

***Roundtable on Sustainable Palm Oil Certification
RSPO***

[] Stage-1 [] Stage-2 [✓] Surveillance [] Re-Certification

Name of Management Organisation : UNITED INTERNATIONAL ENTERPRISE PALM OIL MILL subsidiary of UNITED PLANTATIONS BERHAD
Plantation Name : United International Enterprise Estate
Location : Pantai Remis, Perak Darul Ridzuan - Malaysia
Certificate Code : ***MUTU-RSPO/066***
Date of Certificate Issue : 21 AUGUST 2015 **Date of License Issue :** 21 AUGUST 2016
Date of Certificate Expiry : 20 AUGUST 2018 **Date of License Expiry :** 20 AUGUST 2017

Assessment	Assessment Date	PT. Mutuagung Lestari Auditor	Review by	Approve by
Re-Certification (by Control Union Cert)	20 , 21, 29 May 2013	Simon Selvaraj (LA), Viknesvaran Paramasivan, Mohd Rizal Mohd Kassim, Muhd Jamalul Arif, Asidatorn Lamsirisangthong, Jan Frans Bastianse, Cecep Saepullah, Ho Van Dong	Hari Naveen Christopher	Hari Naveen Christopher
ASA-1 (by Control Union Cert)	12, 14, 17 May 2014	Mahaswaran Malipayan (LA), Vishal, Muhd Jamalul Arif, Andreas, Hasnop	Nurhadi	Nurhadi
ASA-2	June 1, 2, 4 & 5, 2015	Oktovianus Rusmin (Lead Auditor), Yap Chin Hung, Dinesh Nadarajah, Mohd. Nizam, Mohd. Hairimi, Mohd. Aman Samsurey	Octo HPN Nainggolan	Tony Arifiarachman
ASA-3	24, 25, & 28 May, 2016	Trismadi Nurbayuto (Lead Auditor), Oktovianus Rusmin, Yap Chin Hung, Mahaswaran Maliyapan, Ebnu H Shawal, Mohd Hairimi	Octo HPN Nainggolan	Tony Arifiarachman

Assessment	Approved by MUTUAGUNG LESTARI on:
ASA-3	28 July 2016

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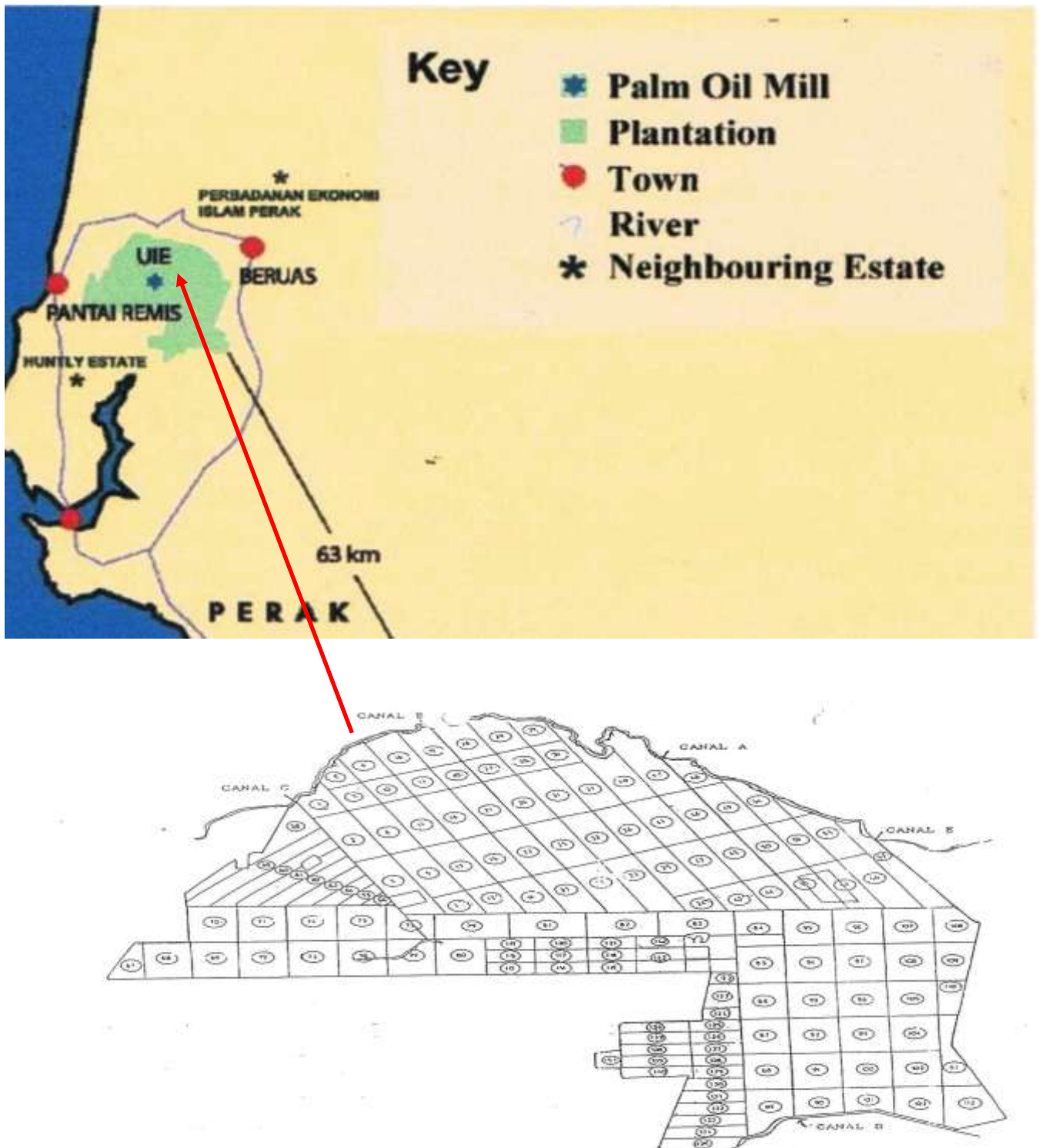
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Figure 1. Location Map of UIE, United Plantation Bhd, Malaysia



Figure 2. Operational Map of UIE, United Plantation Bhd, Malaysia



Abbreviations Used

ASA	:	Annual Surveillance Audit
BOD	:	Biological Oxygen Demand
CHRA	:	Chemical High Risk Assessment
CPO	:	Crude Palm Oil
CSR	:	Corporate Social Responsibility
DOE	:	Department of Environment
EFB	:	Empty Fruit Bunch
ESH	:	Environment and Safety and Health
FFB	:	Fresh Fruit Bunches
HCV	:	High Conservation Value
HIRARC	:	Hazard Identification Risk Assessment and Risk Control
IPM	:	Integrated Pest Management
MPOB	:	Malaysian Palm Oil Board
MSDS	:	Material Safety Data Sheet
LTA	:	Lost Time Accident
NUPW	:	National Union Plantation Workers
OHS	:	Occupational Health and Safety
OER	:	Oil Extraction Rate
P&C	:	Principle and Criteria
PK	:	Palm Kernel
PKO	:	Palm Kernel Oil
POM	:	Palm Oil Mill
POME	:	Palm Oil Mill Effluent
PPE	:	Personal Protection Equipment
RSPO	:	Roundtable on Sustainable Palm Oil
SCCS	:	Supply Chain Certification System
SEIA	:	Social and Environmental Impact Assessment
SIA	:	Social Impact Assessment
SOP	:	Standard Operating Procedure
UPB	:	United Plantation Berhad
UPRD	:	United Plantations Research & Development

