.	Yes
4.4.2.3	A complaint form should be made available at the premises, where employees and affected stakeholders can make complaints. - Minor compliance -	Grievances/complaint form available in office. Sighted the complaint record are related to housing repairs and no other complaints received.	Yes
4.4.2.4	Employees and surrounding communities should be made aware of its existence and that complaints or suggestions may be made at any time. - Minor compliance -	There is a box called "Peti Cadangan dan Aduan" (suggestion and complaint box) placed at security post for stakeholder to lodge any complaint. There is also visitor book and grievances/complaint form available in office.	Yes

Criterion / Indicator		Assessment Findings	Compliance
4.4.2.5	Complaints and solutions within the past 24 months shall be documented and be made available to affected stakeholders upon request. - Major compliance -	Complaints are resolved and available since 2016.	Yes
Criterion 4.4.3: Commitment to contribute to local sustainable development			
4.4.3.1	Palm oil miller should contribute to local development in consultation with the local communities. Where the mill is an integral part of plantation, such contribution to local community development may be regarded as a joint effort by the mill and the plantation. - Minor compliance -	Rompin Mill & Estate has contributed to the local community (i.e): 1. Rompin FEST 2019 RM 500 – Majlis Daerah Rompin. 2. SK Muadzam Jaya – RM 100. In Padang Mill & Estate, the mill has contributed to SK Ladang Mutiara for Program Kecemerlangan Dan Aktiviti Sekolah for RM 300 on 27/02/2020, RM 100 for sports day and cross country for SK Punan and RM 300 for IPD Kluang Police Day on 15/03/2020.	Yes
Criterion 4.4.4: Employees safety and health			
4.4.4.1	An occupational safety and health policy and plan which is in line with Occupational Safety and Health Act 1994 and Factories and Machinery Act 1967 (Act 139) shall be documented, effectively communicated and implemented. - Major compliance -	<u>Rompin Palm Oil Mill</u> The mill management has established Occupational Safety & Health Policy which was signed by the Executive Chairman Mr. Goh Wei Lei on 2 nd January 2019. Briefing on the sustainable policy was made on 26 th February 2020, delivered by Mr. Sha’ari Md Esa (mill supervisor) all workers and staffs (58 personnel). Briefing record was sighted. <u>Padang Mill</u>	Yes

Criterion / Indicator		Assessment Findings	Compliance
		The mill management has established Occupational Safety & Health Policy which was signed by the Executive Chairman Mr. Goh Wei Lei on 2 nd January 2019. Policy briefing was conducted on 05/05/2020, delivered by Mr. Ihsan Sabri and Mr. Muhamad Nurhafiz.	
4.4.4.2	<p>The occupational safety and health plan should cover the following:</p> <ul style="list-style-type: none"> a) A safety and health policy, which is communicated and implemented. b) The risk of all operations shall be assessed and documented. c) An awareness and training programme which includes the following requirements for employees exposed to chemicals used at the palm oil mill: <ul style="list-style-type: none"> i. All employees involved are adequately trained on safe working practices; ii. All precautions attached to products should be properly observed and applied; d) The management shall provide the appropriate PPE at the place of work to cover all potentially hazardous operations as identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC). e) The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labeling) Regulation 1997 Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000. 	<p><u>Rompin Palm Oil Mill</u></p> <ol style="list-style-type: none"> 1. Safety and health policy and other sustainability policies are displayed at the main board and at any strategic places in the estate compound. Briefing on the sustainable policy was made on 26th February 2020, delivered by Mr. Sha'ari Md Esa (mill supervisor) all workers and staffs (58 personnel). Briefing record was sighted. 2. Rompin POM: HIRARC dated 19/2/2019 – covering all stations such as weighbridge, loading ramp, sterilizer, capstan, tresher, press station, deprecaring, kernel plant, boiler and clarification room. Guideline used: "Garis Panduan bagi Pengenalpastian Hazard, Penaksiran Risiko dan Kawalan Risiko (HIRARC), by DOSH, 2008, JKKP DP 127/788/4-4 3. Mill management has developed a 2020 training program for all workers. Training done by the management are: <ul style="list-style-type: none"> i. Pre-symptomatic or asymptomatic spreaders, 11/06/2020 by Mr. Siew Haw Shiun ii. Chemical Handling (Boiler), 21/05/2020 by Mr. Rozol Bin Othman. iii. SOP Training for Hazardous Waste Handling and Storage. iv. SOP training for workshop by Mr. Liow Wan Kee, 15/05/2020 	Yes

Criterion / Indicator	Assessment Findings	Compliance
<p>f) The management shall appoint responsible person(s) for workers' safety and health. The appointed person(s) of trust shall have knowledge and access to latest national regulations and collective agreements.</p> <p>g) The management shall conduct regular two-way communication with their employees where issues that affect their business such as those related to employees' safety, health and welfare are discussed openly. Records from such meeting shall be kept and the concerns of employees and any remedial actions taken shall be recorded.</p> <p>h) Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees.</p> <p>i) Employees trained in First Aid shall be present at all mill operations. First Aid equipment should be available at each worksite.</p> <p>j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.</p> <p>- Major compliance -</p>	<p>v. Work at height training on 14/05/2020 by Mr. Zaidi Zulkifli</p> <p>4. Log book for PPE issuance was made available to the audit team. Among the PPE issued to the workers are safety shoes, safety kit, seal kit hardness, yellow rubber boot, safety leather hand gloves and long glove, safety mask (respirator 3m)</p> <p>5. Seong Thye Plantations had established Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labelling) Regulation 1997 and Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000. There were addressed in Sin Thye Management Sdn Bhd's, "Manual Keselamatan & Kesihatan Pekerja", dated 1/1/2019 which was established with reference to HIRARC, CHRA & SDS. The chapters were:</p> <ul style="list-style-type: none"> i. 9 – Prosedur Kerja Selamat Penggunaan Bahan Kimia/Racun ii. 19 - Prosedur Kerja Selamat Stor Bahan Kimia/Racun iii. 51 - Prosedur Kerja Yang Selamat (SOP Tumpuan Bahan Kimia) <p>6. The mill management has appointed Mr. Zaidi Bin Zulkifle as the person in charge for safety and health and responsible for mill activity.</p> <p>7. OSH meeting was conducted in 2020, 5th March 2020 and 4th June 2020 respectively as below:</p>	

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Criterion / Indicator	Assessment Findings	Compliance
	<p>2019: 05/12/2019, 12/09/2019, 20/06/2019, 08/04/2019,</p> <p>8. During the interview session, the workers are able to demonstrate fair understanding regarding on the accident and emergency procedure.</p> <p>9. First aid training was conducted on 12/05/2020, delivered by Estate Hospital Assistant; Mr. Vijayan Chinna, involving 9 mill personnel. First aid kits are sighted at the work place.</p> <p>10. The mill management has submitted their record of accident/death to Department of Safety and Health on 1st January 2020. The record shows that 2 death incidents happen in the estate compound. Reference no: JKKP8/40965/2020</p> <p><u>Padang Mill</u></p> <p>a. The mill management has established Occupational Safety & Health Policy which was signed by the Executive Chairman Mr. Goh Wei Lei on 2nd January 2019. Policy briefing was conducted on 05/05/2020, delivered by Mr. Ihsan Sabri and Mr. Muhamad Nurhafiz.</p> <p>b. Risk assessment was conducted through HIRARC based on the severity and the likelihood. HIRARC is consist of hazard identification (type of work activity, hazard & effect), Risk analysis (Existing risk control, likelihood, severity & risk) & Risk Control (Recommended control measures & PIC appointed are Staff or Executive).</p> <p>c. Awareness and training programme which included safe working practices and on observation of precautions had been established on both Rompin & Padang POMs. SOP addressed</p>	

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Criterion / Indicator	Assessment Findings	Compliance				
	<p>in Sin Thye Management Sdn Bhd's "Standard Operations Procedures for Palm Oil Mills", ver. 3.0, dated 2019 and addressed in "Manual Keselamatan & Kesihatan Pekerjaan" Chapter 9, 18,19 & 51.</p> <p>d. PPE issuance record was made available to the audit team. Latest issuance was made on 30.05.2020 to a workshop worker for cotton glove.</p> <p>e. Seong Thye Plantations had established Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labelling) Regulation 1997 and Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000. There were addressed in Sin Thye Management Sdn Bhd's, "Manual Keselamatan & Kesihatan Pekerja", dated 1/1/2019 which was established with reference to HIRARC, CHRA & SDS.</p> <p>f. The mill management has appointed Mr. Ihsan Sabri Bin Hariyanto as Occupational Safety & Health Committee Secretary. The appointment was made on 01st January 2020.</p> <p>g. The mill OSH committee has conducted 1st OSH meeting on 4th March 2020. The meeting was attended by 11 members with the absent of 4 members. Last year the committee managed to conduct 4 OSH meeting as below:</p> <table border="1" data-bbox="1133 1273 1868 1369"> <tbody> <tr> <td>1st meeting</td> <td>15.02.2019</td> </tr> <tr> <td>2nd meeting</td> <td>21.06.2019</td> </tr> </tbody> </table>	1 st meeting	15.02.2019	2 nd meeting	21.06.2019	
1 st meeting	15.02.2019					
2 nd meeting	21.06.2019					

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Criterion / Indicator		Assessment Findings		Compliance				
		<table border="1"> <tr> <td>3rd meeting</td> <td>18.09.2019</td> </tr> <tr> <td>4th meeting</td> <td>30.12.2019</td> </tr> </table> <p>Second meeting has yet to be conducted, due to MCO (Covid 19 pandemic).</p> <p>h. The company has established Manual Keselamatan & Kesihatan Pekerjaan Bahagian Ladang which cover 3 different area; flood, fire and emergency. The briefing was made to the workers on 05.05.2020 together with Policy Briefing, delivered by Mr. Ihsan Sabri and Mr. Muhammad Nurhafiz.</p> <p>i. The mill management has submitted their record of accident to Department of Safety and Health on 29th January 2020. Two accidents were recorded last year. Reference no: JKPP8/54243/2020.</p>	3 rd meeting	18.09.2019	4 th meeting	30.12.2019		
3 rd meeting	18.09.2019							
4 th meeting	30.12.2019							
Criterion 4.4.5: Employment conditions								
4.4.5.1	<p>The management shall establish a policy on good social practice regarding human rights in respect of industrial harmony. The policy shall be signed by the top management and communicated to the employees.</p> <p>- Major compliance -</p>	<p>The Social and Human Rights Policy is available in the office notice board signed by Mr. Goh Wei Lei, Executive Chairman dated 02.01.2019.</p> <p>At Rompin POM, the policy has been communicated to the workers through the morning muster on 26/02/2020 (attended by 58 workers) while at Padang POM it was communicated on 05/05/2020 to 63 workers. Records of attendance were available for verification.</p>		Yes				

Criterion / Indicator		Assessment Findings	Compliance
4.4.5.2	<p>The management shall not engage in or support discriminatory practices and shall provide equal opportunity and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics.</p> <p>- Major compliance -</p>	<p>The Social and Human Rights Policy is available in the office notice board signed by Mr. Goh Wei Lei, Executive Chairman dated 02.01.2019.</p> <p>It has mentioned that the company will not engage in or support discriminatory practices and shall provide equal opportunity and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics.</p>	Yes
4.4.5.3	<p>Management shall ensure that employees' pay, and conditions meet legal or industry minimum standards as per Collective Agreements. The living wage should be sufficient to meet basic needs and provide some discretionary income based on minimum wage.</p> <p>- Major compliance -</p>	<p>All pay, and condition meet the Minimum Wage Order 2019. Sighted the worker's pay slip for month of May, April, January 2020 as below:</p> <p>Rompin POM:</p> <ol style="list-style-type: none"> 1. Employee ID: 02131 2. Employee ID: 00028 3. Employee ID: 02204 4. Employee ID: 02206 5. Employee ID: 02279 <p>Padang POM:</p> <ol style="list-style-type: none"> 1. Passport No: B5791428 (Royman) 2. Passport No: B7007040 (Rianto). 3. Passport No: C5272598 (Diki Sanjaya) <p>OFI: The duration of employment contract for Nepalese workers is 3 years but was renewed annually and Indonesia workers is 2 years but was renewed annually.</p>	OFI
4.4.5.4	<p>Management should ensure employees of contractors are paid based on legal or industry minimum standards according to the</p>	<p>There are no contractor workers in Rompin Mill. However, in Padang Mill, there is 2 contractor workers hired. Sampled pay slip</p>	Yes

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Criterion / Indicator		Assessment Findings	Compliance
	employment contract agreed between the contractor and his employee. - Minor compliance -	on May, April, January 2020 are paid according to the Minimum wage order 2019 as below: 1. Passport No: BK0938417 (Emdadul Haque) 2. Passport No: 06543119 (Nil Kumar)	
4.4.5.5	The management shall establish records that provide an accurate overview of all employees (including seasonal workers and subcontracted workers on the premises). The records should contain full names, gender, date of birth, date of entry, a job description, wage and the period of employment. - Major compliance -	The overtime records in the punch card and there is monthly overtime report for each worker. The records of the worker details such as full name, gender and other information available in employee register kept in individual file and in the master list.	Yes
4.4.5.6	All employees shall be provided with fair contracts that have been signed by both employee and employer. A copy of employment contract shall be made available for each and every employee indicated in the employment records. - Major compliance -	The employment contract is available and signed by both employee and employer. Sampled of below worker's document: Rompin POM: 1. Employee ID: 02131 2. Employee ID: 00028 3. Employee ID: 02204 4. Employee ID: 02206 5. Employee ID: 02279 Padang POM: 1. Passport No: B5791428 (Royman) 2. Passport No: B7007040 (Rianto). 3. Passport No: C5272598 (Diki Sanjaya)	Yes

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Criterion / Indicator		Assessment Findings	Compliance
4.4.5.7	<p>The management shall establish a time recording system that makes working hours and overtime transparent for both the employees and employers.</p> <p>- Major compliance -</p>	<p>Rompin Mill has established the working hours and overtime as per employment contract as below: Working days and working hours: 8 hours and 6 days per week Overtime: According to Malaysia Labour Law as follows: On normal days: Salary X 1.5 On Sunday/rest days: Salary X 2.0 On Public Holidays: Salary X 3.0</p>	Yes
4.4.5.8	<p>The working hours and breaks of the individual worker indicated in the time records shall comply with legal regulations and collective agreements. Overtime shall be mutually agreed upon and shall meet the legal requirements applicable.</p> <p>- Major compliance -</p>	<p>The overtime given to the workers are within the legal standards which are not more than 104 hours/week days/month. Sampled of below worker's document:</p> <p>Rompin POM: 1. Employee ID: 02131 2. Employee ID: 00028 3. Employee ID: 02204 4. Employee ID: 02206 5. Employee ID: 02279</p> <p>Padang POM: 1. Passport No: B5791428 (Royman) 2. Passport No: B7007040 (Rianto). 3. Passport No: C5272598 (Diki Sanjaya)</p>	Yes
4.4.5.9	<p>Wages and overtime payment documented on the pay slips shall be in line with legal regulations and collective agreements.</p> <p>- Major compliance -</p>	<p>Wages and overtime were paid according to the Malaysian Labour Law and employment contract.</p>	Yes

Criterion / Indicator	Assessment Findings	Compliance
<p>4.4.5.10 Other forms of social benefits should be offered by the employer to employees, their families or community such as incentives for good work performance, bonus payment, support of professional development, medical care provisions and improvement of social surroundings.</p> <p>- Minor compliance -</p>	<p>Employer has provided the free accommodation, electricity and water supply, medical care in estate, transportation for worker's children to go to school.</p> <p>For special days/events, the contribution of meat 1kg/person for approximately 151 workers during Hari Raya Puasa Celebration 15/05/2020.</p>	<p>Yes</p>
<p>4.4.5.11 In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities.</p> <p>- Major compliance -</p>	<p>The workers are provided with free housing and electricity and water supply. The line site inspection was provided by the Hospital Assistant, Vijayan A/L Chinna with VMO (Rompin Mill). The inspection was done on weekly basis.</p> <p>Both Rompin Mill and Padang Mill also has conducted the water analysis for drinking water on 06/03/2020 (date sampled for Rompin Mill) and on 05.03.2020 (date sampled for Padang Mill & Estate). For Rompin Mill, the result showed that the total coliforms <6 MPN/100mL and e-coli is <1 MPN/100mL which is accordance with WHO 2017. The ECOLAB was recommended that Ladang Rompin POM to boil the water before drink and estate to do the disinfection to the pipeline before drink. The treated water is used to supply the labour quarters. Estate has already done the safety briefing on the clean water supply. The requirement of boiling the water and adequate chlorine dose is emphasized during the briefing on 30/03/2020 to all 32 workers.</p> <p>For Padang Mill, the result showed that total coliform ND<0.01 and e.coli ND<0.02 MPN/100mL.</p>	<p>Yes</p>

