

# GLOBAL GATEWAY CERTIFICATIONS

## MALAYSIAN SUSTAINABLE PALM OIL (MSPO)

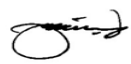

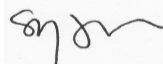


### CERTIFICATION AUDIT REPORT


#### Part 4 : General Principles for Palm Oil Mills

TH Plantations Berhad  
Gedong Complex [Mill]

-Group Certification-

MAIN ASSESSMENT AUDIT  
27<sup>th</sup> May 2019

| Revision History |          |                        |                               |                 |   |
|------------------|----------|------------------------|-------------------------------|-----------------|---|
| Rev              | Date     | Description            | Performed by                  | Role            | Signature   |
| A                | 19/06/19 | Issued as Draft Report | Muhammad Syafiq bin Abd Razak | Lead Auditor    |  |
| A                | 24/06/19 | Peer Review 1 Comments | Nzri bin Rasidi               | Peer Reviewer 1 |  |
| A                | 24/06/19 | Peer Review 2 Comments | Muhammad Syafiq bin Abu Bakar | Peer Reviewer 2 |  |
| B                | 25/06/19 | Issued as Final Report | Muhammad Syafiq bin Abd Razak | Lead Auditor    |  |
| B                | 26/06/19 | Final Report Approved  | Muhd Jamalul Arif bin Hamid   | Certifier       |  |

| Acknowledgment by TH Plantations Berhad |          |                            |                           |                                |   |
|---|----------|----------------------------|---------------------------|--------------------------------|---|
| Rev                                     | Date     | Description                | Management Representative | Role                           | Signature   |
| B                                       | 26/06/19 | Acceptance of the contents | Mr. Ahmad Anuar bin Sairi | General Manager (CEO's Office) |  |

#### Declaration

The auditor(s) has (had) no personal, business or other ties to the client and the assessment is carried out objectively and independently.

WITH INTEGRITY WE SERVE



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Note: Section II of this report contain confidential information and been protected from public disclosure.

**SECTION I : PUBLIC SUMMARY REPORT****1.1 Certification Scope**

**Global Gateway Certifications Sdn. Bhd. (GGC)** has conducted the Certification Assessment of **TH Plantations Berhad, Gedong Complex [Mill]**. During this **Main Assessment (Stage 2) Audit**, the audit team were briefed by sustainability member, of the supply base disposition. The source of FFB supplies to Gedong POM are from their own estates [Kepayang Estate, Semalatong Estate, Sungai Kerian Estate, Gedong Estate, Sematan Estate, Sadong Estate, Lumar Estate, Bijat Estate & Sg. Tisak Estate] and from out-grower and other smallholders.

This assessment was conducted onsite on **27<sup>th</sup> May 2019** to assess the compliance of the certification unit against the **"MS 2530-4:2013 Malaysian Sustainable Palm Oil (MSPO) Part 4: General Principles for Palm Oil Mills"**. The scope of certification is **"Production Of Sustainable Crude Palm Oil And Palm Kernel"**.

**1.2 Company details and Contact information**

|                         |  |
|-------------------------|--|
| <b>Company Name</b>     | TH Plantations Berhad  |
| <b>Business Address</b> | Menara TH Platinum, Level 31-35, No. 9 Persiaran KLCC, 50088 Kuala Lumpur. |
| <b>Contact Person</b>   | Mr. Ahmad Anuar bin Sairi  |
| <b>Office Telephone</b> | +603 2603 4800   |
| <b>E-Mail</b>           | anuar@thplantations.com  |

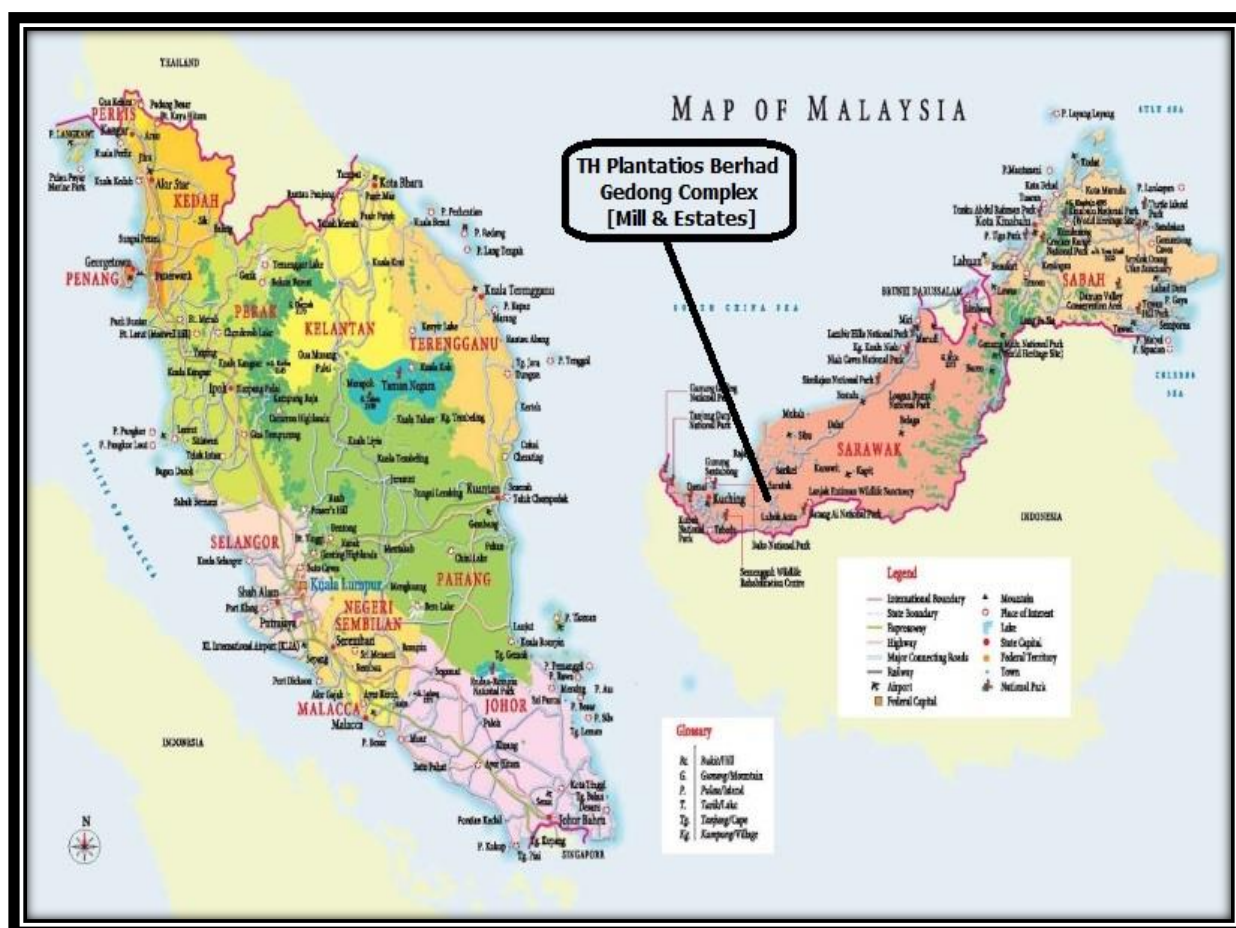
**1.3 Certification Unit**

|   |  |
|---|--|
| <b>Name of the Certification Unit</b>   | Kilang Sawit Gedong  |
| <b>Mill Capacity (MT/HR)</b>            | 60   |
| <b>Site Address</b>                     | KM 8 Jalan Gedong, P.O.BOX 32, 94700 Serian, Sarawak.            |
| <b>GPS Reference of the site office</b> | <b>Longitude</b> E 110°40'39.92"<br><b>Latitude</b> N 1°9'24.59" |

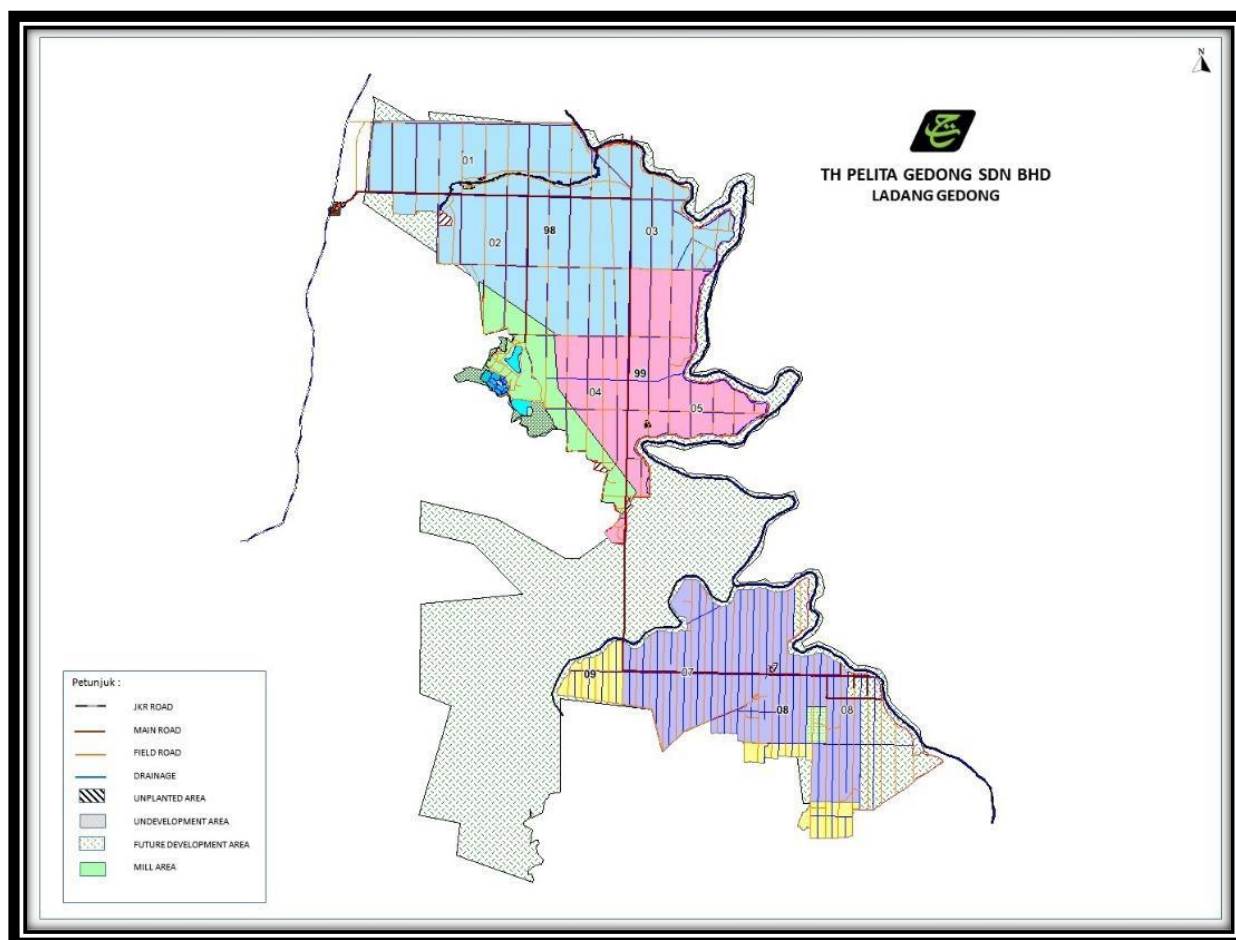
|  |                          |   |
|--|--------------------------|---|
| <b>MPOB License Information</b>            | <b>License No.</b>       | 508125704000  |
|  | <b>Scope of Activity</b> | 1. "Menjual dan Mengalih – PK, CPO, SPO"<br>2. "Membeli dan Mengalih – FFB, PK, CPO"<br>3. "Menyimpan – PK, CPO, SPO"<br>4. "Mengilang FFB" |
|  | <b>Expiry Date</b>       | 31 <sup>st</sup> May 2020   |
| <b>Others Sustainability Certification</b> |                          | NIL   |

#### 1.4 Map Showing Geographical Location

##### 1) TH Plantations Berhad – Gedong Complex [Mill & Estates]



## 2) Kilang Sawit Gedong (Share with Gedong Estate Land Title)



### 1.5 Production Area, Actual and Projected FFB Production (MT)

#### Production for Certified Unit

| Kilang Sawit Gedong | Projected from last audit | Actual Production for 12 Months [May 2018-Apr 2019] | Projected Production for next 12 Months [May 2019-Apr 2020] |
|---------------------|---------------------------|---|---|
| FFB Summary (MT)    | NIL                       | NIL   | 180,000   |
| CPO Summary (MT)    | NIL                       | NIL   | 38,500  |
| PK Summary (MT)     | NIL                       | NIL   | 8,000   |

# FFB's Own Estate & Certified Estate

#### Production for Uncertified Unit

| Kilang Sawit Gedong | Projected from last audit | Actual Production for 12 Months [May 2018-Apr 2019] | Projected Production for next 12 Months [May 2019-Apr 2020] |
|---------------------|---------------------------|---|---|
| FFB Summary (MT)    | NIL                       | 229,132.35  | 20,000  |
| CPO Summary (MT)    | NIL                       | 48,636.29   | 4,000   |
| PK Summary (MT)     | NIL                       | 9,719.39  | 800   |

## 1.6 Certificate Details

### Certification body

Global Gateway Certifications Sdn. Bhd.,  
No. 10 Jalan Rasmi 7, Taman Rasmi Jaya,  
68000 Ampang,  
Selangor Darul Ehsan, Malaysia.  
Tel.: +603 4256 2689; Fax: +603 4256 2687  
Website: [www.ggc.my](http://www.ggc.my)

### Assessment standard

(MSPO) Part 4: General Principles for Palm Oil Mills

### Certificate number

GGC-THPB013-MSPO-00-2019

### Initial certificate issued date

26<sup>th</sup> June 2019

### Certificate expiry date

25<sup>th</sup> June 2024

### Stage 1 assessment date

18<sup>th</sup> February 2019

### Stage 2 / Main Assessment

27<sup>th</sup> May 2019

### Annual Surveillance 1 [ASA 1]

March 2020

### Annual Surveillance 2 [ASA 2]

March 2021

### Annual Surveillance 3 [ASA 3]

March 2022

### Annual Surveillance 4 [ASA 4]

March 2023

## 1.7 Qualification of the Lead Assessor and Assessment Team

### Lead Auditor

**Name:** **Muhammad Syafiq bin Abd Razak**

Graduate in plantation management with more than 7 years working experience in various plantation company and skills in Good Agricultural Practices (GAP) including Integrated Pest Management (IPM). Fully trained in similar agriculture certification programs such as RSPO, SCCS, MSPO and etc. Qualified as Lead Auditor/Auditor in several certification programme. Involved in RSPO and MSPO assessment since 2014. Involved in audits conducted in for many different companies in Malaysia, Indonesia, Australia, Pakistan, India, Arab Saudi and Ivory Coast. Completed and certified MSPO Auditor course in 2014 (3<sup>rd</sup> Batch) held by MPOB. Member of GGC MSPO audit team.

Experienced in handling mineral and peat soil oil palm estate. Knowledgeable in chemical in control of weeds and pest & disease in Oil Palm Plantation sector. Understanding in Industrial relation and labour law. Attended OSH Act 1994 & Regulations and Factories & Machinery Act 1967 & Regulations Training. Participated in Workshop for Oil Palm Growers on Peat at Bogor, Indonesia. Completed and attended Social Impact Assessment Training at Bogor, Indonesia organized by Remark Asia. Also, has attended training for RSPO GHG calculation on year 2015 in Kuala Lumpur.

During this assessment, he assessed on the aspect of Management Commitment & Responsibility, Transparency, Legal, Safety and Health, Social, Stakeholder's Consultation, Workers Welfare, Environment, Best Practices and etc. He is able to speak and understand Bahasa Malaysia and English.

### Auditor

**Name:** **Ismadi bin Hj. Ismail**

He holds Diploma in Planting Industry Management from MARA Institute of Technology, Kuantan Pahang. 24 years of working experiences with various plantation companies and skills in Best Agriculture Practices (GAP) for plantation. Fully trained in CoP, MSPO and OSHAS. Qualified as Lead Auditor/Auditor for MSPO and CoP. Involved in MSPO assessment since 2017. Completed and certified MSPO Auditor course in 2017 held by SGS (M) Sdn Bhd and ISO 9001:2015 lead auditor course by TOMC. Member of GGC MSPO audit team.

During this assessment, he assessed on the aspect of Transparency, Safety and Health, Employment Condition, Social and Community Engagements, Stakeholder's Consultation and Workers Welfare. Able to speak and understand Bahasa Malaysia and English.

### Auditor

**Name:** **Hj. Ahmad bin Sukiman**

He holds MSc Plantation Management from Universiti Putra Malaysia (UPM). Above 30 years of working experiences with various plantation companies and skills in Best Agriculture Practices (GAP) for plantation. Fully trained in MSPO and qualified as Lead Auditor/Auditor for MSPO. Involved in MSPO assessment since 2015. Completed and certified MSPO Auditor course in 2015 held by DQS Certification (M) Sdn Bhd and ISO 9001:2015 lead auditor course by TOMC. Member of GGC MSPO audit team.

During this assessment, he assessed on the aspect of Legal, Stakeholder's Consultation, Workers Welfare and Environment. Able to speak and understand Bahasa Malaysia and English.



## 1.8 Audit Methodology

The audit was conducted based on sampling following the method as specified in the MSPO requirements (MSPO-Questionnaire Self-Assessment – RA). The sampling was calculated and determined prior to the audit assessment. In the case of this certification unit, sampling calculation was not applied as there is only one palm oil mill, namely “**Kilang Sawit Gedong**”.

The assessment activities include of documents review and site inspection. The documents that had been reviewed among others were company policy, internal procedures, management system procedures, waste management procedures, legal documents etc. Significant issues that would impact to the environmental and social were also been verified.

The methodology for collection of objective evidence was established during physical site inspections, observation of tasks and processes, interviews of stakeholders, interview of officers, review of documents and data. Checklists and questionnaires were used to guide the collection of information and the comments made by external stakeholders were also been taken into consideration in this assessment.

Appendix A (Audit Plan) details the actual assessment plan. Stakeholders were consulted randomly during the assessment to obtain feedback on the management compliance and performance (Appendix C) of MSPO.

## 1.9 Audit Plan Information

|                                       |                           |
|---------------------------------------|---------------------------|
| <b>Audit Date</b>                     | 27 <sup>th</sup> May 2019 |
| <b>Name of site(s) visited</b>        | Kilang Sawit Gedong       |
| <b>Total number of man-days spent</b> | 3 man-days                |

## 1.10 Audit Result Summary Findings

| Findings category             |         |   |
|-------------------------------|---------|---|
| Category                      | Numbers | Status<br>(Closed/Open/Not Applicable/No Action Requires) |
| Major Nonconformities         | 5       | Closed  |
| Minor Nonconformities         | 2       | Open (Next Surveillance Audit)                            |
| Area of Concern               | 0       | No action requires  |
| Noteworthy /Positive Comments | 4       | No action requires  |



### 1.11 Stakeholder Consultation

As per ACB-Malaysian Sustainable Palm Oil (MSPO); ACB-OPMC4; Issue 1, 01<sup>st</sup> August 2017; Stakeholder Consultation Requirements For Certification Bodies Operating Oil Palm Management Certification Under Malaysian Sustainable Palm Oil (MSPO) Certification Scheme. The consultation during the audit will be carried out during the stage 2 and recertification audit of the management unit. The CB shall carry out stakeholder consultation to ensure continued compliance with the requirements of the certification standards. However, stakeholders' consultation during surveillance audit may be limited to those stakeholders who have raised concerns, complaints or disputes prior to the audit.