1.0	SCOPE OF THE CERTIFICATION ASSESSMENT		
1.1	Assessment Standard Used	<ul style="list-style-type: none"> • <i>The Malaysian National Interpretation (MYNI), RSPO Principles and Criteria (P&C) for Sustainable Palm Oil Production endorsed on 6th March 2015</i> • <i>RSPO Supply Chain Certification Systems (SCCS) endorsed on 21st November 2014 for CPO Mill.</i> 	
1.2	Organisation Information		
1.2.1	Organisation name listed in the certificate	United Plantations Berhad	
1.2.2	Contact person	C. Mathews	
1.2.3	Organisation address and site address	Organisation address: Jendarata Estate 36009 Teluk Intan, Perak Darul Ridzuan, Malaysia Site address: Pantai Remis, 36009 Teluk Intan, Perak Darul Ridzuan, Malaysia	
1.2.4	Telephone	+605-6411411	
1.2.5	Fax	+6605-6416220	
1.2.6	E-mail	cmm@unitedplantations.com	
1.2.7	Web page address	www.unitedplantations.com	
1.2.8	Management Representative who completed the application for certification	C. Mathews	
1.2.9	Registered as RSPO member	1-0004-04-000-00, 19 July 2004	
1.3	Type of Assessment		
1.3.1	Scope of Assessment and Number of management unit	1 (One) unit Palm Oil Mill (UIE POM and UIE Estate	
1.3.2	Type of certificate	Single	
1.4	Locations of Mill, Plantations and Area Statement		
f1.4.1	Location of Mill		
	Name of Mill	Location	Coordinate
			Latitude Longitude
	UIE Palm Oil Mill	UIE Palm Oil Mill, Mail Bag No.1, 34900 Pantai Remis Perak Darul Ridzuan	N 1° 40' 1" E 104° 1' 37"
1.4.2	Location of Supply Base		
	Name of Supply Base	Location	Coordinate
			Latitude Longitude
	UIE Estate (Division 1 & 2)	UIE Estate Mail Bag No.1, 34900 Pantai Remis Perak Darul Ridzuan	N 4° 25' 00" E 100° 40' 00"
1.5	Description of Area Statement		
1.5.1	Tenure		
	• State	-	Ha

	• Private	10,185.83	Ha				
1.5.2	Area Statement						
	• Total area	10,185.83	Ha				
	• Mature area	7,233.08	Ha				
	• Immature area	2,318.07	Ha				
	• Mill	8.5	Ha				
	• Workers Quarters	20.5	Ha				
	• Nursery	32	Ha				
	Conservation area						
	• Kingham – Cooper Malaysian Jungle Tees Arboretum	102.44	Ha				
	• Tributary Machan Riparian	3.3	Ha				
	• Infrastructure area (Airstip, Office Building, railway, drain etc.)	467.94	Ha				
*There is a reduction in audit scope covering 183.37 ha for coconut cultivation.							
1.6	Planting Year and Cycles						
1.6.1	Age profile of planting year						
	Planting Year		Hectarage (Ha)				
	1989		553.52				
	1990		1,630.76				
	1998		190.03				
	2000		35.50				
	2009		313.61				
	2010		1,239.16				
	2011		1,114.56				
	2012		1,298.11				
	2013		1,322.77				
	2014		833.83				
	2015		850.05				
	2016		169.25				
	TOTAL		9,551.15				
	1.6.2	New Planting area after January 2010 (new planting)	-	Ha			
1.6.3	Planting Cycle	2 nd Cycle					
1.7	Description of Supply Base						
1.7.1	Description of Mill						
	Name of Mill	Capacity (tonnes/ hour)	FFB Processed (tonnes/ year)	CPO		Palm Kernel	
				Out put (tonnes)	Extraction (%)	Out put (tonnes)	Extraction (%)
	UIE Palm Oil Mills	60	135,752.75	28,778.10	21.20	7,026.66	5.18

	<i>*Production Data from May 2014 – April 2015</i>						
1.7.2	Description of Certification Scope of Supply Base						
	Name of Estate	Total Area (Ha)	Planted Area (Ha)	FFB (tonnes/year)	Yield (tonnes/ha/year)	Supplied to Mill	
						FFB (tonnes/year)	%
	UIE Estate	10,185.83	9,551.15	135,752.75	14.21	135,752.75	100
	TOTAL	10,185.83	9,551.15	135,752.75	14.21	135,752.75	100
	<i>*Production Data from May 2014 – April 2015</i>						
1.7.3	FFB description from other source						
	Name of sources	Organisations	Location	Supplied to Mill			
				FFB (tonnes/year)			
	M/S VKK Estates Sdn Bhd	-	M/S VKK Estates Sdn Bhd 34900 Pantai Remis Perak	3,832.62			
	M/S Huntly Estate	-	M/S Huntly Estate 34900 Pantai Remis Perak	12,208.86			
	M/S Arunamari Plantations SDN Bhd	-	M/S Arunamari Plantations Sdn Bhd Batu 29 Jalan Taiping 32700 Bruas Perak	6,716.63			
	UIE - Downgrade	Uncertified FFB	Pantai Remis Perak	26,318.51			
	TOTAL				49,076.62		
<i>*Production Data from May 2014 – April 2015</i>							
<i>* Only process on Saturday, separate from Certified products (CPO and PK tank is separate) & claimed as uncertified products</i>							
1.7.4	Product categories			FFB, CPO, PK			
1.8	Estimate Tonnage of Certified Product						
1.8.1	Past Annual Claim Certified Product			Previous Certificate Claim (tonnes/year) 21 August 2015 to 20 August 2016		Actual certified product (tonnes/year) 21 August 2015 to 24 May 2016	
	• FFB Production			118,300		106,913	
	• CPO Production			25,749		23,521	
	• Palm Kernel (PK) Production			6,520		5,015	
1.8.2	Estimate of Certified FFB Claim						
	Name of Estate	Total Area (Ha)	Planted Area (Ha)	FFB (tonnes/year)	Yield (tonnes/ha/year)		
	UIE Estate	10,185.83	9,551.15	155,700	16.31		
	TOTAL	10,185.83	9,551.15	155,700	16.31		
1.8.3	Estimate of Certified Palm Product Claim						
	Name of Mill	Capacity (tonnes/ hour)	FFB Processed (tonnes/year)	CPO		Palm Kernel	
				Out put (tonnes)	Extraction (%)	Out put (tonnes)	Extraction (%)
	UIE	60	155,700	34,254	22.00	8,797	5.65

	Palm Oil Mill							
1.9	Other Certifications							
	ISO 9001:2008			-				
	ISO 14001: 2004			-				
	OHSAS 18001:2007			-				
	ISCC			-				
	Others							
1.10	Time Bound Plan							
1.10.1	Time Bound Plan for Other Management Units							
	Management Unit		Estate (Supply Base)	Time Bound Plan	Location	Status		
	Mill	Time Bound Plan						
	Indonesia							
	Lada POM PT Surya Sawit Sejati	2016	Lada Estate	738.86 ha (Division 1)	2017	Kotawaringin Barat District, Central Kalimantan	Planning November 2016	
				3,741.2 ha (Division 1&2)	2017			
				1,769.6 ha + 250.34 ha (Division 1&2)	2018			
			Runtu Eate	2,916.83 ha (Division North & South)	2017			
				4,717.03 ha + 1,366.14 ha (Division North & South)	2018			
			Farmers own land and also new ijin for Plasma in Arut and Kumai Estate	49 ha (already SHM + agreement)	2020		Medang Sari Village, Sub-District Arut Selatan	Liquidated
				132 ha (already SHM but must follow Pelepasan + agreement)	2020		Other PLASMA	2020
				364.82 ha (SHM to be	2020			

			apply)		
			600 ha (waitng for agreement and SHM)	2020	-
Malaysia					
Jendarata POM	2008	Jendarata Estate, Seri Pelangi Estate, Ulu Basir Estate, Ulu Bernam Estate, Sungai Ering Estate, Sungai Chawang Estate, Changkat Mentri Estate, Lima Blas Estate	2008	Teluk Intan, Perak Darul Ridzuan, Malaysia	Re-Certified 2014 Audited (ASA-3)
Ulu Basir POM	2008	Jendarata Estate, Seri Pelangi Estate, Ulu Basir Estate, Ulu Bernam Estate, Sungai Ering Estate, Sungai Chawang Estate, Changkat Mentri Estate, Lima Blas Estate	2008	Teluk Intan, Perak Darul Ridzuan, Malaysia	Re-Certified 2014 Audited (ASA-3)
Ulu Bernam POM	2008	Jendarata Estate, Seri Pelangi Estate, Ulu Basir Estate, Ulu Bernam Estate, Sungai Ering Estate, Sungai Chawang Estate, Changkat Mentri Estate, Lima Blas Estate	2008	Teluk Intan, Perak Darul Ridzuan, Malaysia	Re-Certified 2014 Audited (ASA-3)
UIE POM	2008	UIE Estate	2008	Pantai Remis, Perak Darul Ridzuan, Malaysia	Re-Certified 2014 Audited (ASA-3)
1.10.2	Progress of Associated Smallholders and Outgrowers for Certifiable Standard				
	<i>There is no FFB supply from Associated Smallholders and Outgrowers. The FFB supply from outside is temporary contract.</i>				