Criterion / Indicator		Assessment Findings	Compliance
4.4.5.12	The management shall establish a policy to prevent all forms of sexual harassment and violence at the workplace. - Major compliance -	Seong Thye Plantations Sdn Bhd has the Social and Human rights Policy, signed by Executive Chairman on 02.01.2019 which mention that they will provide workplace free of violence and sexual harassment whether directly or indirectly against all employees and stakeholders.	Yes
4.4.5.13	The management shall respect the right of all employees to form and join trade union and allow workers' own representative(s) to facilitate collective bargain in accordance with applicable laws and regulations. Employees shall be given freedom to join trade unions relevant to the industry or organize themselves for collective bargaining. Employees shall have the right to organize and negotiate their work conditions. Employees exercising this right should not be discriminated against or suffer repercussions. - Major compliance -	There is no restriction of worker to form any trade union or workers committee but none of them join any union. This is further confirmed during the stakeholder consultation.	Yes
4.4.5.14	Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation. - Major compliance -	Seong Thye Plantations Sdn Bhd has the Social and Human Rights Policy, signed by Executive Chairman on 02.01.2019 which mention that management will prohibit employment by coercion. Children and young persons shall not be employed or exploited, the minimum age shall comply with local, state and national legislation.	Yes
Criterion 4.4.6: Training and competency			
4.4.6.1	All employees and contractors shall be appropriately trained. A training programme shall include regular assessment of training needs and documentation, including records of training. - Major compliance -	The management of both Estates had planned, established and documented trainings which were to be carried out internally throughout the year 2019. The training was all employees, contractors and their employees. The trainings were on Safety and on SOP like Vehicle maintenance, SOP by Stations, Tool Box,	Yes

Criterion / Indicator		Assessment Findings	Compliance
		<p>Working at Heights, working in Confined Space, Chemical handling, etc.</p> <p>Sighted some training has been done by the mill management to the respective workers are as follows:</p> <ul style="list-style-type: none"> a. Training noise, 10/06/2020 b. Policy briefing, 05/05/2020 c. Hot & steam working area, 12/02/2020 	
4.4.6.2	<p>Training needs of individual employees shall be identified prior to the planning and implementation of the training programmes in order to provide the specific skill and competency required to all employees based on their job description.</p> <p>- Major compliance -</p>	<p><u>Rompin & Padang Palm Oil Mill</u></p> <p>Training need analysis for each worker has been established. From the training needs, they developed training program for the year 2020.</p>	Yes
4.4.6.3	<p>A continuous training programme shall be planned and implemented to ensure that all employees are well trained in their job function and responsibility in accordance to the documented training procedure.</p> <p>- Minor compliance -</p>	<p>Training program has been made available to the audit team. Sighted the training listed as follow:</p> <ul style="list-style-type: none"> a. Induction to new workers. b. Working at height safety training c. Hot and steam working area safety training d. LOTO system training. 	Yes
<p>4.5 Principle 5: Environment, natural resources, biodiversity and ecosystem services</p>			

Criterion / Indicator		Assessment Findings					Compliance					
Criterion 4.5.1: Environmental Management Plan												
4.5.1.1	<p>An environmental policy and management plan shall be in line with the relevant country and state environmental laws shall be established, effectively communicated and implemented.</p> <p>- Major compliance -</p>	<p><u>Rompin Palm Oil Mill</u></p> <p>Seong Thye Plantations Sdn Bhd has developed Environmental Policy on 2nd January 2019, which was endorsed by their Executive Chairman, Mr. Goh Wei Lei. The company is committed to implement the good practices in line with their objective.</p> <p>Two environmental meetings were conducted; first meeting was held on 5th March 2020, attended by 18 personnel and second meeting was held on 4th June 2020, attended by 20 personnel. The meeting minute was prepared by Ms. Maya Agustiyana (secretary) and approved by Mr. Siew Haw Shiun (chairman).</p> <p>Briefing on the sustainable policy was made on 26th February 2020, delivered by Mr. Sha'ari Md Esa (mill supervisor) all workers and staffs (58 personnel). Briefing record was sighted.</p> <p><u>Padang Palm Oil Mill</u></p> <p>Policy briefing was conducted on 05.05.2020, delivered by Mr. Ihsan Sabri and Mr. Muhammad Nurhafiz. Environmental management aspect impact analysis was made available to the audit team.</p> <table border="1"> <tr> <td>No</td> <td>Operation</td> <td>Env. Aspect</td> <td>Env. Impact</td> <td>Mitigation</td> </tr> </table>					No	Operation	Env. Aspect	Env. Impact	Mitigation	Yes
No	Operation	Env. Aspect	Env. Impact	Mitigation								

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Criterion / Indicator		Assessment Findings				Compliance						
		1	Fixing tractor	Oil leakage	Pollution to soil & water	Scheduled maintenance.						
		2	Boiler	Smoke emission	Air pollution	Maintenance multi dust cyclone collector						
		3	POME	Wastewater from POME	Water pollution	Performance and compliance monitoring.						
		4	Diesel tank	Oil spillage	Land pollution	Containment bund around the diesel tank.						
		5	Renewable energy	Shell and fibre used to fuel the turbine	Air pollution	Regular turbine maintenance.						
4.5.1.2	<p>The environmental management plan shall cover the following:</p> <p>a) An environmental policy and objectives;</p> <p>b) The aspects and impacts analysis of all operations</p> <p>- Major compliance -</p>	<p><u>Rompin Palm Oil Mill</u></p> <p>Environmental management plan was made available to the audit team. The plan was prepared by Ms. Maya Agustiyani Binti Abdullah, dated on 9th March 2020 and approved by Mr. Siew Haw Shiun. The plan also covers the environmental policy and objectives. Some of the aspects and impacts analysis of the operations are as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Operation</th> <th style="width: 33%;">Aspect</th> <th style="width: 33%;">Impact</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>				Operation	Aspect	Impact				Yes
Operation	Aspect	Impact										

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Criterion / Indicator		Assessment Findings			Compliance					
		EFB & Fibre Disposal	Smoke emission from heavy vehicle	Air & noise pollution & GHG						
		EFB Hopper	Leachate generated from EFB	Soil & water pollution						
		Loading ramp	Use of lubricant & hydraulic oil	Soil & water pollution.						
		Boiler House	Emission of GHG from burning at boiler	Air pollution						
		Effluent pond	Emission of methane gas	Odor pollution.						
		<p><u>Padang Palm Oil Mill</u></p> <p>Sighted the environmental management plan for Padang Palm Oil Mill.</p> <table border="1"> <thead> <tr> <th>Operation</th> <th>Aspect</th> <th>Impact</th> </tr> </thead> <tbody> <tr> <td>Recycle</td> <td>Control generation of an empty chemical container</td> <td>Pollution of soil and water</td> </tr> </tbody> </table>				Operation	Aspect	Impact	Recycle	Control generation of an empty chemical container
Operation	Aspect	Impact								
Recycle	Control generation of an empty chemical container	Pollution of soil and water								

Criterion / Indicator		Assessment Findings			Compliance												
		Repairing at the workshop	Engineering works done in workshop	Pollution of soil and water.													
		Diesel tank	Oil spillage from diesel tank	Pollution of land													
		Manuring	Fertilizer run off	Pollution of water													
4.5.1.3	<p>An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, implemented and monitored.</p> <p>- Major compliance -</p>	<p>Both Mills have implemented its environmental action plans, which was developed to mitigate negative impacts and improve positive impacts.</p> <p>The plans specify the responsible persons. Among the related plans sighted in the Rompin POM were as follow:</p> <table border="1"> <thead> <tr> <th>Operation</th> <th>Aspect</th> <th>Impact</th> <th>Mitigation</th> </tr> </thead> <tbody> <tr> <td>EFB & Fibre Disposal</td> <td>Smoke emission form heavy vehicle</td> <td>Air & noise pollution & GHG</td> <td>Maintenance every 500 hours for EFB tractor</td> </tr> <tr> <td>EFB Hopper</td> <td>Leachate generated from EFB</td> <td>Soil & water pollution</td> <td>Fully concrete for floor at EFB hopper.</td> </tr> </tbody> </table>			Operation	Aspect	Impact	Mitigation	EFB & Fibre Disposal	Smoke emission form heavy vehicle	Air & noise pollution & GHG	Maintenance every 500 hours for EFB tractor	EFB Hopper	Leachate generated from EFB	Soil & water pollution	Fully concrete for floor at EFB hopper.	Yes
Operation	Aspect	Impact	Mitigation														
EFB & Fibre Disposal	Smoke emission form heavy vehicle	Air & noise pollution & GHG	Maintenance every 500 hours for EFB tractor														
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Criterion / Indicator		Assessment Findings				Compliance											
		<table border="1"> <tr> <td>Loading ramp</td> <td>Use of lubricant & hydraulic oil</td> <td>Soil & water pollution.</td> <td>Sump construction to prevent lubricant & hydraulic oil leak to soil</td> </tr> <tr> <td>Boiler House</td> <td>Emission of GHG from burning at boiler</td> <td>Air pollution</td> <td>Install Electrostatic Precipitator for air pollution control device.</td> </tr> <tr> <td>Effluent pond</td> <td>Emission of methane gas</td> <td>Odor pollution.</td> <td>Effluent pond located far from residential area.</td> </tr> </table>	Loading ramp	Use of lubricant & hydraulic oil	Soil & water pollution.	Sump construction to prevent lubricant & hydraulic oil leak to soil	Boiler House	Emission of GHG from burning at boiler	Air pollution	Install Electrostatic Precipitator for air pollution control device.	Effluent pond	Emission of methane gas	Odor pollution.	Effluent pond located far from residential area.			
Loading ramp	Use of lubricant & hydraulic oil	Soil & water pollution.	Sump construction to prevent lubricant & hydraulic oil leak to soil														
Boiler House	Emission of GHG from burning at boiler	Air pollution	Install Electrostatic Precipitator for air pollution control device.														
Effluent pond	Emission of methane gas	Odor pollution.	Effluent pond located far from residential area.														
		<p>Service booklet for mill tractor was made available to the audit team during the audit program. The person in charge for the machine is Mr. Hamid</p> <p>ESP installation is put on hold due to the pandemic Covid 19 and will resume in 2021.</p>															

Criterion / Indicator		Assessment Findings	Compliance
4.5.1.4	A programme to promote the positive impacts should be included in the continual improvement plan. - Minor compliance -	Programmes to promote positive impacts had been included in the continual improvement plan of both Mills.	Yes
4.5.1.5	An awareness and training programme shall be established and implemented to ensure that employees understand the policy, objectives and management plans and are working towards achieving objectives. - Major compliance -	Communications to the employees were through training sessions and briefings at muster grounds. The latest trainings in relation to environment were conducted on 01.04.2019 for 209 participants (Rompin Estate/Mill) and on 26.03, 18.04 & 15.05.2019 for 89 participants (Padang Estate/Mill) It was also disseminated to internal and stakeholders.	Yes
4.5.1.6	The management shall organize regular meetings with workers where concerns of workers about the environmental quality are discussed. - Major compliance -	<p><u>Rompin Palm Oil Mill</u></p> <p>Seong Thye Plantations Sdn Bhd has developed Environmental Policy on 2nd January 2019, which was endorsed by their Executive Chairman, Mr. Goh Wei Lei. The company is committed to implement the good practices in line with their objective.</p> <p>Two environmental meetings were conducted; first meeting was held on 5th March 2020, attended by 18 personnel and second meeting was held on 4th June 2020, attended by 20 personnel. The meeting minute was prepared by Ms. Maya Agustian (secretary) and approved by Mr. Siew Haw Shiun (chairman). Among the agenda discuss during the meeting are as follows:</p> <ol style="list-style-type: none"> a. The suspension letter of schedule waste collection due to Movement Control Order was submitted to the Department of Environmental. b. Electrostatic precipitator will be installed in early 2021. 	Yes

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Criterion / Indicator		Assessment Findings	Compliance												
		<p><u>Padang Palm Oil Mill</u></p> <p>The mill management has conducted a meeting to discuss on the environmental issue on 13th May 2020, attended by 18 members. Among the agenda discussed during the meeting were:</p> <ul style="list-style-type: none"> a. Environment: Palm oil mill effluent b. Environment: Clean air treatment. 													
Criterion 4.5.2: Efficiency of energy use and use of renewable energy															
4.5.2.1	<p>Consumption of non-renewable energy shall be optimized and closely monitored by establishing baseline values and trends shall be observed within appropriate timeframe. There should be a plan to assess the usage of non-renewable energy including fossil fuel, electricity in the operations over the base period</p> <p>- Major compliance -</p>	<p>Consumption of non-renewable energy was closely monitored by the management. Sighted the diesel usage record for 2019 and 2020.</p> <p>Consumption of non-renewable energy, Diesel, Petrol & Electricity, was monitored by both Estates. Records of diesel, petrol and electricity utilized were maintained and monitored. Sighted the diesel used in Padang Complex (Estate & Mill).</p> <p>Diesel Consumption.</p> <table border="1"> <thead> <tr> <th>Item</th> <th>2019</th> <th>2020 (as at May)</th> </tr> </thead> <tbody> <tr> <td>Diesel Used</td> <td>199735</td> <td>52502</td> </tr> <tr> <td>MT/FFB</td> <td>15806</td> <td>8273</td> </tr> <tr> <td>Baseline</td> <td>12.637</td> <td>6.35</td> </tr> </tbody> </table> <p>Electricity sources comes from either TNB (Rompin POM) or boiler operation. As for the residential area, the supply is from TNB whilst for mill operation, the main supply is from the boiler and TNB.</p>	Item	2019	2020 (as at May)	Diesel Used	199735	52502	MT/FFB	15806	8273	Baseline	12.637	6.35	Yes
Item	2019	2020 (as at May)													
Diesel Used	199735	52502													
MT/FFB	15806	8273													
Baseline	12.637	6.35													

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Criterion / Indicator		Assessment Findings	Compliance
4.5.2.2	The oil palm premises shall estimate the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations. This shall include fuel use by contractors, including all transport and machinery operations. - Major compliance -	The estimation of the direct usage of non-renewable is tabulated in their annual budget. This is including the estimation of diesel, water, petrol and electric supply. Sighted the annual budget report year 2020 for both complex.	Yes
4.5.2.3	The use of renewable energy should be applied where possible. - Minor compliance -	Empty fruit bunch and solar system are used in the compound. EFB is used to fuel up the boiler whilst the solar system is used to supply electricity to post guard.	Yes
Criterion 4.5.3: Waste management and disposal			
4.5.3.1	All waste products and sources of pollution shall be identified and documented. - Major compliance -	The company has established waste management procedure. They have identified 4 type of waste which are schedule waste, domestic waste, industry waste and solid waste.	Yes
4.5.3.2	A waste management plan shall be developed and implemented, to avoid or reduce pollution. The waste management plan should include measure for: a) Identifying and monitoring sources of waste and pollution. b) Improving the efficiency and recycling potential of mill by-products by converting them into value-added products. - Major compliance -	The mill management has developed a waste management procedure and plan. However, the plan was found insufficient in addressing the action taken to avoid or reduce pollution. Domestic waste disposed in the landfill inside the estate compound whilst the schedule waste is disposed thru licensed contractor. The management fully utilize their by-products such as empty fruit bunch by converting them into land application for moisture conserve.	Yes

Criterion / Indicator		Assessment Findings	Compliance												
4.5.3.3	<p>The palm oil mill management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environmental Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe handling, storage and disposal. Scheduled waste shall be disposed as per Environmental Quality Act 1974 (Scheduled Waste) Regulations, 2005</p> <p>- Major compliance -</p>	<p>Standard Operating Procedure for handling of used chemicals that are classified under Environment Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe handling, storage and disposal had been addressed in the Procedure Stor Penyimpanan Barang Terjadual.</p> <p>The disposal records were made available and reviewed by the audit team.</p>	Yes												
4.5.3.4	<p>Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourse.</p> <p>- Minor compliance -</p>	Domestic waste disposed at landfill in the estate compound.	Yes												
Criterion 4.5.4: Reduction of pollution and emission															
4.5.4.1	<p>An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, particulate and soot emissions, scheduled wastes, solid wastes and effluent.</p> <p>- Major compliance -</p>	<p><u>Padang Palm Oil Mill</u></p> <p>Greenhouse gas Management Plan 2020 was made available to the audit team. The plan is combined with estate and mill. Among the sources of GHG assessed are:</p> <table border="1"> <thead> <tr> <th>No</th> <th>Sources of GHG</th> <th>Impact</th> <th>Action Taken</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Emission of GHG from nitrogen fertilizer usage</td> <td>Contributes to global warming</td> <td>Following recommendation from agronomist</td> </tr> <tr> <td>2</td> <td>Emission from generation of electrical supply</td> <td>Global warming</td> <td>Ensure regular maintenance</td> </tr> </tbody> </table>	No	Sources of GHG	Impact	Action Taken	1	Emission of GHG from nitrogen fertilizer usage	Contributes to global warming	Following recommendation from agronomist	2	Emission from generation of electrical supply	Global warming	Ensure regular maintenance	Yes
No	Sources of GHG	Impact	Action Taken												
1	Emission of GHG from nitrogen fertilizer usage	Contributes to global warming	Following recommendation from agronomist												
2	Emission from generation of electrical supply	Global warming	Ensure regular maintenance												