GGC has published the public notification on 05<sup>th</sup> April 2019 and as to accommodate a stakeholders' consultation meeting for mill and estates. Therefore, it was conducted on 21<sup>st</sup> May 2019 – 27<sup>th</sup> May 2019 in TH Plantations Berhad, Gedong Complex [Mill & Estates] to gather information from the local communities in accordance to Certification Scheme and Stakeholder Consultation requirements.

During this Main Assessment (Stage 2) audit, the audit team has conducted stakeholder consultations involving both internal and external stakeholders as to understand the practices in relation to environmental, social performance and their performance with respect to the MSPO requirements. The meeting was conducted without the present of mill management.

At the start of meeting, the auditor explained the purpose of the audit followed by an evaluation of the relationship between the stakeholders before discussions continued. The auditor recorded comments made by stakeholders and verified with the mill management before incorporating into the assessment findings. There was no negative complaint or feedback received during the audit or during the field assessment when interviewing with the external and internal stakeholders. The details is as per table below:

| No | Stakeholders Name | Subject raised / Identified Risk  | Company response and proposed action to be taken.<br>[What we did]   | Assessment team findings<br>[Outcome]  |
|----|-------------------|---|--|--|
| 1. | All Stakeholders  | Most of them has little knowledge on the existence of method/mechanism of complaints/ grievances.   | Management to continue briefing to all stakeholders on MSPO and complaint and grievance mechanism  | Will review by next surveillance audit |
| 2. | Stakeholders A    | a. Expected to receive dividend on top of incentives payment.<br>b. Requested payment due from ASSAR after 5 <sup>th</sup> year of planting.<br>c. FFB transportation to Mill was awarded to non-participants<br>d. Unripe FFB contributed losses to them<br>e. Estate main entrance gate to implement stringent check in | a) Incentive has been continued paid at RM 720/ha/year. As at todate estate recorded losses thus unable to pay the dividend. Refer the JV Agreement schedule 3 and account report as at Dec 2018 attached.<br>b) First Batch of ASSAR payment released in 2016 involved of 5 participants (32.825 ha). As discussed with PELITA payment will be paid on stages according to batch once the complete survey been done. Second batch budgeted in 2019 where 669.798 ha involve of 170 participants. Estate will seek | Will review by next surveillance audit |

|    |                |  |  |  |
|----|----------------|--|--|--|
|    |                | <p>allowing vehicles coming in and out of the estate.</p> <p>f. Requested priority to be given to them for any new tender</p> <p>g. Requested fuel subsidy for attending Stakeholders Consultation meeting</p> | <p>advice and approval from PELITA to release the payment.</p> <p>c) All contract work awarded based on tender's process. List of tenderers shall be obtained from Procurement Department for any contract works. Despite losing in tendering process a few locals were awarded the transporting work taking into consideration their participation in the scheme and other criteria's. Related documents attach for reference.</p> <p>d) Estate has adhered the standard in house quality for harvesting. Grading report from GPOM attached for reference.</p> <p>e) Vehicles details are recorded for coming in/out of estate except for common locals who have their land in the estate. Estate to introduce special pass for these locals involved. Estate will implement/Checking all the visitor to ensure only authorised visitor are allowed to enter the estate/mill.</p> <p>f) Locals and participants are encouraged to registered their company in the Procurement Registration List. Tendering process will be carried out as per SOP and those registered will be invited accordingly.</p> <p>g) A few participants (mostly Penghulu &amp; tuai's) was appointed as Agen Perhubungan Awam and being paid on monthly allowances. Among their duties are to attend anything related to the NCR Project Scheme.</p> |  |
| 3. | Stakeholders B | <p>a. Monthly statement sometimes took 6 months</p> <p>b. Too many potholes from main entrance gate to the Mill</p> <p>c. Payment sometimes take more than 2 months.</p>                                       | <p>a) Mill have provided the monthly statement early month. The statement will be put at the Mill office. All supplier can get the monthly statement at the office.</p> <p>b) Road in bad condition due to high rainfall and the estate yet to received approval from Procurement Department to purchase DCR for maintenance purpose. Estate will implement/Checking all the visitor to ensure only authorised visitor are allowed to enter the estate/mill.</p>   | Will review by next surveillance audit |

|    |                |  |  |  |
|----|----------------|--|--|--|
|    |                |  | c) The estate received insufficient fund from HQ. Estate request remittance from HQ based on credit term (90 days)   |  |
| 4. | Stakeholders C | <p>a. Statutory Declaration to be submitted before 31<sup>st</sup> October of the year. Errant estate to be charged full hectares instead of mature area.</p> <p>b. Building/mill construction or extension to inform Majlis Daerah in accordance to Sarawak Building Ordinance and Local Authority Ordinance requirements.</p> <p>c. Requested mill to check overload FFB transport using government and kampong roads.</p> | <p>a) The problem has arise since the closing Of Regional Office and changing address Regional Office to Gedong Estate Office. We will declare actual hectarage (matured) in October 2019</p> <p>b) Mill already have trading license from Majlis Daerah Serian. So, there is no issue they did not knows the mill is in the Majlis Daerah Serian area.</p> <p>c) Mill will send a letter to estates &amp; FFB supplier to ensure they will follow the optimum weight.</p> | Will review by next surveillance audit |
| 5. | Stakeholders D | Payment > 90days   | a) The estate received insufficient fund from HQ. Estate request remittance from HQ based on credit term (90 days).  | Will review by next surveillance audit |
| 6. | Stakeholders E | Payment > 90days   | a) The estate received insufficient fund from HQ. Estate request remittance from HQ based on credit term (90 days)   | Will review by next surveillance audit |
| 7. | Stakeholders F | Good rapport, payment OK. Requested more purchase from estate.   | a) To continue current practiced. The purchase of product was based on budget & requirement.   | Positive findings                      |
| 8. | Stakeholders G | <p>a. Payment OK</p> <p>b. Road in bad condition from main entrance gate to Gedong Mill.</p>   | <p>a) To continue current practice and do payment as aging.</p> <p>b) Road in bad condition due to high rainfall and the estate yet to received approval from Procurement Department to purchase DCR for maintenance purpose. Estate will implement/Checking all the visitor to ensure only authorised visitor are allowed to enter the estate/mill. Estate had mobile team to repair the mainroad oncall basis incase road need to repair very urgent anytime.</p>        | Will review by next surveillance audit |
| 9. | Stakeholders H | Lack of signboard causing them lost  | a) We have fixed the main signboards at appropriate location. However,   | Will review by next                    |

|     |                |   |   |  |
|-----|----------------|---|---|--|
|     |                | direction to the estates' office.   | since the complaint has been rise up, additional signboards will be fixed before August 2019  | surveillance audit                     |
| 10. | Stakeholders I | Payment > 2 months by Gedong Mill   | a) The Mill received insufficient fund from HQ. Estate request remittance from HQ based on credit term (90 days)  | Will review by next surveillance audit |
| 11. | Stakeholders J | Good rapport and support in assisting the school.   | To continue and strengthen the good relationship with all the stakeholders  | Positive findings                      |
| 12. | Stakeholders K | Expressed concern on conservation of river riparian and methane trapping  | a) Based on Mill monthly ESI assessment, BOD reading not more than 20 ppm. Estate/Mill will be conserved riparian area as follow Jabatan Perhutanan & DOE requirement   | Will review by next surveillance audit |
| 13. | Stakeholders L | Payment of salary through bank remittance must get letter of concern from the worker/staff  | a) Estate/mill already implement this matter.   | Will review by next surveillance audit |
| 14. | Stakeholders M | a. Advised the mill & estates to conduct "latihan kebakaran" as frequent as possible.<br>b. Requested ample space for the fire engine to go as close to the scene.  | a) Fire drill training programme was held only once a year as follow the OSH programme.<br>b) There's an alternative road available to reach the scene area.  | Will review by next surveillance audit |
| 15. | Stakeholders N | No request came from Estates or Mill since 2016 to conduct training and awareness programme on safety and health  | a) Mill/estate will request training upon requirements.   | Will review by next surveillance audit |
| 16. | Stakeholders O | a. Some MPOB officers especially TUNAS Officer always denied entry by the security without further scrutiny<br>b. NCR land bonded by lease agreement with TH Plantations Berhad will not be allowed to join SPOC. | a) Any visitor must introduce himself to our officer at security post. They must comply with our SOP during in Estate.<br>b) We have advised by MPOB Betong to do certification for participants including our certification due to estate has manage the area. | Will review by next surveillance audit |
| 17. | Stakeholders P | Very good cooperation in accepting students from Institut Pertanian to carry out industrial   | To continue and strengthen the good relationship with all the stakeholders  | Positive findings                      |

|     |                |   |  |                   |
|-----|----------------|---|--|-------------------|
|     |                | training as well as student field trip.   |  |                   |
| 18. | Stakeholders Q | Estates and Mill adhered to the PERKESO Act. Good track record and on time submission of the monthly returns. | To continue and strengthen the good relationship with all the stakeholders | Positive findings |

Note: Audience - NCR Owner, Government Agencies and Private Company

| No | Stakeholders Name | Subject raised / Identified Risk   | Company response and proposed action to be taken. [What we did]   | Assessment team findings [Outcome]     |
|----|-------------------|--|---|--|
| 1. | Stakeholders A    | <ol style="list-style-type: none"> <li>1. Request Mill Management to brief on how the process of OER being awarded and why variation in price within Sabah / Sarawak and Peninsular as well as within the vicinity.</li> <li>2. He mentioned the Sales and Purchased Agreement being received late. Thus, unable to lodge any grievance within the stipulated timeframe.</li> <li>3. He also need an explanation from Mill Management as why the processing is higher than the other nearby mill.</li> </ol> | <ol style="list-style-type: none"> <li>1) Mill will be held briefing on the issue rise by stakeholder. Targeted date will be on 31 May 2019.</li> <li>2) Mill will prepare the Sales &amp; Purchased Agreement to the stakeholder before 15th June 2019.</li> <li>3) Mill will held briefing on the issue rise by stakeholder. Targeted date will be on 31 May 2019.</li> </ol> | Will review by next surveillance audit |
| 2. | Stakeholders B    | <ol style="list-style-type: none"> <li>1. He enquires why no Environmental Impact Assessment not covering the Local Communities during the process.</li> <li>2. He also needs an explanation on variation of FFB price awarded to smallholders</li> </ol>  | <ol style="list-style-type: none"> <li>1) The previous management have done EIA Report before the estate establishment. From the report, the local communities are included and pass the NREB specifications, procedures and requirements.</li> <li>2) Mill will be held briefing on the issue rise by stakeholder. Targeted date will be on 31 May 2019.</li> </ol>            | Will review by next surveillance audit |

|    |                |  |  |  |
|----|----------------|--|--|--|
| 3. | Stakeholders C | 1. He requests Mill Management to maintain the accessibility to mill as a lot of potholes.   | 1) Road in bad condition due to high rainfall and the estate yet to received approval from Procurement Department to purchase DCR for maintenance purpose. Estate will implement/Checking all the visitor to ensure only authorised visitor are allowed to enter the estate/mill.  | Will review by next surveillance audit |
| 4. | Stakeholders D | 1. Request Mill Management to brief on how the process of FFB price being awarded  | 1) Mill will be held briefing on the issue rise by stakeholder. Targeted date will be on 31 May 2019.  | Will review by next surveillance audit |
| 5. | Stakeholders E | 1. He mentioned the Mill Management need to state the time of delivery at the Guard Post or Notice Board.<br>2. He also request mill to extend the time of delivery.<br>3. He request Mill Management to inform smallholders in written as when the payment being paid through account.<br>4. Mill Management need to monitor the weighbridge operator whom seem to be unfriendly and inefficient in dealing with the transporters.<br>5. He request Mill Management to place the Pricing base on latest price and be up to date from time to time.<br>6. Weighbridge at mill slippery and unsecure to the transporters. | 1) Mill already display the time of delivery at Weighbridges office. However, since the issue has been rise by stakeholder, Mill will display time of delivery at notice board and Guard post.<br>2) Mill has extended the time of delivery from 5.00 Pm to 5.30 PM.<br>3) The issue will be discussed during the meeting with smallholder on 31 May 2019 at 9.00 am<br>4) Mill had already resolved the matter internally<br>5) Mill will be held briefing on the issue rise by stakeholder. Targeted date will be on 31 May 2019.<br>6) Mill will tighten the Safety Operating Procedure at the weighbridges. All drivers must wear safety boot. | Will review by next surveillance audit |
| 6. | Stakeholders F | 1. Request an Estate to discuss with Local Community whenever involve Sg   | 1) Estate didn't receive any info from Pejabat Daerah related to customary of local community involving Sg. Engkuan. Will see/ask  | Will review by next surveillance audit |

|     |                |   |  |  |
|-----|----------------|---|--|--|
|     |                | Engkuan as it related to their customary. The matter has been discussed with Pejabat Daerah and still no response by both parties.<br>2. To extend Corporate Social Responsibilities to Local Communities.  | further to Pejabat Daerah before end of June 2019.<br>2) Estate did donation and contribution to school in Gedong/surrounding Estate which Estate's school children had the interest.  |  |
| 7.  | Stakeholders G | 1. No Corporate Social Responsibilities to Local Communities.   | 1) For Kampung Merakai, Estate Sadong contributed water tank, machine to repair school football field and mainroads to Kampung Merakai.  | Will review by next surveillance audit |
| 8.  | Stakeholders H | 1. No Corporate Social Responsibilities to Local Communities although quite often requesting.   | 1) Limited budget in 2019 and need HQ approval and follow company procedure before contribution/donation is made.  | Will review by next surveillance audit |
| 9.  | Stakeholders I | 1. Request estate to stack the fronds in the stacking row instead of on the road access to their Kampung.   | 1) Ensuring that the frond stacking does not prevent the passage of the villagers.   | Will review by next surveillance audit |
| 10. | Stakeholders J | 1. He on behalf of the local communities at THP Sg Kerian need a feedback on the land issues which involved 9 different areas.  | 1) No NCR issue at ladang Sungai Kerian due to area was under PL and if any claimants, the issue will be discuss by Syarikat Punggor Wibawa as Shareholder of the villagers.   | Will review by next surveillance audit |
| 11  | Stakeholders K | 1. No Corporate Social Responsibilities to Local Communities although quite often requesting<br>2. Sg Merakai was polluted and affected their daily routine activities.<br>3. He request THP to use the original name of the area as it part of their values.<br>4. Estate or Mill vehicles inclusive lorries to adhere to the signages being erected as it cause | 1) Estate has done some CSR like 82 unit water tank, resurfacing existing main road with quarry waste and cash contribution for festival.<br>2) Management has done mitigation plan as recommended by Ecosol and NREB.<br>3) The previous management had choose the familiar name for the estate<br>4) Estate has already fixed the signboard at appropriate location. We will conduct the training for lorry driver for their awareness on road safety. | Will review by next surveillance audit |



|    |                |   |   |  |
|----|----------------|---|---|--|
|    |                | danger to other users.  |   |  |
| 12 | Stakeholders L | <ol style="list-style-type: none"> <li>1. He informed that the POME has polluted the river and the bund was broken.</li> <li>2. He request Mill Management to place the Pricing base on latest price and be up to date from time to time</li> <li>3. No Sales and Purchased Agreement.</li> </ol>   | <ol style="list-style-type: none"> <li>1) Based on Mill monthly ESI assessment, BOD reading not more than 20 ppm.</li> <li>2) Mill has display the price of Rm/1% OER at the weighbridge office.</li> <li>3) Mill will prepare the Sales &amp; Purchased Agreement to the stakeholder before 15th June 2019.</li> </ol> | Will review by next surveillance audit |
| 13 | Stakeholders M | <ol style="list-style-type: none"> <li>1. Request Mill Management to brief on how the process of OER being awarded and why variation in price within Sabah / Sarawak and Peninsular as well as within the vicinity.</li> <li>2. He also needs an explanation from Mill Management as why the processing is higher than the other nearby mill</li> </ol> | <ol style="list-style-type: none"> <li>1) Mill will be held briefing on the issue rise by stakeholder. Targeted date will be on 31 May 2019.</li> <li>2) Mill will be held briefing on the issue rise by stakeholder. Targeted date will be on 31 May 2019.</li> </ol>  | Will review by next surveillance audit |
| 14 | Stakeholders N | <ol style="list-style-type: none"> <li>1. He urged the Estate Management to improve the accessibility to the villagers which have to trespassing Estate land and Guard Post</li> </ol>  | <ol style="list-style-type: none"> <li>1) Any villagers must introduce himself at the security post. They must comply with our SOP when passing through the Estate road.</li> </ol>   | Will review by next surveillance audit |

Note: Audience - Smallholders and Local Communities

## 1.12 Recommendation

The company has established sustainability policy, objectives and procedures that define an effective system for the administration and control of sustainability management system throughout all operation activities of TH Plantations Berhad, Gedong Complex [Mill]. Senior Mill Manager is in charge and ensures that facility and his subordinates comply with the requirements and procedures stated in this manual. All operating units also assist by TH Plantations Berhad, Sustainability and Investor Relations Department.

The management is committed to comply with MSPO system by giving awareness training to all personnel involved in this standard to make them understand the procedures and implementation of the standard. The

employees are aware of the requirements of MSPO. There was no complaint or feedback received during this Main Assessment (Stage 2) Audit.

This report will be internally reviewed prior to certification decision by GGC and externally peer reviewed by independents panel reviewers (qualified and trained by MPOCC). During this Main Assessment (Stage 2) Audit [based on MS 2530-4:2013 Malaysian Sustainable Palm Oil (MSPO)] Part 4: General Principles For Palm Oil Mills, there were 5 major and 2 minor non-conformities have been raised to the facility that being audited.

Since the audit objectives as mentioned in the audit plan have been achieved and assessment resulted of major non-conformity findings is closed. Therefore, the Lead Auditor recommends a certificate of compliance **"MS 2530-4:2013 Malaysian Sustainable Palm Oil (MSPO) Part 4: General Principles For Palm Oil Mills"** is awarded to TH Plantations Berhad, Kilang Sawit Gedong.

### 1.13 Date of Next Surveillance Audit

The first annual surveillance assessment visit will be scheduled after 12 months of the MSPO Certificate being issued.

### 1.14 Confidentiality

GGC auditors will not discuss or reveal any of the confidential information seen during the audit to any third party. Any public summary of the main assessment will be approved by the client prior to publication.