2.0	ASSESSMENT PROCESS
2.1	Assessment Team
Re-Cert	<ol style="list-style-type: none"> 1. Simon Selvaraj (LA) 2. Viknesvaran Paramasivan 3. Mohd Rizal Mohd Kassim 4. Muhd Jamalul Arif 5. Asidatorn Lamsirisangthong 6. Jan Frans Bastianse 7. Cecep Saepullah 8. Ho Van Dong
ASA-01	<ol style="list-style-type: none"> 1. Mahaswaran Malipayan (LA) 2. Vishal 3. Muhd Jamalul Arif 4. Andreas 5. Hasnop
ASA-02	<ol style="list-style-type: none"> 1. Oktovianus Rusmin (Lead Auditor). 2. Dinesh Nadarajah. 3. Yap Chin Hung (Auditor). 4. Mohd. Nizam (Auditor). 5. Mohd. Hairimi (Auditor). 6. Mohammad Aman Samsurey (Auditor).
ASA-03	<ol style="list-style-type: none"> 1. Trismadi Nurbayuto (Lead Auditor). Associate Forestry from the Forestry Faculty of IPB and Bachelor of Economics from the Department of Agribusiness, Faculty of Economics and Management, IPB. Specialists in the Environmental Social Impact Assessment (SEIA) and the High Conservation Value (HCV). He participated in HCV Management Training, Indonesian Sustainable Palm Oil (ISPO) Auditor, In House Training RSPO; training of ISO 9001:2008 Quality Management System, ISO 22000:2005 Food Safety Management System, and ISO 14001:2004 Environmental Management System. Previously worked in the private oil palm plantations, became HCV assessor who registered at the Roundtable on Sustainable Palm Oil (RSPO) until 2014. He has been involved in the activities of SEIA and Identification of HCV in Palm Plantation. Currently has been several times following audit activities related to sustainable palm oil certification system as an auditor. During the assessment the auditor assessing Best Agricultural Practices. 2. Oktovianus Rusmin (Auditor). Indonesian Citizen. Bachelor's Degree in Social & Political Sciences Department of Anthropology. Specialists in the field of Social and Cultural (Social Impact & Conflict Resolution) and HCV. Already participated in Forest Management Auditor Training (FSC Standard), ISO 14001 Environmental Management System Training, SVLK (wood legality) Auditor, Indonesian Sustainable Palm Oil (ISPO) and RSPO Lead Auditor Training. He was several times involved in the assessment of Sustainable Forest Management Certification (Standard LEI) and Gap Analysis Audit (FSC Standard). Had worked at the Center for study of Anthropology University of Indonesia and Social Advisor at Tropical Forest Trust (TFT) Indonesia. He was numerously involved in Social Impact Assessment and HCV Identification in Palm Oil Plantations and Natural Forest concessions and was approved as HCV assessor by RSPO for Social Discipline Specialist. Have been involved in several palm oil certifications as Auditor and Lead Auditor. In Annual Surveillance Audit 3, he conducted an assessment on Social aspect in Mill and SCCS. 3. Mahaswaran Malipayan (Auditor) Malaysian citizen, More than 15 years working experience in various industries in Malaysia that covering the full spectrum of Quality and Environmental Management System. As certified Lead Auditor and being the Principle Consultant. He too has vast exposure and experience in Quality Environmental Management System as well the Occupational, Health and Safety auditing. He owns proven track records of auditing various multinational companies both locally and internationally. In this assessment, he assessed on legal aspect and environmental HCV aspect. 4. Yap Chin Hung (Auditor). Graduate from University of Malaya with a Bachelor of Engineering (Honours) Degree in Manufacturing Engineering. He is a member of the Institute of Engineers, Malaysia. He had consulted and trained clients from various industries such as chemical, metal fabrication, engineering, electronics, manufacturing, fabrications, plastics, construction and trading in setting up and implementing the Management Systems based on

ISO 9001, ISO 14001, ISO 13485, ISO 2200, HACCP, GMP, FSC and OHSAS 18001. Along his service as ISO consultant, he has assist more than 100 companies to obtain the ISO certification from various Certification Body. Yap is also the associate auditor for QE Certification, UK helping in carrying out 3rd party certification audit for ISO 9001, ISO 14001, ISO 22000 & OHSAS 18001. In Annual Surveillance Audit 3, he conducted an assessment on Health and Safety aspect at Mill.

5. **Mohd. Hairimi (Auditor).** Graduated from University Kebangsaan Malaysia with a Masters of Social Science (Social and Environmental Impact Assessment) and Bachelor of Social Sciences with Honours (Geography). Registered as assistant consultant on Social Impact Assessment with DOE Malaysia AC 1105, and certified on CESSWI 3756 (Certified Erosion Sediment and Storm Water Inspector). He was involved for past 5 years in environment auditing and in Social and Environmental Impact Assessment Report (EIA and SIA). In Annual Surveillance Audit 3, he conducted an assessment on Social aspect (Social Impact Assessment) and Safety in Estate.
6. **Ebnu Holdoon Shawal (Auditor)** is a trainee auditor which covering the environmental aspect of the audit. He graduated with Bachelor of Civil Engineering from University Tenaga Nasional in Malaysia. He has been completed the ISO 9001 : 2008 QMS Lead assessor course for RABQSA – QM 785 (Exemplar Global) certified. He has an experience regarding the safety, health and environmental standard for construction works as an engineer for 1 year. He has gone for various RSPO audit including Felda POM and United Plantation as observer and have total 26 person-days following the auditing activities. During this audit, he has been assigned to verify the Environmental aspect and transparencies aspect.

2.2	Assessment Methodology, Assessment Process and Locations of Assessment
2.2.1	Figure of person days to implement assessment
Re-Cert	Number of auditors : 8 auditor Number of days for ASA-02 at site : 2 days Number of working days for ASA-02 at site : 16 Working days for auditor
ASA-01	Number of auditors : 5 auditor Number of days for ASA-02 at site : 2 days Number of working days for ASA-02 at site : 10 Working days for auditor
ASA-02	Number of auditors : 6 auditor assisted by 1 assisstants Number of days for ASA-02 at site : 3 days Number of working days for ASA-02 at site : 18 Working days for auditor
ASA-03	Number of auditors : 6 auditor assisted Number of days for ASA-03 at site : 3 days Number of working days for ASA-03 at site : 18 Working days for auditor
2.2.2	Detail process of assessment
ASA-03	<p>The assessment was conducted by measuring the sufficiency of implementation with the consistency done by the United International Enterprise POM, UIE POM (United Plantation Berhad) to the requirements of <i>The Malaysian National Interpretation (MYNI)</i>, <i>RSPO Principles and Criteria (P&C) for Sustainable Palm Oil Production endorsed on 6th March 2015</i> and the <i>RSPO Supply Chain Certification Systems (SCCS) endorsed on 21st November 2014 for CPO Mill</i>.</p> <p>The assessment was conducted in three methods: (1) document review, aiming to observe the sufficiency of types or substances from required documents; (2) <i>interview</i>, aiming to obtain more detailed information and cross check the information; and (3) field observation, aiming to observe directly the sufficiency of implementation on site.</p> <p>Some opportunities for improvement of the results ASA-03 delivered by the MUTU auditor to the management unit and the results are the subject will be verified at the next assessment phase.</p> <p>Improvement of findings from main assesment findings were observed by auditors at this ASA-03. All information obtained was recorded in Check List of PT Mutuagung Lestari (MUTU) and part of Surveillance report.</p> <p>The assessment program please finds Appendix 2.</p>