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Criterion / Indicator		Assessment Findings				Compliance
		3	Emission from boiler for electrical and steam supply	Global warming	Ensure regular maintenance	
		4	Emission from effluent systems	Global warming	Use biogas system to trap methane gas as fuel	
4.5.4.2	An action plan to reduce identified significant pollutants and emissions shall be established and implemented. - Major compliance -	Action plan to reduce identified significant pollutants and emission has been identified in the environmental management plan. Sighted the record of tractor maintenance which was done on regular basis (working hour).				Yes
4.5.4.3	Palm oil mill effluent (POME) shall be treated to ensure compliance with standards as stipulated in the relevant Environmental Quality (Prescribed Premises) (Crude Palm Oil) Regulations 1977. POME discharge limits and method should be in accordance with the respective state and national policies and regulations. - Major compliance -	POME performance monitoring was conducted in weekly basis. Sighted the lab test report conducted by Nalco Industrial Services Malaysia Sdn Bhd. The latest lab report was received on 26 th March 2020. The time gap between March until May 2020 is due to mill halt their operation due to Movement Control Order. Record for Sistem Pengolahan Efluen was made available to the audit team.				Yes
Criterion 4.5.5: Natural water resources						
4.5.5.1	The management shall establish water management plans to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include: a) Assessment of water usage and sources.	The mill management has established water management plan in order to maintain good quality and availability of natural water resources. Water management plan for both complexes has been made available and reviewed during the audit session				Yes

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Criterion / Indicator		Assessment Findings	Compliance
	b) Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the mill's current activities. c) Ways to optimize water and nutrient usage and reduce wastage (e.g. having in place systems for re-use, night application, maintenance of equipment to reduce leakage, collection of rainwater, etc.). - Major compliance -	Water consumption assessment record was made available to the audit team. a. Water sampling was conducted once a year. 6 samples taken from 6 different points and sent to Allied Chemists Laboratory Sdn Bhd, Johor. b. Among the action plan taken to optimize the water consumption are regular piping maintenance, continuous education to the workers and monitoring.	
4.5.5.2	Where open discharge of POME into water course is practiced, mills should undertake to gradually phase it out in accordance to the applicable state or national regulations. - Major compliance -	<u>Rompin Palm Oil Mill</u> POME discharged by the Rompin Mill is accordance with the Jadual Pematuhan at 640 m3 per day. Total for discharged in May 2020 is 768 m3. <u>Padang Palm Oil Mill</u> POME was discharged for the land application (furrow system) in Padang Estate.	Yes
4.6 Principle 6: Best Practices			
Criterion 4.6.1: Mill Management			
4.6.1.1	Standard operating procedures shall be appropriately documented and consistently implemented and monitored. - Major compliance -	Seong Thye Plantations Sdn Bhd had established and documented the Standard Operations Procedures for Palm Oil Mills, ver. 3.0, dated 2019. The Sections covered were: i) Mill Processing Operations. ii) Operations of Process Machinery & Equipment iii) Mill Maintenance & Upkeeping iv) Chemicals Safety.	Yes

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Criterion / Indicator		Assessment Findings	Compliance
		The SOPs were consistently implemented and monitored via monthly progress & production reports, report accounts and by visits by Chief Operating Officer & Chief Engineer.	
4.6.1.2	All palm oil mills shall implement best practices. - Major compliance -	Both palm oil mills have implemented best management practices in their premises and consistently monitored their daily operations.	Yes
Criterion 4.6.2: Economic and financial viability plan			
4.6.2.1	A documented business or management plan shall be established to demonstrate attention to economic and financial viability through long-term management planning. - Major compliance -	Documented Business plan/budget were available on both Estates for 2020. Attention was given to cpo projection, cost of production, cost per ton and per hectare. The cost of production was reviewed and compared against expenditure each year with projections in place for future years.	Yes
Criterion 4.6.3: Transparent and fair price dealing			
4.6.3.1	Pricing mechanisms for the products and other services shall be documented and effectively implemented. - Major compliance -	The monthly prices of Palm Oil Products traded in monthly (RM/tonne) is available and in accordance with MPOB. Sighted for May 2020, the price of FFB sold is following the MPOB monthly OER and KER price which is RM 2072.50 for CPO (Peninsular Malaysia average) and RM 1231.00 for PK (Peninsular Malaysia average).	Yes
4.6.3.2	All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner. - Major compliance -	Rompin Mill & Padang Mill received the FFB from outside crop. Rompin Mill: Verified the FFB Purchase letter for XXX Oil Palm Trading, dated 15 January 2020 where the OER and KER are flexible and subject to grading and the credit note no: FFB/863 dated 31.05.2020 for RM 58,xxx.xx. Padang Mill:	Yes

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Criterion / Indicator		Assessment Findings	Compliance
		Verified the FFB Purchase letter for XXX Enterprise Sdn Bhd, dated 01 January 2020 where the OER and KER are flexible and subject to grading and the credit note no: STPK/PCN/48 dated 30.04.2020 for RM 926.15.	
Criterion 4.6.4: Contractor			
4.6.4.1	In case of the engagement of contractors, they shall be made to understand the MSPO requirements and shall provide the required documentation and information. - Major compliance -	In Rompin Mill sampled the transporter, Sing Chuan Aik Transport Sdn Bhd. Rompin Mill has included the requirement for the transporter to comply with the company's MSPO and safety and health standards and requirements in the transport agreement dated 01/01/2020. In Padang Mill, sampled Teo Tuan Kwee Sdn Bhd to providing transport services for inter alia agriculture industry. Sampled the payment of RM 1,567.98 MBB cheque dated 18/06/2020.	Yes
4.6.4.2	The management shall provide evidence of agreed contracts with the contractor. - Major compliance -	The agreement between Sing Chuan Aik Transport Sdn Bhd and Teo Tuan Kwee Sdn Bhd are available signed on 01.01.2020 for one year.	Yes
4.6.4.3	The management shall accept MSPO approved auditors to verify the assessments through a physical inspection, if required. - Minor compliance -	Rompin Mill & Padang Mill has included the requirement for the transporter to allow the company and its assigned third parties to interview members of the workforce and inspect the transporter's premises, for assurance of compliance with the company's requirements, including the MSPO standards in the transport agreement dated 01/01/2020.	Yes

MS 2530-3:2013 Malaysian Sustainable Palm Oil (MSPO) Part 3: General principles for Plantations and Organized Smallholders

Criterion / Indicator		Assessment Findings	Compliance
4.1 Principle 1: Management commitment & responsibility			
Criterion 4.1.1 – Malaysian Sustainable Palm Oil (MSPO) Policy			
4.1.1.1	A policy for the implementation of MSPO shall be established. - Major compliance -	The sustainability policy for Seong Thye Plantations Sdn Bhd is available and published in office, clinic and laboratory. The policy was signed by Mr Goh Wei Lei, Executive Chairman dated 02.01.2019	Yes
4.1.1.2	The policy shall also emphasize commitment to continual improvement. - Major compliance -	The policy has emphasized to continuously review and improve operations with respect to social, environmental and economic sustainability, guided by the principles of MSPO and best practices referenced by our industry.	Yes
Criterion 4.1.2 – Internal Audit			
4.1.2.1	Internal audit shall be planned and conducted regularly to determine the strong and weak points and potential area for further improvement. - Major compliance -	The internal audit has been planned annually as per MSPO Internal Audit Procedure MSPO-P1-C2, revisions 1.01, STM Sdn Bhd dated 30.08.2018. The audit planned and conducted for Ladang Rompin POM was on 11/03/2020 and for Padang Estate & Mill, the internal audit has been conducted on 12/03/2020.	Yes
4.1.2.2	The internal audit procedures and audit results shall be documented and evaluated, followed by the identification of strengths and root causes of nonconformities, in order to implement the necessary corrective action. - Major compliance -	MSPO Internal Audit Procedure MSPO-P1-C2, revisions 1.01, STM Sdn Bhd dated 30.08.2018 was available. OFI: The Internal Audit Procedure has no clear timeframe for non-conformity raised to be closed. The timeframe to close an NC is different for each non-conformity raised based on HQ's advice.	OFI

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Criterion / Indicator		Assessment Findings	Compliance
4.1.2.3	Report shall be made available to the management for their review. - Major compliance -	Internal audit report is available during the audit as below: 1. Rompin Estate: 11/03/2020. 2. Viva Estate: 13/11/2019. 3. Padang Estate: the internal audit has been conducted on 12/03/2020.	Yes
Criterion 4.1.3 – Management Review			
4.1.3.1	The management shall periodically review the continuous suitability, adequacy and effectiveness of the requirements for effective implementation of MSPO and decide on any changes, improvement and modification. - Major compliance -	The MSPO Procedure for Management Review is available for initial release with procedure explanation from preparation of Management Review Meeting, submission of Management Review Agenda until end. Management review is planned annually and shall be attended by the top management team. The management review was conducted for MSPO in both Rompin Mill & Estate (12/06/2020 attended by 7 people) and Padang Mill & Estate (12/06/2020 attended by 4 people). Among the agenda discussed are: 1. Review action from previous meetings. 2. Review the suitability of the Policies. 3. 2020 Internal Audit review of findings. 4. Review process performance and product conformity including suitability and achievement of the quality objectives and other measures. 5. Review feedback from customers and other interested parties.	Yes

Criterion / Indicator	Assessment Findings	Compliance																								
Criterion 4.1.4 – Continual Improvement																										
4.1.4.1	<p>The action plan for continual improvement shall be based on consideration of the main social and environmental impact and opportunities of the company.</p> <p>- Major compliance -</p> <p><u>Rompin Estate</u></p> <p>The estate management has established Continual Improvement Plan, prepared by Mr. Raja Mohd Saifuldin (AM) and approved by Mr. Siew Haw Siun (Estate Manager). The plan covers the social, environment impact and opportunities to the company.</p> <table border="1" data-bbox="1048 743 1868 1378"> <thead> <tr> <th>No</th> <th>Task</th> <th>Responsibility</th> <th>Plan Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>To refurbish old labor quarters.</td> <td>Estate Manager</td> <td>On going</td> </tr> <tr> <td>2</td> <td>Provide PPE for workers</td> <td>Estate Manager</td> <td>On going</td> </tr> <tr> <td>3</td> <td>Increase the number of fire extinguisher</td> <td>Estate Manager</td> <td>20/05/2021</td> </tr> <tr> <td>4</td> <td>SW404 dispose thru Kualiti Alam and SW409 sent out to license buyer as recycle waste</td> <td>Estate Manager</td> <td>On going</td> </tr> <tr> <td>5</td> <td>Increase number of rubbish bin within quarters area</td> <td>Estate Manager</td> <td>On going</td> </tr> </tbody> </table>	No	Task	Responsibility	Plan Date	1	To refurbish old labor quarters.	Estate Manager	On going	2	Provide PPE for workers	Estate Manager	On going	3	Increase the number of fire extinguisher	Estate Manager	20/05/2021	4	SW404 dispose thru Kualiti Alam and SW409 sent out to license buyer as recycle waste	Estate Manager	On going	5	Increase number of rubbish bin within quarters area	Estate Manager	On going	<p>Yes</p>
No	Task	Responsibility	Plan Date																							
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5	Increase number of rubbish bin within quarters area	Estate Manager	On going																							

Criterion / Indicator		Assessment Findings				Compliance
		6	Replace old dustbin to new dustbin.	Estate Manager	On going	
4.1.4.2	The company shall establish a system to improve practices in line with new information and techniques or new industry standards and technology (where applicable) that are available and feasible for adoption. - Major compliance -	The company has established a training program to improve practices in line with new information and techniques. This program will disseminate the information throughout the workforce.				Yes
4.1.4.3	An action plan to provide the necessary resources including training, to implement the new techniques or new industry standard or technology (where applicable) shall be established. - Major compliance -	Training plan for 2020 was established in order to improve the knowledge of the workers in various aspects covering best practice, safety and environment.				Yes
4.2 Principle 2: Transparency						
Criterion 4.2.1 – Transparency of information and documents relevant to MSPO requirements						
4.2.1.1	The management shall communicate the information requested by the relevant stakeholders in the appropriate languages and forms, except those limited by commercial confidentiality or disclosure that could result in negative environmental or social outcomes. - Major compliance -	The management has communicated the information to the stakeholder through the invitation to join the stakeholder meeting on 27 November 2019 (internal stakeholder) and 18 September 2019 (external stakeholder) for Ladang Viva and on 10 May 2020 (internal stakeholder) and 17 March 2020 (external stakeholder) for Ladang Rompin POM. In Ladang Viva, there was 7 external stakeholders attended. For Ladang Rompin, the invitation to join the stakeholders meeting was sent on 14 Feb 2020 to 18 external stakeholders through letter.				Yes

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Criterion / Indicator		Assessment Findings	Compliance
		<p>The stakeholders attended are Orang Asli representative and neighbouring estates, (2 attendees due to Malaysian Movement Control effective on 18 March 2020).</p> <p>In Padang Mill and Estate, the stakeholder meeting has been conducted on 05/03/2020 (internal stakeholder) attended by 18 attendees and 24/04/2020 (external stakeholder) attended by 28 attendees. The external stakeholders have been e-mailed by Padang Mill and Estate on the communication remotely due to Movement Control Order (18/03/2020 – 09/06/2020). There are letters of acceptance received by the stakeholders and no complaint raised.</p>	
4.2.1.2	<p>Management documents shall be publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.</p> <p>- Major compliance -</p>	<p>Management has made the documents public as per List of Public Documents available for MSPO Stakeholder Inspection, Doc No: MSPO-P2-C1 Version Control 1 dated 01 January 2019.</p> <p>Among the public document shared are:</p> <ol style="list-style-type: none"> 1. All MSPO policies and licenses 2. Safety and health plan 3. Plans and impact assessment relating to social impact 4. Plans and impact assessment relating to environment impact 5. Pollution prevention plan 6. Records of complaints and grievances 7. Continual Improvement Plan 8. Others 	Yes
Criterion 4.2.2 – Transparent method of communication and consultation			
4.2.2.1	<p>Procedures shall be established for consultation and communication with the relevant stakeholders.</p> <p>- Major compliance -</p>	<p>The Stakeholder Communication & Consultation Procedure is available and refer to the document: REF No: MSPO-P2-C2, dated 08.05.2019. The SOP is covering from inform, consult, engage the stakeholders and resolution. The information could be disseminated through:</p> <ol style="list-style-type: none"> 1. Fact sheet 	Yes

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Criterion / Indicator		Assessment Findings	Compliance
		2. Verbal communication e.g.: phone call, door knocks 3. Letter 4. Email 5. Brochures	
4.2.2.2	A management official should be nominated to be responsible for issues related to Indicator 1 at each operating unit. - Minor compliance -	In Rompin Mill, the appointed person in charge for social and environmental MSPO committee Officer, Raja Mohd Saifudin Bin Raja Mamat dated 01/01/2020 and in Padang Estate, the person appointed is Mr. Pang Hau Chin as per appointment letter dated 01/01/2019 signed by Estate manager.	Yes
4.2.2.3	List of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders should be properly maintained. - Major compliance -	Stakeholder list for both estates is available from various background, which are MPOB, Orang Asli representative, contractors & suppliers, neighbouring estates, etc. The list is updated as at 01/02/2020 (Rompin Estate), 18/09/2019 (Viva Estate) and 24 April 2020 (Padang Estate).	Yes
Criterion 4.2.3 – Traceability			
4.2.3.1	The management shall establish, implement and maintain a standard operating procedure to comply with the requirements for traceability of the relevant product(s). - Major compliance -	The Traceability procedure namely Survey of Workflow for Traceability, version 1, revision 1.01 dated 30.08.2018 is available from planting to CPO/PK dispatch. The following information is available in the weighbridge ticket and/or DO for FFB supplied from Rompin Estate (Ticket No: S013574 date 31/03/2020), Viva Estate (00141832 date: 26/04/2020), Padang Estate (204387 date 30/05/2020). - Date of weighing - Gross/tare/net weight	Yes

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Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> - Contract no. (e.g. Long Term 05/19) - Weighbridge ticket no. - Description of content (CPO or PK) - Vehicle no. - Name of driver (in DO) - Time in & out - Seal No. - MPOB form (ref. To seal No. and DO no.) - MSPO certificate no and validity: MSPO 712227 (25/06/2024) 	
4.2.3.2	<p>The management shall conduct regular inspections on compliance with the established traceability system.</p> <p>- Major compliance -</p>	<p>For Rompin Mill & Padang Mill, the management has made the check on the traceability from planting to CPO/PK dispatch through PIMS system. Sighted the check conducted on 05.09.2018 by the respective Estate Managers cum Mill Engineers.</p>	Yes
4.2.3.3	<p>The management should identify and assign suitable employees to implement and maintain the traceability system.</p> <p>- Minor compliance -</p>	<p>The traceability MSPO Committee Officer is Ms Kanageswary on 01.01.2020 (Rompin Estate) and Mr Choong Jing Hui (Padang Mill) on 01.01.2019. Among the roles and responsibility are:</p> <ol style="list-style-type: none"> 1. Keep abreast of changes to relevant MSPO requirement 2. Review relevant MSPO requirement. 3. Review compliance in fact and in documentation 	Yes
4.2.3.4	<p>Records of sales, delivery or transportation of FFB shall be maintained.</p> <p>- Major compliance -</p>	<p>Both estates keep the record of the storage, sales and delivery of FFB. Verified the FFB Purchase offer letter to XXX Oil Palm Trading Sdn Bhd, dated 15 January 2020 where the OER and KER are flexible and subject to grading and the credit note no: FFB/863 dated 31/05/2020 for RM 58,329.45.</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
		In Padang Estate, verified the FFB Purchase offer letter to XXX Trading Sdn Bhd dated 01.01.2019 and cash payment voucher Dr no: 12/5, dated 05/05/2020 for RM 18,482.63.	
4.3 Principle 3: Compliance to legal requirements			
Criterion 4.3.1 – Regulatory requirements			
4.3.1.1	All operations are in compliance with the applicable local, state, national and ratified international laws and regulations. - Major compliance -	<p>Licenses and permit which comply to the laws and regulations were made available to the audit team. A mechanism to track down the expiry date of each permits and license has been developed and well monitored by the estate management. Sight some of the permits and license as below:</p> <ul style="list-style-type: none"> a. MPOB license for Ladang Rompin expired on 30.06.2020, reference no: 502448202000. A renewal letter submitted to the authority was sighted and confirmed. b. Permit form Suruhanjaya Tenaga Malaysia expired on 19.12.2020, reference no: PKN(P)00382001 Pemasang Persendirian 2019/0392. c. Permit from KPDN & HEP for petrol, diesel and fertilizer expired on 29.01.2021, reference no: PHG/RPN/043/95 <p>Padang Estate: Marniati (Passport No: AU530291) was employed on 17/10/2019 however there is no SOCSO contribution made for her from October 2019 until June 2020 by employer. This is further verified with SOCSO</p>	Major non-conformity