### 1.15 Abbreviations Used

|        |   |
|--------|---|
| BOD    | Biological Oxygen Demand                                |
| CHRA   | Chemical Health & Risk Assessment                       |
| CIP    | Continuous Improvement Plan                             |
| COD    | Chemical Oxygen Demand                                  |
| CoP    | Code of Practise  |
| CSPO   | Certified Sustainable Palm Oil                          |
| CPO    | Crude Palm Oil  |
| CSPK   | Certified Sustainable Palm Kernel                       |
| DOE    | Department of Environmental                             |
| DOSH   | Department of Occupational Safety and Health Malaysia   |
| EIA    | Environmental Impact Assessment                         |
| EMP    | Environmental Management Plan                           |
| FFB    | Fresh Fruit Bunch                                       |
| FGS    | Finished Good Stock                                     |
| GAP    | Good Agriculture Practise                               |
| GHG    | Greenhouse Gas  |
| GGC    | Global Gateway Certifications Sdn Bhd                   |
| HIRARC | Hazard Identification, Risk Assessment and Risk Control |
| ISCC   | International Sustainability & Carbon Certification     |
| IPM    | Integrated Pest Management                              |
| MPOB   | Malaysian Palm Oil Board                                |
| MSPO   | Malaysian Sustainable Palm Oil                          |
| NCR    | Non-Conformance Report                                  |
| NGO    | Non-Government Organization                             |

|       |  |
|-------|--|
| OHS   | Occupational Health & Safety                     |
| OHSAS | Occupational Health and Safety Assessment Series |
| PK    | Palm Kernel                                      |
| POM   | Palm Oil Mill                                    |
| POME  | Palm Oil Mill Effluent                           |
| PPE   | Personal Protective Equipment                    |
| RSPO  | Roundtable on Sustainable Palm Oil               |
| SEIA  | Social Environmental Impact Assessment           |
| SOP   | Standard Operating                               |
| SPO   | Sludge Palm Oil                                  |

## SECTION II : ASSESSMENT FINDINGS BY PRINCIPLES AND CRITERIA

### 2.1 Principle 1 : Management commitment and responsibility

#### Criterion 1 Malaysian Sustainable Palm Oil (MSPO) Policy

**Indicator 1** Policy for the implementation of MSPO shall be established.

**Summary** TH Plantations Berhad has established Sustainability Policy. The policy has been proved by Mr. Muzmi bin Mohamed; Chief Executive Officer dated on 1<sup>st</sup> March 2019.

Stakeholder Meeting was conducted on 19<sup>th</sup> December 2018 by Tn. Hj Ismail bin Sadari, Estate Senior Manager attended by 92 stakeholders. The meeting was collaborated among Gedong Estate (Mill & Estates).

MSPO Awareness for Internal Stakeholder was conducted on:

1. 15<sup>th</sup> January 2019 by En. Redzuan bin Ahmad (Mill Engineer), attended by 18 participants.
2. 23<sup>rd</sup> May 2019 by En. Redzuan bin Ahmad (Mill Engineer), attended by 47 participants.
3. 25<sup>th</sup> May 2019 by En. Redzuan bin Ahmad (Mill Engineer), attended by 14 participants.
4. 26<sup>th</sup> May 2019 by En. Redzuan bin Ahmad (Mill Engineer), attended by 22 participants.

**In Compliance** ☒ **Yes** ☐ No ☐ Not Applicable

**Indicator 2** The policy shall also emphasize on the commitment to continual improvement with the objective of improving the milling operation.

**Summary** TH Plantations Berhad has established Sustainability Policy. The policy has been proved by Mr. Muzmi bin Mohamed; Chief Executive Officer dated on 1<sup>st</sup> March 2019.

Stated in the Sustainability Policy; Point no 2 – “To continuously improve our operations in line with social, environmental and economic requirements”.

**In Compliance** ☒ **Yes** ☐ No ☐ Not Applicable

#### Criterion 2 Internal audit

**Indicator 1** Internal audit shall be planned and conducted regularly to determine the strong and weak points and potential area for further improvement.

**Summary** TH Plantations Berhad has established MSPO Procedure on the Internal Audit. MSPO-TH-01; Rev 0; Date 10/01/2018. The internal audit done annually by team appointed as Internal Auditors from TH Plantations Berhad, Head Quarters.

Sighted the internal audit programme - “Annual THP MSPO Certification Program 2019” planned by Sustainability & Investor Relations Department. Prepared by En Mohd Uzair

bin Rozali and approved by Miss Aisyatul Aizzura Salha Abdul Rahim (Head Sustainability and Investor Relations).

**In Compliance** ☒ **Yes** ☐ No ☐ Not Applicable

**Indicator 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.

**Summary** TH Plantations Berhad has established MSPO Procedure on the Internal Audit. MSPO-TH-01; Rev 0; Date 10/01/2018.

The purpose of this procedure is to describe the audit process conducted internally to determine TH Plantations Berhad's estate and mill operations are effectively implemented to comply with the Malaysian Sustainable Palm Oil (MSPO) standards.

The internal audit conducted by En. Muhamad Sukri bin Nor Hamidi and Abang Audy Azwy bin Abang Matasan on 21<sup>st</sup> November 2018. 15 major and 2 minor Non – conformities being raised during audit.

The Non – conformities being closed on 07<sup>th</sup> January 2019 within the stipulated period by the Internal Auditor of 30 days from date audit report issued (08<sup>th</sup> December 2018).

**In Compliance** ☒ **Yes** ☐ No ☐ Not Applicable

**Indicator 3** Reports shall be made available to the management for their review.

**Summary** Sighted the internal audit report done by Sustainability & Investor Relations Department. Conducted by En. Muhamad Sukri bin Nor Hamidi, Abang Audy Azwy bin Abang Matasan and En. Rafiyudin bin Abd Rashid on 26<sup>th</sup> November 2018. 12 major and 2 minor Non – conformities being raised during audit. The report is available for Management to review and being responded in timely manner.

**In Compliance** ☒ **Yes** ☐ No ☐ Not Applicable

### **Criterion 3 Management review**

**Indicator 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.

**Summary** TH Plantations Berhad has established the Management Review Procedure. MSPO-TH-02; Rev 0; Date 10/01/2018.

Sighted "Minit Mesyuarat Semakan Pengurusan Kilang Sawit Gedong Bil 01/2019" on 12<sup>th</sup> March 2019. Prepared by Pn. Ami Anita Anthony (Sr. Executive Account) and approved by Tn. Hj Isa bin Jabar (Mill Sr. Manager).

As per stated in the procedure, the estate manager is responsible for arranging the meeting, preparing meeting agenda, determine scheduled date and meeting minutes. The agenda shall be as listed below:

1. Review action items from previous meetings.
2. Review the suitability of the policy.
3. Review process performance and product conformity including suitability and achievement of the quality objectives and other measures.
4. Review feedback from customers and other interested parties including data relating to customer perception of whether the organization has met customer requirements (include positive feedback as well complaints). Review customer delivery performance.
5. Review summary and status of non-conformities.
6. Review any changes or requirements that might affect the QMS, e.g. revisions to the MSPO standard, legal & regulatory issues or new processes.
7. Review resource issues such as:
  - Human – current adequacy and future needs, competency, training, organization chart and job descriptions (responsibility, authority and communication);
  - Facility – adequacy, suitability and maintenance of buildings, work environment and services (e.g. communications).
8. Any other business or quality planning. (e.g financial, social, environmental, statutory, regulatory, marketing, etc)

**In Compliance**    ☒ **Yes**                      ☐ **No**                      ☐ **Not Applicable**

#### **Criterion 4 Continual improvement**

**Indicator 1** The action plan for continual improvement shall be based on a consideration of the main social and environmental impact and opportunities for the company.

**Summary** TH Plantations Berhad has established Sustainability Policy. The policy has been proved by Mr. Muzmi bin Mohamed; Chief Executive Officer dated on 1<sup>st</sup> March 2019.

Stated in the Sustainability Policy; Point no 2 – “To continuously improve our operations in line with social, environmental and economic requirements”.

TH Plantations Berhad also has established the Management Review Procedure. MSPO-TH-02; Rev 0; Date 10/01/2018, Appendix 2: Continuous Improvement Plan.

As evidence, sighted continuous improvement plan for Kilang Sawit Gedong. Sample taken:

Environment:

1. 1 Unit Electrostatic Precipitator (ESP)
2. 1 Unit Scrubber
3. 1 Unit Continuous Emissions Monitoring System (CEMS).
4. 1 Unit Biogas

Social:

1. Construct new road

2. Fixing fencing/gate at staff quarters area

**In Compliance** ☒ **Yes** ☐ No ☐ Not Applicable

**Indicator 2** The company should establish a system to improve practices in line with new information and techniques; and for disseminating this information throughout the workforce.

**Summary** There are a few new technologies implemented during the certification period. Among the new technologies are:

1. Continuous Desludging - "Tencate Geotube System".
2. 1-unit Vacuum Dearator Pump c/w Motor.

Others current practices continued and guide by Mill Advisor and Engineering Department.

**In Compliance** ☒ **Yes** ☐ No ☐ Not Applicable

## 2.2 Principle 2 : Transparency

### Criterion 1 Transparency of information and documents relevant to MSPO requirements

**Indicator 1** The management shall communicate adequate information to other stakeholders on environmental, social and legal issues relevant to sustainable practices in the relevant languages and forms.

**Summary** TH Plantations Berhad has established the Stakeholder Communication & Consultation Procedure. MSPO-TH-03; Rev 2; Date 5/04/2018.

Stakeholder Meeting was conducted on 19<sup>th</sup> December 2018 by Tuan Haji Ismail bin Haji Sadarii, The Senior Manager, Gedong Estate attended by 47 stakeholders. The meeting was collaborated between Ladang Lumar, Ladang Sematan, Ladang Gedong, Ladang Sadong, Ladang Kepayang, Ladang Semalatong, Ladang Sg Kerian and Gedong Palm Oil Mill.

**In Compliance** ☒ **Yes** ☐ No ☐ Not Applicable

**Indicator 2** 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

**Summary** Sighted Reference Document List guideline by Head, Sustainability and Investor Relations, last updated 10<sup>th</sup> April 2018 as stated below:-

| No | Reference Document           | Confidential | Non-Confidential |
|----|------------------------------|--------------|------------------|
| 1  | Policy                       |              | /                |
| 2  | Standard Operating Procedure | /            |                  |



|    |   |  |   |
|----|---|--|---|
| 3  | Management and Discussion Analysis              |  | / |
| 4  | Corporate Information                           |  | / |
| 5  | Corporate Structure                             |  | / |
| 6  | Board Directors                                 |  | / |
| 7  | Senior management Profiles                      |  | / |
| 8  | Corporate Responsibility                        |  | / |
| 9  | Statement of Corporate Governance               |  | / |
| 10 | Statement on Risk Management & Internal Control |  | / |
| 11 | Audit Committee Report                          |  | / |
| 12 | Additional Compliance Information               |  | / |
| 13 | Performance Statistic                           |  | / |
| 14 | Consolidated Financial Statements               |  | / |
| 15 | www.thplantations.com.my                        |  | / |

All these documents were sighted in the estate office. Requests for official documents through the estate office will have to go through the estate manager/assistant in charge, whom will make the decision as to whether the information can be shared to or viewed by the person requesting the information or document.

**In Compliance** ☒ **Yes** ☐ No ☐ Not Applicable

## **Criterion 2 Transparent method of communication and consultation**

**Indicator 1** Procedures shall be established for consultation and communication with the relevant stakeholders.

**Summary** TH Plantations Berhad has established the Stakeholder Communication & Consultation Procedure. MSPO-TH-03; Date 5<sup>th</sup> April 2018 (second release). The Standard Operating Procedure has identified mechanism for consultation and communication with the relevant stakeholders.

**In Compliance** ☒ **Yes** ☐ No ☐ Not Applicable

**Indicator 2** The management shall nominate management officials at the operating unit responsible for issues related to Indicator 1 (4.2.2.1).

**Summary** The person in charge for consultation and communication agenda is Puan Errni Yusnita bt Zain appointed on 1<sup>st</sup> October 2018 by the Mill Senior Manager, En. Isa bin Jabar.

**In Compliance** ☒ **Yes** ☐ No ☐ Not Applicable

**Indicator 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.

**Summary** Sighted latest stakeholders list updated on 15<sup>th</sup> November 2018. The stakeholders list was updated by En. Mohd Hazree bin Haron.

|   | No of stakeholders |
|---|--------------------|
| Government                              | 149                |
| Supplier / Contractor,<br>Estate & Mill |                    |
| Local Community                         |                    |
| <b>Total</b>                            | <b>149</b>         |

Stakeholder Meeting was conducted on 19<sup>th</sup> December 2018 by Tuan Haji Ismail bin Haji Sadarii, The Senior Manager, Gedong Estate attended by 47 stakeholders. The meeting was collaborated between Ladang Lupa, Ladang Sematan, Ladang Gedong, Ladang Sadong, Ladang Kepayang, Ladang Semalatong, Ladang Sg Kerian and Gedong Palm Oil Mill.

**In Compliance** ☒ **Yes** ☐ **No** ☐ **Not Applicable**

### **Criterion 3 Traceability**

**Indicator 1** The management shall commit itself to implement and maintain the requirements for traceability and shall establish a standard operation procedure for traceability.

**Summary** The THP has established the MSPO Procedure: Title FFB Traceability. MSPO-TH-04; Rev 0; Date 1<sup>st</sup> November 2017. Sighted all records done by Mill Management.

Sighted the Security will check the followings before the vehicles are allow to enter the mill premises:-

- Date
- Vehicle Number
- Name of driver
- Name of Supplying Estate / Field No
- Time in / Out

Later, the loaded FFB to be weighed at the weighbridge:-

- Date of weighing
- Name of Supplier
- Gross/Tare/Net Weight
- Contact Number
- Weighbridge ticket number
- Description of contents
- Vehicle number
- Name of driver

i. Time in / out

Then, the FFB being unload at ramp and the crop being graded by grading team. Result of grading being recorded in Grading Chit.

Upon completion, the vehicles need to weigh empty in order to obtain actual FFB weight, data synchronizing from the first weighing. The lorry will left the mill with Received Ticket.

**In Compliance** ☒ **Yes** ☐ **No** ☐ **Not Applicable**

**Indicator 2** The management shall conduct regular inspections on compliance with the established traceability system.

**Summary** The Mill Management team holds the responsibility on regular inspection of traceability system. Periodical inspections also being conducted through Mill Advisor and Internal Audit Team. The effectiveness of the monitoring will evidence in the internal audit and visit report findings

**In Compliance** ☒ **Yes** ☐ **No** ☐ **Not Applicable**

**Indicator 3** The management shall identify and assign suitable employees to implement and maintain the traceability system.

**Summary** The person in charge for transparency agenda is Puan Errni Yusnita bt Zain appointed on 1<sup>st</sup> October 2018 by the Mill Senior Manager, En. Isa bin Jabar.

**In Compliance** ☒ **Yes** ☐ **No** ☐ **Not Applicable**

**Indicator 4** Records of storage, sales, delivery or transportation of crude palm oil and palm kernel shall be maintained.

**Summary** Purchases and sales will base on demand and has agreeable documentation with the supplier. Sighted the records of sales, delivery or transportation of FFB. This record being maintained and the documents are kept by the both site (estate and mill).

**In Compliance** ☒ **Yes** ☐ **No** ☐ **Not Applicable**

## 2.3 Principle 3 : Compliance to legal requirements

### Criterion 1 Regulatory requirements

**Indicator 1** All operations shall be in compliance with applicable local, national and ratified international laws and regulations.

**Summary** The company has established and updated list of applicable laws and regulations that are applicable for the Mill as per "Plantation Quality Management System (PQMS) – Summary Compliance. The legal register is prepared by SIR Department.

The list covers the details requirements that related to MSPO compliance. These documents include information on title of laws, subject, reference number, etc., requirement, status of compliance and enforcing agency.

Sighted the updated Summary of Compliance includes the following:

1. Occupational Safety and Health Act 1994 (Act 514)
2. Factories and Machinery Act, 1967 (Act 139)
3. Uniform Building By Law, 1986 (Act 133)
4. Petroleum (Safety Measures) Act, 1984 (Act 302)
5. Electricity Supply Act, 1990 (Act 447)
6. Fire Service Act, 1984 (Act 341)
7. Code of practice for safe working in a confined space, 2001
8. Environmental Quality Act 1974 (Act 127)
9. Local Government Act, 1976 (Act 171)
10. Minimum Standards of Housing and Amenities Act 1990 (Act 446)
11. Akta Workers' Kerja 1955 (Act 265)
12. Employee Provident Fund Act 1991 (Act 452)
13. Employees Social Security Act 1969 (Act 4)
14. Akta Kesatuan Sekerja, 1959 (Act 262)
15. Minimum Retirement Age Act, 2012 (Act 753)
16. National Wage Consultative Council Act 2011, Minimum Wages Order (Amendment) 2018 (Act 732)
17. Weights and Measures Regulations 1981.(Act 71)
18. Sarawak Labour Ordinance, 1952 (Act A1237)
19. Jadual Pematuhan, Department of Environment
20. MPOB, 1998 (Act 582)

However, one major non conformity has been raised to Kilang Sawit Gedong. Details as per below:

- 1) Sample of female worker worked at night. Sample: Noer Halima, Code No. KG78

| Date       | Clock-In | Clock-Out |
|------------|----------|-----------|
| 14.03.2019 | 0643     | 2303      |
| 15.03.2019 | 0633     | 2202      |
| 16.03.2019 | 0643     | 2300      |
| 20.03.2019 | 0700     | 2204      |
| 21.03.2019 | 0652     | 2203      |

- 2) Workers worked more than 12 hours per day as per samples below;

| Code No | Worker Name                     | Date       | No of hour work/day |
|---------|---------------------------------|------------|---------------------|
| KG109   | Meverick Alvin anak Geter Putit | 23.03.2019 | 16                  |

|      |                   |            |    |
|------|-------------------|------------|----|
| KG38 | Indera Yadi       | 19.03.2019 | 19 |
| KG69 | Jemaly Bin Jahari | 25.03.2019 | 23 |
| KG98 | Imran Rasid       | 14.03.2019 | 23 |

- 3) Permit Barang Kawalan Berjadual No Siri Q000726 No Rujukan: PPDN(W)/PGK/05/08/799/68 for 20,000 liters Diesel expiry 24.09.2018.

**In Compliance** ☐ Yes ☒ **No** ☐ Not Applicable

**Indicator 2** The management shall list all relevant laws related to their operations in a legal requirements register.

#### Summary

The Legal and Requirement Register is fully covered the details requirements that related to MSPO compliance. These documents include information on title of laws, subject, reference number, etc., requirement, status of compliance and enforcing agency.