2.2.3	Locations of Assessment
Re-Cert	<p>The Audit was carried out in conformity with the procedures as laid down in the CUC Procedure Manual and the RSPO Program Manual for the auditors and Certifier. During the Audit the qualified CUC auditors used the RSPO standard as endorsed for the country in which the audit took place and recorded their findings.</p> <p>Workers and local communities were interviewed and evidence sought to confirm on-going compliance to include:</p> <ul style="list-style-type: none"> • Chemical stores. Storage. MSDS leaflets. Herbicide mixing areas. PPE. Ventilation. Security. • Field inspections. Herbicide application programs. Harvesting sites and efficiency. Fertilizing operations. SOP's. Soil maps. Land preparation. Ground cover. IPM. First aiders and boxes. Ground cover. Soil erosion. Field observations of all operations. • Worker interviews. OSH. Sexual, religious, racial harassment. Pay and contracts. Child labour. First aid. Awareness. <p>Re-planting sites. Zero burn.</p> <ul style="list-style-type: none"> • HCV's. Identification. Management plans. Environmental Impact Assessments. Implementation. • Riparian zones. Width. Current and future management. Non-maintenance regimes. Water management. Water courses. Water monitoring. • Road maintenance. Run off. • Social amenities. Social Impact Audits. • Local communities. Contributions made. Employment opportunities. Social impacts. Complaints procedures. • Workshops. Oil traps. Safe working environment. PPE. Diesel tanks. Environmental waste management. • Line sites. Interviews with householders. Inspection of water discharge points. Water improvement plans. Waste disposal. • Documentation review. <p>Palm Oil Mill audits include:</p> <ul style="list-style-type: none"> • Mill and workshop inspections. Documentation. Worker interviews. • Mill. SOP's. Safe working environment. Gen sets. Walk ways. Signs. EFB. POME treatment. Emissions. Mass balance. Diesel tanks. PPE. Fire extinguishers. First aiders and boxes. Fuel and water usage. • OSH. Training. Management structure. First aiders. • Full document review. Completion of the checklist. Review and documentation of evidence. All aspects of RSPO P&C's applicable. • Worker interviews. OSH. Sexual, religious, racial harassment. Pay and contracts. • Compliance against the RSPO SCCS certification scheme. <p>Verification: Verification of implementation was done through field observations, workshop and chemical store inspections, worker and community interviews and mill inspections as summarized above.</p>
ASA-01	<p>Workers and local communities were interviewed and evidence sought to confirm on-going compliance to include:</p> <ul style="list-style-type: none"> • Chemical stores. Storage. MSDS leaflets. Herbicide mixing areas. PPE. Ventilation. Security. • Field inspections. Herbicide application programs. Harvesting sites and efficiency. Fertilizing operations. SOP's. Soil maps. Land preparation. Ground cover. IPM. First aiders and boxes. Ground cover. Soil erosion. Field observations of all operations. • Worker interviews. OSH. Sexual, religious, racial harassment. Pay and contracts. Child labour. First aid. Awareness. • Re-planting sites. Zero burn. • HCV's. Identification. Management plans. Environmental Impact Assessments. Implementation. • Riparian zones. Width. Current and future management. Non-maintenance regimes. • Water management. Water courses. Water monitoring. • Road maintenance. Run off. • Social amenities. Social Impact Audits. • Local communities. Contributions made. Employment opportunities. Social impacts. Complaints procedures.

	<ul style="list-style-type: none"> • Workshops. Oil traps. Safe working environment. PPE. Diesel tanks. Environmental waste management. • Line sites. Interviews with householders. Inspection of water discharge points. Water improvement plans. Waste disposal. • Documentation review. <p>Palm Oil Mill audits include:</p> <ul style="list-style-type: none"> • Mill and workshop inspections. Documentation. Worker interviews. • Mill. SOP's. Safe working environment. Gen sets. Walk ways. Signs. EFB. POME treatment. Emissions. Mass balance. Diesel tanks. PPE. Fire extinguishers. First aiders and boxes. Fuel and water usage. • OSH. Training. Management structure. First aiders. • Full document review. Completion of the checklist. Review and documentation of evidence. All aspects of RSPO P&C's applicable. • Worker interviews. OSH. Sexual, religious, racial harassment. Pay and contracts. • Compliance against the RSPO SCCS certification scheme. <p>Verification: Verification of implementation was done through field observations, workshop and chemical store inspections, worker and community interviews and mill inspections as summarized above.</p>
ASA-02	<p>1. UIE Mill</p> <ul style="list-style-type: none"> • SCCS verification and observation of weighbridge, loading ramp and interview of related personal in charge in relation of supply chain implementation. • Observation of process from incoming FFB to POME, carried out physical EHS inspection of facilities, operations & machinery included of : <ul style="list-style-type: none"> - Mill operations, Schedule Waste store, workshop - Boilers, CEMS, witnesses testing alarm - Scheduled waste store, lab, tractor workshop, - Water treatment plant – discharge point - POME ponds, final discharge point, sludge drying pit & furrows - Biogas plant - Construction of gas engine building The gas engine house build for electricity generation supply for commercial usage (power generation sell to TNB) - Jungle tree sanctuary <p>2. UIE Estate</p> <ul style="list-style-type: none"> • Agri-chemical Store, observation of chemical store and interviewed with personal in charge in relation of chemical hazardous management • Field 85, observation of spraying process and interviewed with of sprayer (safety and workers welfare aspects). • Anak Machang River (riparian reserve), Buffer Zone was observed along the river. • Tan Sri Bek Nelsen forest sanctuary, observation of naturally grown forest with native species and invaded by wildlife. • Domestic Waste Dumping site, observation of domestic dump site (good maintenance of dumpsite observed and rubbish was segregated) • Field 85, observation of harvesting activity and interview the worker (safety and workers welfare aspects). • Field 88, observation of pruning process (mechanized tool used for pruning process and effective pruning observed) • Observation for boundary stone point 25, LAT 4.26.23 N, LONG 100.42.45 E.
ASA-03	<p>1. UIE POM</p> <ul style="list-style-type: none"> • Mill office: Supply Chain Certification System (SCCS) verification and interview related personnel in charge (Mill Manager & administration staff) • Weight bridge and loading ramp: Observation and interview of personnel related to FFB received mechanism and documented system (Separated process of Certified and Un certified FFB).

- Road 8: Observation of location for loaded and marked cages was parked of FFB from non associated independent smallholdings/plantation. These transit area of FFB from outsider before processing on Saturday as *Un certified* product.
- CPO Storage tank and Palm Kernel Silo: Observation of mechanism to stored of Certified and Un certified CPO & PK.
- Effluent pond operation assessed.
- Boiler room activities assessed. Sufficient PPE observed.
- Kernal Plant. Sufficient signage observed.
- Scheduled Waste Store. Good scheduled waste storage observed with proper labeling.
- Chemical Store. Proper chemical store observed.

2. UIE Estate

- Block 62 – 63. Bukit Kechil Conservation area which an own initiative project undertaken by estate management as part of contribution to biodiversity awareness.
- Block 77 – 80. Nursery for own consumption. It's an integration of oil palm and coconut seedlings. Well manage with signages.
- Along Block 79 – 82. Canal Green Corridor that part as conservation area. No traces of plantation activities at the buffer zones.
- Block 89. Seen water gate at beginning of canal, boundary stone No. 18 [match with boundary map] and Sungai Anak Machang.
- Block 77 & 80. Boundary stone 1 that separating UIE from Huntly Plantation and a smallholder.
- Field 87. Observation and interview with the Manuring Foreman and the Manuring Team in term of the provision of PPE, work tools, health and work accident assurance, wage, premium, complaint handling, regular medical checkup, spraying training, first aid training, gender issue. The company has provided PPE and work tools. They have manage the manpower issue perfectly.
- Field 51. Auditor was observed peat area (Tan Sri Bek Nielsen Sanctuary), there are available subsidence probe for monitoring subsidence per year.
- Field 51. Observation and interview with the harvesting Foreman and the Harvester in term of the provision of PPE, work tools, health and work accident assurance, wage, premium, complaint handling. The company has provided PPE and work tools based on the employee's need. In complete contents of the first aid box brought foreman.
- Field 57. Auditor was observed water gate in Canal E, there are available water pump will using when dry season.
- Field 36. Auditor was observed replanting area 90 ha, there were Empty Fruit Bunch Mulching and recycling of biomass.
- Field 24. Auditor was observed feromone trap for rinhoceros beetles management.
- Field 23, 24, and 83. Auditor was observed land application flat bad, based on interview with estate manager. Wastewater will be applied every 8 hours per days.
- Field 81 Circle weeding activity. Observation and interview with the Foreman and the Spraying Team (all man workers) in term of the provision of PPE, work tools, health and work accident assurance, wage, complaint handling, regular medical checkup, spraying training, first aid training, gender issue and riparian zone. The company has provided PPE and work tools. In complete contents of the first aid box brought foreman. Spraying team has been general medical checkup every month, while specific medical checkup (cholinesterase) was conducted every semester.
- Field 118. Auditor was observed manuring activity with using spreader tractor.

2.3

Stakeholder Consultation and Stakeholders Contacted

2.3.1

Summary of stakeholder consultation process.