Criterion / Indicator		Assessment Findings	Compliance
		<p>Officer Putrajaya (Mr. Farihan) as per requirement in Pekeliling Majikan Bil. 3, Tahun 2018, Akta Keselamatan Sosial Pekerja 1969, Peralihan Pampasan Kemalangan Pekerja Asing Daripada Skim Pampasan Pekerja Asing (SPPA), Jabatan Tenaga Kerja Kepada Skim Bencana Kerja PERKESO (SBKP): clause 2.2 Mulai 1 Januari 2019, pampasan kemalangan pekerja asing adalah diambil alih oleh PERKESO melalui peruntukan Akta Keselamatan Sosial Pekerja 1969 (Akta 4) yang hanya meliputi Skim Bencana Kerja sahaja.</p> <p>Hence, major NC is raised.</p>	
4.3.1.2	<p>The management shall list all laws applicable to their operations in a legal requirement register.</p> <p>- Major compliance -</p>	<p><u>Rompin / Viva / Padang Estate</u></p> <p>The Company has established and updated list of applicable laws and regulations that are applicable for the estate and mill operation. The legal register is prepared by Sin Thye Management (HQ).</p> <p>It includes the following:</p> <ol style="list-style-type: none"> 1. Occupational Safety and Health Act 1994 2. Pesticides Act 1974 (Act 149) 3. Fire Service Act, 1984 4. Environmental Quality Act 1974 5. Workers' Minimum Standards of Housing and Amenities Act 1990 6. Employment Act 1955 7. Employee Provident Fund Act 1991 8. Employees Social Security Act 1969 9. National Wage Consultative Council Act 2011, Minimum Wages Order 2018 	Yes

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Criterion / Indicator		Assessment Findings	Compliance									
4.3.1.3	The legal requirements register shall be updated as and when there are any new amendments or any new regulations coming into force. - Major compliance -	Any amendments or new regulations coming into force will be updated by the Sin Thye Management team at headquarter level.	Yes									
4.3.1.4	The management should assign a person responsible to monitor compliance and to track and update the changes in regulatory requirements. - Minor compliance -	PIC to monitor status of compliance – Mr Lim Kim Tong (Legal Officer – based in Rompin Estate). The legal register was used as the document to monitor on compliance on legal requirements.	Yes									
Criterion 4.3.2 – Lands use rights												
4.3.2.1	The management shall ensure that their oil palm cultivation activities do not diminish the land use rights of other users. - Major compliance -	There are valid land titles belonged to Seong Thye Plantations Sdn Bhd for both estates. The palm oil mill did not diminish the land use rights of other users.	Yes									
4.3.2.2	The management shall provide documents showing legal ownership or lease, history of land tenure and the actual use of the land. - Major compliance -	<p><u>Rompin Estate</u></p> <p>Quit rent for Ladang Rompin was made available to the audit team. The receipt was dated on 31st January 2020.</p> <table border="1"> <thead> <tr> <th>No Milik</th> <th>No Lot</th> <th>Quit Rent</th> </tr> </thead> <tbody> <tr> <td>00005330</td> <td>0005082</td> <td>RM728,400</td> </tr> <tr> <td>00005468</td> <td>0003244</td> <td>RM201,508</td> </tr> </tbody> </table>	No Milik	No Lot	Quit Rent	00005330	0005082	RM728,400	00005468	0003244	RM201,508	Yes
No Milik	No Lot	Quit Rent										
00005330	0005082	RM728,400										
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Criterion / Indicator		Assessment Findings			Compliance												
		00001321	0002663	RM126													
		<p><u>Viva Estate</u></p> <p>This estate has 20 land title. Some of the quit rent for Ladang Viva was made available to the audit team. The receipt was dated on 31st January 2020.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">No Milik</th> <th style="text-align: center;">No Lot</th> <th style="text-align: center;">Quit Rent</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">00060007</td> <td style="text-align: center;">00002293</td> <td style="text-align: center;">RM1250</td> </tr> <tr> <td style="text-align: center;">00098151</td> <td style="text-align: center;">00002289</td> <td style="text-align: center;">RM1250</td> </tr> <tr> <td style="text-align: center;">00098152</td> <td style="text-align: center;">00002290</td> <td style="text-align: center;">RM1250</td> </tr> </tbody> </table> <p><u>Padang Estate</u></p> <p>Land title was made available to the audit team. Total land hectarage is 2226 ha, No Hak Milik: 37218, Lot No: 3222.</p> <p>Sighted the quit rent paid in 2020.</p>			No Milik	No Lot	Quit Rent	00060007	00002293	RM1250	00098151	00002289	RM1250	00098152	00002290	RM1250	
No Milik	No Lot	Quit Rent															
00060007	00002293	RM1250															
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00098152	00002290	RM1250															
4.3.2.3	<p>Legal perimeter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable.</p> <p>- Major compliance -</p>	<p>Based on the site visit at boundary between the estates and neighboring compound, the methods of boundary demarcation were using concrete pegs, boundary trenching and field roads</p> <p>Boundary stone was sighted during the sight visit.</p>			Yes												

Criterion / Indicator		Assessment Findings	Compliance
4.3.2.4	Where there are, or have been, disputes, documented proof of legal acquisition of land title and fair compensation that have been or are being made to previous owners and occupants; shall be made available and that these should have been accepted with free prior informed consent (FPIC). - Minor compliance -	So far, there is no dispute with the stakeholder in regards of land usage.	Yes
Criterion 4.3.3 – Customary rights			
4.3.3.1	Where lands are encumbered by customary rights, the company shall demonstrate that these rights are understood and are not being threatened or reduced. - Major compliance -	There is no customary rights land in both estates.	Yes
4.3.3.2	Maps of an appropriate scale showing extent of recognized customary rights land, if any, should made available. - Minor compliance -	There is no customary rights land in both estates.	Yes
4.3.3.3	Negotiation and FPIC shall be recorded and copies of negotiated agreements should be made available. - Major compliance -	There is no customary rights land in both estates.	Yes
4.4 Principle 4: Social responsibility, health, safety and employment condition			
Criterion 4.4.1: Social Impact Assessment (SIA)			
4.4.1.1	Social impact should be identified and plans are implemented to mitigate the negative impacts and promote the positive ones.	Social Impact Assessment (SIA) has been conducted in 17/03/2020, which participated by both 35 internal and 2 external stakeholders for Rompin POM and Estate. For Viva Estate, the SIA has been conducted	Yes

Criterion / Indicator	Assessment Findings	Compliance
<p>- Minor compliance -</p>	<p>on 09/11/2019 which participated by both 4 internal and 7 external stakeholders. Among the stakeholders consulted were workers, contractors, surrounding villages & neighbouring estates. The method of assessment was by conducting a stakeholders meeting and utilization of SIA Questionnaires. Thereafter, the impacts identified were registered in the Social Impact Assessment Plan.for establishment of resolution/action. It mitigates the negative concerns and promote the positive impacts/</p> <p>Sighted sample as below:</p> <p>Rompin Estate:</p> <ol style="list-style-type: none"> 1. External: Soon Lee Earthworks & Trading Sdn Bhd. 2. External: Mat Bin Chantek (Tok Batin-Rancangan Perumahan Semula Kedaik). <p>Viva Estate:</p> <ol style="list-style-type: none"> 1. Internal: Zulkarnaen 2. Internal: Abdulsukur 3. External: ILP Mersing. 4. External: Lee Beng Loon (Fatt Kee) <p>Padang Estate:</p> <ol style="list-style-type: none"> 1. External: Yusri Bin Abdullah (Tok Batin’s representative-Kampung Orang Asli Sungai Peroh). No issue raised. 2. External: Rosleen Binti Salleh (Head Mistress-SK Ladang Mutiara). No issue raised. 3. Internal: housing facilities: electrical appliances (fan and 	

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Criterion / Indicator		Assessment Findings	Compliance
		lighting faulty at the labour line) and main street light for workshop was faulty. Mitigation measure: Estate management will schedule the maintenance work to be carry out in 3 months' time (PIC: Tay Tong Yeak) deadline July 2020.	
Criterion 4.4.2: Complaints and grievances			
4.4.2.1	A system for dealing with complaints and grievances shall be established and documented. - Major compliance -	There is procedure for Grievance & Complaints Handling Procedure Version control 1.00, revisions: 1.01 dated 26 August 2018 revised 08 May 2019 available and implemented.	Yes
4.4.2.2	The system shall be able to resolve disputes in an effective, timely and appropriate manner that is accepted by all parties. - Major compliance -	According with the procedure as in 4.4.2.1, the timeframe to close the complaint is based on criticality table and will settled not more than 14 days. Based on the complaint form records, there were 7 from internal and 0 from external for Ladang Rompin POM and Viva Estate. All the complaints were addressed in timely manner and acknowledged by the complainants.	Yes
4.4.2.3	A complaint form should be made available at the premises, where employees and affected stakeholders can make a complaint. - Minor compliance -	Grievances/complaint form available in office. Sighted the complaint record are related to housing repairs and no other complaints received.	Yes
4.4.2.4	Employees and the surrounding communities should be made aware that complaints or suggestions can be made any time. - Minor compliance -	There is a box called "Peti Cadangan dan Aduan" (suggestion and complaint box) placed at security post for stakeholder to lodge any complaint. There is also visitor book and grievances/complaint form available in office.	Yes
4.4.2.5	Complaints and resolutions for the last 24 months shall be documented and made available to affected stakeholders upon	Complaints are resolved and available since 2016.	Yes

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Criterion / Indicator		Assessment Findings	Compliance
	request. - Major compliance -		
Criterion 4.4.3: Commitment to contribute to local sustainable development			
4.4.3.1	Growers should contribute to local development in consultation with the local communities. - Minor compliance -	Rompin Mill & Estate has contributed to the local community (i.e): 1. Rompin FEST 2019 RM 500 – Majlis Daerah Rompin. 2. SK Muadzam Jaya – RM 100. In Padang Mill & Estate, the mill has contributed to SK Ladang Mutiara for Program Kecemerlangan Dan Aktiviti Sekolah for RM 300 on 27/02/2020, RM 100 for sports day and cross country for SK Punan and RM 300 for IPD Kluang Police Day on 15/03/2020.	Yes
Criterion 4.4.4: Employees safety and health			
4.4.4.1	An occupational safety and health policy and plan shall be documented, effectively communicated and implemented. - Major compliance -	The mill management has established Occupational Safety & Health Policy which was signed by the Executive Chairman Mr. Goh Wei Lei on 2 nd January 2020. OSH policy was communicated thru a briefing conducted by Mr. Raja Mohd Saifuldin (AM), Mr. Thai Shang Huei and Mr. Siew Haw Shuin (EM) on 2 nd March 2020. The briefing was attended by 156 workers and staffs. As for Ladang Viva, policy was communicated to the workers on 4 th February 2020, delivered by Mr. Raja Mohd Saifuldin (EM) and attended by 8 participants.	Yes
4.4.4.2	The occupational safety and health plan shall cover the following:	<u>Rompin / Viva Estate</u>	Yes

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Criterion / Indicator	Assessment Findings	Compliance
<ul style="list-style-type: none"> a) A safety and health policy, which is communicated and implemented. b) The risks of all operations shall be assessed and documented. c) An awareness and training programme which includes the following requirements for employees exposed to pesticides: <ul style="list-style-type: none"> i. all employees involved shall be adequately trained on safe working practices ii. all precautions attached to products shall be properly observed and applied d) The management shall provide the appropriate PPE at the place of work to cover all potentially hazardous operations as identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC). e) The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labeling) Regulation 1997 and Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000. f) The management shall appoint responsible person(s) for workers' safety and health. The appointed person(s) of trust must have knowledge and access to latest national regulations and collective agreements. g) The management shall conduct regular two-way communication with their employees where issues affecting 	<ul style="list-style-type: none"> a. The company has established the OSH policy and communicated to respective estates accordingly. The briefing was conducted on 2nd March 2020 for Rompin Estate and 4th February 2020 for Viva Estate. Policy briefing for Padang Estate was conducted on 05/05/2020, delivered by Mr. Ihsan Sabri and Mr. Muhamad Nurhafiz. b. The risks of all operations had been assessed and documented. It covered activities like chemical spray, applying fertilizer, harvesting, fertilizer received and issuance, circle raking, transporting and driving tractor. c. Training program and awareness for both estates are well planned their Annual Training Program 2020. The program includes the training for spraying, chemical safety management, PPE training and heavy vehicle training. Site visit to the spraying site shows that the workers complying with the estate regulation. d. Log book for PPE issuance was made available to the audit team. Among the PPE issued to the workers are safety shoes, safety kit, seal kit hardness, yellow rubber boot, safety leather hand gloves and long glove, safety mask (respirator 3m) and etc. e. The estate has established chemical handling procedure, released in 2019, version 3. The SOP details the guideline in handling the chemical in a safe manner as pe required by the laws. f. Person in charge for safety and health: 	

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Criterion / Indicator	Assessment Findings	Compliance																
<p>their business such as employee’s health, safety and welfare are discussed openly. Records from such meeting are kept and the concerns of the employees and any remedial actions taken are recorded.</p> <p>h) Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees.</p> <p>i) Employees trained in First Aid should be present at all field operations. A First Aid Kit equipped with approved contents should be available at each worksite.</p> <p>j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.</p> <p>- Major compliance -</p>	<p>i. For Ladang Rompin and Ladang Viva, the estate management has appointed Ms. Jivejothi Achandro as the person in charge for safety and health and responsible for both Rompin & Viva estate activity dated on 1st February 2020.</p> <p>ii. For Ladang Padang, the estate management has appointed Mr. Ihsan Sabri Bin Hariyanto as OSH Committee Secretary for estate. The appointment was made on 6th January 2020.</p> <p>g. The estate management has conducted regular meeting regarding on the OSH issues.</p> <p>Rompin & Viva Estate</p> <table border="1" data-bbox="1144 900 1854 1129"> <thead> <tr> <th>Estate</th> <th>Meeting Date</th> </tr> </thead> <tbody> <tr> <td rowspan="5">Rompin</td> <td>1. 02.06.2020</td> </tr> <tr> <td>2. 10.03.2020</td> </tr> <tr> <td>3. 17.12.2019</td> </tr> <tr> <td>4. 10.09.2019</td> </tr> <tr> <td>5. 26.03.2019</td> </tr> </tbody> </table> <p>Padang Estate</p> <table border="1" data-bbox="1144 1193 1839 1393"> <tbody> <tr> <td>1st meeting</td> <td>26.03.2020</td> </tr> <tr> <td>2nd meeting</td> <td>27.06.2019</td> </tr> <tr> <td>3rd meeting</td> <td>23.09.2019</td> </tr> <tr> <td>4th meeting</td> <td>30.12.2019</td> </tr> </tbody> </table>	Estate	Meeting Date	Rompin	1. 02.06.2020	2. 10.03.2020	3. 17.12.2019	4. 10.09.2019	5. 26.03.2019	1 st meeting	26.03.2020	2 nd meeting	27.06.2019	3 rd meeting	23.09.2019	4 th meeting	30.12.2019	
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4 th meeting	30.12.2019																	

Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> h. The workers are able to demonstrate fair understanding regarding on the accident and emergency procedure i. First aid box was sighted with the present of the mandora in charge at every work station. j. The estate management has submitted their record of accident/death to Department of Safety and Health as below: <ul style="list-style-type: none"> • Rompin & Viva Estate submitted on 1st January 2020. The record shows that 2 death incidents happen in the estate compound. Reference no: JKPP8/40965/2020 	
Criterion 4.4.5: Employment conditions			
4.4.5.1	<p>The management shall establish policy on good social practices regarding human rights in respect of industrial harmony. The policy shall be signed by the top management and effectively communicated to the employees.</p> <p>- Major compliance -</p>	<p>The Social and Human Rights Policy is available in the office notice board signed by Mr. Goh Wei Lei, Executive Chairman dated 02.01.2019.</p> <p>The policy has been communicated to the workers through the morning muster on 26/02/2020 at Rompin Estate (attended by 179 workers) and on 2020 at Viva Estate (attended by 8 workers) while at Padang Estate it was communicated on 05/05/2020 to 37 workers. Records of attendance were available for verification.</p>	Yes
4.4.5.2	<p>The management shall not engage in or support discriminatory practices and shall provide equal opportunity and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics.</p>	<p>The Social and Human Rights Policy is available in the office notice board signed by Mr. Goh Wei Lei, Executive Chairman dated 02.01.2019.</p> <p>It has mentioned that the company will not engage in or support discriminatory practices and shall provide equal opportunity and</p>	Yes