Sighted "Senarai Dokumen Perlesenan" being monitored and updated by Pn Rozilah Binti Pakon (General Clerk). Sighted list of permits/licenses being monitored and updated such as;

- 1) MPOB License No. 508125704000 valid till 31.05.2020
- 2) Sighted trading license No. A 709210/10 valid till 13.02.2020.
- 3) Perakuan Penentuan Timbang dan Sukat, No Siri Alat: B1348675 (60mt) last inspected by Metrology Corporation Malaysia Sdn Bhd on 31.07.2018.
- 4) Perakuan Penentuan Timbang dan Sukat, No Siri Alat: B1348674 (60mt) last inspected by Metrology Corporation Malaysia Sdn Bhd on 31.07.2018.
- 5) Jadual Pematuhan, Department of Environment (for TH Pelita Gedong Sdn Bhd No Lesen:003055 for Gedong Palm Oil Mill (60mt/hour), BOD limit 50mg/L, validity 01.07.2018 to 30.06.2019)
- 6) Permit Barang Kawalan Berjadual No Siri Q000726 No Rujukan : PPDN(W)/PGK/05/08/799/68 for 20,000 liters Diesel expiry 24.09.2018. Peraturan-Peraturan Kawalan Bekalan 1974 Peraturan 9(2). Item 9. Permit ini adalah sah bagi tempoh kelulusan yang dikeluarkan dan pembaharuan hendaklah dikemukakan kepada Pengawal satu bulan sebelum tamat tempoh.
- 7) Lesen (bagi penjaja, petroleum, dan perniagaan pelbagai) No Lesen LIC00005 for Storage of Petroleum, issued under The Local Authority Ordinance Chapter 20, Section 145 expiry 31.12.2019.
- 8) Certificate of Registration (The State Sales Tax Regulation, 1998) Reg No SST057(B) for the sale of Crude Palm Oil effective 21.11.2018.
- 9) Fire Certificate – sighted letter of permohonan Sijil Bomba from Mill Manager addressed to Ketua Bomba Zon Samarahan, Zon Samarahan, Sarawak dated 31.10.2016.
- 10) Lesen Jabatan Alam Sekitar under Seksyen 18(1), Akta Kualiti Alam Sekeliling 1974 for "Menduduki atau menggunakan premis yang ditetapkan" expiry 30.06.2019.

- 11) Kelulusan secara dasar bagi penggajian pekerja bukan pemastautin untuk 50 orang (warga Indonesia) Ref No JTK-MG-SE-10401-5(A)(3) dated 15.02.2018 valid till 14.02.2020.
- 12) Kebenaran untuk bekerja melebihi had kerja lebih masa Permit No. JTKSWK/HKLM/002/12/(SERIAN) under Seksyen 105(7) Ordinan Buruh (Sarawak) Bab 76. Had maksimum kerja lebih masa yang dibenarkan dalam sebulan adalah 120jam. Pekerja tidak boleh dibenarkan bekerja lebih 12 jam sehari dan pekerja tidak boleh dibenarkan untuk bekerja melebihi 5 jam berturut-turut dalam sehari tanpa waktu rehat sekurang-kurang 30 minit) effective 24.05.2012.

**In Compliance** ☒ **Yes** ☐ **No** ☐ **Not Applicable**

**Indicator 3** The legal requirements register shall be updated as and when there are any new amendments or any new regulations coming into force.

**Summary** As per interviewed with Pn Rozilah Binti Pakon (General Clerk), any new amendments or any regulations once received through the following manner:

- HQ Department
- Communication with law/enforcement officers
- Enquiring the laws books publisher
- Website

**In Compliance** ☒ **Yes** ☐ **No** ☐ **Not Applicable**

**Indicator 4** The management should assign a person responsible to monitor compliance and to track and update the changes in regulatory requirements.

**Summary** Sighted letter of appointment for the responsible person, Pn. Rozilah Binti Pakon (General Clerk) signed by Mr. Isa Bin Jabar (Mill Senior Manager) dated 01.10.2018.

**In Compliance** ☒ **Yes** ☐ **No** ☐ **Not Applicable**

## **Criterion 2 Land use rights**

**Indicator 1** The management shall ensure that their oil palm milling activities do not diminish the land use rights of other users.

**Summary** The Mill is built inside the Land Title Lot No. 3031 & 3032 which is stated under Area Statement of Gedong Estate with approximate area of 217.00ha. Sighted a copy of land title kept in the mill office. Evidence of annual payment of quit rent paid through Gedong Estate.

**In Compliance** ☒ **Yes** ☐ **No** ☐ **Not Applicable**

**Indicator 2** The management shall provide documents showing legal ownership or lease, history of land tenure and the actual legal use of the land.

**Summary** Sighted Land ownership of the company in the Land Title Lot No. 3031 & 3032 belongs to TH Pelita Gedong Sendirian Berhad. The Mill was built within the Gedong Estate's area.

**In Compliance** ☒ **Yes** ☐ No ☐ Not Applicable

**Indicator 3** Legal perimeter boundary markers should be clearly demarcated and visibly maintained on the ground, where practicable.

**Summary** As the mill was built within the Gedong Estate's area, the permanent fence had been constructed to demarcate the vicinity of the mill area.

**In Compliance** ☒ **Yes** ☐ No ☐ Not Applicable

**Indicator 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).

**Summary** As the mill is built within Gedong Estate, no disputes have been recorded in mill area. There is no evidence of conflict present in this mill. There is no violence in instigated violence in maintaining peace because company has a clear procedure for land conflict.

**In Compliance** ☒ **Yes** ☐ No ☐ Not Applicable

### **Criterion 3 Customary land rights**

**Indicator 1** Where lands are encumbered by customary rights, the company shall demonstrate that these rights are understood and are not being threatened or reduced.

**Summary** As the mill is built within Gedong Estate, no disputes have been recorded in mill area. There is no evidence of conflict present in this mill.

**In Compliance** ☒ **Yes** ☐ No ☐ Not Applicable

**Indicator 2** Maps of an appropriate scale showing extent of recognized customary rights shall be made available.

**Summary** As the Mill is built within Gedong Estate, thus no issue of land encumbered by customary rights.

**In Compliance** ☒ **Yes** ☐ No ☐ Not Applicable

**Indicator 3** Negotiation and FPIC shall be recorded and copies of the relevant agreements should be made available.

**Summary** There is no land conflict or disputes recorded by the mill. The Mill land title and ownership are legally identified and documented.

**In Compliance** ☒ **Yes** ☐ No ☐ Not Applicable



## 2.4 Principle 4 : Social responsibility, health, safety and employment condition

### Criterion 1 Social impact assessment (SIA)

**Indicator 1** Social impacts should be identified and plans should be implemented to mitigate the negative impacts and promote the positive ones.

**Summary** Sighted, the latest Social Impact Assessment was conducted by Gedong POM.

However, one minor non-conformity has been raised to Gedong POM. Social Impact Assessment conducted contradict with Stakeholder Communication & Consultation Procedure Ref N0: MSPO –TH-03, Rev: 0, Date: 1 Nov 2017 Page 5 of 6.

**In Compliance** ☐ Yes ☒ **No** ☐ Not Applicable

### Criterion 2 Complaints and grievances

**Indicator 1** A system for dealing with complaints and grievances shall be established and documented.

**Summary** Sighted MSPO Procedure, Stakeholder Communication and Consultation Procedures, Ref No: MSPO – TH -03, Rev: 0, Dated 1<sup>st</sup> November 2017 and Second Release on 5<sup>th</sup> April 2018 has been established and documented. Sample of Grievance Form as per Appendix 3.

The procedure and flowchart outlined the mechanism to handle issues highlighted by all the stakeholders and resolved effectively, timely and appropriate manner that is accepted by all parties.

**In Compliance** ☒ **Yes** ☐ No ☐ Not Applicable

**Indicator 2** The system shall be able to resolves disputes in an effective, timely and appropriate manner, which is accepted by all parties.

**Summary** 1 complaint being recorded in 2018 and zero in 2019 to date. Complaints forms seen and being responded by the Management.

Seen samples of complaints dated 15/10/18 by Mr. Rosel Karen anak Killen on "Beberapa biji tandan buah kelapa sawit jatuh ke atas jalan dan menghalang laluan untuk balik ke perumahan". Issue was solved on the even day.

**In Compliance** ☒ **Yes** ☐ No ☐ Not Applicable

**Indicator 3** A complaint form should be made available at the premises, where employees and affected stakeholders can make complaints.

**Summary** Complaint Form seen for External and Internal Stakeholders. Complaint form is available at the office and the complaint being place in the Drop Box outside the office.

**In Compliance** ☒ **Yes** ☐ No ☐ Not Applicable

**Indicator 4** Employees and surrounding communities should be made aware of its existence and that complaints or suggestions may be made at any time.

**Summary** Stakeholder Meeting was conducted on 19<sup>th</sup> December 2018 by Tuan Haji Ismail bin Haji Sadarii, The Senior Manager, Gedong Estate attended by 47 stakeholders. The meeting was collaborated between Ladang Lumar, Ladang Sematan, Ladang Gedong, Ladang Sadong, Ladang Kepayang, Ladang Semalatong, Ladang Sg Kerian and Gedong Palm Oil Mill.

MSPO Awareness for Internal Stakeholder was conducted on 23<sup>rd</sup> to 25<sup>th</sup> May 2019 by En. Redzuan bin Ahmad, the Assistant Manager attended by 88 Internal stakeholders.

However, one minor non-conformity has been raised to Gedong POM. No evidence on Complaints and Grievances Procedures being communicated to all internal stakeholders.

**In Compliance** ☐ Yes ☒ **No** ☐ Not Applicable

**Indicator 5** Complaints and solutions within the past 24 months shall be documented and be made available to affected stakeholders upon request.

**Summary** Merely one complaint being recorded in 2018 and zero todate 2019.

**In Compliance** ☒ **Yes** ☐ No ☐ Not Applicable

### **Criterion 3 Commitment to contribute to local sustainable development**

**Indicator 1** Palm oil millers should contribute to local development in consultation with the local communities. Where the mill is an integral part of a plantation, such contribution to local community development may be regarded as a joint effort by the mill and the plantation.

**Summary** Mill is committed and have contributed to local development. The contribution made to the internal and external stakeholders. As evidence, sighted Corporate Social Responsibilities to local community on 2<sup>nd</sup> January 2019 amounting RM550.00 in view of malfunction the internal organs.

**In Compliance** ☒ **Yes** ☐ No ☐ Not Applicable

### **Criterion 4 Employees safety and health**

**Indicator 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 (Act139) shall be documented, effectively communicated and implemented.

**Summary** Sighted the Occupational Safety & Health Policy. Established on 1<sup>st</sup> March 2019 which was approved by En. Muzmi bin Mohamed. The policy is written in Bahasa and English language.

The policy being displayed at the Notice Board and awareness programme being conducted to all internal and external Stakeholders.

**In Compliance** ☒ **Yes** ☐ **No** ☐ **Not Applicable**

**Indicator 2 The occupational safety and health plan shall cover the following:**

- 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 chemicals used at the palm oil mill:
  - i) all employees involved are adequately trained on safe working practices; and
  - ii) all precautions attached to products should be properly observed and applied.
- d) The management shall provide the appropriate personal protective equipment (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 shall 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 that affect their business such as those related to employees' safety, health and welfare are discussed openly. Records from such meetings shall be kept and the concerns of the employees and any remedial actions taken shall be recorded.
- h) Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees.
- i) Employees trained in First Aid shall be present at all mill operations. First Aid equipment should be available at each worksite.
- j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.

**Summary**

Sighted the Occupational Safety & Health Policy. Established on 1<sup>st</sup> March 2019 which was approved by En. Muzmi bin Mohamed (Chief Executive Officer). The policy is written in Bahasa and English language.

Adequate HIRARC being assessed and documented. 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). HIRARC review date: 1<sup>st</sup> January 2018.

The Mill has a comprehensive annual training plan for the Staffs and Workers and this was sighted in the training 2019 file.

| NO | TOPIC     | MONTH PROGRAM | STATUS DONE |
|----|-----------|---------------|-------------|
| 1  | First Aid | February '19  | 04/04/19    |



|   |                         |                          |             |
|---|-------------------------|--------------------------|-------------|
| 2 | Chemical Handling       | February & September '19 | 22/05/19    |
| 3 | System LOTO             | Jan & Aug' 19            | 25/05/19    |
| 4 | Waste Handling          | June'19                  | On-Going    |
| 5 | Recycle waste Awareness | December'19              | On-Going    |
| 6 | Schedule Waste Handling | February & October '19   | 23-26/01/19 |
| 7 | Fire Drill              | November '19             | 15/02/19    |

Training records for First Aider was sighted on 4<sup>th</sup> April 2019 conducted by Hospital Assistant attended by 11 participants.

Mill has provided appropriate PPE for all workers in their operations. Person in-charge of in issuing PPE is En Dawek Lengdda, the Storekeeper. PPE Issuance and replacement record sighted for:-

- 1) Staff/AP
- 2) General Workers

The type of PPE is included in the HIRARC assessment chart for all type of job activities.

CHRA was conducted in 6<sup>th</sup> November 2015 to 15<sup>th</sup> March 2016 by Pn. Hajah Noormahani Harun, JKPP HIE 217/171-2 (154).

Audiometry test being conducted on 27<sup>th</sup> August 2018 at Global Green OSH Services Sdn Bhd covering 63 workers. 8 workers were under Standard Threshold Shift (STS).

Person in- charge of OSH is En. Isa bin Jabar the Senior Manager of the Mill dated 17<sup>th</sup> February 2019. OSH Committee Chart 2019 sighted. Seen, Letter of appointment for committee members dated 13<sup>th</sup> March 2019. The committee meeting has been conducted as follows :-

- 1) 11<sup>th</sup> March 2019
- 2) 3<sup>rd</sup> December 2018
- 3) 24<sup>th</sup> September 2018

To discuss all issues regarding worker's safety and health.

Emergency Response Procedure Standard Operating Procedure, MNL/OSH/2009/1-1.21 dated 1<sup>st</sup> March 2009 sighted. The ERP has clearly justified procedures when dealing with chemical spillage, accident and others.

Emergency response plan include the emergency contact number, Emergency Respond Plan Procedure and exit routes in file and notice board. ERP Chart 2019 indicates En.Jeblin Jiet as First Aider for Kilang Sawit Gedong.

Sighted, JKPP 8 (I & II)/(IV) being submitted on annually basis to the DOSH. LTA calculation based on local interpretation from DOSH.

However, one major non-conformity has been raised to Gedong POM. Details as per below:

- No evidence HIRARC being reviewed on the accident occurring on 16<sup>th</sup> January 2018 to Mr. Dominic anak Maidin – 960211-13-5545 at Nut Plant. Last HIRARC being reviewed was on 1<sup>st</sup> January 2018.
- Audiometry Test  
No evidence, re-test to 8 workers under Standard Threshold Shift (STS) being conducted as per Factories And Machinery (Noise Exposure) Regulations 1989, Part Vi Audiometric Testing Programme, 23. Retest. If the registered medical practitioner, after reviewing the annual and baseline audiograms of the employee and after taking into consideration the effect of temporary threshold shift, is of an opinion that a standard threshold shift has occurred, he shall notify the occupier and the occupier shall retest the employee within three months from the date of the last audiometric test. Sample taken on :-
  1. Asadi Jaili – AT 7522755
  2. David anak Nyuma – 680909-13-6359
  3. Edward anak Jaya – 900608-13-5055
  4. Julnardi – AS 2664802
  5. Kamsari – AT 237709
  6. Palin – AS 952216
  7. Randy Pratama – A 8467195
  8. Suwandi Syahputra – AU 198606
- Medical Surveillance  
No Evidence, medical surveillance being conducted on yearly basis to laboratory personnel as per Occupational Safety And Health (Use And Standards Of Exposure Of Chemicals Hazardous To Health) Regulations 2000 Part IX Health Surveillance (3) If an employee is exposed or likely to be exposed to chemicals hazardous to health listed in Schedule II, the health surveillance required under sub regulation (1) shall include medical surveillance conducted at intervals of not more than twelve months or at such shorter intervals as determined by the occupational health doctor or an occupational safety and health officer who is also a medical practitioner. Sample taken on:-
  1. Ricky anak Gayan – 740704-13-5119
  2. Amren Amlin Abdul Malek – 951114-13-6517

Last reviewed was on 29<sup>th</sup> May 2017. Seen, a letter dated 21<sup>st</sup> May 2019 on the medical surveillance test for 2019 covering 16 workers.

**In Compliance**    ☐ Yes                      ☒ **No**                      ☐ Not Applicable

## **Criterion 5    Employment conditions**

**Indicator 1**    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.

### Summary

Sighted in the Social Policy on Respect and protection of basic Human Rights of all Employees (including temporary, contract and/or foreign workers) Established on 1<sup>st</sup> March 2019 which was approved by En. Muzmi bin Mohamed (Chief Executive Officer). The policy is written in Bahasa and English language

This policy covers:-

- "Mematuhi perundangan dan peraturan – peraturan yang ditetapkan termasuk untuk undang –undang buruh, undang –undang hakmilik tanah serta perumahan pekerja".
- "Memastikan polisi persaraan minima dipatuhi".
- "Menyediakan latihan dan pembangunan yang berkaitan dengan peranan dan tanggungjawab pekerja dan kakitangan tersebut".
- "Melarang pengambilan tenaga kerja tidak sah secara paksaan dan pekerja di bawah umur".
- "Membayar gaji kepada pekerja dan kakitangan berdasarkan perintah gaji minima".
- "Menghormati dan melindungi hak asasi manusia dan pekerja ( termasuk pekerja sementara, kontrak dan atau pekerja asing".
- "Tidak mengamalkan sikap diskriminasi dan prejudis terhadap jantina, bangsa, agama, kewarnegaraan dan pandangan politik".
- "Menyediakan persekitaran kerja yang harmoni kepada pekerja ,pelanggan dan orang yang berkepentingan".
- "Memastikan Suasana kerja bebas daripada gangguan seksual samada secara langsung atau tidak langsung kepada semua pekerja, masyarakat dan pihak berkepentingan keseluruhannya".

The Mill is displayed at notice boards outside the office. Communication of all the policies to workforce is through training and during muster call.

**In Compliance** ☒ **Yes** ☐ No ☐ Not Applicable

**Indicator 2** 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.

### Summary

Sighted in the Social Policy on Free from discriminatory practices against sex, race, religion, nationality and political opinions. Established on 1<sup>st</sup> March 2019 which was approved by En. Muzmi bin Mohamed (Chief Executive Officer).

No evidence of discrimination based on race, skin color, religion, gender, national origin, ancestry, disability, marital status, and sexual orientation was found in the estate.

All workers enjoy the same scale of pay. This was confirmed through interview with workers/staff from the mill. Also, through verification of contracts of service and pay slips of workers.

**In Compliance** ☒ **Yes** ☐ No ☐ Not Applicable

**Indicator 3** 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.

**Summary** Pay and conditions are documented in the workers' Contract Agreement and wage payment records / pay slip.

The salary is according to 'Guidelines on the Implementation on the Minimum Wages'. National Wages Consultative Council Act 2018 (Act 732) Malaysian minimum salary is RM1,100.00 as stated in the guidelines.

Interview with both Mill staff and workers and with both male and female confirmed that they understand the terms and conditions of their employment. Sample taken on the following worker:-

➤ Hossen bin Golil – 670921-13-5501 - April 2019

|                   |               |
|-------------------|---------------|
| Basic Salary      | = RM 1,057.75 |
| Holiday pay       | = RM 58.99    |
| Overtime          | = RM 1,406.95 |
| Work on Rest Day  | = RM 253.86   |
| Shift allowance   | = RM 334.22   |
| Mandore allowance | = RM 196.00   |

|           |             |
|-----------|-------------|
| Deduction |             |
| KWSP      | = RM 212.00 |
| PERKESO   | = RM 16.75  |
| SIP       | = RM 6.70   |

|            |               |
|------------|---------------|
| Net salary | = RM 3,072.35 |
|------------|---------------|

**In Compliance** ☒ **Yes** ☐ No ☐ Not Applicable

**Indicator 4** 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.

**Summary** Seen, a Contract Agreement Between Cahaya Hornbill Sdn Bhd and TH Pelita Gedong Sdn Bhd on Kerja-Kerja membekal satu unit self-contained breathing apparatus (SCBA) complete set without 2<sup>nd</sup> connection untuk Kilang Sawit Gedong, Serian, Sarawak.