ASA-03	<p>Stakeholder consultation of UIE POM:</p> <ul style="list-style-type: none"> • Public Notification at MUTU website on May 1, 2016. • Interview the internal stakeholders on May 25, 2016 in audit process (particularly to foreign workers, eq. from Indonesia, Bangladesh, etc). • Public consultation on May 27, 2016 was participated by related agency and local peoples or community surrounding • Public consultation with NGO by email on May 17, 2016. <p>Numbers of input from stakeholders were clarified by UIE POM and UIE Estate. Numbers of inputs from stakeholders both positive and negative were received by the audit team and clarified by the management. The consultation results are captured under 3.6 (Summary of Arising Issues from Public, Management and Auditor Response).</p>
2.3.2	Stakeholder contacted
	<i>Please find appendix 1</i>
2.4	Determining Next Assessment
	The next visit (Surveillance-4) will be determined nine to twelve months after the date of certificate issued with the approval from Unit Management (May to July 2017)

3.0. ASSESSMENT RESULT

3.1. Summary of Assessment Report of the RSPO Certification

MUTUAGUNG LESTARI has conducted an assessment of UIE Palm Oil Mill – United Plantation Berhad operation consisting of one (1) mill and one (1) oil palm estate.

During the assessment, there were zero (0) Nonconformities were assigned against Major Compliance Indicator(s); one (1) nonconformity was assigned against Minor Compliance Indicators five (5) opportunities for Improvement and zero (0) nonconformance(s) against supply chain requirement for CPO mill identified. In addition, there was two (2) Major Nonconformities for Partial Certification in PT. Surya Sawit Sejati.

Further explanation of the non-conformities raised and corrective actions taken by the company are provided in section 3.5. The company has already prepared and implemented the corrective action(s) that had been reviewed and accepted by Auditor (s) in form of documentation evidence(s) e.g. document and record. Those corrective action(s) taken that consist of one (1) Minor non-conformity and two (2) Major Nonconformities for Partial Certification in PT. Surya Sawit Sejati had been closed out.

MUTUAGUNG LESTARI found that UIE POM, United Plantation Bhd, complied with the requirements of *The Malaysian National Interpretation (MYNI)*, *RSPO Principles and Criteria (P&C) for Sustainable Palm Oil Production endorsed on 6th March 2015* and the *RSPO Supply Chain Certification Systems (SCCS) endorsed on 21st November 2014 for CPO Mill*.

Therefore MUTUAGUNG LESTARI Recommends RSPO Certification of compliance is ***maintained***.

Ref Std.	VERIFICATION RESULT of MUTU-Certification	
PRINCIPLE #1 COMMITMENT TO TRANSPARENCY		
1.1	Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.	
Indicator 1.1.1.	The company had provide adequate information to the relevant stakeholders related to social, legal and environment. There was an available the transparency document and SOP to the stakeholders sighted approved by Chief Executive Director of United Plantation Berhad.	
Indicator 1.1.2.	It was sighted also the company had done the stakeholder consultation on the UIE estate and management unit providing the information of company activities related to social, legal and environmental issues to relevant stakeholders. Sighted evidences from the minutes meeting of compliance and grievances from related stakeholders has been addressed adequately. The company had appoint the person in charge of the stakeholders inquiries as for the estates, assistant engineer of UIE Palm Oil mill the related inquiries. It was sighted a clear and procedure and grievances redressal flowchart in order to solve the matters related to complain from internal and external stakeholders. It was sighted a logbook recording the complaint from internal stakeholders and sighted a clear response timeline from the management handling it. It was sighted a maintaining the incoming and outgoing letter from the management towards the request from internal and external stakeholders.	

Status: Full Compliance	
1.2 Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.	
Indicator 1.2.1. The management had also provided all the publish document related to relevant criteria at the estate and being published to public including internal and external stakeholders related to : <ul style="list-style-type: none"> i) Land title and user right. Was made available at the office estate : and the management had shown that they have a legal right of respected land ii) There is documented safety health and environment at each of the estate and being published for the internal and external stakeholders. iii) The plans of impact assessment of the plan was made available at the estate and the manual procedure has been done to monitor all the activities. There was available the list of report monitoring the performance- which has list of record and activity. iv) There is available of pollution prevention plan which include the preparation of emergency – the full procedure of emergency plan including the flow chart of emergency incidence v) There is a procedure of complain and grievances regarding the complaint and grievances available at the estate and publicly shown at the office estate including the grievances form internal and external stakeholders. vi) The summary report for the audit was available vii) The human right policy was made available on site <p>Based on the interview all the managers and staff are all aware that the respected document was made available to the public to access it in accordance to their transparency and integrity company policies.</p>	
Status: Full Compliance	
PRINCIPLE #2 COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS	
1.3 Growers and millers commit to ethical conduct in all business operations and transactions.	
Indicator 1.3.1. During the audit, there was a written policy that committing to a code of conduct business and ethical in all business, operations and transactions of the company. Sighted during the audit was the handbook given too all workers and contractors working in the company and agreed by them (signature evidence on the contract). <p>On the other hands it was sighted that the code has been published and displayed at the management office, workshop, division office and workers quarters in 3 main language of estate workers and level. From the interview it was found that the policies also has been communicated and socialization among the workers during the muster ground meeting in the morning. The code of ethical conduct was also sighted being socialized through all level of workforce and operation.</p> <p>According to interview with workers on the mill and estate (Field 87 and Field 81), they were known about a code of conduct business and ethical in all business policy.</p>	
Status: Full Compliance	
2.1 There is compliance with all applicable local, national and ratified international laws and regulations.	
Indicators 2.1.1; 2.1.2; 2.1.3; and 2.1.4. <u>UIE MILL</u> A Legal Register covering the applicable local and international laws and regulations is available at the mill and estates. The identified legislations were regarding to safety and health, environmental management, pollution management, chemical handling, usage & storage, schedule waste management, employment, building, etc. <p>Relevant required licensing and document such as MPOB license, DOE license, competence driver license, etc observed.</p>	

Based on the site assessment, interviews and evidence checking at the mill, there were evidences of compliance with the relevant laws, regulations, local and International laws:

- a) Steam boiler and sterilizer observed with valid certificate of fitness
- b) Relevant personnel such as engine driver, boilerman, person incharge for Scheduled waste and POME observed with sufficient competency evidence (License).
- c) CHRA conducted as per requirement and relevant suggestions implemented (LEV test and Medical Surveillance).
- d) Audiometric test performed as per requirement and appropriate actions observed.
- e) Medical surveillance test performed.
- f) Proper scheduled management practice observed.

Consideration to improve scheduled waste notification to authority. **OFl raised.**

There were no cases of any violation or actions imposed by relevant authorities. Evaluation of compliance performed and found compliance with relevant requirements.

Yearly review of legal compliance observed. Specific personnel appointed for legal and other requirement person in charge. Tracking of law changes system defined. Group HR Manager responsible for legal compliance audit and tracking of law changes.

UIE Estate

Estate's Chief Clerk is the key person to monitor and update the readiness of required legal records. The Group Manager Human resources and ESH will update the estate on any changes in the legal requirements. Seen the latest update on 25/04/2016 for "Workers Minimum Housing Standard and Amenities Act 1990 – Act 446, Regulation 1990 (Housing Amenities) & Nurseries". There is a master list of applicable laws and regulations maintain in RSPO file 2.1.2. Interview the Field manager who well understood the process of written information on legal requirements. The Group Manager Human resources and ESH [Mr. C Mathews] will conduct annual monitoring and review together with representative from estate management.

Status: Full Compliance	
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2.2

The right to use the land can be demonstrated, and is not legitimately contested by local communities with demonstrable rights

Indicator 2.2.1.

There are 8 land titles with agriculture category, Land title ref no. 17027 observed. Validity of land right will be ended on year 2103.

Indicator 2.2.2.

The management unit has SOP/mechanism dedicated for boundary stones maintenance; the boundary are erected by the respective land office and the Management records the GPS readings of its location and plants an additional pole next to the stones. The boundary markers are sprayed 3 times in a year and kept visible. Verified boundary markers against the "Estate Map" with legal markers identified. In total there are 25 white color boundary stones with engraved coordinates reading in black color. It stands at 1.5m high that visible clearly. Trenches and bunds were made along the estate perimeters. During field visit, sampled boundary stone 1 that separating UIE from Huntly Plantation and a small holder, stone at block 25 and stone at block 18. There are list of boundary stones with GPS Co-ordinates, location map and pictures of the boundary stones. The last census was done on 10/03/2016. Based on interview with stakeholders, there are no land conflict issue between company and local community.

Indicators 2.2.3; 2.2.4 & 2.2.5.

The planting age is 1989 – 2016 in 9,551.15 Ha. There is no evidence of dispute, proof of legal acquisition of title and evidence that fair compensation has been made to previous owners. Therefore no surrounding or local communities are affected or involved in agreements detailing the process of free, prior and informed consent (FPIC). There is no conflict or evidence that oil palm operations have instigated violence in maintaining peace and order in their current operation.