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Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics.	
4.4.5.3	<p>Management shall ensure that employees' pay and conditions meet legal or industry minimum standards and as per agreed Collective Agreements. The living wage should be sufficient to meet basic needs and provide some discretionary income based on minimum wage.</p> <p>- Major compliance -</p>	<p>All pay and condition are meet the Minimum Wage Order 2019. Sighted the worker's pay slip for month of May, April, January 2020 as below:</p> <p>Rompin Estate:</p> <ol style="list-style-type: none"> 11. Employee ID: 02288 12. Employee ID: 02352 13. Employee ID: 40016 14. Employee ID: 50019 15. Employee ID: 40009 16. Employee ID: Julian Hakim 17. Employee ID: Irwan Febrianto <p>Viva Estate:</p> <ol style="list-style-type: none"> 1. Employee ID: Sunardi (Passport no: AT801424) 2. Employee ID: Zulkarnaen (Passport no: C3096926) 3. Employee ID: Herman (Passport no: C5270491) <p>Padang Estate:</p> <ol style="list-style-type: none"> 1. Passport No: AT976431 (Jumasih Jayadi) 2. Passport No: AU530291 (Marniati) <p>OFI: The duration of employment contract for Nepalese workers is 3 years but was renewed annually and Indonesia workers is 2 years but was renewed annually.</p>	OFI
4.4.5.4	Management should ensure employees of contractors are paid based on legal or industry minimum standards according to the	There are no contractor workers in Rompin Estate, Viva Estate and Padang Estate. Estate hired contractor alone to supervise estate worker's productivity. All workers are having work permit under Seong	Yes

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	<p>employment contract agreed between the contractor and his employee.</p> <p>- Minor compliance -</p>	<p>Thye Plantations Sdn Bhd. However, in Padang Estate, there is 2 contractor workers hired. Sampled pay slip on May, April, January 2020 are paid according to the Minimum wage order 2019 as below:</p> <ol style="list-style-type: none"> 1. Contractor (Nallian Workers): Passport No: BY0732531 (Abder) 2. Contractor (Zaharuddin Workers): Passport No: B36234555 (Tajudin) 	
4.4.5.5	<p>The management shall establish records that provide an accurate account of all employees (including seasonal workers and subcontracted workers on the premises). The records should contain full names, gender, date of birth, date of entry, a job description, wage and the period of employment.</p> <p>- Major compliance -</p>	<p>The overtime records in the punch card and there is monthly overtime report for each worker. The records of the worker details such as full name, gender and other information available in employee register kept in individual file and in the master list.</p>	Yes
4.4.5.6	<p>All employees shall be provided with fair contracts that have been signed by both employee and employer. A copy of employment contract is available for each and every employee indicated in the employment records.</p> <p>- Major compliance -</p>	<p>The employment contract is available and signed by both employee and employer. Sampled of below worker's document:</p> <p>Rompin Estate:</p> <ol style="list-style-type: none"> 1. Employee ID: 02288 2. Employee ID: 02352 3. Employee ID: 40016 4. Employee ID: 50019 5. Employee ID: 40009 6. Employee ID: Julian Hakim 7. Employee ID: Irwan Febrianto <p>Viva Estate:</p> <ol style="list-style-type: none"> 1. Employee ID: Sunardi (Passport no: AT801424) 2. Employee ID: Zulkarnaen (Passport no: C3096926) 3. Employee ID: Herman (Passport no: C5270491) 	Yes

Criterion / Indicator		Assessment Findings	Compliance
		Padang Estate: 1. Passport No: AT976431 (Jumasih Jayadi) 2. Passport No: AU530291 (Marniati)	
4.4.5.7	The management shall establish a time recording system that makes working hours and overtime transparent for both employees and employer. - Major compliance -	Rompin Estate has established the working hours and overtime as per employment contract as below: Working days and working hours: 8 hours and 6 days per week Overtime: According to Malaysia Labour Law as follows: On normal days: salary X 1.5 On Sunday/rest days: salary X 2.0 On Public Holidays: salary X 3.0	Yes
4.4.5.8	The working hours and breaks of each individual employee as indicated in the time records shall comply with legal regulations and collective agreements. Overtime shall be mutually agreed and shall always be compensated at the rate applicable and shall meet the applicable legal requirement. - Major compliance -	The overtime given to the workers are within the legal standards which are not more than 104 hours/month. Sampled of below worker's document: Rompin Estate: 1. Employee ID: 02288 2. Employee ID: 02352 3. Employee ID: 40016 4. Employee ID: 50019 5. Employee ID: 40009 6. Employee ID: Julian Hakim 7. Employee ID: Irwan Febrianto Viva Estate: 1. Employee ID: Sunardi (Passport no: AT801424) 2. Employee ID: Zulkarnaen (Passport no: C3096926) 3. Employee ID: Herman (Passport no: C5270491) Padang Estate:	Yes

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Criterion / Indicator		Assessment Findings	Compliance
		1. Passport No: AT976431 (Jumasih Jayadi) 2. Passport No: AU530291 (Marniati)	
4.4.5.9	<p>Wages and overtime payment documented on the pay slips shall be in line with legal regulations and collective agreements.</p> <p>- Major compliance -</p>	<p>Wages and overtime were paid according to the Malaysian Labour Law and employment contract.</p> <p>Rompin Estate:</p> <ol style="list-style-type: none"> 1. Employee ID: 02288 2. Employee ID: 02352 3. Employee ID: 40016 4. Employee ID: 50019 5. Employee ID: 40009 6. Employee ID: Julian Hakim 7. Employee ID: Irwan Febrianto <p>Viva Estate:</p> <ol style="list-style-type: none"> 1. Employee ID: Sunardi (Passport no: AT801424) 2. Employee ID: Zulkarnaen (Passport no: C3096926) 3. Employee ID: Herman (Passport no: C5270491) <p>Padang Estate:</p> <ol style="list-style-type: none"> 1. Passport No: AT976431 (Jumasih Jayadi) 2. Passport No: AU530291 (Marniati) 	Yes
4.4.5.10	<p>Other forms of social benefits should be offered by the employer to employees, their families or the community such as incentives for good work performance, bonus payment, professional development, medical care and health provisions.</p> <p>- Minor compliance -</p>	<p>Employer has provided the free accommodation, electricity and water supply, medical care in estate, transportation for worker’s children to go to school.</p> <p>For special days/events, the contribution of meat 1kg/person for approximately 151 workers during Hari Raya Puasa Celebration 15/05/2020.</p>	Yes

Criterion / Indicator	Assessment Findings	Compliance
<p>4.4.5.11 In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities in compliance with the Workers' Minimum Standards Housing and Amenities Act 1990 (Act 446) or any other applicable legislation.</p> <p>- Major compliance -</p>	<p>The workers are provided with free housing and electricity and water supply. The line site inspection was provided by the Hospital Assistant, Vijayan A/L Chinna with VMO (Rompin Estate). The inspection was done on weekly basis. Both Rompin Estate and Padang Estate also has conducted the water analysis for drinking water on 06/03/2020 (date sampled for Rompin Mill) and on 05.03.2020 (date sampled for Padang Mill & Estate). Result showed that the total coliforms <6 MPN/100mL and e-coli is <1 MPN/100mL which is accordance with WHO 2017. The ECOLAB was recommended that Ladang Rompin POM to boil the water before drink and estate to do the disinfection to the pipeline before drink. The treated water is used to supply the labour quarters. Estate has already done the safety briefing on the clean water supply. The requirement of boiling the water and adequate chlorine dose is emphasized during the briefing on 30/03/2020 to all 32 workers. For Padang Mill, the result showed that total coliform ND<0.01 and e.coli ND<0.02 MPN/100mL.</p>	<p>Yes</p>
<p>4.4.5.12 The management shall establish a policy and provide guidelines to prevent all forms of sexual harassment and violence at the workplace.</p> <p>- Major compliance -</p>	<p>Seong Thye Plantations Sdn Bhd has the Social and Human rights Policy, signed by Executive Chairman on 02.01.2019 which mention that they will provide workplace free of violence and sexual harassment whether directly or indirectly against all employees and stakeholders.</p>	<p>Yes</p>
<p>4.4.5.13 The management shall respect the right of all employees to form or join trade union and allow workers own representative(s) to facilitate collective bargaining in accordance with applicable laws and regulations. Employees shall be given the freedom to join a trade union relevant to the industry or to organize themselves for collective bargaining. Employees shall have the right to organize and</p>	<p>There is no restriction of worker to form any trade union or workers committee but none of them join any union. This is further confirmed during the stakeholder consultation.</p>	<p>Yes</p>

Criterion / Indicator		Assessment Findings	Compliance
	negotiate their work conditions. Employees exercising this right should not be discriminated against or suffer repercussions. - Major compliance -		
4.4.5.14	Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation. Work by children is acceptable on family farms, under adult supervision, and when not interfering with their education programmes. Children shall not expose to hazardous working conditions. - Major compliance -	Seong Thye Plantations Sdn Bhd has the Social and Human Rights Policy, signed by Executive Chairman on 02.01.2019 which mention that management will prohibit employment by coercion. Children and young persons shall not be employed or exploited, the minimum age shall comply with local, state and national legislation.	Yes
Criterion 4.4.6: Training and competency			
4.4.6.1	All employees, contractors and relevant smallholders are appropriately trained. A training programme (appropriate to the scale of the organization) that includes regular assessment of training needs and documentation, including records of training shall be kept. - Major compliance -	The management had planned, established and documented trainings which were to be carried out internally throughout the year 2019. The trainings were on Safety and on SOP such as harvesting, manuring, spraying, chemical handling, etc. Training records were available for verification.	Yes
4.4.6.2	Training needs of individual employees shall be identified prior to the planning and implementation of the training programmes in order to provide the specific skill and competency required to all employees based on their job description.	<u>Padang Estate</u> Sighted some training provided to the workers: a. Manuring training – 29/04/2020	Yes

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	<ul style="list-style-type: none"> b. Trunk injection training, 14/01/2020 c. Premix training, 13/03/2020 	
4.4.6.3	<p>A continuous training programme should be planned and implemented to ensure that all employees are well trained in their job function and responsibility, in accordance to the documented training procedure.</p> <p>- Minor compliance -</p>	<p>Training programme for 2020 was available. Among the trainings to be or have been conducted were:</p> <ul style="list-style-type: none"> a. PPE training b. SDS training c. SOP Spraying d. SOP Manuring e. SOP Harvesting & Loading f. Chemical Safety Management <p>Training program is developed based on the training needs analysis for each worker. Interview with the workers during the site visit confirmed they has been trained regarding on their job station and on the company's policies.</p>	Yes
4.5 Principle 5: Environment, natural resources, biodiversity and ecosystem services			
Criterion 4.5.1: Environmental Management Plan			
4.5.1.1	<p>An environmental policy and management plan in compliance with the relevant country and state environmental laws shall be developed, effectively communicated and implemented.</p> <p>- Major compliance -</p>	<p>Seong Thye Plantations Sdn Bhd has developed Environmental Policy on 2nd January 2019, which was endorsed by their Executive Chairman, Mr. Goh Wei Lei. The company is committed to implement the good practices in line with their objective.</p>	Yes

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Criterion / Indicator		Assessment Findings	Compliance									
		Sustainability policy was communicated thru a briefing conducted by Mr. Raja Mohd Saifuldin (AM), Mr. Thai Shang Huei and Mr. Siew Haw Shuin (EM) on 2 nd March 2020. The briefing was attended by 156 workers and staffs. In Viva Estate, policy was communicated to the workers on 4 th February 2020, delivered by Mr. Raja Mohd Saifuldin (EM) and attended by 8 participants.										
4.5.1.2	<p>The environmental management plan shall cover the following:</p> <ul style="list-style-type: none"> a) An environmental policy and objectives; b) The aspects and impacts analysis of all operations. <p>- Major compliance -</p>	<p><u>Rompin / Viva Estate</u></p> <p>Environmental management plan was made available to the audit team. The plan was prepared by Mr. Raja Mohd Saifuldin Bin Raja Mamat, dated on 4th February 2020 and approved by Mr. Siew Haw Shiun. The plan also covers the environmental policy and objectives. Some of the aspects and impacts analysis of the operations are as follows:</p> <table border="1"> <thead> <tr> <th>Operation</th> <th>Aspect</th> <th>Impact</th> </tr> </thead> <tbody> <tr> <td>Estate Replanting</td> <td>Site clearing of construction roads and establishment of base camp</td> <td>Deterioration of air and soil quality.</td> </tr> <tr> <td>Line estate workers</td> <td>Domestic waste from workers line site and office site</td> <td>Pollution of air and water course.</td> </tr> </tbody> </table>	Operation	Aspect	Impact	Estate Replanting	Site clearing of construction roads and establishment of base camp	Deterioration of air and soil quality.	Line estate workers	Domestic waste from workers line site and office site	Pollution of air and water course.	Major Non-Conformity
Operation	Aspect	Impact										
Estate Replanting	Site clearing of construction roads and establishment of base camp	Deterioration of air and soil quality.										
Line estate workers	Domestic waste from workers line site and office site	Pollution of air and water course.										

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Criterion / Indicator		Assessment Findings			Compliance
		Clinic	Disposal of clinical waste	Land pollution	
		Weeding and Pest & Disease	Chemical residue washed into water sources	Land and water pollution	
		Estate store	Generation of empty chemical containers	Land pollution	
		<p><u>Padang Estate</u></p> <p>Environmental management plan was made available to the audit team. The plan was prepared by MSPO Environment Officer, dated on 14th March 2020 and approved by Mr. Tay Tong Yeak. The plan also covers the environmental policy and objectives. Some of the aspects and impacts analysis of the operations are as follows:</p>			
		Operation	Aspect	Impact	
		Line estate workers	Domestic waste from workers line site and office site	Pollution of air and water course.	
		Clinic	Disposal of clinical waste	Land pollution	

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Criterion / Indicator		Assessment Findings			Compliance
		Weeding and Pest & Disease	Chemical residue washed into water sources	Land and water pollution	
		Diesel tank	Oil spillage from diesel tank	Containment bund around the diesel tank.	
		<p>However, it was sighted that diesel spillage was sighted at the diesel tank due to vehicle fueling activities. However, this activity was not mentioned in their Environmental Management Plan.</p> <p>According to the MSPO Procedure: Environmental Management Plan (EMP), under section 6.1 Identification of Environmental Aspect, "Estate must identify the potential environmental impacts that arise from their activities and facilities, taking into consideration the activities, operations and facilities associated with estate daily operations and conditions".</p> <p>Hence, a Major non-conformity is raised.</p>			
4.5.1.3	<p>An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, effectively implemented and monitored.</p> <p>- Major compliance -</p>	<p>The estate has implemented its environmental action plans, which was developed to mitigate negative impacts and improve positive impacts. The plans specify the responsible persons. Mitigation measures were derived from the Environmental Aspect Impact Assessment, dated 1/4/2019. The plans generally included the control and monitoring of wastes such as domestic wastes, scrap iron, used polybags & fertilizer bags.</p>			Yes

Criterion / Indicator		Assessment Findings	Compliance
4.5.1.4	A programme to promote the positive impacts should be included in the continual improvement plan. - Minor compliance -	Programmes to promote positive impacts had been included in the continual improvement plan. Among the positive impacts identified were EFB mulching, cover crop planting in hilly area and planting of beneficial plants.	Yes
4.5.1.5	An awareness and training programme shall be established and implemented to ensure that all employees understand the policy and objectives of the environmental management and improvement plans and are working towards achieving the objectives. - Major compliance -	The awareness and training programme were conducted during workers induction. Based on interview, generally the workers understand the policy and objectives of the environmental management and improvement plans	Yes
4.5.1.6	Management shall organize regular meetings with employees where their concerns about environmental quality are discussed. - Major compliance -	Estate management has conducted regular meeting with their workers to discuss regarding on the environment issues. Sighted the meeting minute conducted in Padang Estate as follows. The estate has conducted environmental meeting on 05 th March 2020, chaired by Mr. Tay Tong Yeak and attended by 19 members. Among the agenda discuss during the meeting were: <ul style="list-style-type: none"> a. Buffer zone b. Illegal hunting prohibition c. Zero burning policies d. Heavy vehicle e. Chemical handling f. Polybag and fertilizer bag management 	Yes