**In Compliance** ☒ **Yes** ☐ No ☐ Not Applicable

**Indicator 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.



**Summary** Sighted, in the Checkroll Employee Profile stated the Employee Code, Name, Date of Birth, Nationality, Race, Sex, Marital Status, EPF No, SOCSO No and Date Joined.

**In Compliance** ☒ **Yes** ☐ No ☐ Not Applicable

**Indicator 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.

**Summary** Sighted, Employment Contract between TH Pelita Gedong, Kilang sawit Gedung and the workers. The Agreement stated all the term and conditions according to Malaysian Law. The contract is in Bahasa Malaysia.

This contract is signed by both employee and employer and accompanied with respective witnesses. Workers employed consisted of local and Indonesian.

However, one major non-conformity has been raised to Gedong POM. The worker working more than 12 hours per day which contradict to the Contract Agreement signed by both parties under Clause No 3. Waktu Bekerja 3.3 Pekerja tidak dibenarkan bekerja melebihi 12 jam sehari (seksyen 105A) atau tidak melebihi 68 jam seminggu (seksyen 105(1)(d). Sample taken from 4<sup>th</sup> March 2019 until 10<sup>th</sup> March 2019 on:-

1. Walter anak Morgan – 830628-13-5369 – 95 hours' work
2. Tumiran Gimun – A 3569881 - 72 hours' work

**In Compliance** ☐ Yes ☒ **No** ☐ Not Applicable

**Indicator 7** The management shall establish a time recording system that makes working hours and overtime transparent for both the employees and employers.

**Summary** Working hours is 8 hours. From Saturday to Thursday. The overtime maximum is 104 hours according to Malaysian Law. Mill has used punch card as a working time recording system. During site visit, sighted above data displayed at notice board.

**In Compliance** ☒ **Yes** ☐ No ☐ Not Applicable

**Indicator 8** 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 requirement applicable.

**Summary** The working hour and break time have been clearly stated in the Employment Contract. Sighted in the Contract Agreement the rate of overtime which agreed by both parties. There is no complaint received regarding payment or are forced to work overtime during site interview.

**In Compliance** ☒ **Yes** ☐ No ☐ Not Applicable

**Indicator 9** Wages and overtime payment documented on the pay slips shall be in line with legal regulations and collective agreements.

**Summary** Salary slips clearly shows the calculations of gross salary, all deductions and net salary of a worker. Workers interviewed confirmed that they are being paid more than the stipulated minimum wage and that they understand all the deductions being made.

Documented payslip was distributed to individual workers on the day of payment.

**In Compliance** ☒ **Yes** ☐ No ☐ Not Applicable

**Indicator 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

**Summary** All workers have been provided with medical and accident insurance. With regards to local workers, staffs and executives, all of them are covered under EPF & SOCSO as required by the Malaysian Laws and Regulations.

For Indonesian workers, will be covered under SOCSO upon expiring the Foreign Workers Compensation Scheme.

**In Compliance** ☒ **Yes** ☐ No ☐ Not Applicable

**Indicator 11** In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities.

**Summary** All workers are provided with housing facilities at workers linesite, football field, shop and mosque. Water and electricity are subsidized free.

**In Compliance** ☒ **Yes** ☐ No ☐ Not Applicable

**Indicator 12** The management shall establish a policy to prevent all forms of sexual harassment and violence at the workplace.

**Summary** Sighted in the Social Policy. Established on 1<sup>st</sup> March 2019 which was approved by En. Muzmi bin Mohamed (Chief Executive Officer). The policy is written in Bahasa and English language.

The policy to prevent all forms of sexual harassment and violence at the workplace has stated under the following number:

- h) "Menyediakan persekitaran kerja yang harmoni kepada pekerja, pelanggan dan orang yang berkepentingan."
- i) "Memastikan Suasana kerja bebas daripada gangguan seksual samada secara langsung atau tidak langsung kepada semua pekerja, masyarakat dan pihak berkepentingan keseluruhannya"

**In Compliance** ☒ **Yes** ☐ No ☐ Not Applicable

**Indicator 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.

**Summary** Sighted in the Social Policy. Established on 1<sup>st</sup> March 2019 which was approved by En. Muzmi bin Mohamed (Chief Executive Officer). The policy is written in Bahasa and English language.

The policy on respect the right of all employees to form or join trade union has been stated under the following number:

- f) "Menghormati dan melindungi hak asasi manusia dan pekerja (termasuk pekerja sementara, kontrak dan atau pekerja asing).

**In Compliance** ☒ **Yes** ☐ No ☐ Not Applicable

**Indicator 14** Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation.

**Summary** Child and young person policy is incorporated in the Social Policy. The policy was established on 1<sup>st</sup> March 2019 which was approved by En. Muzmi bin Mohamed (Chief Executive Officer). The policy is written in Bahasa and English language.

The policy on Children and young persons shall not be employed or exploited. has been stated under the following number:

- d) Melarang pengambilan tenaga kerja tidak sah secara paksaan dan pekerja di bawah umur.

There are no children below ages of 18 working in the mill and this was proven through checking the list of employees. The workers were clear that no one below 18 years old should be employed.

**In Compliance** ☒ **Yes** ☐ No ☐ Not Applicable

## **Criterion 6 Training and competency**

**Indicator 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.

**Summary** Training and Development policy is incorporated in the Social Policy which established on 1<sup>st</sup> March 2019 which was approved by En. Muzmi bin Mohamed (Chief Executive Officer). The policy is written in Bahasa and English language.

The statement under the following number:

- a) Menyediakan latihan dan pembangunan yang berkaitan dengan peranan dan tanggungjawab pekerja dan kakitangan tersebut.

The Mill has a comprehensive annual training plan. The training plan for 2019.

| NO | TOPIC                   | MONTH PROGRAM            | STATUS DONE |
|----|-------------------------|--------------------------|-------------|
| 1  | First Aid               | February '19             | 04/04/19    |
| 2  | Chemical Handling       | February & September '19 | 22/05/19    |
| 3  | System LOTO             | Jan & Aug' 19            | 25/05/19    |
| 4  | Waste Handling          | June'19                  | On-Going    |
| 5  | Recycle waste Awareness | December'19              | On-Going    |
| 6  | Schedule Waste Handling | February & October '19   | 23-26/01/19 |
| 7  | Fire Drill              | November '19             | 15/02/19    |

**In Compliance** ☒ **Yes** ☐ No ☐ Not Applicable

**Indicator 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.

**Summary** Yearly training plan is created based on Training Needs Analysis for workers involved in the operations. Sighted the Training Need Analysis of all workers, staffs and Management which are based on their competencies and job description.

**In Compliance** ☒ **Yes** ☐ No ☐ Not Applicable

**Indicator 3** 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.

**Summary** The Mill has a comprehensive annual training plan for its staffs and workers and this was sighted in the training records file for each staffs and workers

Trainings conducted were recorded in the various trainings record and completed with attendance records, training materials and photographs of the training.

**In Compliance** ☒ **Yes** ☐ No ☐ Not Applicable

## 2.5 Principle 5 : Environment, natural resources, biodiversity, and ecosystem services

### Criterion 1 Environmental management plan

**Indicator 1** An environmental policy and management plan which shall be in line with the relevant country and state environmental laws shall be established, effectively communicated and implemented.

**Summary** TH Plantations Berhad has established Environmental Policy signed by En. Muzmi Bin Mohamed; Chief Executive Officer dated 01.03.2019.

Based on the Environmental Policy, TH Plantations Berhad is committed towards implementing the following practices:

- To execute estates and mill operations in line with relevant legislations and the Environment Quality Act
- To practice a "Zero Burning" policy on new land development and replanting activities
- To ensure that estates and mill activities follow the guidelines of current industry practices: and
- To promote and provide the awareness on environmental protection to all employees and stakeholders

Interview with the mill workers and staffs confirmed they have been trained under Environmental Policy and Management Plan. Records of the training in the form of the attendance list, pictorial evidence as well as the training handouts is made available to the audit team during the audit.

**In Compliance** ☒ **Yes** ☐ **No** ☐ **Not Applicable**

**Indicator 2** The environmental management plan shall cover the following:  
a) An environmental policy and objectives;  
b) The aspects and impacts analysis of all operations.

**Summary** Sighted MSPO Procedure Title: Environmental Management Plan (EMP) Ref No.: MSPO-TH-06 Rev. 0 dated 01.11.2017 revised 10.01.2018 prepared by SIR Department.

The Mill has conducted environmental aspect and impact assessment for all its' activities. The environmental assessment findings are recorded in document titled "Penilaian Aspek Impak Alam Sekitar (EIA) reviewed and approved by the Senior Manager, Mr Isa Bin Jabar on 15.10.2018 (revised).

The environmental aspect impact assessment has been identified for 19 location/area/station, covers 115 Activities of the environmental aspects.

The environmental aspect impact assessment has been identified for the following 19 location/area/station;

1. Penerimaan BTS – 6 activities
2. Penyuci Hama – 5 activities
3. Peleraian dan Tandan Kosong – 7 activities

4. Pemerahan – 5 activities
5. Peleraian Sabut – 6 activities
6. Pemerolehan Isirong Sawit – 7 activities
7. Bilik Minyak – 10 activities
8. Dandang Stim – 16 activities
9. Bilik Enjin – 3 activities
10. Makmal dan Penyimpanan Produk – 8 activities
11. Loji Rawatan Air – 4 activities
12. Sistem Pengolahan Effluen – 6 activities
13. Pengurusan Stor/Stor Bahan Buangan Terjadual – 9 activities
14. Pejabat – 4 activities
15. Workshop - 8 activities
16. Surau – 2 activities
17. Tandas – 3 activities
18. Pengendalian kenderaan – 3 activities
19. Kerja-kerja Am – 3 activities

**In Compliance** ☒ **Yes** ☐ **No** ☐ **Not Applicable**

**Indicator 3** An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, implemented and monitored.

**Summary** Sighted Environmental Improvement Plan incorporated in Environmental Management Plan (EMP) Ref No.: MSPO-TH-06-02 Rev. 0 dated 01.01.2018, revised on 01.10.2018 includes;

| Aspek  | Impak                                 | Langkah Pengurangan   |
|--|---------------------------------------|---|
| Penggunaan petrol, diesel dan lain-lain untuk aktiviti-aktiviti pengangkutan | Kualiti air, udara dan tanah merosot  | Penyelenggaraan berjadual pada kenderaan  |
| Tumpahan leachate dari tandan kosong (Lokasi Peleraian dan tandan kosong)    | Pencemaran tanah dan punca/sumber air | Memastikan kawasan pengumpulan tandan kosong di kelilingi penghadang serta memasang pump untuk mengalirkan leachate ke tangki sludge. |

**In Compliance** ☒ **Yes** ☐ **No** ☐ **Not Applicable**

**Indicator 4** A programme to promote the positive impacts should be included in the continual improvement plan.

**Summary** Sighted Continuous Improvement Plan prepared by Mr Redzuan Bin Ahmad (Mill Assistant Manager) on 02.01.2019 as follow;

| Action Plan   | Plan date   |
|---|---|
| Pemasangan satu (1) unit Electrostatic Precipitator (ESP), system penapisan asap di bahagian boiler sejajar dengan arahan | 01.01.2018 (Expected to complete by October 2019) |

|   |            |
|---|------------|
| Jabatan Alam sekitar di bawah Seksyen 31, Akta Kualiti Alam Sekitar (Udara Bersih) 2014 yang akan berkuatkuasa mulai Jun 2019. Budgetted amount RM1,500,000.00  |            |
| Pemasangan Scrubber untuk menghilangkan bahan kimia dalam gas kebakaran incinerator dan dapat mengurangkan tandan kosong serta meminimumkan kos pengangkutan tandan kosong sejajar dengan arahan Jabatan Alam sekitar di bawah Seksyen 31, Akta Kualiti Alam Sekitar (Udara Bersih) 2014. Budgetted amount RM550,000.00 | 01.07.2019 |

The management identifies all activities /aspects of the palm oil mill that have impact to the environment. The programme to promote positive impacts such as;

1. To reduce emission/pollution
2. To filter waste particle
3. To further improve BOD and final discharge
4. To provide continuous awareness to workers on MSPO

**In Compliance** ☒ **Yes** ☐ No ☐ Not Applicable

**Indicator 5** An awareness and training programme shall be established and implemented to ensure that all employees understand the policy, objectives and management plans and are working towards achieving the objectives.

**Summary** Sighted the Mill training program 2019 for all executives, staffs and workers on the following aspects;

- 1) OSH programme
- 2) Environment programme
- 3) Operation/Management programme

Sighted also the Mill Training Program 2019 related on Environment Aspects such as;

- 1) Environmental Committee Meeting
- 2) Waste Handling Training
- 3) Scheduled waste handling
- 4) Recycle Awareness program

**In Compliance** ☒ **Yes** ☐ No ☐ Not Applicable

**Indicator 6** Management shall organize regular meetings with workers where concerns of workers about the environmental quality are discussed.

**Summary** Sighted reports of briefing/training/meeting on environmental aspects involving all level of workforce such as;

1. Latihan pemahaman scheduled waste on 23-26.01.2019 for 94 staff & workers

2. Chemical handling on 28.03.2018 for 13 staff
3. Cara mengenal sisa-sisa bahan kimia yang mencemar alam on 17.11.2018 for 9 staff
4. Chemical exposure monitoring training on 22.03.2018 for 9 staff
5. Program Kitar Semula (recycle) on 12.02.2019 for staff and workers.
6. Environmental committee meeting on 22.01.2019

**In Compliance** ☒ **Yes** ☐ **No** ☐ **Not Applicable**

## **Criterion 2 Efficiency of energy use and use of renewable energy**

**Indicator 1** 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.

**Summary** Sighted record of diesel consumption per Mt FFB for the year 2016 to 2018 with a total consumption of 851,699litres versus 578,953mt FFB processed of equivalent to 1.47litre/mt FFB.

Sighted record of diesel consumption per Mt FFB, todate Jan-April 2019 is 1.90 liter/mt FFB against baseline value of 1.47liter diesel per mt FFB processed.

Sighted energy optimization plan as follow;

- Reduce energy waste
- Limit power usage
- Convert to more energy efficient machines

Sighted record and usage of non-renewable energy / renewable energy for electricity generation from Turbine and Diesel Engine 1 & 2.

Sighted record of electricity generation per Mt FFB for the year 2016 to 2018 with a total generation of 851,699litres versus 578,953mt FFB processed of equivalent to 1.47litre/mt FFB.

Todate electricity generation from Jan-April 2019 is 1,322,511.59kWh versus 67,045.86mt FFB or equivalent to 19.72kWh/mt FFB against baseline value of 21.74 kWh/per mt FFB processed.

**In Compliance** ☒ **Yes** ☐ **No** ☐ **Not Applicable**

**Indicator 2** Palm oil millers shall estimate the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations.

**Summary** Sighted estimated budget of direct usage of non-renewable energy for 2019. Sighted Diesel Estimate per MT FFB for 2019 with a total of 454,992litres versus FFB to be processed of 200,000mt or 2.57 litres/ton FFB.



Sighted Electricity Generation Estimate per MT FFB for 2019 with a total of 2,596,144 kWh versus FFB to be processed of 200,000mt or equivalent to 12.98kWh/ton FFB.

**In Compliance** ☒ **Yes** ☐ No ☐ Not Applicable

**Indicator 3** The use of renewable energy should be applied where possible.

### Summary

Fiber and shell were used as a source of renewable energy for boiler operations. Sighted record of production of fiber and shell as a source of renewable energy for their operations since 2016.

For totodate Jan-Apr 2019, the mill has generated 1,322,511.59kWh from the re-utilization of biomass residue produced.

Biomass production by the Mill;

| Desc.                   | Total production Jan-Apr 2019 (mt) | Total Utilized (mt) | Location of use                   |
|-------------------------|------------------------------------|---------------------|-----------------------------------|
| Shell                   | 7,375.04                           | 7,375.04            | Boiler                            |
| Fiber                   | 12,068.25                          | 12,068.25           | Boiler                            |
| Empty Fruit Bunch (EFB) | 13,409.17                          | 6,616.14            | Incinerator and field application |

EFB record up to April 2019;

| Desc                      | Mt        |
|---------------------------|-----------|
| B/F                       | 16,911.32 |
| EFB production            | 13,409.17 |
| EFB for Incinerator       | 3,352.29  |
| EFB for field application | 3,263.85  |
| Balance of Stockpile      | 18,918.27 |

High balance of EFB sighted within the mill's premises which is matched with the EFB balance record as at time of audit.

The Bunch Ash is collected and sent to Lumar, Kepayang, Gedong & Semalatong Estates as a source of fertilizer replacing chemical fertilizer of Muriate of Potash.

**In Compliance** ☒ **Yes** ☐ No ☐ Not Applicable

### Criterion 3 Waste management and disposal

**Indicator 1** All waste products and sources of pollution shall be identified and documented.

**Summary** TH Plantations Berhad has established the MSPO Procedure; Title: Waste Management. MSPO-TH-05; Rev 0; dated 01.11.2017, revised 10.01.2018.

The MSPO Procedure describes the following implementation;

- 1) Waste management flow
- 2) Scheduled waste disposal flow
- 3) Domestic waste disposal flow

Sighted Inventory for Scheduled Waste Management and Summary Report of Inventory of Scheduled Waste (e-swis)

Sighted inventory of scheduled waste established by the Mill;

| Code  | Source                  | Date of 1 <sup>st</sup> generated | Balance as at 21.05.2019 |
|-------|-------------------------|-----------------------------------|--------------------------|
| SW305 | Spent lubricant oil     | 14.04.2019                        | 580liter                 |
| SW410 | Cotton waste/ Handglove | 16.05.2019                        | 6kg                      |
| SW410 | Used filter             | 14.04.2019                        | 83kg                     |
| SW410 | Used containers         | 14.04.2019                        | 30kg                     |

**In Compliance** ☒ **Yes** ☐ No ☐ Not Applicable

**Indicator 2** A waste management plan shall be developed and implemented, to avoid or reduce pollution. The waste management plan should include measures 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.

**Summary** The Mill has identified and documented all types of waste that generated from its operation.

Sighted list of waste identified by the mill such as;

- Scheduled waste
- Domestic waste
- Solid waste

Biomass production by the Mill;

| Desc.                   | Total production Jan-Apr 2019 (mt) | Total Utilized (mt) | Location of use                   |
|-------------------------|------------------------------------|---------------------|-----------------------------------|
| Shell                   | 7,375.04                           | 7,375.04            | Boiler                            |
| Fiber                   | 12,068.25                          | 12,068.25           | Boiler                            |
| Empty Fruit Bunch (EFB) | 13,409.17                          | 6,616.14            | Incinerator and field application |

EFB record up to April 2019;

| Desc                      | Mt        |
|---------------------------|-----------|
| B/F                       | 16,911.32 |
| EFB production            | 13,409.17 |
| EFB for Incinerator       | 3,352.29  |
| EFB for field application | 3,263.85  |
| Balance of Stockpile      | 18,918.27 |

High balance of EFB sighted within the mill's premises which is matched with the EFB balance record as at time of audit.