Status: Full Compliance	
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2.3

Use of the land for oil palm does not diminish the legal, customary or user rights of other users without their free, prior and informed consent.

Indicator 2.3.1; 2.3.2; 2.3.3; & 2.3.4.

There is no conflict or evidence that oil palm operations have instigated violence in maintaining peace and order in their current operation. Since there isn't any new planting, therefore no surrounding or local communities are affected or involved in agreements detailing the process of free, prior and informed consent (FPIC). It has been in accordance with the results of interviews with the community (Komunitas Negeri Jiran).

Status: Full Compliance

PRINCIPLE #3 Commitment to long-term economic and financial viability
3.1

There is an implemented management plan that aims to achieve long-term economic and financial viability.

Indicator 3.1.1 & 3.1.2.

UIE Mill

Annual budget for year 2016, 2017, 2018 & 2019 observed.

Relevant aspect taken into consideration in generating annual budget report:

- a) FFB projection from each supply base
- b) CPO projection from each supply base
- c) OER rate
- d) KER rate
- e) Operation cost per ton CPO and trend considered.

Budget allocation for continual improvement program such as VORSEP dust collector installation. This budget was reviewed by Mill Manager every years.

UIE Estate

The estate has a documented 3 years business plan that includes of land area statement for Div. 1 & 2 (planting years, non-planted areas, conservation areas, other crops and etc) with updated location maps. There is no scheme smallholder applicable. This plan annually reviews by the top management prior to certification audit. The estate Group Manager is responsible for the summary of progress report. Based on the soil map and area statement, there is peat area planted with oil palm, seen there is a SOP, 4.4 on Peat Cultivation / Management, was last updated on 31/03/2014. The SOP consists of the planning, procedure, environmental & safety consent and peat subsidence measures & probe reading. There is a replanting program last updated on 14/05/2015 for replanting in various fields. There is also several maps available indicating the current on-going and planned replanting activities.

Status: Full Compliance

PRINCIPLE #4 Use of appropriate best practices by growers and millers
4.1

Operating procedures are appropriately documented and consistently implemented and monitored.

Indicator 4.1.1.

There were standard SOPs used within UPB group. Checking mechanism was done by agricultural practices checklist (40 numbers). Monitoring was conducted by census record on fertilizer, weedicides, and pesticides.

United Plantation Berhad has established documented Standard Operating Procedures for the Mill Engineering Department. A total of 16 SOP were listed and an additional SOP was developed specifically for the Biogas Plant which was very comprehensive. SOP set available in mill and estate office and for worker reference purposes. All mill operation appropriately covered in the SOP. SOPs observed implemented accordingly.

Indicator 4.1.2. & 4.1.3.

Consistency of SOPs implementation monitored thru daily monitoring at all relevant processes. Regular compliance audit performed. Monitoring activity well defined in relevant SOPs. Records of monitoring including corrective action records observed and well kept. However, It was observed on mill: that no procedure exist to address non-compliance and corrective action for continuous improvement. **NCR raised No. 2016.1.**

The mechanism to check consistent implementation of SOP was reviewed and records of monitoring and actions taken for the estate. Consistency checking of SOP implementation in Estate, based on Special Adviser Visited every semester. While in Mill FFB processing losses, unstripped bunches and biomass boiler water quality was sighted. Mill operations were very well controlled and monitored in accordance to SOPs by competent personnel and this was reflected in the consistent high OER achieved.

Indicator 4.1.4.

The UIE Palm Oil Mill – United Plantation has have work procedure as guideline to ensure the implementation for the entire required elements. The procedure consist of UIE Standard Operating Procedures On FFB Receiving, issued on 1 April 2016 (Revised Version) and UIE Standard Operating Procedures On Processing FFB, issued on 08 August 2015 (Revised on 1 December 2015).

This Oil Mill takes FFB from its own supply bases of Certified FFB thus carries the IP (Identity Preserved). To support it's corporate CSR Activities, the Oil Mill takes in Small portions of Uncertified FFB from non associated independent small holding/plantations. In order to maintain IP status, this SOP outlines the various steps as follow: From Mondays to Fridays the Mill processes FFB from it's own supply bases of Certified FFB and it's CPO and Palm Kernel are stored in dedicated tanks and silo ST#2 (IP) and ST#4 (IP), Silo#2 (IP). On Saturdays it clears the process line and process UIE own crop from is own supply bases and FFB from non-associated United small holdings/plantations and it's CPO and Palm Kernel are stored in dedicated tanks and silo ST#1 (UC) and ST#3 (UC), Silo#1 (UC). There are daily and summary record of volume of third party, such as from VKK and HUNTLY.

Minor 4.1.2.	Status: NC with minor category No. 2016.1	
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4.2

Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.

Indicator 4.2.1.

All the UP estates were using Field management manual as a SOP Manual Field Operation No. 8.0 about Manuring Immature and Mature oil palm dated 10 December 2007. Fertiliser recommendation was provided by Agronomy on September and December 2015. Input was monitored through record of fertilizers application in UIE Estate, for example Borate 48-MA application on March 2016: 934.61 ha (16.12 ton).

Indicator 4.2.2.

All fertilizer records has inputs and maintained by each division. Based on document verification, its known that all fertilizer records is linked to the agronomic visited by United Plantation Research Department (UPRD). Company has had fertilizer usage per ton FFB production during year of 2015: Nitrogen: 3.56 Kg/MT FFB; P₂O₅: 1.81 Kg/MT FFB; K₂O: 8.16 Kg/MT/FFB and Magnesium: 1.18 Kg/MT FFB.



Figure 1. Manuring activity in Field 87 UIE Estate.

Indicator 4.2.3.

Management unit have evidence of implementation of the SOP Manuring which consist on Estate Manager Monthly Progress Report. There are record of manuring, for example Borate 48-MA application on March 2016: 934.61 ha (16.12 ton). All manuring based on commercial field foliar sampled by UPRD 11 July – 24 August 2015.

Indicator 4.2.4.

All management unit have has nutrient recycling program. EFB mulching has applied with doses 30 ton/ha accordance to UPRD recommendation. Recording of EFB mulching was saved in each division, during year of 2015 there are applied: 42,552 ton (434 ha). Update EFB mulching in April 2016 for example: on Field 114/116/119/83: 11.73 ha (351.9 ton). While there are also recycle use of fiber and kernel shell for boiler fuel, boiler ash was used for road compaction in UIEstate.



Figure 2. Nutrient recycling activities in UIE Estate, on Field 36.

UIE POM have land application recording, during year of 2015: 62 ha with volume: 128,879 m³. According to interview with estate manager, waste water will applied every 8 hours per days to Field 23, 24, and 83.



Figure 2. Land application in Field 23.

Status: Full Compliance

4.3
Practices minimize and control erosion and degradation of soils.
Indicator 4.3.1.

Based on fragile soil maps verification, company have has fragile and problem soils, such as: Sedu series (Acid Sulphate Soil: 1,476 ha); Penor series (Shallow Peat X 1 m: 1,378 ha), Gondang series (deep peat > 2 m: 584 ha); and Erong series (deep peat > 2 m: 1,856 ha); and Rudua series (sandy area: 209 ha). But Consideration to improve a fragile soils maps to add a geo referenced and scale. (**Observation**)

Indicator 4.3.2.

Company have SOP 4.7. Acid Sulphate Soils Cultivation Management is explained about water management on acid sulphate soils, water tables should always be maintained above acid sulphate (Jarosite) layer in the field and collection drains, water in both field and collection drains should be periodically flushed to remove toxic polyvalent ions and acidic water. SOP no. 2.0 about replanting, point 2.4.11 terracing: where the terrain ranges from rolling – hilly to steep with gradient from 6 – 20 degrees, contour terraces should be constructed at an average horizontal interval of 7.9 meters as guides by FMM – B.1.1.9. However, based on slope map there is no available steep areas.



Figure 3. Water management in Field 57 water gate, water pump and Canal E.

Indicator 4.3.3.

UIE estate have budgeting for road maintenance every years, during field visit there were seen road with good conditions. In addition, that are record of conversion of wooden sleepers to metal sleeper year of 2015: 151,585 pcs. Rail ways maintenance year of 2015: 9,745.80 Decameter; Record of crusher run on March 2016: 2,742.68 Decameter



Figure 4. Road and railways condition on Field 24

Indicator 4.3.4.