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Criterion / Indicator		Assessment Findings	Compliance																																										
		<p>g. Domestic waste</p> <p>The minute meeting was prepared by Mr. Tan Heng Yung (Cadet Planter) and approved by Mr. Tay Tong Yeak (Estate Manager).</p>																																											
Criterion 4.5.2: Efficiency of energy use and use of renewable energy																																													
4.5.2.1	<p>Consumption of non-renewable energy shall be optimized and closely monitored by establishing baseline values and trends shall be observed within an appropriate timeframe. There should be a plan to assess the usage of non-renewable energy including fossil fuel, electricity and energy efficiency in the operations over the base period.</p> <p>- Major compliance -</p>	<p>Baseline consumption of non-renewable energy (diesel) is derived from 2019 actual consumption i.e. 340 lt. The main consumption of diesel is for transportation of workers, fertilizers and agrochemicals using light vehicle. Sighted the diesel and petrol usage in Rompin Estate.</p> <p>Diesel Usage</p> <table border="1"> <thead> <tr> <th>2020</th> <th>JAN</th> <th>FEB</th> <th>MARCH</th> <th>APR</th> <th>MAY</th> </tr> </thead> <tbody> <tr> <td>ROMPIN</td> <td>10644</td> <td>9726</td> <td>10280</td> <td>11189</td> <td>10633</td> </tr> <tr> <td>MT/FFB</td> <td>1197</td> <td>1801</td> <td>1496</td> <td>2136</td> <td>1643</td> </tr> <tr> <td>BASELINE</td> <td>8.89</td> <td>5.40</td> <td>6.87</td> <td>5.24</td> <td>6.47</td> </tr> </tbody> </table> <p>Petrol Usage</p> <table border="1"> <thead> <tr> <th>2020</th> <th>JAN</th> <th>FEB</th> <th>MARCH</th> <th>APR</th> <th>MAY</th> </tr> </thead> <tbody> <tr> <td>ROMPIN</td> <td>900</td> <td>906</td> <td>749</td> <td>869</td> <td>847</td> </tr> <tr> <td>MT/FFB</td> <td>1197</td> <td>1801</td> <td>1496</td> <td>2136</td> <td>1643</td> </tr> </tbody> </table>	2020	JAN	FEB	MARCH	APR	MAY	ROMPIN	10644	9726	10280	11189	10633	MT/FFB	1197	1801	1496	2136	1643	BASELINE	8.89	5.40	6.87	5.24	6.47	2020	JAN	FEB	MARCH	APR	MAY	ROMPIN	900	906	749	869	847	MT/FFB	1197	1801	1496	2136	1643	Yes
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Criterion / Indicator		Assessment Findings					Compliance	
		BASELINE	0.75	0.50	0.50	0.41	0.52	
4.5.2.2	<p>The oil palm premises shall estimate the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations. This shall include fuel use by contractors, including all transport and machinery operations.</p> <p>- Major compliance -</p>	<p>The estate management has estimated the direct usage of non-renewable energy for their operation and can be sighted in their annual budget year 2020.</p>					Yes	
4.5.2.3	<p>The use of renewable energy should be applied where possible.</p> <p>- Minor compliance -</p>	<p>Empty fruit bunch and solar system are used in the compound. EFB is used to fuel up the boiler whilst the solar system is used to supply electricity to post guard.</p>					Yes	
Criterion 4.5.3: Waste management and disposal								
4.5.3.1	<p>All waste products and sources of pollution shall be identified and documented.</p> <p>- Major compliance -</p>	<p><u>Rompin Estate</u></p> <p>The company has established MSPO Waste Management Procedure, reviewed on 30th August 2018, version:1, revision:1. The procedure identify and characterize the two type of waste which are schedule waste and domestic waste.</p> <p><u>Padang Estate</u></p> <p>The management has identified and documented the waste generated by the estate and mill. Sighted the document prepared by Mr. Muhammad Nurhafiz (mill assistant) and approved by Mr. Pang Hau Chin (Mill Engineer).</p>					Yes	

Criterion / Indicator		Assessment Findings					Compliance																																							
<p>4.5.3.2</p> <p>A waste management plan to avoid or reduce pollution shall be developed and implemented. The waste management plan should include measures for:</p> <p>a) Identifying and monitoring sources of waste and pollution</p> <p>b) Improving the efficiency of resource utilization and recycling of potential wastes as nutrients or converting them into value-added by-products</p> <p>- Major compliance -</p>	<p><u>Rompin Estate</u></p> <p>Environmental Aspect Impact Assessment was developed. They have identified the sources of waste and action taken to control and monitor the program.</p> <table border="1"> <thead> <tr> <th>Operation</th> <th>Env. Aspect</th> <th>Env. Impact</th> <th>Mitigation Measures</th> <th>Monitoring Program</th> </tr> </thead> <tbody> <tr> <td>Line Site</td> <td>Domestic waste</td> <td>Soil and water pollution</td> <td>Provide dustbin</td> <td>Dispatch to nearest municipal bin</td> </tr> <tr> <td>Weeding and Pest & Disease</td> <td>Chemical residue washed into water sources</td> <td>Land & water pollution</td> <td>Premix station</td> <td>Create the sump</td> </tr> <tr> <td>Clinic</td> <td>Disposal of clinical waste</td> <td>Land pollution</td> <td>Schedule of maintenance</td> <td>Disposal record.</td> </tr> </tbody> </table> <p><u>Viva Estate</u></p> <p>Environmental aspect impact assessment.</p> <table border="1"> <thead> <tr> <th>Operation</th> <th>Env. Aspect</th> <th>Env. Impact</th> <th>Mitigation Measures</th> <th>Monitoring Program</th> </tr> </thead> <tbody> <tr> <td>Line Site</td> <td>Domestic waste</td> <td>Soil and water pollution</td> <td>Provide dustbin</td> <td>Dispatch to nearest municipal bin</td> </tr> <tr> <td>Weeding and Pest & Disease</td> <td>Chemical residue washed into water sources</td> <td>Land & water pollution</td> <td>Premix station</td> <td>Create the sump</td> </tr> <tr> <td>Vehicle</td> <td>Use of petrochemical</td> <td>Pollution of soil and water</td> <td>Schedule of work</td> <td>Service record.</td> </tr> </tbody> </table>					Operation	Env. Aspect	Env. Impact	Mitigation Measures	Monitoring Program	Line Site	Domestic waste	Soil and water pollution	Provide dustbin	Dispatch to nearest municipal bin	Weeding and Pest & Disease	Chemical residue washed into water sources	Land & water pollution	Premix station	Create the sump	Clinic	Disposal of clinical waste	Land pollution	Schedule of maintenance	Disposal record.	Operation	Env. Aspect	Env. Impact	Mitigation Measures	Monitoring Program	Line Site	Domestic waste	Soil and water pollution	Provide dustbin	Dispatch to nearest municipal bin	Weeding and Pest & Disease	Chemical residue washed into water sources	Land & water pollution	Premix station	Create the sump	Vehicle	Use of petrochemical	Pollution of soil and water	Schedule of work	Service record.	<p>Yes</p>
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		Empty fruit bunches used in the field to retain soil moisture. <u>Padang Estate</u> <table border="1"> <thead> <tr> <th>Operation</th> <th>Env. Aspect</th> <th>Env. Impact</th> <th>Mitigation Measures</th> <th>Monitoring Program</th> </tr> </thead> <tbody> <tr> <td>Domestic water</td> <td>Protection of water supply within the estate compound</td> <td>Good quality water</td> <td>Raw water treatment</td> <td>Water sampling activities</td> </tr> <tr> <td>Fixing tractor</td> <td>Oil leakage</td> <td>Pollution of soil and water</td> <td>Ensure regular vehicle maintenance</td> <td>Daily inspection log</td> </tr> <tr> <td>Line site</td> <td>Disposal of non-biodegradable wastes</td> <td>Land contamination</td> <td>Dump site</td> <td>e-swis</td> </tr> </tbody> </table>					Operation	Env. Aspect	Env. Impact	Mitigation Measures	Monitoring Program	Domestic water	Protection of water supply within the estate compound	Good quality water	Raw water treatment	Water sampling activities	Fixing tractor	Oil leakage	Pollution of soil and water	Ensure regular vehicle maintenance	Daily inspection log	Line site	Disposal of non-biodegradable wastes	Land contamination	Dump site	e-swis	
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4.5.3.3	The management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environment Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe handling, storage and disposal. - Major compliance -	The company has established a Manual Keselamatan & Kesehatan Pekerja: Bahagian Ladang – Prosedur Kerja Selamat Penggunaan Bahan Kimia/Racun. The procedure details out the procedure of handling used chemical, chemical issuance and exposure control and personnel protection. The disposal records were made available to the audit team during the assessment.					Yes																				
4.5.3.4	Empty pesticide containers shall be punctured and disposed in an environmentally and socially responsible way, such that there is no risk of contamination of water sources or to human health. The disposal instructions on manufacturer's	<u>Rompin Estate</u> The company has established a Safe Working Procedure: Chemical Usage, Manual Keselamatan & Kesehatan Pekerjaan Bahagian Ladang,					Yes																				

Criterion / Indicator	Assessment Findings	Compliance
<p>labels should be adhered to. Reference should be made to the national programme on recycling of used HDPE pesticide containers.</p> <p>- Major compliance -</p>	<p>section 13 (Pelupusan Bahan Terjadual). All empty chemical containers shall be punctured and disposed in a manner way.</p> <p><u>Viva Estate</u></p> <p>Viva estate did not produce any chemical waste since all the chemical and premix activity was conducted by the contractor at his own place. After completing the spraying activity, the contractor will take back all equipment and keep at his own store.</p> <p><u>Padang Estate</u></p> <p>Empty pesticide containers were disposed in an environmentally and socially responsible way, such that there is no risk of contamination of water sources or to human health. The containers were punctured 3 holes before stored at schedule waste store.</p>	
<p>4.5.3.5 Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourses.</p> <p>- Minor compliance -</p>	<p><u>Rompin Estate</u></p> <p>Domestic waste was disposed in an area located in Block K10, far from water course and housing area.</p> <p><u>Viva Estate</u></p> <p>Estate management will collect the waste from housing area and disposed at municipal bin.</p> <p><u>Padang Estate</u></p> <p>Domestic waste disposed in a landfill at block K6, Padang Estate.</p>	Yes
<p>Criterion 4.5.4: Reduction of pollution and emission</p>		

Criterion / Indicator		Assessment Findings	Compliance
4.5.4.1	An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, scheduled wastes, solid wastes and effluent. - Major compliance -	The company has established waste management plan to assess and identify the polluting activities. For Rompin Estate, domestic waste was collected weekly from staff and workers quarters and disposed at landfills, whilst waste in Viva Estate disposed at municipal bin. Scheduled wastes observed labelled with relevant information and hazard sign and disposed to valid licensed party.	Yes
4.5.4.2	An action plan to reduce identified significant pollutants and emissions shall be established and implemented. - Major compliance -	Estate has an action plan to reduce significant pollutants and emission in daily operation. Such as use of buffalo in harvesting station and conducting regular vehicle maintenance.	Yes
Criterion 4.5.5: Natural water resources			
4.5.5.1	The management shall establish a water management plan to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include: a. Assessment of water usage and sources of supply. b. Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the estate's current activities. c. Ways to optimize water and nutrient usage to reduce wastage (e.g. having in place systems for re-use, night application,	Water management plan was sighted and reviewed during the audit program. a. Water consumption for daily used has been sighted and reviewed. b. Estate conducted the water sampling activities and sent the samples to the external laboratory. c. Part of the action to reduce water wastage is by educating the workers. Workers shows a fair understanding regarding on the water saving concept. Besides, the estate management practices reused of water from triple rinsed or spillage during pre-mix activity for spraying operation.	Yes

Criterion / Indicator		Assessment Findings	Compliance
	<p>maintenance of equipment to reduce leakage, collection of rainwater, etc.).</p> <p>d. Protection of water courses and wetlands, including maintaining and restoring appropriate riparian buffer zones at or before planting or replanting, along all natural waterways within the estate.</p> <p>e. Where natural vegetation in riparian areas has been removed, a plan with a timetable for restoration shall be established and implemented.</p> <p>f. Where bore well is being use for water supply, the level of the ground water table should be measured at least annually.</p> <p>- Major compliance -</p>	<p>d. Buffer zone was sighted along the water course. The estate has taken a good maintenance of the buffer zone.</p> <p>e. Not applicable since no vegetation has been removed from the buffer zone.</p> <p>f. Not applicable.</p>	
4.5.5.2	<p>No construction of bunds, weirs and dams across main rivers or waterways passing through an estate.</p> <p>- Minor compliance -</p>	Not applicable in this property.	Yes
4.5.5.3	<p>Water harvesting practices should be implemented (e.g. water from road-side drains can be directed and stored in conservation terraces and various natural receptacles).</p> <p>- Minor compliance -</p>	<p><u>Rompin/ Viva/ Padang Estate</u></p> <p>Water harvesting was sighted during the site visit.</p>	Yes
<p>Criterion 4.5.6: Status of rare, threatened, or endangered species and high biodiversity value</p>			

Criterion / Indicator	Assessment Findings	Compliance
<p>4.5.6.1 Information shall be collated that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). This information should cover:</p> <ul style="list-style-type: none"> a) Identification of high biodiversity value habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower(s) activities. b) Conservation status (<i>e.g.</i> The International Union on Conservation of Nature and Natural Resources (IUCN) status on legal protection, population status and habitat requirements of rare, threatened, or endangered species), that could be significantly affected by the grower(s) activities. <p>- Major compliance -</p>	<p>The estate management had identified and collated information of high biodiversity value (HBV) ecosystems and on rare, threatened, or endangered (RTE) species guided by MSPO Procedure (MSPO-P5-C6 – Guidance on Biodiversity & Hunting) dated 1.01.2019. The estate has obtained list of Totally Protected Species (Mammals) under Wildlife Conservation Act, 2010 from the Department of Wildlife and National Parks (DWNP) (PERHILITAN). No RTE species recorded at the estate.</p>	<p>Yes</p>
<p>4.5.6.2 If rare, threatened or endangered species or high biodiversity value, are present, appropriate measures for management planning and operations should include:</p> <ul style="list-style-type: none"> a) Ensuring that any legal requirements relating to the protection of the species are met. b) Discouraging any illegal or inappropriate hunting, fishing or collecting activities; and developing responsible measures to resolve human-wildlife conflicts. <p>- Major compliance -</p>	<p>Even though no RTE species was sighted and recorded in the estate, the estate does take action in discouraging any illegal hunting and ensuring any legal requirement relating to the protection of the species are met.</p> <p>Interview with the workers confirmed that they can demonstrate a fair understanding regarding on the illegal hunting activities.</p>	<p>Yes</p>

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Criterion / Indicator		Assessment Findings	Compliance
4.5.6.3	A management plan to comply with Indicator 1 shall be established and effectively implemented, if required. - Major compliance -	Monitoring and implementation is ongoing even though no RTE species found in the estate compound.	Yes
Criterion 4.5.7: Zero burning practices			
4.5.7.1	Use of fire for waste disposal and for preparing land for oil palm cultivation or replanting shall be avoided except in specific situations, as identified in regional best practice. - Major compliance -	Seong Thye Plantations Sdn Bhd had a Zero Burning Policy addressed in their Environmental Policy dated 02.01.2019 and signed by the Executive Chairman Mr Goh Wei Lei.	Yes
4.5.7.2	A special approval from the relevant authorities shall be sought in areas where the previous crop is highly diseased and where there is a significant risk of disease spread or continuation into the next crop. - Major compliance -	Not applicable since no replanting program conducted.	Yes
4.5.7.3	Where controlled burning is allowed, it shall be carried out as prescribed by the Environmental Quality (Declared Activities) (Open Burning) Order 2003 or other applicable laws. - Major compliance -	Not applicable since no replanting program conducted.	Yes
4.5.7.4	Previous crops should be felled or mowed down, chipped and shredded, windrowed or pulverized or ploughed and mulched.	Not applicable since no replanting program conducted.	Yes

Criterion / Indicator		Assessment Findings	Compliance
	- Minor compliance -		
4.6 Principle 6: Best Practices			
Criterion 4.6.1: Site Management			
4.6.1.1	Standard operating procedures shall be appropriately documented and consistently implemented and monitored. - Major compliance -	Seong Thye Plantations Sdn Bhd had established and documented Standard operating procedures. It was addressed in manual "Guidelines on Good Agriculture Practices" dated 01.01.2019. Topics covered in the manual were chapters: a. Introduction to good agriculture practices b. Replanting c. Manuring d. Harvesting e. P & D f. Others – establishment and management of riparian zone The procedures were monitored by program sheets, harvesting round records, production records, stock sheets and monthly progress reports. Sighted an agronomist report conducted to the estate.	Yes
4.6.1.2	Where oil palm is grown within permitted levels on sloping land, appropriate soil conservation measures shall be implemented to prevent both soil erosion as well as siltation of drains and waterways. Measures shall be put in place to prevent contamination of surface and groundwater through runoff of either soil, nutrients or chemicals. - Major compliance -	The management for areas where oil palm was grown within permitted levels on sloping land, had established and documented. Appropriate soil conservation measures to be implemented to prevent both soil erosion as well as siltation of drains and waterways was addressed under Chapter B – Replanting in the manual "Guidelines on Good Agriculture Practices" dated 01.01.2019.	Yes