The Bunch Ash is collected and sent to Lupar, Kepyang, Gedong & Semalatong Estates as a source of fertilizer replacing chemical fertilizer of Muriate of Potash.

**In Compliance** ☒ **Yes** ☐ No ☐ Not Applicable

**Indicator 3** The palm oil mill 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. Scheduled waste shall be disposed as per Environmental Quality Act 1974 (Scheduled Wastes) Regulations, 2005.

**Summary** TH Plantations Berhad - Standard Operating Procedure Manual (OSH); Ref. No: MNL/OSH/2009/1-1.14; Safe Operating Procedure (Transporting, Receiving, Handling, Storage and Disposal of Chemicals); dated 01.03.2009. Sighted Chemical Registration listed 31 names of chemical substances.

**In Compliance** ☒ **Yes** ☐ No ☐ Not Applicable

**Indicator 4** Domestic waste should be disposed as such to minimise the risk of contamination of the environment and watercourse.

**Summary** Mill disposes its domestic waste to minimize the risk of contamination of the environment and watercourse. Domestic wastes are disposed every 2 days at the landfill located 1km from linesite.

**In Compliance** ☒ **Yes** ☐ No ☐ Not Applicable

#### **Criterion 4 Reduction of pollution and emission including greenhouse gas**

**Indicator 1** An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, particulate and soot emissions, scheduled wastes, solid wastes and effluent.

**Summary** Mill identify and monitor all waste products and polluting activities resulting from Mill activities. Sighted Continuous Improvement on Pollution Prevention & Environmental Plan covering 4 types of pollution, includes

1. Pencemaran Udara
2. Pencemaran bunyi

3. Pencemaran air
4. Pencemaran tanah

Sighted Assessment Report of GHG Calculation of Kilang sawit Gedong covering crops from TH Pelita Gedong Sdn Bhd and TH Pelita Sadong Sdn Bhd, TH Pelita Simunjan and Hydroflow Sdn Bhd for 2018 as follow;

- 1) FFB produced: 221,144.25mt
- 2) POME produced : 161,347.40mt
- 3) Methane emitted : 1,968.49mt
- 4) Diesel usage : 264,755liters
- 5) Mill CO<sub>2</sub> emission : 709.54mt CO<sub>2</sub>

**In Compliance** ☒ **Yes** ☐ No ☐ Not Applicable

**Indicator 2** An action plan to reduce identified significant pollutants and emissions shall be established and implemented.

**Summary** Mill has developed its own Commitment Statement - to reduce discharge of POME;

1. Zero-discharge
2. Biotube
3. Evaporation

**In Compliance** ☒ **Yes** ☐ No ☐ Not Applicable

**Indicator 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

**Summary** The POM is treating POME in accordance to the DOE Limits for final discharge into the land irrigation. DOE limits for final discharge to "Alur Air" – 50mg/L.

Sighted raw effluent record (untreated) and final discharge record (treated) for January till April 2019.

Sighted effluent final discharge analysis report, analyzed by M/S Evo Chemical Analysis & Consultancy dated 29.04.2019 for final discharge recorded 19.5 mg/L BOD.

**In Compliance** ☒ **Yes** ☐ No ☐ Not Applicable

## **Criterion 5 Natural water resources**

**Indicator 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.
- 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).

## Summary

TH Plantations Berhad has established the MSPO Procedure; Title: Water Management Plan, MSPO-TH-08; Rev 0 dated 01.11.2017 revised on 10.01.2018. Water for mill processes is derived from the water catchment and pumped to water treatment plant sited on the mill area.

The water will then be used as follow;

- Not treated water will be used for FFB processing
- Treated water will be used for human consumption

Mill has monitored water consumption as sighted in "Water Consumption-Control Record". As evidence, for year 2018, mill water usage was 379,327.41m<sup>3</sup> vs 184,263MT (2.06 mt/m<sup>3</sup>).

Todate usage for year 2019 (April) is 116,936.90m<sup>3</sup> vs 67,045.86MT (1.74 mt/m<sup>3</sup>).

Mill has been monitored the outgoing water/POME. As evidence, sighted the latest test analysis results conducted on 07<sup>th</sup> May 2019 by Evo Chemical Analysis & Consultancy; Certificate Lab Number: EVOCAC/0644/19.

The parameters analysis as follow;

### Upstream

| No | Parameter                          | Results    |
|----|------------------------------------|------------|
| 1  | pH value                           | 6.67 @25°C |
| 2  | Temperature                        | 29.6       |
| 3  | COD, mg/L                          | 172        |
| 4  | BOD<br>(3days@30°C),mg/L           | 2.0        |
| 5  | Suspended solids,<br>mg/L          | <2         |
| 6  | Dissolved solids,<br>mg/L          | 64         |
| 7  | Ammoniacal Nitrogen<br>(as N),mg/L | 1.96       |
| 8  | Total N, mg/L                      | 8.39       |
| 9  | Oil & Grease, mg/L                 | <2         |

### Downstream

| No | Parameter   | Results    |
|----|-------------|------------|
| 1  | pH value    | 7.98 @25°C |
| 2  | Temperature | 29.7       |
| 3  | COD, mg/L   | 208        |

|   |                                    |      |
|---|------------------------------------|------|
| 4 | BOD<br>(3days@30°C),mg/L           | 4.0  |
| 5 | Suspended solids,<br>mg/L          | <14  |
| 6 | Dissolved solids,<br>mg/L          | 390  |
| 7 | Ammoniacal Nitrogen<br>(as N),mg/L | 2.24 |
| 8 | Total N, mg/L                      | 9.06 |
| 9 | Oil & Grease, mg/L                 | 2.0  |

The mill uses by product of FFB production as renewable energy source where 18% of fibre and 11% or nut shell are extracted from FFB production.

Mill has sent decanter cake and EFB to estate usage as fertilizer application. Sighted the records for both (decanter cake & EFB).

**In Compliance** ☒ **Yes** ☐ No ☐ Not Applicable

**Indicator 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.

**Summary** The POME is discharged through "Alur Air" to Sg Tampoi. The BOD is below approved limit of 19.5mg/L.

Sighted Quarterly Production Data on Effluent Discharge into Watercourse/Effluent Discharge on Land submitted to DOE using OER (online environmental reporting)

Sighted DOE approval for Effluent Disposal Method using "Alur Air" stated as per "Syarat-syarat Pengurusan/Kawalan Efluen (POME)" in the Jadual Pematuhan.

**In Compliance** ☒ **Yes** ☐ No ☐ Not Applicable

## 2.6 Principle 6 : Best practices

### Criterion 1 Mill management

**Indicator 1** Standard operating procedures shall be appropriately documented and consistently implemented and monitored.

**Summary** Mill capacity 60 MT/Hr – Conventional. The mill has implemented Good Milling Practice (GMP) as seen from visit to the mill and seen from the document and also interviewing the workers.

Palm Oil Mill has 6 types of Manuals:

- 1) Standard Operating Procedure (SOP) Manual – Milling Operation
- 2) Standard Operating Procedure (SOP) manual – Occupational Safety & Health
- 3) Standard Operating Procedure (SOP) manual – Technical Mill Operation Procedure

- 4) Standard Operating Procedure (SOP) Manual – Office Administration
- 5) "Panduan Operasi Kerja Selamat" – Kilang Sawit Gedong
- 6) TH Plantations Berhad - MSPO Procedure

Regular inspection and supervision are conducted by Station Operator, Supervisor, Executives as well as HQ Department.

Engineering Department is responsible to monitor overall mill performance on a monthly basis. The assessment will be reported in:

- 1) Process and Quality Report – Twice a year
- 2) Mill Advisor Report – Twice a year

**In Compliance** ☒ **Yes** ☐ **No** ☐ **Not Applicable**

**Indicator 2** All palm oil mills shall implement best practices.

**Summary** The mill is not certified by MPOB Codes of Milling Practice (CoP). However, mill has implemented Good Milling Practice (GMP) as per their own SOP's.

The mill is operating in accordance to Jadual Pematuhan – Syarat-Syarat Lesen Premis Minyak Kelapa Sawit Mentah, Jabatan Alam Sekitar Negeri Sarawak JPKKS\_Kuching/2018/003055A; License No: 003055 valid until 30.06.2019 and all the Standard Operating Procedures.

Effluent was discharge to watercourse accordance to Jadual Pematuhan – Syarat-Syarat Lesen Premis Minyak Kelapa Sawit Mentah, Jabatan Alam Sekitar Negeri Sarawak.

The effluent flowchart as per below:

- 5 Units of Anaerobic → 1-unit Facultative Pond → 2 Units Bioreactor Pond → 2-unit Clarifier → 1 Unit Final Discharge Pond → Sg. Tampoi

Sighted the latest test analysis results conducted on 07<sup>th</sup> May 2019 by Evo Chemical Analysis & Consultancy; Certificate Lab Number: EVOCAC/0644/19.

**In Compliance** ☒ **Yes** ☐ **No** ☐ **Not Applicable**

## **Criterion 2 Economic and financial viability plan**

**Indicator 1** A documented business or management plan shall be established to demonstrate attention to economic and financial viability through long-term management planning.

**Summary** Mill had an annual budget for the financial year 2019. The budget includes the projected FFB production, general charges, upkeep & cultivation, Collection and Immature areas.

Sighted the 18 years business plan for the Mill.

| FY             | 2019    | 2020    | 2021    |
|----------------|---------|---------|---------|
| FFB (TH)       | 199,916 | 210,590 | 216,097 |
| External       | 84      | -       | -       |
| Total          | 200,000 | 210,590 | 216,097 |
| Estimate OER % | 21.25   | 21.25   | 21.25   |
| KER            | 4.40    | 4.40    | 4.40    |

**In Compliance** ☒ **Yes** ☐ **No** ☐ **Not Applicable**

### **Criterion 3 Transparent and fair price dealing,**

**Indicator 1** Pricing mechanisms for the products and other services shall be documented and effectively implemented.

#### **Summary**

Sighted the signage of FFB pricing at the weighbridge station. Currently, the mill received all crop by his own estates and external suppliers. The prices of FFB paid to the estate is in accordance with the prices set by the Malaysian Oil palm Board (MPOB) and circular by TH Plantations Berhad as evidence in "FFB Monthly Price" for April 2019.

The pricing of CPO and PK is based on the tender price by Procurement/Marketing Department at HQ.

The company will make an announcement for tender for other services like annual mill inspection, boiler overhaul, service decanter and etc.

**In Compliance** ☒ **Yes** ☐ **No** ☐ **Not Applicable**

**Indicator 2** All contracts shall be fair, legal and transparent and agreed payments shall be made in a timely manner.

#### **Summary**

All contracts are kept in mill office. Sighted the contract Agreement signed by contractor and Kilang Sawit Gedong. As evidence, sampled:

- Sighted the Contract Agreement between mill with Kimming Engineering Sdn Bhd (Fire Prevention System – Phase 2) sealed on 27<sup>th</sup> September 2019.

Payment will be paid 90 days after the estate received the invoice from contractors.

As evidence sighted the invoice send by:

- Kimming Engineering Sdn Bhd (Fire Prevention System – Phase 2) to mill on 24<sup>th</sup> January 2019. Mill paid to the contractor on 30<sup>th</sup> January 2019.; Voucher No: BV0120190029; Cheque no: CIMB No 116620, 116621; RM 64,419.50.

However, one major non-conformity has been raised to Gedong POM. Mill has received FFB from 3rd parties (External Estate & Independent Smallholders). However, there is no sales and purchase agreement of FFB between mill and independent smallholders.





**In Compliance** ☐ Yes ☒ **No** ☐ Not Applicable

| Criterion 4 Contractor |  |
|------------------------|--|
| <b>Indicator 1</b>     | In case of the engagement of contractors, they shall be made to understand the MSPO requirements and shall provide the required documentation and information. |

**Summary** Mill has engaged Gedong Alaf Baru (Excavator Rental) and Kimming Engineering Sdn Bhd (Fire Prevention System – Phase 2) as contractors.

One major non-conformity has been raised to Gedong POM. Sighted Gedong Alaf Baru (Excavator Rental) and Kimming Engineering Sdn Bhd (Fire Prevention System – Phase 2) as contractors. However, there is no evidence of:

- 1) Contract agreement between the contractor and his workers available during the audit.
- 2) The mill unable to exhibit its contract worker's payment voucher for the period of January 2019 to April 2019.

**In Compliance** ☐ Yes ☒ **No** ☐ Not Applicable

|                    |  |
|--------------------|--|
| <b>Indicator 2</b> | The management shall provide evidence of agreed contracts with the contractor. |
|--------------------|--|

**Summary** All contracts are kept in mill office. Sighted the contract Agreement signed by contractor and Kilang Sawit Gedong. As evidence, sampled:

- Sighted the Contract Agreement between mill with Kimming Engineering Sdn Bhd (Fire Prevention System – Phase 2) sealed on 27<sup>th</sup> September 2019.

**In Compliance** ☒ **Yes** ☐ No ☐ Not Applicable

|                    |  |
|--------------------|--|
| <b>Indicator 3</b> | The management shall accept MSPO approved auditors to verify the assessments through a physical inspection, if required. |
|--------------------|--|

**Summary** The mill was audited by Global Gateway Certifications Sdn Bhd MSPO auditor on 27<sup>th</sup> May 2019. Sighted audit plan dated 25<sup>th</sup> April 2019 (4<sup>th</sup> Revised) which have been accepted address to Miss Aisyatul Aizzura Salha Abdul Rahim (Head Sustainability and Investor Relations). All the auditors are qualified MSPO auditor. As per agreed, the company accept the GGC MSPO Auditors to verify through a physical inspection if required for audit purposed.

**In Compliance** ☒ **Yes** ☐ No ☐ Not Applicable

## 2.7 Details of Audit Findings

### Details Non-Conformity

- See Appendix B -

### Details of Area of Concern

- See Appendix B -

### Details of Noteworthy / Positive Findings

- 1) The mill management has demonstrated fully commitment during the entire audit process.
- 2) Signages throughout office, chemical area and in the field sites, effectively maintained and appropriate to the needs of the process.
- 3) Top management continuously establishes directions for the middle and upper management to execute in ways to comply with the MSPO management system in future.
- 4) Good relationship being maintained with surrounding smallholders and villages.

## Appendix A: Audit Plan

| <b>AGENDA</b>             |               |  |                     |                |
|---------------------------|---------------|--|---------------------|----------------|
| <b>Date</b>               | <b>Time</b>   | <b>Subjects</b>  | <b>Lead Auditor</b> | <b>Auditor</b> |
| 21 <sup>st</sup> May 2019 | 08:00 – 09:00 | <ul style="list-style-type: none"> <li>➤ <b>Centralize Opening Meeting at Gedong Estate:</b> <ul style="list-style-type: none"> <li>• Presentation by the manager/coordinator</li> <li>• Presentation by Lead Auditor.</li> </ul> </li> <li>➤ Confirmation of assessment scope and finalize Audit plan (including stakeholder's consultation – where applicable).</li> </ul>               | MS                  | IBI/AS         |
|                           | 09:00 – 13:00 | <b>Gedong Estate</b> <ul style="list-style-type: none"> <li>➤ <b>Document Audit:</b> <ul style="list-style-type: none"> <li>• Public documents, SOPs, Policies, Internal audit, Production &amp; Supply chain records, FFB pricing, Review on SEIA documents and records, payment records, complaint records, workers records, training records, permits, CIP, etc.</li> </ul> </li> </ul> | MS                  | IBI/AS         |
|                           | 10:30 – 12:30 | <ul style="list-style-type: none"> <li>➤ <b>Estate inspection:</b> <ul style="list-style-type: none"> <li>• Field inspection, boundary inspection, fertilizer application, field spraying, harvesting, workers interview, buffer zone, conservation area, office, workshop, agriculture best practices, chemical store, and pre-mixing, etc.</li> </ul> </li> </ul>                        | MS                  | IBI/AS         |
|                           | 13:00 – 14:00 | <ul style="list-style-type: none"> <li>➤ <b>Lunch</b></li> </ul>   | MS                  | IBI/AS         |
|                           | 14:00 – 16:00 | <ul style="list-style-type: none"> <li>➤ <b>Continue document review</b> <ul style="list-style-type: none"> <li>• Public documents, SOPs, Policies, Internal audit, Production &amp; Supply chain records, FFB pricing, Review on SEIA documents and records, payment records, complaint records, workers records, training records, permits, CIP, etc.</li> </ul> </li> </ul>             | MS                  | IBI/AS         |
|                           | 16:00 – 17:00 | <ul style="list-style-type: none"> <li>➤ Verify any outstanding issues, auditor discussion and end of audit for day 1.</li> </ul>  | MS                  | IBI/AS         |

| <b>AGENDA</b>             |               |   |                     |                |
|---------------------------|---------------|---|---------------------|----------------|
| <b>Date</b>               | <b>Time</b>   | <b>Subjects</b>   | <b>Lead Auditor</b> | <b>Auditor</b> |
| 22 <sup>nd</sup> May 2019 | 08:00 – 13:00 | <b>Kepayang Estate</b> <ul style="list-style-type: none"> <li>➤ <b>Document Audit:</b> <ul style="list-style-type: none"> <li>• Public documents, SOPs, Policies, Internal audit, Production &amp; Supply chain records, FFB pricing, Review on SEIA documents and records, payment records, complaint</li> </ul> </li> </ul> | MS                  | IBI/AS         |



|  |               |  |    |        |
|--|---------------|--|----|--------|
|  |               | records, workers records, training records, permits, CIP, etc.   |    |        |
|  | 10:30 – 12:30 | <ul style="list-style-type: none"> <li>➤ <b>Estate inspection:</b> <ul style="list-style-type: none"> <li>• Field inspection, boundary inspection, fertilizer application, field spraying, harvesting, workers interview, buffer zone, conservation area, office, workshop, agriculture best practices, chemical store, and pre-mixing, etc.</li> </ul> </li> </ul>            | MS | IBI/AS |
|  | 13:00 – 14:00 | ➤ <b>Lunch</b>   | MS | IBI/AS |
|  | 14:00 – 16:00 | <ul style="list-style-type: none"> <li>➤ <b>Continue document review</b> <ul style="list-style-type: none"> <li>• Public documents, SOPs, Policies, Internal audit, Production &amp; Supply chain records, FFB pricing, Review on SEIA documents and records, payment records, complaint records, workers records, training records, permits, CIP, etc.</li> </ul> </li> </ul> | MS | IBI/AS |
|  | 16:00 – 17:00 | ➤ Verify any outstanding issues, auditor discussion and end of audit for day 2.  | MS | IBI/AS |