UP Bernhard have an SOP to guidance on subsidence management No 1.4 about cultivation management on peat areas. Company has been held subsidence monitoring every year since 2008. Recording of subsidence by year: 2009: 2.67 cm; 2011: 7.03; 2012: 2.52 cm; 2013: 2.88 cm; 2014: 2.90 cm; and 2015: 2.97 cm. During year 2010 a peat subsidence probe reading was disturbed. To minimized subsidence, they have water management program accordance to SOP No. 1.4. Water level. While based on field visited at Field 51 there are available ground cover management with using neprolephis. Consideration to make SOP BMP on peat with reference to RSPO BMP on peat to make sure consistence water management monitoring. (**Observation**)



Figure 5. Subsidence probe on Field 51

Indicator 4.3.5.

Drainability assessment was conducted on 24 April 2016 by UPRD, it's recommended field drain intensity of 1:4 rows of oil palm has proven to be efficient for water management in the peat soils in the previous planting, kindly follow the same drain intensity for your fields due for replanting in 2016 and 2017 with a planting density of 160 palm per hectare. Company have flood risk map, and also they have 4 water gate in north area near Bruas River and 1 water gate in south area near Anak Machang River. According to drainability assessment by UPRD, all peat area is suitable for replanting activity.

Indicator 4.3.6.

There are revision of SOP No. 4.6 and 4.7 about sandy soil and acid sulphate cultivation management, the SOP was stored in estate office. Based on field visit on Field 36 there were EFB Mulching with doses 30 ton/ha accordance to UPRD recommendation. EFB mulching in April 2016 for example: on Field 114/116/119/83: 11.73 ha (351.9 ton).

Status: Full Compliance

4.4

Practices maintain the quality and availability of surface and ground water.

Indicator 4.4.1.

It was sighted a water management plan at the UIE estate as to monitor the peat soil at UIE estates. From 2015, there was available 2 large Watergates at estate 1 and 1 large Watergate at estate 2, installation of sandbag weirs (currently 52 at estate 1 and 60 at estate 2). The waterpump has been increase at 5 on estate 1 and 4 at estate 2. The source of water was from the 3 canal – collection drain which is west canal A, canal B, Canal c and Green Corrdior (Catchment area for the estate). The renewability of the water was from rain harversting and ground water sources. Mill effluent treatment facility available with proper design of wastewater treatment plant observed.

Indicator 4.4.2.

There is a "Work Activities / Processes" established for riparian and buffer zone protection. There are 3 natural water ways [Sungai Bruas 32m and Sungai Machang 20m] passing thru this estate and the estate management has an objective to protect water course and wetlands in accordance to Irrigation Area Act 1953 – revised 1986. The management ensures prior to any replanting, the demarcated zone should not be cleared and its natural vegetation should be encouraged to grow. The distance allocated from the river bank is 35m and it was verified during field visit. Riparian buffer zone is maintained without any chemical application and a clear policy on this available in the RSPO manual. To sustain the function of riparian buffer zone, sufficient width [50m each side], availability of nesting materials and planting trees are reported. The identified and demarcated HCV areas such as riparian buffer zone and water catchment pond were constantly monitored through regular patrols by the estate appointed personnel.

Indicator 4.4.3.

DOE license available for all mills with land application approval.
100% fully POME land application observed for all mills. Relevant records such as water flow meter and monthly water quality testing result available. All reports observed within permissible limit.

Indicator 4.4.4.

Water consumption record available for year 2015 & 2016 observed.

Monitoring of water footprint activity stated in the UP Berhad annual report. Control and mechanism of water footprint monitoring well defined. Monthly monitoring observed and reported into Monthly Engineering Department Progress Report.

Status: Full Compliance

4.5

Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management (IPM) techniques.

Indicator 4.5.1.

The company carries out integrated pest and disease management including the company operates an early warning system against pest attacks in the form of detection of pests and diseases that are conducted regularly. During year of 2015 based on the results of pest disease census, it's known that potential pest is rats (the percentage attacked is 5%). And also the percentage of bagworm attacks is above 4%. CH has conducted pest control, for example: rats control by barn owl box (biological); bagworm control by planting beneficial plant (biological) and monocrotophos (chemical). Monocrotophos usage was increase from 2014 to 2015, it causes bagworm attack outbreak. Company has informed to Malaysian Palm Oil Board (MPOB) and requesting to conduct aerial spraying on December 2015.

Indicator 4.5.2.

There are IPM training record in estate, for example: Barn Owl Box training on 20 May 2016 to 3 workers, Beneficial Plant training record on 21 May 2016 to 2 workers and pheromone trap training record on 23 May 2016 to 2 workers. It was participated by the Assistant Manager of each estate. According to the result of interview with the pest and disease naturalist in each estate, they had aware of the pest control identification and technique.

Status: Full Compliance

4.6

Agrochemicals are used in a way that does not endanger health or the environment.

Indicator 4.6.1

The Company has work procedures associated with chemicals such as spraying and pest and disease control. The procedure is contained in the SOP Section 11 about Safe Use of Pesticide. Company is using pesticides in accordance with the target and the actual target achievement in the field is conducted three times a year. The pesticide has been registered in the national regulation. Based on the results of field observations in Field 81 found chemical circle weed control. The spraying activities are using pesticides that are already registered in MPOB that is active ingredient *glyphosate* with a dose of 300 ml / hectare to control broadleaf weeds in the circle of oil palm. During field observations, it was observed that spraying worker used chemical material with the active ingredient "glyphosate", the target is a broadleaf weeds on the circle oil palm.

Indicator 4.6.2.

The company carries out weed control by using chemicals made in 3 rotations in a year. Weed controls such as circle spraying is performing selectively adapted to conditions on the field. Based on the data from the use of pesticides known the decrease of the pesticides use, in the recapitulation of 2015, the use of pesticides with the active ingredient Glyphosate is 2.73 a.i/ha, Metsulfuron methyl: 0.02 a.i/ha; Methylamine: 0.02 a.i/ha; and Krotosfos: 0.05 a.i/ha.

Indicator 4.6.3.

The company carries out integrated pest and disease management including the company operates an early warning system against pest attacks in the form of detection of pests and diseases that are conducted regularly. During year of 2015 based on the results of pest disease census, it's known that potential pest is rats (the percentage attacked is 5%). And also the percentage of bagworm attacks is above 4%. CH has conducted pest control, for example: rats control by barn owl box (biological); bagworm control by planting beneficial plant (biological) and monocrotophos (chemical).

Monocrotophos usage was increased from 2014 to 2015, it causes bagworm attack outbreak. Company has informed to Malaysian Palm Oil Board (MPOB) and requesting to conduct aerial spraying on December 2015.

Indicator 4.6.4

The Company has a complete list of pesticides that are designated by World Health Organization (WHO) Class 1A or 1B, or listed in the Stockholm or Rotterdam conventions. Based on interview with estate manager and field visit on chemical storage, UP berhard has been policy to zero paraquat using since 2008.

Indicators 4.6.5& 4.6.9.

The Company has work procedures associated with chemicals such as spraying and pest and disease control. The procedure contained in the SOP Section 11 about Safe Use of Pesticide. Based on document verification, all estate was held pesticide handling training on 22 May 2016 to 84 workers. According to interview with spraying workers, they can explain about pesticide handling and PPE's usage. But there are no available associated smallholders on this audit scope.

Indicators 4.6.6. and 4.6.7.

There is a SOP documented on Occupational Safety and Health Manual on Section 11 Safe Use of Pesticides. (S4.3.2 Storage and Issues of Pesticides). Based on the field visit UIE Estate is implemented the SOP and well organized. All Pesticides is stored according to the Color Coding (OSHA 1994). There is an evidence show that the empty containers are properly stored at the Chemical Storage Area. Based on the site visit at field and disposal area, there is no evidence that there is no pesticide containers are disposed and used for others purposes.

There is a SOP for Handling of Pesticide Concentrates/Formulations (S4.3.3), Application of Pesticides (S4.3.4). Based on the SOP developed, UIE Estate is conducted the training on Filed Clinic – Safe Spraying Technique focusing on Sprayers / Trunk Injection Gang. HIRARC was implemented to assess the risk for the chemical usage. List of training and records of attendances and OSHA Training Programmed 2016 is available during the audit. Latest training provided at UIE Estate – PPE training for Sprayer (11/5/2016)

Indicator 4.6.8.

According to interview with Estate Manager and Senior Manager of UPRD, there are no been aerial spraying during year 2015.

Indicators 4.6.10. & 4.6.11.