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Criterion / Indicator		Assessment Findings	Compliance												
		It was mainly addressed under the topic `Terrace and Platform Construction, Road Construction and Drainage. During the visit it was observed that the Estates also practiced ground cover management, that is, maintenance of the fern Nephrolepis biserrata and soft grasses in the interline, biomass recycling and planting of Mucuna Bracteata.													
4.6.1.3	A visual identification or reference system shall be established for each field. - Major compliance -	The Estates had for visual identification/reference system documented in field Maps. On the ground the field blocks were identified/marked using concrete slabs with the following information - Block No., Year Planted & Ha.	Yes												
Criterion 4.6.2: Economic and financial viability plan															
4.6.2.1	A documented business or management plan shall be established to demonstrate attention to economic and financial viability through long-term management planning. - Major compliance -	The company has developed 10 years business plan which include production, expenditure and profit & loss projection for year 2020 – 2029.	Yes												
4.6.2.2	Where applicable, an annual replanting programme shall be established. Long term replanting programme should be established and review annually, where applicable every 3-5 years. - Major compliance -	<p><u>Rompin / Viva / Padang Estate</u></p> <p>Replanting program is programed and established.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Year</th> <th>Rompin</th> <th>Viva</th> <th>Padang</th> </tr> </thead> <tbody> <tr> <td>2021</td> <td>240</td> <td>-</td> <td>-</td> </tr> <tr> <td>2022</td> <td>270</td> <td>-</td> <td>-</td> </tr> </tbody> </table>	Year	Rompin	Viva	Padang	2021	240	-	-	2022	270	-	-	Yes
Year	Rompin	Viva	Padang												
2021	240	-	-												
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Criterion / Indicator		Assessment Findings				Compliance
		2023	266	-	288	
		2024	311	-	233	
		2025	294	-	313	
		2026	27	-	268	
		2027	0	-	288	
		2028	0	-	227	
		2029	0	-	295	
4.6.2.3	<p>The business or management plan may contain:</p> <ul style="list-style-type: none"> a) Attention to quality of planting materials and FFB b) Crop projection: site yield potential, age profile, FFB yield trends c) Cost of production : cost per tonne of FFB d) Price forecast e) e) Financial indicators : cost benefit, discounted cash flow, return on investment <p>- Major compliance -</p>	<p>Documented Business plan/budget were available for 2019 and projections until 2024. Attention was given to crop projection, cost of production, cost per ton and per hectare. The cost of production was reviewed and compared against expenditure each year with projections in place for future years</p>				Yes

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Criterion / Indicator		Assessment Findings	Compliance
4.6.2.4	<p>The management plan shall be effectively implemented and the achievement of the goals and objectives shall be regularly monitored, periodically reviewed and documented.</p> <p>- Major compliance -</p>	<p>Implementation of the management plan was regularly monitored via Monthly Progress and Production Reports, the computerized system, OPMN006, monthly meetings and visits by COO & other HQ visiting executive and by internal and external audits. The business plan was reviewed by management team at least annually.</p> <p>Agronomic visit and report to Rompin & Viva Estate were done by external party, Agromac Sdn Bhd (Dr. Ng Siew Kee). The visit was done on 17th January 2020.</p> <p>Agronomic visit and report to Padang Estate was made on 2nd & 3rd January 2020 by Dr Ng Siew Kee.</p>	Yes
Criterion 4.6.3: Transparent and fair price dealing			
4.6.3.1	<p>Pricing mechanisms for the products and other services shall be documented and effectively implemented.</p> <p>- Major compliance -</p>	<p>In Rompin Estate, the pricing mechanism of product were mentioned clearly in the agreement which was signed and accepted. Example seen are between Viva Splendid Sdn Bhd/Maxi Universal Sdn Bhd and Fatt Kee Biotechnologies valid from 01.01.2020 until 31.12.2020.</p> <p>In Padang Estate, sampled Nallian Enterprise to carry out work as specified in the specifications and conditions as listed in the annexure dated 01/01/2020.</p>	Yes
4.6.3.2	<p>All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner.</p> <p>- Major compliance -</p>	<p>Contract signed between contractor and Seong Thye Plantations Sdn Bhd and Fatt Kee Biotechnologies has the agreed payment as per contract in 4.6.3.1. Due to the confidential data, auditor has made verification on the cash payment voucher for May 2019 dated 08.05.2019.</p>	Yes
Criterion 4.6.4: Contractor			

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Criterion / Indicator		Assessment Findings	Compliance
4.6.4.1	Where contractors are engaged, they shall understand the MSPO requirements and shall provide the required documentation and information. - Major compliance -	In Rompin Estate, sampled sighted for Koh Sing Huat Enterprise for harvesting and weeding (LR/FC/02/20) and in Viva Estate, the agreement between management and Fatt Kee Biotechnologies is sighted. Rompin Estate has conducted the meeting with contractor on the safety and MSPO requirement on 11.04.2019. Padang Estate has included the requirement for the transporter to allow the company and its assigned third parties to interview members of the workforce and inspect the transporter’s premises, for assurance of compliance with the company’s requirements, including the MSPO standards in the transport agreement dated 01/01/2020.	Yes
4.6.4.2	The management shall provide evidence of agreed contracts with the contractor. - Major compliance -	In Rompin Estate, sampled sighted for Koh Sing Huat Enterprise for harvesting and weeding, in Viva Estate, the agreement between management and Fatt Kee Biotechnologies and in Padang Estate, the agreement between management and Nallian Enterprise is sighted. Due to the confidential data, auditor has made verification on the cash payment voucher for May 2019 dated 10/06/2020 to Koh Sing Huat (Rompin Estate) for RM XX,090.06, dated 05/06/2020 to Fatt Kee Biotechnologies (Viva Estate) for RM XX98.32 and cash payment voucher dated 08.02.2019, cash payment voucher DR 34/5 amounted RM 122,104.90 dated 07/05/2020 (Padang Estate).	Yes
4.6.4.3	The management shall accept MSPO approved auditors to verify assessments through a physical inspection if required. - Minor compliance -	There is no objection by the management to accept MSPO approved auditors to verify the assessments through a physical inspection, if required. In the agreement signed, there is clause mention that 3.2.6 The contractor shall allow the companies and its assigned third parties to interview members of the workforce, inspect assigned quarters, infrastructure and other premises for assurance of compliance with the companies’ requirements including the MSPO standards.	Yes

Criterion / Indicator		Assessment Findings	Compliance
4.6.4.4	<p>The management shall be responsible for the observance of the control points applicable to the tasks performed by the contractor, by checking and signing the assessment of the contractor for each task and season contracted.</p> <p>- Major compliance -</p>	<p>In Rompin Estate and Viva Estate, the management has the harvesters-daily & monthly work record month and weeders-daily & monthly work record and board to monitor the work progress for payment verification. This is being done by Assistant Manager and Field staff in daily basis.</p> <p>In Padang Estate, the monitoring on work progress are through daily muster chit, harvesting bunch list and monthly overtime report by field conductor and escalated to the upper level for approval.</p>	Yes
4.7 Principle 7: Development of new planting			
Criterion 4.7.1: High biodiversity value			
4.7.1.1	<p>Oil palm shall not be planted on land with high biodiversity value unless it is carried out in compliance with the National and/or State Biodiversity Legislation.</p> <p>- Major compliance -</p>	There is no development of new planting at both visited estates.	Yes
4.7.1.2	<p>No conversion of Environmentally Sensitive Areas (ESAs) to oil palm as required under Peninsular Malaysia's National Physical Plan (NPP) and the Sabah Forest Management Unit under the Sabah Forest Management License Agreement. For Sabah and Sarawak, new planting or replanting of an area 500ha or more requires an EIA. For areas below 500ha but above 100ha, a Proposal for Mitigation Measures (PMM) is required.</p> <p>- Major compliance -</p>	There is no development of new planting at both visited estates.	Yes

Criterion / Indicator		Assessment Findings	Compliance
Criterion 4.7.2: Peat Land			
4.7.2.1	New planting and replanting may be developed and implemented on peat land as per MPOB guidelines on peat land development or industry best practice. - Major compliance -	There is no development of new planting at both visited estates.	Yes
Criterion 4.7.3: Social and Environmental Impact Assessment (SEIA)			
4.7.3.1	A comprehensive and participatory social and environmental impact assessment shall be conducted prior to establishing new plantings or operations. - Major compliance -	There is no development of new planting at both visited estates.	Yes
4.7.3.2	SEIAs shall include previous land use or history and involve independent consultation as per national and state regulations, via participatory methodology which includes external stakeholders. - Major compliance -	There is no development of new planting at both visited estates.	Yes
4.7.3.3	The results of the SEIA shall be incorporated into an appropriate management plan and operational procedures developed, implemented, monitored and reviewed. - Major compliance -	There is no development of new planting at both visited estates.	Yes

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Criterion / Indicator		Assessment Findings	Compliance
4.7.3.4	Where the development includes smallholder schemes of above 500ha in total or small estates, the impacts and implications of how each scheme or small estate is to be managed should be documented and a plan to manage the impacts developed, implemented, monitored and reviewed. - Minor compliance -	There is no development of new planting at both visited estates.	Yes
Criterion 4.7.4: Soil and topographic information			
4.7.4.1	Information on soil types shall be adequate to establish the long-term suitability of the land for oil palm cultivation. - Major compliance -	There is no development of new planting at both visited estates.	Yes
4.7.4.2	Topographic information shall be adequate to guide the planning of planting programmes, drainage and irrigation systems, roads and other infrastructure. - Major compliance -	There is no development of new planting at both visited estates.	Yes
Criterion 4.7.5: Planting on steep terrain, marginal and fragile soils			
4.7.5.1	Extensive planting on steep terrain, marginal and fragile soils shall be avoided unless permitted by local, state and national laws. - Major compliance -	There is no development of new planting at both visited estates.	Yes

Criterion / Indicator		Assessment Findings	Compliance
4.7.5.2	Where planting on fragile and marginal soils is proposed, plans shall be developed and implemented to protect them and to minimize adverse impacts (e.g. hydrological) or significantly increased risks (e.g. fire risk) in areas outside the plantation. - Major compliance -	There is no development of new planting at both visited estates.	Yes
4.7.5.3	Marginal and fragile soils, including excessive gradients and peat soils, shall be identified prior to conversion. - Major compliance -	There is no development of new planting at both visited estates.	Yes
Criterion 4.7.6: Customary land			
4.7.6.1	No new plantings are established on recognised customary land without the owners' free, prior and informed consent, dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions. - Major compliance -	There is no development of new planting at both visited estates.	Yes
4.7.6.2	Where new plantings on recognised customary lands are acceptable, management plans and operations should maintain sacred sites. - Minor compliance -	There is no development of new planting at both visited estates.	Yes
4.7.6.3	Where recognized customary or legally owned lands have been	There is no development of new planting at both visited estates.	Yes

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Criterion / Indicator		Assessment Findings	Compliance
	<p>taken-over, the documentary proof of the transfer of rights and of payment or provision of agreed compensation shall be made available.</p> <p>- Major compliance -</p>		
4.7.6.4	<p>The owner of recognised customary land shall be compensated for any agreed land acquisitions and relinquishment of rights, subject to their free prior informed consent and negotiated agreement.</p> <p>- Major compliance -</p>	There is no development of new planting at both visited estates.	Yes
4.7.6.5	<p>Identification and assessment of legal and recognised customary rights shall be documented.</p> <p>- Major compliance -</p>	There is no development of new planting at both visited estates.	Yes
4.7.6.6	<p>A system for identifying people entitled to compensation and for calculating and distributing fair compensation shall be established and implemented.</p> <p>- Major compliance -</p>	There is no development of new planting at both visited estates.	Yes
4.7.6.7	<p>The process and outcome of any compensation claims shall be documented and made publicly available.</p> <p>- Major compliance -</p>	There is no development of new planting at both visited estates.	Yes

Criterion / Indicator	Assessment Findings	Compliance
<p>4.7.6.8 Communities that have lost access and rights to land for plantation expansion should be given opportunities to benefit from the plantation development.</p> <p>- Minor compliance -</p>	<p>There is no development of new planting at both visited estates.</p>	<p>Yes</p>

Appendix B: List of Stakeholders Contacted

<p>Government Officer: Jabatan Tenaga Kerja -Kluang SOCSO Officer – Putrajaya Head Mistress SK Ladang Mutiara</p>	<p>Community/neighbouring village: Tok Batin RPS Kedaik FFB supplier-smallholder Villager of Sungai Peroh Villager of Kampung Orang Asli Pucur</p>
<p>Suppliers/Contractors/Vendors: Klinik Dr. Wong Hup Lee Mach & Hardware Ken Seng Earthworks Segamat Engineering</p>	<p>Worker’s Representative/Gender Committee: Gender Committee Representatives Local and foreign workers Creche worker</p>

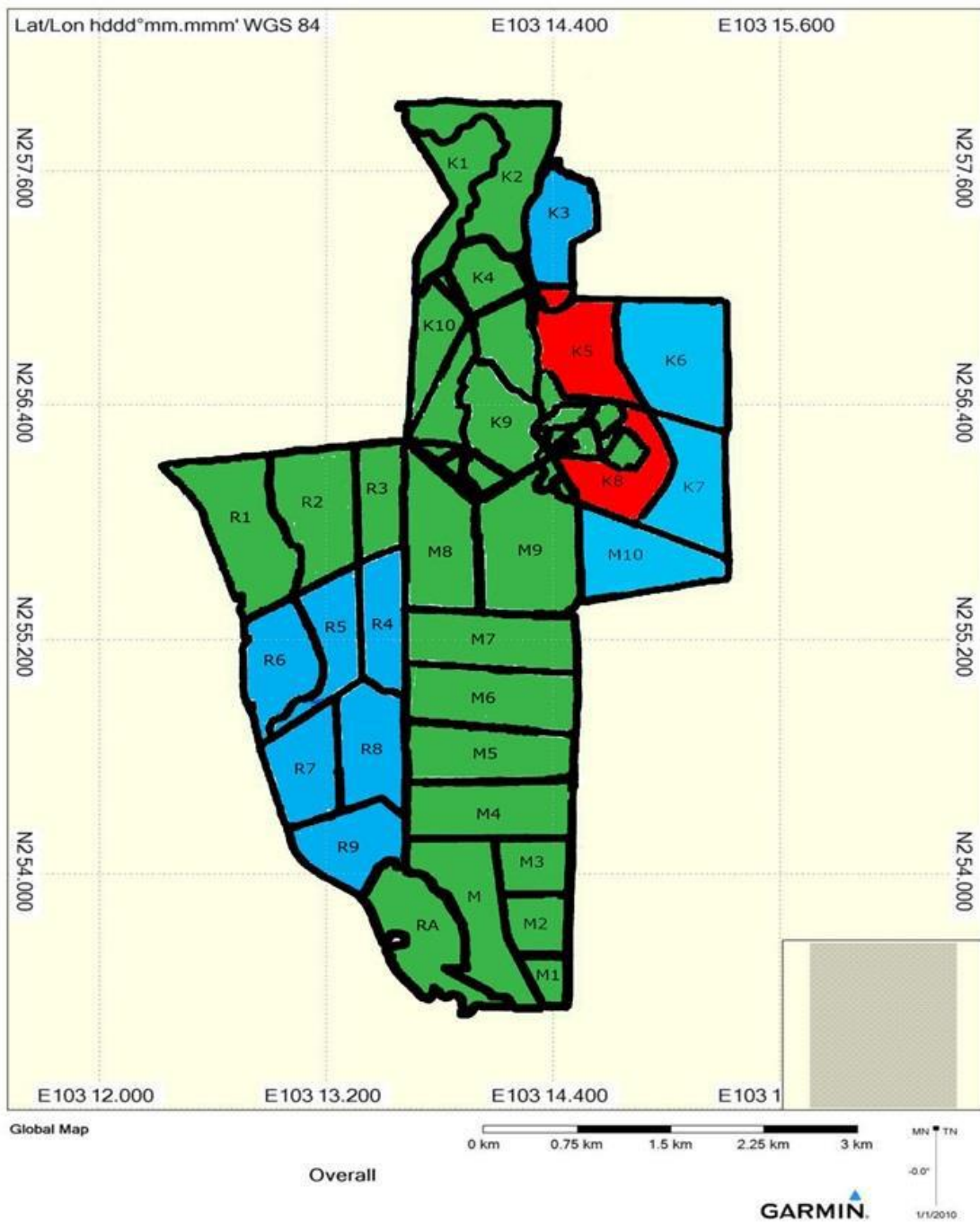
MSP0 Public Summary Report **Revision 1 (Feb 2020)**