| <b>AGENDA</b>             |               |  |                     |                |
|---------------------------|---------------|--|---------------------|----------------|
| <b>Date</b>               | <b>Time</b>   | <b>Subjects</b>  | <b>Lead Auditor</b> | <b>Auditor</b> |
| 23 <sup>rd</sup> May 2019 | 08:00 – 13:00 | <b>Semalatong Estate</b> <ul style="list-style-type: none"> <li>➤ <b>Document Audit:</b> <ul style="list-style-type: none"> <li>• Public documents, SOPs, Policies, Internal audit, Production &amp; Supply chain records, FFB pricing, Review on SEIA documents and records, payment records, complaint records, workers records, training records, permits, CIP, etc.</li> </ul> </li> </ul> | MS                  | IBI/AS         |
|                           | 10:30 – 12:30 | <ul style="list-style-type: none"> <li>➤ <b>Estate inspection:</b> <ul style="list-style-type: none"> <li>• Field inspection, boundary inspection, fertilizer application, field spraying, harvesting, workers interview, buffer zone, conservation area, office, workshop, agriculture best practices, chemical store, and pre-mixing, etc.</li> </ul> </li> </ul>                            | MS                  | IBI/AS         |
|                           | 13:00 – 14:00 | ➤ <b>Lunch</b>   | MS                  | IBI/AS         |
|                           | 14:00 – 16:00 | <ul style="list-style-type: none"> <li>➤ <b>Continue document review</b> <ul style="list-style-type: none"> <li>• Public documents, SOPs, Policies, Internal audit, Production &amp; Supply chain records, FFB pricing, Review on SEIA documents and records, payment records, complaint records, workers records, training records, permits, CIP, etc.</li> </ul> </li> </ul>                 | MS                  | IBI/AS         |
|                           |               |  |                     |                |

|  |               |   |    |        |
|--|---------------|---|----|--------|
|  | 16:00 – 17:00 | ➤ Verify any outstanding issues, auditor discussion and end of audit for day 3. | MS | IBI/AS |
|--|---------------|---|----|--------|

| <b>AGENDA</b>             |               |  |                     |                |
|---------------------------|---------------|--|---------------------|----------------|
| <b>Date</b>               | <b>Time</b>   | <b>Subjects</b>  | <b>Lead Auditor</b> | <b>Auditor</b> |
| 24 <sup>th</sup> May 2019 | 08:00 – 13:00 | <b>Sadong Estate</b> <ul style="list-style-type: none"> <li>➤ <b>Document Audit:</b> <ul style="list-style-type: none"> <li>Public documents, SOPs, Policies, Internal audit, Production &amp; Supply chain records, FFB pricing, Review on SEIA documents and records, payment records, complaint records, workers records, training records, permits, CIP, etc.</li> </ul> </li> </ul> | MS                  | IBI/AS         |
|                           | 09:00 – 11:00 | ➤ <b>Centralize Stakeholder Consultation (Dewan Masyarakat Serian)</b>   | MS                  | IBI/AS         |
|                           | 10:30 – 12:30 | <ul style="list-style-type: none"> <li>➤ <b>Estate inspection:</b> <ul style="list-style-type: none"> <li>Field inspection, boundary inspection, fertilizer application, field spraying, harvesting, workers interview, buffer zone, conservation area, office, workshop, agriculture best practices, chemical store, and pre-mixing, etc.</li> </ul> </li> </ul>                        | MS                  | IBI/AS         |
|                           | 13:00 – 14:00 | ➤ <b>Lunch</b>   | MS                  | IBI/AS         |
|                           | 14:00 – 16:00 | <ul style="list-style-type: none"> <li>➤ <b>Continue document review</b> <ul style="list-style-type: none"> <li>Public documents, SOPs, Policies, Internal audit, Production &amp; Supply chain records, FFB pricing, Review on SEIA documents and records, payment records, complaint records, workers records, training records, permits, CIP, etc.</li> </ul> </li> </ul>             | MS                  | IBI/AS         |
|                           | 16:00 – 17:00 | ➤ Verify any outstanding issues, auditor discussion and end of audit for day 4.  | MS                  | IBI/AS         |

| <b>AGENDA</b>             |               |   |                     |                |
|---------------------------|---------------|---|---------------------|----------------|
| <b>Date</b>               | <b>Time</b>   | <b>Subjects</b>   | <b>Lead Auditor</b> | <b>Auditor</b> |
| 25 <sup>th</sup> May 2019 | 08:00 – 13:00 | <b>Lupar Estate</b> <ul style="list-style-type: none"> <li>➤ <b>Document Audit:</b> <ul style="list-style-type: none"> <li>Public documents, SOPs, Policies, Internal audit, Production &amp; Supply chain records, FFB pricing, Review on SEIA documents and records, payment records, complaint records, workers records, training records, permits, CIP, etc.</li> </ul> </li> </ul> | MS                  | IBI/AS         |
|                           | 10:30 – 12:30 | <ul style="list-style-type: none"> <li>➤ <b>Estate inspection:</b> <ul style="list-style-type: none"> <li>Field inspection, boundary inspection, fertilizer application, field spraying,</li> </ul> </li> </ul>   | MS                  | IBI/AS         |



|  |               |   |    |        |
|--|---------------|---|----|--------|
|  |               | harvesting, workers interview, buffer zone, conservation area, office, workshop, agriculture best practices, chemical store, and pre-mixing, etc.   |    |        |
|  | 13:00 – 14:00 | ➤ <b>Lunch</b>  | MS | IBI/AS |
|  | 14:00 – 16:00 | ➤ <b>Continue document review</b> <ul style="list-style-type: none"> <li>Public documents, SOPs, Policies, Internal audit, Production &amp; Supply chain records, FFB pricing, Review on SEIA documents and records, payment records, complaint records, workers records, training records, permits, CIP, etc.</li> </ul> | MS | IBI/AS |
|  | 16:00 – 17:00 | ➤ Verify any outstanding issues, auditor discussion and end of audit for day 5.   | MS | IBI/AS |

| <b>AGENDA</b>             |               |   |                     |                |
|---------------------------|---------------|---|---------------------|----------------|
| <b>Date</b>               | <b>Time</b>   | <b>Subjects</b>   | <b>Lead Auditor</b> | <b>Auditor</b> |
| 26 <sup>th</sup> May 2019 | 08:00 – 13:00 | <b>Sematan Estate</b> <ul style="list-style-type: none"> <li>➤ <b>Document Audit:</b> <ul style="list-style-type: none"> <li>Public documents, SOPs, Policies, Internal audit, Production &amp; Supply chain records, FFB pricing, Review on SEIA documents and records, payment records, complaint records, workers records, training records, permits, CIP, etc.</li> </ul> </li> </ul> | MS                  | IBI/AS         |
|                           | 10:30 – 12:30 | <ul style="list-style-type: none"> <li>➤ <b>Estate inspection:</b> <ul style="list-style-type: none"> <li>Field inspection, boundary inspection, fertilizer application, field spraying, harvesting, workers interview, buffer zone, conservation area, office, workshop, agriculture best practices, chemical store, and pre-mixing, etc.</li> </ul> </li> </ul>                         | MS                  | IBI/AS         |
|                           | 13:00 – 14:00 | ➤ <b>Lunch</b>  | MS                  | IBI/AS         |
|                           | 14:00 – 16:00 | <ul style="list-style-type: none"> <li>➤ <b>Continue document review</b> <ul style="list-style-type: none"> <li>Public documents, SOPs, Policies, Internal audit, Production &amp; Supply chain records, FFB pricing, Review on SEIA documents and records, payment records, complaint records, workers records, training records, permits, CIP, etc.</li> </ul> </li> </ul>              | MS                  | IBI/AS         |
|                           | 16:00 – 17:00 | ➤ Verify any outstanding issues, auditor discussion and end of audit for day 6.   | MS                  | IBI/AS         |

| <b>AGENDA</b>             |               |   |                     |                |
|---------------------------|---------------|---|---------------------|----------------|
| <b>Date</b>               | <b>Time</b>   | <b>Subjects</b>   | <b>Lead Auditor</b> | <b>Auditor</b> |
| 27 <sup>th</sup> May 2019 | 08:00 – 13:00 | <b>Kilang Sawit Gedong</b> <ul style="list-style-type: none"> <li>➤ <b>Document Audit:</b> <ul style="list-style-type: none"> <li>Public documents, SOPs, Policies, Internal audit, Production &amp; Supply chain records, FFB pricing, Review on SEIA documents and records, payment records, complaint records, workers records, training records, permits, CIP, etc.</li> </ul> </li> </ul>                      | MS                  | IBI/AS         |
|                           | 10:30 – 12:30 | <ul style="list-style-type: none"> <li>➤ <b>Mill inspection:</b> <ul style="list-style-type: none"> <li>Workshop, Laboratory, Environment, OHS, Chemical Stores, Workers Welfare and Interview, Clinic, Landfill, Mill Housing, Schedule Waste, POME and etc.</li> </ul> </li> </ul>  | MS                  | IBI/AS         |
|                           | 13:00 – 14:00 | ➤ <b>Lunch</b>  | MS                  | IBI/AS         |
|                           | 14:00 – 15:30 | <ul style="list-style-type: none"> <li>➤ <b>Continue document review</b> <ul style="list-style-type: none"> <li>Public documents, SOPs, Policies, Internal audit, Production &amp; Supply chain records, FFB pricing, Review on SEIA documents and records, payment records, complaint records, workers records, training records, permits, CIP, etc.</li> </ul> </li> </ul>  | MS                  | IBI/AS         |
|                           | 15:30 – 16:00 | ➤ Verify any outstanding issues and auditor discussion  | MS                  | IBI/AS         |
|                           | 16:00 – 17:00 | <ul style="list-style-type: none"> <li>➤ <b>Centralize Closing Meeting at Kilang Sawit Gedong:</b> <ul style="list-style-type: none"> <li>Chaired by the audit Lead Auditor</li> <li>Welcome and introduction by the Lead Auditor</li> <li>Presentation of findings by the audit team</li> <li>Questions &amp; answers and Final summary by Lead Auditor</li> </ul> </li> <li>➤ <b>End of assessment</b></li> </ul> | MS                  | IBI/AS         |
| 28 <sup>th</sup> May 2019 | TBA           | ➤ <b>Travelling from Kuching, Sarawak to Kuala Lumpur</b>   | MS                  | IBI/AS         |

## Appendix B : Non-Conformity details

### Non-Conformities Identified During This Audit

|                               |  |
|-------------------------------|--|
| <b>Major Nonconformities:</b> | The following NC's were raised for this audit. |
|-------------------------------|--|

|  |   |                          |                           |                                     |
|--|---|--------------------------|---------------------------|-------------------------------------|
| <b>Company Name</b>                        | TH Plantations Berhad   |                          |                           |                                     |
| <b>Stage of Audit</b>                      | Initial Stage 1   | <input type="checkbox"/> | Initial Stage 2           | <input checked="" type="checkbox"/> |
|  | Surveillance  | <input type="checkbox"/> | Recertification           | <input type="checkbox"/>            |
| <b>Audited Standard</b>                    | Part 4: General Principles for Palm Oil Mills   |                          |                           |                                     |
| <b>Client Number</b>                       | GGC-D6-MSPO-2019  |                          |                           |                                     |
| <b>NC No. / Ref.</b>                       | D6/MSPO/MAJOR/01  | <b>Date Detected</b>     | 27 <sup>th</sup> May 2019 |                                     |
| <b>Site(s) concern</b>                     | Kilang Sawit Gedong   | <b>Target Completion</b> | 90 Days                   |                                     |
| <b>Normative Reference and Requirement</b> | 4.3.1.1 Major<br><br>All operations shall be in compliance with applicable local, national and ratified international laws and regulations.   |                          |                           |                                     |
| <b>NC Type</b>                             | <input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Area of Concern   |                          |                           |                                     |
| <b>Description of Non-Conformity</b>       | 1) Incompliance to Section 76, Labour Ordinance (Sarawak Cap.76)<br>2) Incompliance to Permit No. JTKSWK/HKLM/002/12/(Serian) – pekerja tidak boleh dibenarkan bekerja lebih 12 jam sehari.<br>3) Incompliance to Permit Barang Kawalan Berjadual, KPDNKK |                          |                           |                                     |

**NC Objective Evidence:**

- 1) Sample of female worker worked at night. Sample: Noer Halima, Code No. KG78

| Date       | Clock-In | Clock-Out |
|------------|----------|-----------|
| 14.03.2019 | 0643     | 2303      |
| 15.03.2019 | 0633     | 2202      |
| 16.03.2019 | 0643     | 2300      |
| 20.03.2019 | 0700     | 2204      |
| 21.03.2019 | 0652     | 2203      |

- 2) Workers worked more than 12 hours per day as per samples below;



| Code No | Worker Name                     | Date       | No of hour work/day |
|---------|---------------------------------|------------|---------------------|
| KG109   | Meverick Alvin anak Geter Putit | 23.03.2019 | 16                  |
| KG38    | Indera Yadi                     | 19.03.2019 | 19                  |
| KG69    | Jemaly Bin Jahari               | 25.03.2019 | 23                  |
| KG98    | Imran Rasid                     | 14.03.2019 | 23                  |

- 3) Permit Barang Kawalan Berjadual No Siri Q000726 No Rujukan: PPDN(W)/PGK/05/08/799/68 for 20,000 liters Diesel expiry 24.09.2018

**Lead Auditor Signature:**

**Client Signature:**

**Root cause Analysis (to be filled by client):**


- 1) Estate unaware the workers difficulties during the night shift and raining time. Noer Halima have a difficulty during punch-in on 14<sup>th</sup> & 16<sup>th</sup> March due to raining day. Noer Halima work as caretaker and cleaner for Estate's Rest House. Sometimes, when the guests from HQ came to visit the estate, she had to work and serve at night. (Please refer to Mill Daily Performance Report on 14<sup>th</sup> & 16<sup>th</sup> March 2019, rainfall data and Watchman Report — Appendix I).
- 2) Lack of knowledge and unaware the rules and regulations. Workers worked more than 12 hours due to stations involved were not enough of manpower.
- 3) Permit Kawalan Barang Berjadual - Diesel (Industri) has not been issued as there is no supporting document from Fire Department. This is related to the Mill has not yet received the FC (Fire Certificate).

**Corrective action planned (to be filled by client):**

- 1) Noer Halima is no longer working with Gedong Palm Oil Mill. The rest of Female Staff/Workers are not allowed working until late night, after 10pm.
- 2) (Please refer to Appendix 2 — Permit Com for Halima; Appendix 3 - punch card sample: 1 Staff and 1 Worker).
- 3) Mill has conducted a briefing to Staff/Workers regarding on working hours and overtime hours (Appendix 4 — Memo, attendance and photos of Briefing).
- 4) Mill has submitted application letter for renewal Permit Kawalan Barang Kawalan Berjadual to KPDNKK on 29<sup>th</sup> May 2019 and KPDNKK has issued a letter to Fire Department to conduct inspection on safety aspect and quantity of petroleum storage in the Mill (Appendix 5 — Letter from KPDNKK).

**Preventive Action (to be filled by client):**

- 1) Mill will ensure the operations and activities would not involving female staff/workers after 10pm.
- 2) Mill will hire efficient manpower for each station in order to comply the Labour Ordinance (Sarawak Cap. 76).
- 3) Mill will appoint a person-in-charged to manage the license and permit file (Appendix 6 Appointment Letter to Person-In-Charged and checklist of Permit & License).

|   |  |
|---|--|
| <b>Review of corrective/preventive action (to be filled by Lead Auditor)</b>                      |  |
| All the evidence submitted were found adequate and therefore this major non-compliance is closed. |  |
| <b>NC Closed:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No             | <b>Site verification:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No                        |
| <b>Date Verified:</b> 15 <sup>th</sup> June 2019  | <b>Lead Auditor Signature:</b><br> |

|   |   |                          |                           |                                     |
|---|---|--------------------------|---------------------------|-------------------------------------|
| <b>Company Name</b>   | TH Plantations Berhad   |                          |                           |                                     |
| <b>Stage of Audit</b>   | Initial Stage 1   | <input type="checkbox"/> | Initial Stage 2           | <input checked="" type="checkbox"/> |
|   | Surveillance  | <input type="checkbox"/> | Recertification           | <input type="checkbox"/>            |
| <b>Audited Standard</b>   | Part 4: General Principles for Palm Oil Mills   |                          |                           |                                     |
| <b>Client Number</b>  | GGC-D6-MSPO-2019  |                          |                           |                                     |
| <b>NC No. / Ref.</b>  | D6/MSPO/MAJOR/02  | <b>Date Detected</b>     | 27 <sup>th</sup> May 2019 |                                     |
| <b>Site(s) concern</b>  | Kilang Sawit Gedong   | <b>Target Completion</b> | 90 Days                   |                                     |
| <b>Normative Reference and Requirement</b>  | 4.4.4.2 Major<br><br>The occupational safety and health plan shall cover the following:<br>b. The risks of all operations shall be assessed and documented<br>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 |                          |                           |                                     |
| <b>NC Type</b>  | <input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Area of Concern   |                          |                           |                                     |
| <b>Description of Non-Conformity</b>  | No evidence sighted during the audit  |                          |                           |                                     |
| <b>NC Objective Evidence:</b>   |   |                          |                           |                                     |
| b. No evidence HIRARC being reviewed on the accident occurring on 16 <sup>th</sup> January 2018 to Mr. Dominic anak Maidin – 960211-13-5545 at Nut Plant. Last HIRARC being reviewed was on 1 <sup>st</sup> January 2018.   |   |                          |                           |                                     |
| e. Audiometry Test<br>No evidence, re-test to 8 workers under Standard Threshold Shift (STS) being conducted as per Factories And Machinery (Noise Exposure) Regulations 1989, Part Vi Audiometric Testing Programme, 23. Retest. If the registered medical practitioner, after reviewing the annual and baseline audiograms of the employee and after taking into consideration the effect of temporary threshold shift, is of an opinion that a standard threshold shift has occurred, he shall notify the occupier and the occupier shall retest the employee within three months from the date of the last audiometric test. Sample taken on :- |   |                          |                           |                                     |

- 1) Asadi Jaili – AT 7522755
- 2) David anak Nyuma – 680909-13-6359
- 3) Edward anak Jaya – 900608-13-5055
- 4) Julnardi – AS 2664802
- 5) Kamsari – AT 237709
- 6) Palin – AS 952216
- 7) Randy Pratama – A 8467195
- 8) Suwandi Syahputra – AU 198606

**Medical Surveillance**

No Evidence, medical surveillance being conducted on yearly basis to laboratory personnel as per Occupational Safety And Health (Use And Standards Of Exposure Of Chemicals Hazardous To Health) Regulations 2000 Part IX Health Surveillance (3) If an employee is exposed or likely to be exposed to chemicals hazardous to health listed in Schedule II, the health surveillance required under sub regulation (1) shall include medical surveillance conducted at intervals of not more than twelve months or at such shorter intervals as determined by the occupational health doctor or an occupational safety and health officer who is also a medical practitioner. Sample taken on:-

- 1) Ricky anak Gayan – 740704-13-5119
- 2) Amren Amlin Abdul Malek – 951114-13-6517

Last reviewed was on 29<sup>th</sup> May 2017. Seen, a letter dated 21<sup>st</sup> May 2019 on the medical surveillance test for 2019 covering 16 workers.

**Lead Auditor Signature:**



**Client Signature:**




**Root cause Analysis (to be filled by client):**


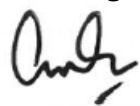
- b. Overlooked to revise HIRARC after the internal investigation has been done.
- e. - Overlook to implement Standard Threshold Shift (STS)  
- Overlook to conduct on yearly basis medical surveillance to laboratory personnel as per Occupational Safety And Health (Use And Standards Of Exposure Of Chemicals Hazardous To Health) Regulations 2000 Part IX Health Surveillance (3).