Appendix C: Smallholder Member Details

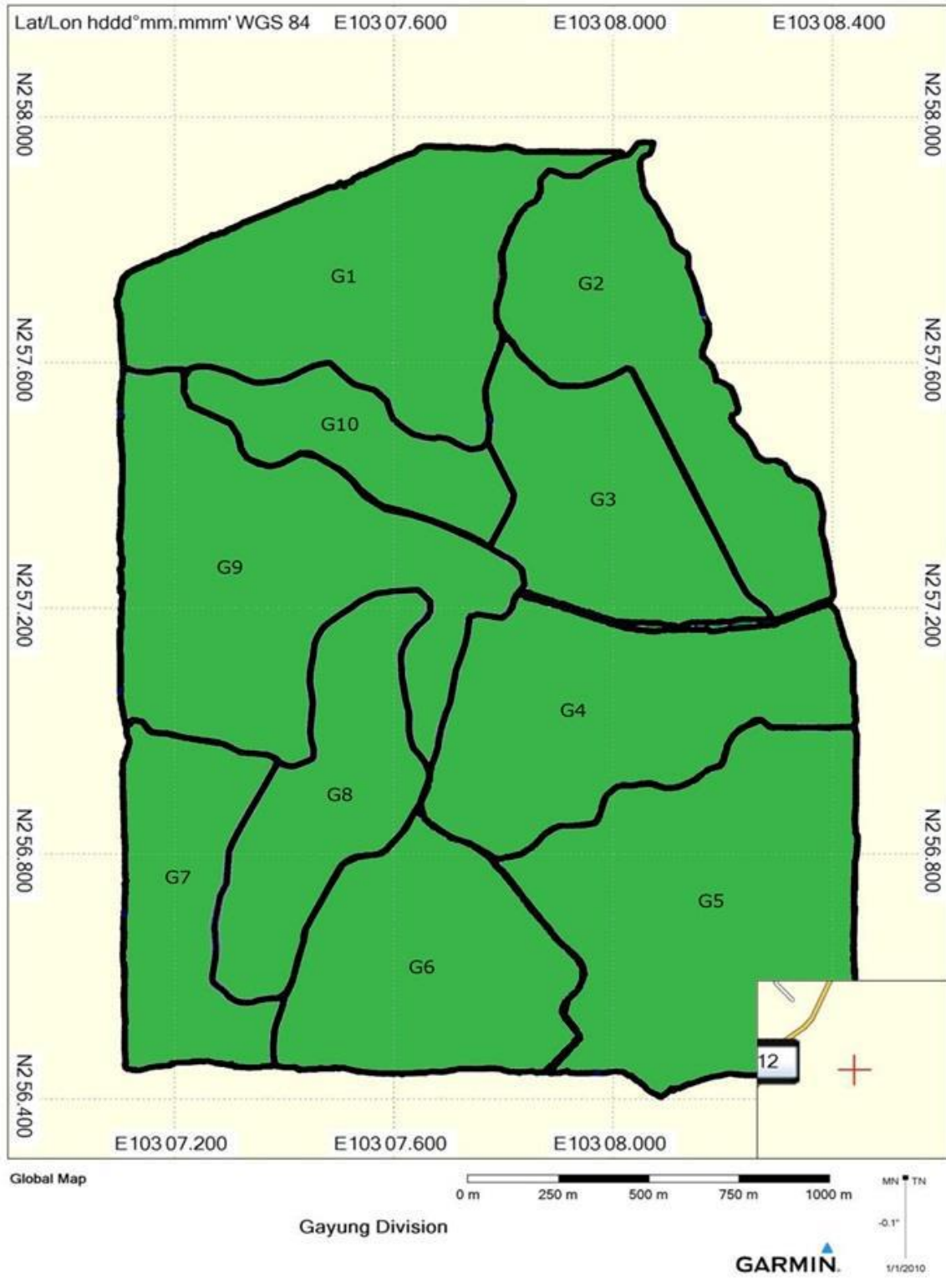
No.	Smallholder		Location of Planted Area (District)	GPS Coordinates	Certified Area (ha)	Planted Area (ha)
	Name	MPOB License Number				
	-	-	-	-	-	-

Appendix D: Location and Field Map

Ladang Rompin



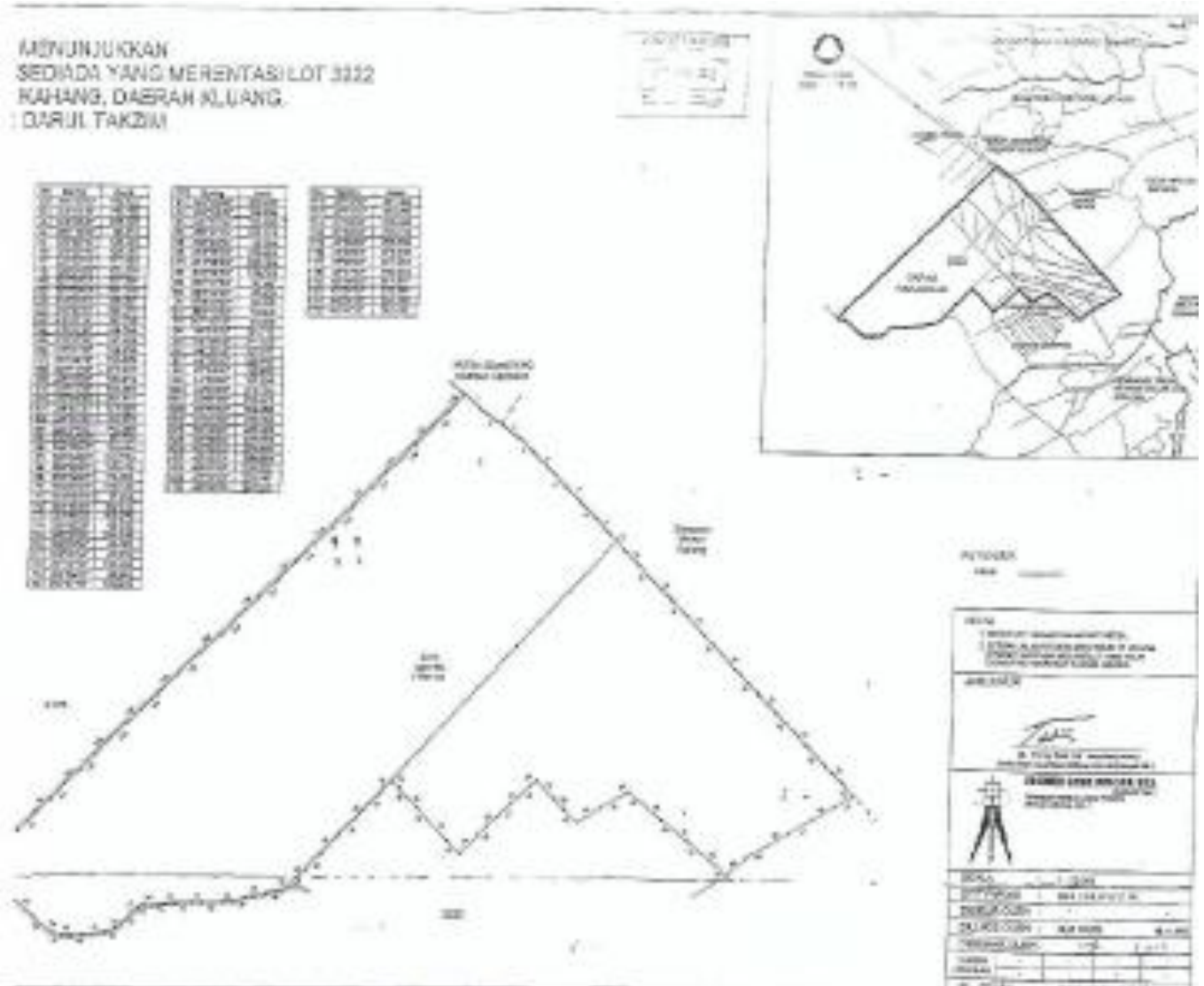
Gayung Division (Ladang Rompin)



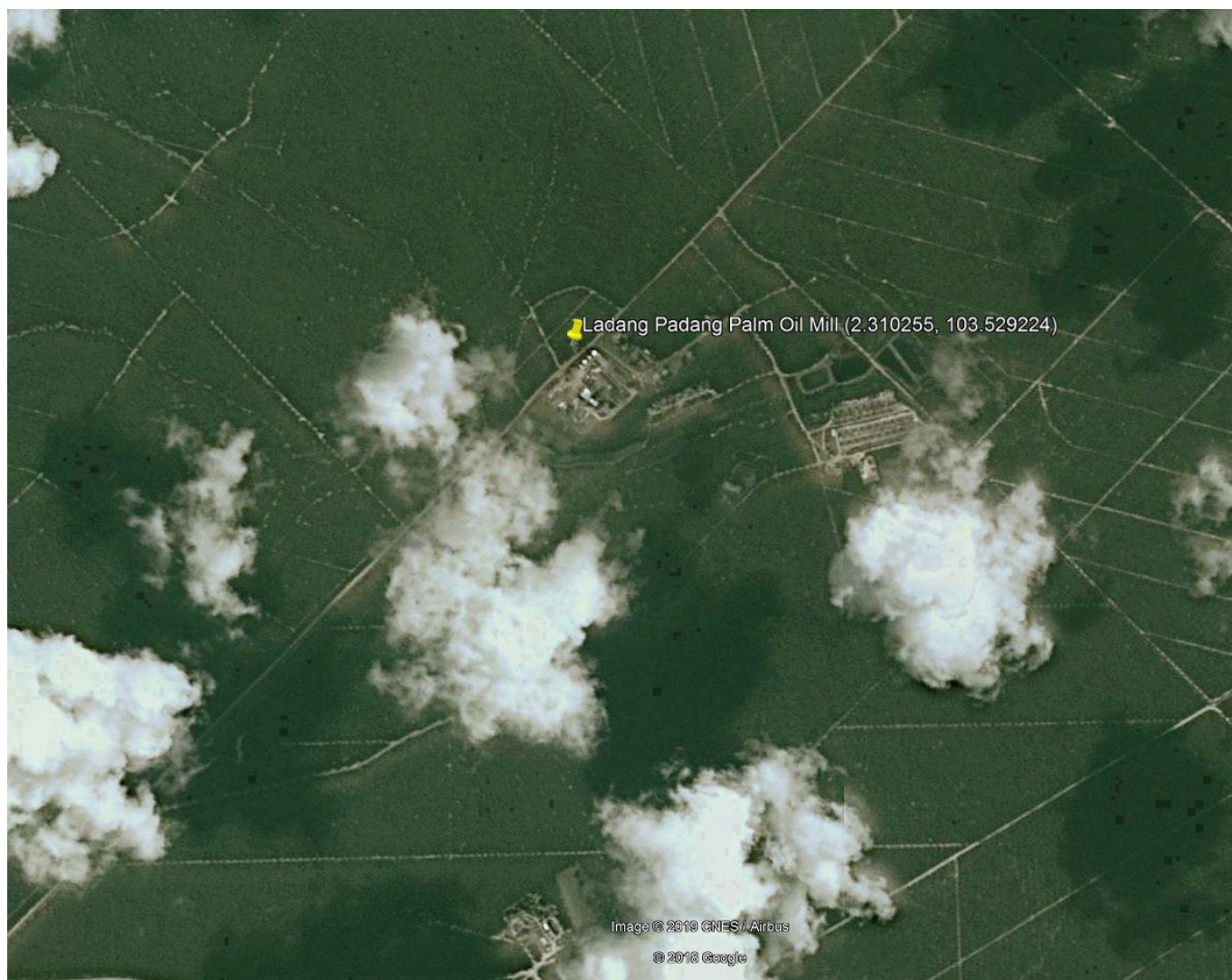
Ladang Rompin POM



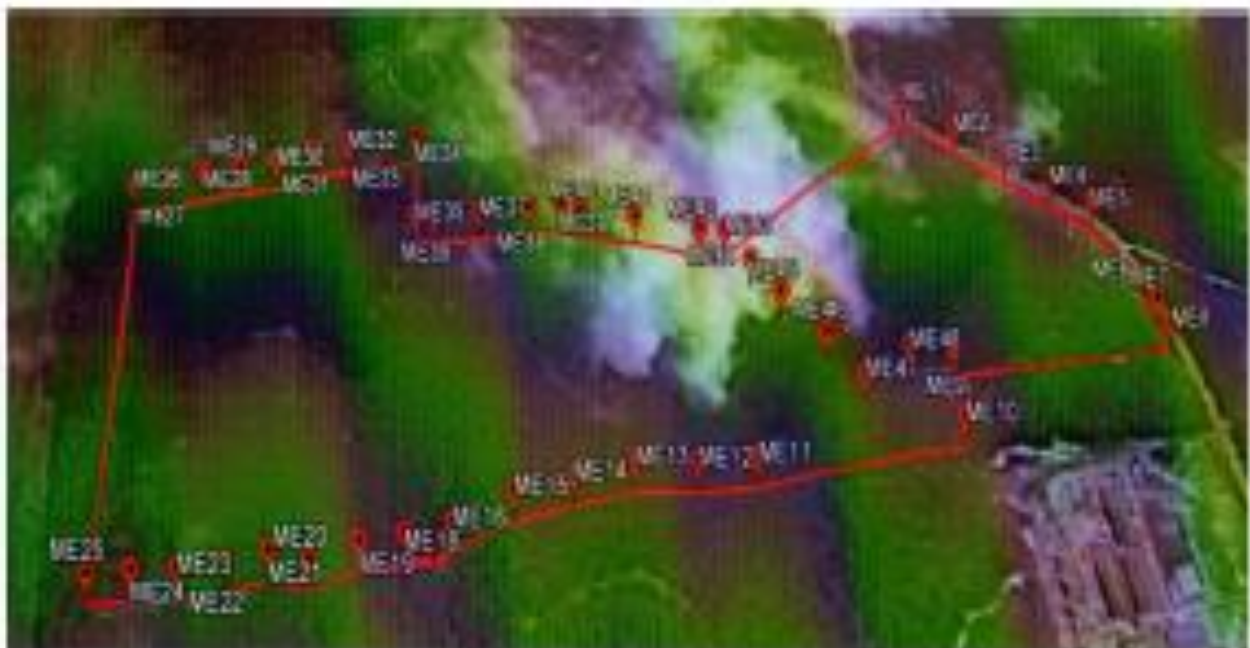
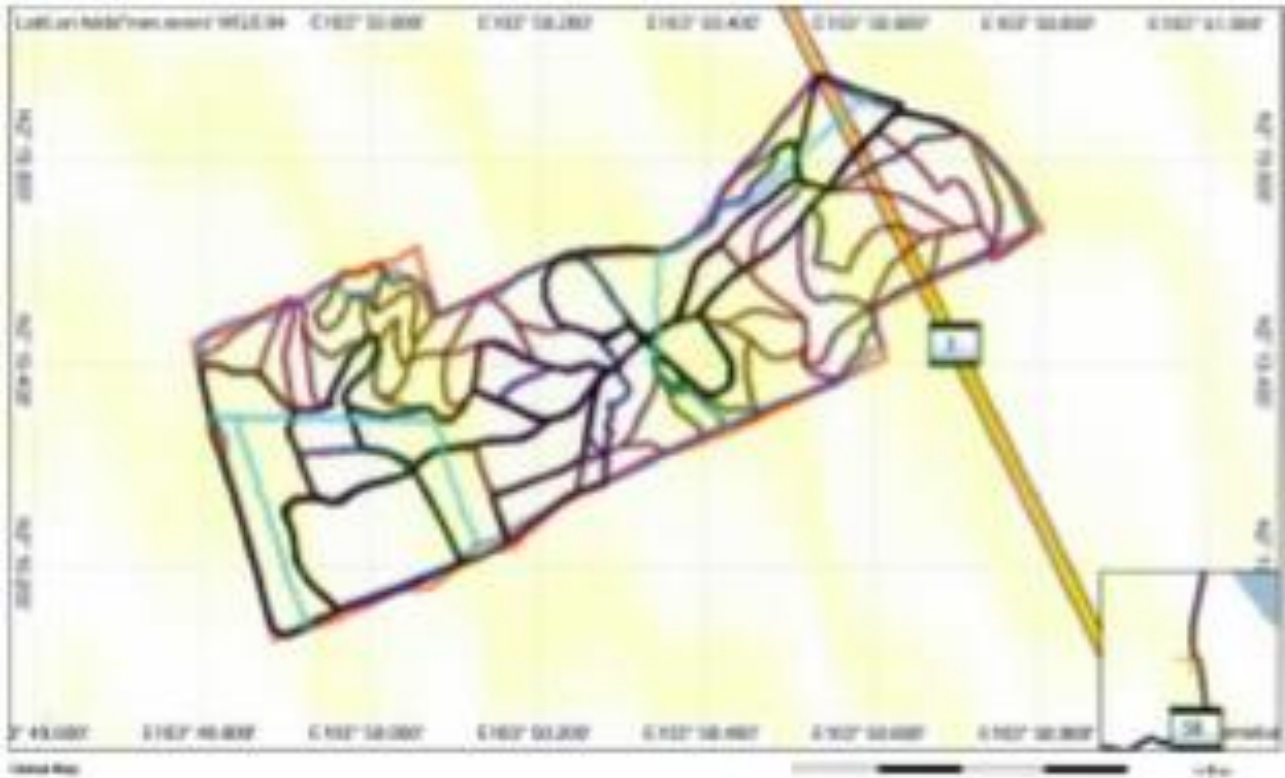
Ladang Padang



Ladang Padang POM



Ladang Viva



Appendix E: List of Abbreviations

BOD	Biochemical Oxygen Demand
CB	Certification Bodies
CHRA	Chemical Health Risk Assessment
COD	Chemical Oxygen Demand
CPO	Crude Palm Oil
EFB	Empty Fruit Bunch
EHS	Environmental, Health and Safety
EIA	Environmental Impact Assessment
EMS	Environmental Management System
FFB	Fresh Fruit Bunch
FPIC	Free, Prior, Informed and Consent
GAP	Good Agricultural Practice
GHG	Greenhouse Gas
GMP	Good Manufacturing Practice
GPS	Global Positioning System
HCV	High Conservation Value
IPM	Integrated Pest Management
ISCC	International Sustainable Carbon Certification
LD50	Lethal Dose for 50 sample
MSPO	Malaysian Sustainable Palm Oil
MSDS	Material Safety Data Sheet
MT	Metric Tonnes
OER	Oil Extraction Rate
OSH	Occupational Safety and Health
PK	Palm Kernel
PKO	Palm Kernel Oil
POM	Palm Oil Mill
POME	Palm Oil Mill Effluent
PPE	Personal Protective Equipment
RTE	Rare, Threatened or Endangered species
SEIA	Social & Environmental Impact Assessment
SIA	Social Impact Assessment
SOP	Standard Operating Procedure