**Corrective action planned (to be filled by client):**

- Mill has revised Hirarc No. PKS/AKS 8. 6 as recommended as OSH regulation
- Mill has sent a request for Standard Threshold Shift (STS) inspection Global Green OSH Sdn Bhd on 28/05/2019.
- Mill has sent workers according to the list of names necessary to conduct Medical Surveillance on 24 & 27 May 2019.

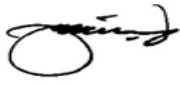


**Preventive Action (to be filled by client):**

|   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Appoint a Person In Charge to manage and file all matters to safety and health.</li> <li>• Appoint a Person In Charge to monitor and review report issue and take immediate action.</li> </ul> |  |
| <b>Review of corrective/preventive action (to be filled by Lead Auditor)</b>  |  |
| All the evidence submitted were found adequate and therefore this major non-compliance is closed.   |  |
| <b>NC Closed:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No   | <b>Site verification:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No                        |
| <b>Date Verified:</b> 15 <sup>th</sup> June 2019  | <b>Lead Auditor Signature:</b><br> |

|  |  |   |                           |
|--|--|---|---------------------------|
| <b>Company Name</b>  | TH Plantations Berhad  |   |                           |
| <b>Stage of Audit</b>  | Initial Stage 1  | <input type="checkbox"/>  | Initial Stage 2           |
|  | Surveillance   | <input type="checkbox"/>  | Recertification           |
| <b>Audited Standard</b>  | Part 4: General Principles for Palm Oil Mills  |   |                           |
| <b>Client Number</b>   | GGC-D6-MSPO-2019   |   |                           |
| <b>NC No. / Ref.</b>   | D6/MSPO/MAJOR/03   | <b>Date Detected</b>  | 27 <sup>th</sup> May 2019 |
| <b>Site(s) concern</b>   | Kilang Sawit Gedong  | <b>Target Completion</b>  | 90 Days                   |
| <b>Normative Reference and Requirement</b>   | 4.4.5.6 Major<br>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. |   |                           |
| <b>NC Type</b>   | <input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Area of Concern  |   |                           |
| <b>Description of Non-Conformity</b>   | The clause in the Contract Agreement contradict with the actual practice.  |   |                           |
| <b>NC Objective Evidence:</b>  |  |   |                           |
| Evidence, the worker working more than 12 hours per day which contradict to the Contract Agreement signed by both parties under Clause No 3. Waktu Bekerja 3.3 Pekerja tidak dibenarkan bekerja melebihi 12 jam sehari (seksyen 105A) atau tidak melebihi 68 jam seminggu (seksyen 105(1)(d)). Sample taken from 4 <sup>th</sup> March 2019 until 10 <sup>th</sup> March 2019 on:- |  |   |                           |
| 3. Walter anak Morgan – 830628-13-5369 – 95 hours' work  |  |   |                           |
| 4. Tumiran Gimun – A 3569881 - 72 hours' work  |  |   |                           |
| <b>Lead Auditor Signature:</b><br>  |  | <b>Client Signature:</b><br> |                           |



|  |  |
|--|--|
| <b>Root cause Analysis (to be filled by client):</b>   |  |
| Lack of knowledge and not aware on Act matter. Workers worked more than 12 hours due to stations involved are not enough manpower. Worker working more than 12 hours per day which contradict to the Contract Agreement.   |  |
| <b>Corrective action planned (to be filled by client):</b>   |  |
| Mill had done the briefing on the description of contract agreement which not allowed to work more than 12 hours per day on 29/05/ 2019. <ul style="list-style-type: none"> <li>• Amended New Contract Agreement.</li> <li>• Follow recommendation by HQ (Letter dated 12 April, Rujukan Kami:(5) THPAM/SWK/L/5.0/04/2019 as attached).</li> </ul> |  |
| <b>Preventive Action (to be filled by client):</b>   |  |
| Monitor working hours and overtime work by checking overtime every week by Head Of Division.   |  |
| <b>Review of corrective/preventive action (to be filled by Lead Auditor)</b>   |  |
| All the evidence submitted were found adequate and therefore this major non-compliance is closed.  |  |
| <b>NC Closed:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  | <b>Site verification:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No                          |
| <b>Date Verified:</b> 15 <sup>th</sup> June 2019   | <b>Lead Auditor Signature:</b><br> |

|  |   |                          |                           |
|--|---|--------------------------|---------------------------|
| <b>Company Name</b>                        | TH Plantations Berhad   |                          |                           |
| <b>Stage of Audit</b>                      | Initial Stage 1   | <input type="checkbox"/> | Initial Stage 2           |
|  | Surveillance  | <input type="checkbox"/> | Recertification           |
| <b>Audited Standard</b>                    | Part 4: General Principles for Palm Oil Mills   |                          |                           |
| <b>Client Number</b>                       | GGC-D6-MSPO-2019  |                          |                           |
| <b>NC No. / Ref.</b>                       | D6/MSPO/MAJOR/04  | <b>Date Detected</b>     | 27 <sup>th</sup> May 2019 |
| <b>Site(s) concern</b>                     | Kilang Sawit Gedong   | <b>Target Completion</b> | 90 Days                   |
| <b>Normative Reference and Requirement</b> | 4.6.3.2 Major<br>All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner. |                          |                           |
| <b>NC Type</b>                             | <input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Area of Concern       |                          |                           |

|  |                                       |   |  |
|--|---------------------------------------|---|--|
| <b>Description of Non-Conformity</b>   | No evidence sighted during the audit. |   |  |
| <b>NC Objective Evidence:</b>  |                                       |   |  |
| Evidence, mill has received FFB from 3 <sup>rd</sup> parties (External Estate & Independent Smallholders). However, there is no sales and purchase agreement of FFB between mill and independent smallholders. |                                       |   |  |
| <b>Lead Auditor Signature:</b>   |                                       | <b>Client Signature:</b>  |  |
|   |                                       |              |  |
| <b>Root cause Analysis (to be filled by client):</b>   |                                       |   |  |
| The sales and purchase agreement of FFB between mill and independent smallholders unavailable.   |                                       |   |  |
| <b>Corrective action planned (to be filled by client):</b>   |                                       |   |  |
| The mill has prepared a new sales and purchase agreement between mill and smallholders as well as external suppliers to sign a new agreement letter.   |                                       |   |  |
| <b>Preventive Action (to be filled by client):</b>   |                                       |   |  |
| The mill will ensure all FFB suppliers are subjected to sign sales and purchase agreement before run the business with the mill.   |                                       |   |  |
| <b>Review of corrective/preventive action (to be filled by Lead Auditor)</b>   |                                       |   |  |
| All the evidence submitted were found adequate and therefore this major non-compliance is closed.  |                                       |   |  |
| <b>NC Closed:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  |                                       | <b>Site verification:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |  |
| <b>Date Verified:</b> 15 <sup>th</sup> June 2019   |                                       | <b>Lead Auditor Signature:</b>  |  |
|  |                                       |           |  |

|                         |   |                          |                           |                                     |
|-------------------------|---|--------------------------|---------------------------|-------------------------------------|
| <b>Company Name</b>     | TH Plantations Berhad                         |                          |                           |                                     |
| <b>Stage of Audit</b>   | Initial Stage 1                               | <input type="checkbox"/> | Initial Stage 2           | <input checked="" type="checkbox"/> |
|                         | Surveillance                                  | <input type="checkbox"/> | Recertification           | <input type="checkbox"/>            |
| <b>Audited Standard</b> | Part 4: General Principles for Palm Oil Mills |                          |                           |                                     |
| <b>Client Number</b>    | GGC-D6-MSPO-2019                              |                          |                           |                                     |
| <b>NC No. / Ref.</b>    | D6/MSPO/MAJOR/05                              | <b>Date Detected</b>     | 27 <sup>th</sup> May 2019 |                                     |



|  |   |   |         |
|--|---|---|---------|
| <b>Site(s) concern</b>   | Kilang Sawit Gedong   | <b>Target Completion</b>  | 90 Days |
| <b>Normative Reference and Requirement</b>   | 4.6.4.1 Major<br><br>In case of the engagement of contractors, they shall be made to understand the MSPO requirements and shall provide the required documentation and information. |   |         |
| <b>NC Type</b>   | <input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Area of Concern   |   |         |
| <b>Description of Non-Conformity</b>   | 1) No evidence of contract agreement between the contractor and his workers<br>2) No evidence of worker's payment voucher   |   |         |
| <b>NC Objective Evidence:</b>  |   |   |         |
| During the audit, sighted Gedong Alaf Baru (Excavator Rental) and Kimming Engineering Sdn Bhd (Fire Prevention System – Phase 2) as contractors. However, there is no evidence of:   |   |   |         |
| 3) Contract agreement between the contractor and his workers.<br>4) Contract worker's payment voucher for the period of January 2019 to April 2019.  |   |   |         |
| <b>Lead Auditor Signature:</b>   |   | <b>Client Signature:</b>  |         |
|   |   |  |         |
| <b>Root cause Analysis (to be filled by client):</b>   |   |   |         |
| 1) Mill has notified via letter and email dated 19/02/2019 to the contractor to provide/submit the relevant documents but no feedback from contractor.<br>2) Mill has notified via letter and email dated 19/02/2019 to the contractor to provide/submit the relevant documents but no feedback from contractor. |   |   |         |
| <b>Corrective action planned (to be filled by client):</b>   |   |   |         |
| 1) Mill has contacted and informed the contractor to send the contract agreement between contractor and their employees on 28/05/2019.<br>2) Mill has contacted and informed the contractor to send the payment voucher of their employees on 28/05/2019.  |   |   |         |
| <b>Preventive Action (to be filled by client):</b>   |   |   |         |
| 1) Every contractor in workplace is obliged to keep and retain the agreement with their employees.<br>2) Every contractor in workplace is obliged to keep and retain the payment voucher of their employees every month.   |   |   |         |
| <b>Review of corrective/preventive action (to be filled by Lead Auditor)</b>   |   |   |         |

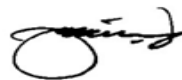
All the evidence submitted were found adequate and therefore this major non-compliance is closed.

**NC Closed:** ☒ Yes ☐ No

**Site verification:** ☐ Yes ☒ No


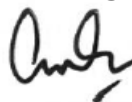
**Date Verified:** 15<sup>th</sup> June 2019

**Lead Auditor Signature:**



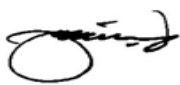

**Minor Nonconformities:**

The following NC's were raised for this audit.

|  |  |   |                           |
|--|--|---|---------------------------|
| <b>Company Name</b>  | TH Plantations Berhad  |   |                           |
| <b>Stage of Audit</b>  | Initial Stage 1  | <input type="checkbox"/>  | Initial Stage 2           |
|  | Surveillance   | <input type="checkbox"/>  | Recertification           |
| <b>Audited Standard</b>  | Part 4: General Principles for Palm Oil Mills  |   |                           |
| <b>Client Number</b>   | GGC-D6-MSPO-2019   |   |                           |
| <b>NC No. / Ref.</b>   | D6/MSPO/MINOR/01   | <b>Date Detected</b>  | 27 <sup>th</sup> May 2019 |
| <b>Site(s) concern</b>   | Kilang Sawit Gedong  | <b>Target Completion</b>  | Next Surveillance Audit   |
| <b>Normative Reference and Requirement</b>   | 4.4.1.1 Minor<br>Social impacts should be identified and plans should be implemented to mitigate the negative impacts and promote the positive ones. |   |                           |
| <b>NC Type</b>   | <input type="checkbox"/> Major <input checked="" type="checkbox"/> Minor <input type="checkbox"/> Area of Concern                                    |   |                           |
| <b>Description of Non-Conformity</b>   | Incompliance to Company's MSPO Procedure   |   |                           |
| <b>NC Objective Evidence:</b>  |  |   |                           |
| Evidence, Social Impact Assessment conducted contradict with Stakeholder Communication & Consultation Procedure Ref N0: MSPO –TH-03, Rev: 0, Date: 1 Nov 2017 Page 5 of 6. |  |   |                           |
| <b>Lead Auditor Signature:</b>   |  | <b>Client Signature:</b>  |                           |
|   |  |  |                           |
| <b>Root cause Analysis (to be filled by client):</b>   |  |   |                           |
|  |  |   |                           |
| <b>Corrective action planned (to be filled by client):</b>   |  |   |                           |



|  |  |
|--|--|
| <b>Preventive Action (to be filled by client):</b>                           |  |
|  |  |
| <b>Review of corrective/preventive action (to be filled by Lead Auditor)</b> |  |
|  |  |
| <b>NC Closed:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No   | <b>Site verification:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>Date Verified:</b>  | <b>Lead Auditor Signature:</b>   |
|  |  |

|   |  |   |                           |
|---|--|---|---------------------------|
| <b>Company Name</b>   | TH Plantations Berhad  |   |                           |
| <b>Stage of Audit</b>   | Initial Stage 1  | <input type="checkbox"/>  | Initial Stage 2           |
|   | Surveillance   | <input type="checkbox"/>  | Recertification           |
| <b>Audited Standard</b>   | Part 4: General Principles for Palm Oil Mills  |   |                           |
| <b>Client Number</b>  | GGC-D6-MSPO-2019   |   |                           |
| <b>NC No. / Ref.</b>  | D6/MSPO/MINOR/02   | <b>Date Detected</b>  | 27 <sup>th</sup> May 2019 |
| <b>Site(s) concern</b>  | Kilang Sawit Gedong  | <b>Target Completion</b>  | Next Surveillance Audit   |
| <b>Normative Reference and Requirement</b>  | 4.4.2.4 Minor<br>Employees and the surrounding communities should be made aware that complaints or suggestions can be made any time. |   |                           |
| <b>NC Type</b>  | <input type="checkbox"/> Major <input checked="" type="checkbox"/> Minor <input type="checkbox"/> Area of Concern                    |   |                           |
| <b>Description of Non-Conformity</b>  | No evidence sighted during audit.  |   |                           |
| <b>NC Objective Evidence:</b><br><br>No evidence on Complaints and Grievances Procedures being communicated to all internal stakeholders. |  |   |                           |
| <b>Lead Auditor Signature:</b><br>                     |  | <b>Client Signature:</b><br> |                           |
| <b>Root cause Analysis (to be filled by client):</b>  |  |   |                           |
|   |  |   |                           |

|  |  |
|--|--|
| <b>Corrective action planned (to be filled by client):</b>                               |  |
|  |  |
| <b>Preventive Action (to be filled by client):</b>                                       |  |
|  |  |
| <b>Review of corrective/preventive action (to be filled by Lead Auditor)</b>             |  |
|  |  |
| <b>NC Closed:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> | <b>Site verification:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> |
| <b>Date Verified:</b>  | <b>Lead Auditor Signature:</b>   |
|  |  |

|                         |                                    |
|-------------------------|------------------------------------|
| <b>Area of Concern:</b> | Non-were raised during this audit. |
|-------------------------|------------------------------------|

## Appendix C: List of Stakeholders Contacted

### Attendance List

#### Internal Stakeholders

- 1) Kilang Sawit Gedong management team and staff
- 2) Gender Committee Representatives
- 3) Male and Female workers
- 4) Workers Representatives
- 5) Foreign Workers Representatives

#### External Stakeholders (Government Agency)

- 1) Dr. Ivan Yap KS – Kementerian Pendidikan Sains & Peneyelidikan Teknologi, Sarawak
- 2) Cik Asha Devi K - Kementerian Pendidikan Sains & Peneyelidikan Teknologi, Sarawak
- 3) En. Max Biondi – Inst. Keselamatan & Kesihatan Pekerjaan Negara (IKKPN)
- 4) En. Mohd Farizan bin Jamil – UiTM
- 5) En. Melvin – SOPPOA
- 6) Bapak Hasani Edelin – Konsulat Jeneral Republik Indonesia
- 7) En. James Dani – Ketua Balai Bomba Serian
- 8) En. Alexander A. AK Mong – ASP PDRM, Serian
- 9) En. Mohd Shukri – Pertubuhan Keselamatan Sosial
- 10) En. Tonny Nipun – MPOB Serian
- 11) En. Jason Keegan – MPOB Serian
- 12) En. Latip Bundan – Institut Pertanian
- 13) En. Maxmilan Doren Buka – DOA
- 14) En. Sulin Lumong
- 15) En. Tong Chew Chuan
- 16) Pn. Julinah Jamaliah
- 17) En. Razak Eman
- 18) Pn. Elijah Ak Atem
- 19) En. Dominik Anak Girai
- 20) En. Sim Mui Chai
- 21) En. Mohd Shukery b. Hassan
- 22) En. Aoron Chang
- 23) En. Melvin Goh – SOPPA
- 24) En. Lai Chea Jiri – Peg. Penilai
- 25) Pn Jessie Anak Bidut – PKPTK
- 26) En. Geffrony bin Rangi – Setiausaha
- 27) En. Timohty Abet Isik – ECO
- 28) En. Sahsudin Borhan – SK Merakai

#### External Stakeholders (Supplier & Contractor)

- 1) Vintura Sdn Bhd
- 2) En. Chai Kun Chin
- 3) En. Tumar Anak Lunya
- 4) En. Umpang Anak Daka
- 5) Pencak Mekar Sdn Bhd
- 6) TTF Engineering Sdn Bhd

- 7) Wagro Trading (Kuching) Sdn Bhd
- 8) Gemilang Enterprise
- 9) En. Raymond Tan -Man Huang Enterprise
- 10) En. Chai Lee Sia - Man Huang Enterprise
- 11) Yong CL Trading and Services
- 12) Yong CL Engineering Sdn Bhd
- 13) Huang Ann Transport
- 14) Ban Siri Furniture & Electric Trading
- 15) Ban Siri Furniture Trading
- 16) Liam Air-Cond and Supply
- 17) Agensi Pekerjaan APKA Group Sdn Bhd
- 18) Interarup Consulting Engineering
- 19) Ice Plantation Sdn Bhd
- 20) Ace Engineering & Services
- 21) Minah General Contractor
- 22) En. Kon Wei Si

External Stakeholders (Penduduk Kampung)

- 1) En. KK Baran Anak Ramai @ Mugan Leni
- 2) En. Mohd Zamri bin Abdullah
- 3) En. Singgan Anak Minu
- 4) En. Langga Anak Gayah
- 5) En. Sandiri Anak Ripai
- 6) En. Buyang Anak Mony
- 7) En. KK Kudi Anak Lenggir
- 8) En. KK Giri Anak Mani
- 9) En. KK Achai Anak Bijak
- 10) E. KK Joseph Nayu
- 11) En. KK Lihang Anak Damang
- 12) En. KK Bohari Abd Karim @ Bobby
- 13) En. KK Hendry Anak Jimai
- 14) En. KK Welson Anak Darie
- 15) En. KK Sebli Anak Uban
- 16) En. Bazli Nahrani – Guru Besar
- 17) En. Joe frazer Anak Chandu
- 18) En. Merikah Anak Abang
- 19) En. Rabah Anak Tuah
- 20) En. KK Andrew Suat
- 21) En. KK Rupert
- 22) En. Rexson Anak Karah
- 23) En. Mahmod bin Awal
- 24) En. Manu
- 25) En. Kalong
- 26) En. Temenggang Anak Nipah
- 27) En Mohd Najib - Penghulu