There is an SOP for Disposal of Empty Containers and Old Chemicals (Section 11- Safe Use of Pesticides S4.3.5) and UIE Estate Standard Operating Procedure on Chemical Container. Training is provided to workers and managers on proper waste disposal at UIE Estate regarding the Safe Operating Procedures on Chemical Mixing and Triple Rinsing Training regarding the empty containers disposal. Based on the audit there is an evidence of inventory for empty containers at UIE Estate and the waste if disposed to the waste manager Enviro Green Plas Enterprise (IP0350229). Latest updated list of pesticide operators latest on 21 April 2016 at UIE Estate Total 14 persons were listed for handling pesticides from the Trunk Injection, Herbicides Sprayers and Fuel Dispenser. All pesticide operators that been listed have been to do the Annual Medical Surveillance Report on Medical Examination Report and Occupational Medical Surveillance Programme at UIE Estate latest 25/03/2016. Medical records of all pesticide operators are available and well-kept in the file latest medical surveillance is on 25/03/2016

Indicator 4.6.12.

UP berhard have has procedure No. S4.4.2 about worker selection and training in relation to safety: No worker under 18 years of age or expectant/nursing mothers should handle or spray pesticide. Based on interview and field observation in each estate, there are no available women spraying workers.

Status: Full Compliance
4.7
An occupational health and safety plan is documented, effectively communicated and implemented.
Indicator 4.7.1.

Occupation Safety and Health Policy observed. Relevant safety operating procedure (SOP) observed with coverage of overall mill and estate operation process signed by Chief Executive Director on 23 March 2013. The Policies in written in English, Malay, Tamil, Hindi, Nepali and Bangladesh language. The Policy covers continue efforts to accident prevention, by conducting Hazard Identification, Risk Assessment and Risk Control (HIRARC) on all operations. Provide continues training and supervision to all categories of employees to build and promote a safe and healthy work environment in full compliance with legislative requirements. Based on the interview, workers of UIE Estate are aware and understand the policy. Workers is been briefed based on the daily basis by the Hospital Assistant of UIE Estate. There is UIE Estate OSH Planner 2016 for health and Safety Plan in place. The plan is include safety performance report, OSH Committee meeting and review HIRARC / Safe operating procedure reviewed in every 6 month. An Evidence of health and safety plan in presented in OSHA Training Programme 2016 of UIE Estate. The evidence is OSH committee meeting in every 3 month, Medical checkup, First Aid Training, Basic Fire Training / Drill, ERT Refresher Training and medical surveillance.

Indicator 4.7.2.

Occupational Health & Safety Management System established for mill.
OSH Manual and relevant SOPs developed as documentation of OSH management system. Good design of OSH management system observed.
OSH plan established with responsibility and action time period defined. Relevant targets established and monitored on monthly basis. Good achievement observed for the targets. Communication with contractor on the overall OSH plan and management system demonstrated by briefing and permit to work. Good communication observed with contractor. The health and safety plan is monitored in UIE Estate Safety Performance Percentage Report to monitor the cases in every month. Health and Safety plan is discussed and a copy has been given to all workers during the OSHA meeting and all action plans is monitored in the safety performance percentage report.

Indicator 4.7.3.

Occupation Safety and Health Policy observed. Relevant safety operating procedure (SOP) observed with coverage of overall mill and estate operation process. PPE training program is conducted by Contractors Syarikat Junchong (Lai Seng Yit) and OSH training conducted by Mohd Ezahar bin Affandi (Assistant Manager). A Sufficient PPE (rubber boots, Apron, Plastic Goggles, Rubber Glove, Respirator Mask, boot, wore by the sprayers. PPE will be replaced to the workers when damaged; there is an evidence of PPE Issuance Records at UIE Estate. The latest PPE Issuance Records latest on 21 May 2016. During the field visit, workers is observed wearing appropriate PPE and in good condition.

HIRARC have been implemented for each activity at UIE Estate such as Harvesting, Loading Ramp, Loading FFB, Sprayers, Trunk Injection and Manuring. Total accident in 2015 with cases with days away from work 6 days, total number of days away from work 70 days. If any accidents had occurred based on incident report, management will revise the HIRARC to prevent the accident reoccur. The procedures are documented in the HIRARC.

HIRADC procedure developed with proper criteria attached for risk assessment at mills. All mill activities covered for HIRADC study. Relevant action plan proposed for identified hazard. Progress of OSH action plan assessed and found relevant program implemented according to plan. Updating of HIRADC following occurrence of accident observed and relevant corrective action applied for all mills. Sufficient and suitable PPE had been distributed to workers. PPE issuance record observed. Relevant PPE training provided to mill and estates workers. PPE usage assessed during the field observation and good practice observed.

Relevant type of test such as audiogram test, medical surveillance, CHRA performed according to legal requirement. Sufficient actions observed following the test results.

Indicator 4.7.4.

OSHA meetings between responsible persons conducted every 3 month required by OSHA law. There is a minutes of meeting and list of attendance. All discussed issues are documented. Latest of OSHA meeting on 05/04/2016 discussing about the Review of OSH Policy, Review of HIRARC, Review of CHRA, Annual Medical Surveillance, Safety Performance, PPE, Training OSH, Safety barriers and ERP. 5 workers were interviewed (3 Foreign workers and 2 Management) Latest First Aid Training on 10/3/2016 conducts by the Hospital Assistant Mr S. Suresh (HA) of UIE Clinic. Training for First Aid is conducted in every 6 month, latest training on 10/3/2016 22 workers were attended. First aid equipment is available at worksites, 41 KP or Mandur are signed to keep the First Aid box. During the site visit there is an evident that First Aid Box is available and in good condition.

There is a UIE OSH Committee Members for 2015/ 2016 lead by Mr. S. Rathakrishna (Chairman). The responsible person is ;

Mr Khor Boon Wah – Acting Field Manager

Mr Mohd Ezahar – Assistant Manager

Mr. V. Sukrn – Assistant Manager

For 2015/2016 session date on appointment 01/01/2015.

Several operation controls defined with relevant procedures. Overall implementation of operation controls were at satisfactory level. Relevant safety training provided to staff and worker. Good training implementation observed.

Safety & Health Committee established for mills. The establishment of Safety & Health Committee observed and in line with legal requirement. Safety & Health meeting conducted at least on quarter yearly basis and comply with legal requirement. Safety and health related issue discussed during the meeting and proper action plan observed for outstanding issue.

Indicator 4.7.5.

Emergency Response Procedure observed with description of emergency situation handling for mills. Accident and emergency procedures had been written in multiple language and briefed to staff, workers, contractors and visitors. Good understanding level observed among the workers. Fire drill training conducted at mill for improving of staff and workers awareness on emergency handling.

Consideration to identify all major potential emergencies including potential natural disasters such as flood, etc. (OFI)

Sufficient first aiders trained in mills.

First aid box available at relevant area in the mills and observed with sufficient contents.

Fire extinguisher assessed during the site observation and found all available and within expiry date.

Emergency eye wash facility available at chemical store.

Fire hydrant functionality sampled and test during the site assessment. Good functionality observed.

Indicator 4.7.6.

There is an SOP for Emergencies Response Plan established at UIE Estate. The Emergency Response Plan covers the fire emergencies and chemical spillage. UIE estate is sending their workers to attend chemical spill response training at Unitata Berhad. There is one accident cases reported on 13/5/2016. Full investigation report has been done by the Muhammad Ratha (Deputy Group Manager). There is one accident cases occur on 13/5/2016. Full investigation report has been done by the Muhammad Ratha (Deputy Group Manager). The report was sent to the DOSH. The SOP is made in appropriate language in Malay and English. Based on the interviewed worker is understand the procedures and know how to make a report and take an action. .

Medical insurance provided to all workers. Insurance agreement observed for all workers. Field observation performed and found clinic facility available.

No accident reported for last 12 months ear for mills. Relevant accident investigation report observed and corrective action was verified during site observation. Good handling of accident observed at the moment. Submission of accident report such as JKPP6 & JKPP8 was complied with legal requirement.

Indicator 4.7.7.

All first Aid Kits is adequately stocked and regularly checked by the HA through the Bin Card system. All accident is recorded and the report is sending to the DOSH, in every OSHA meeting there is an agenda to discuss about the accident happens previous. Foreign workers are covered by the Foreign Workers Compensation Scheme. There is an evidence of Foreign Workers Compensation Scheme Certificate of Insurance form RHB Insurance Berhad. There is an evidence document of affected workers received appropriate medical treatment, and was able to claim and receive compensation Valid date for Insurance coverage 03 March 2016 to 02 March 2017. Occupational injuries recorded using Lost Time Accident (LTA) metrics. Total man-hours worked in year 2015 – 2093061 and total average employment year in 2015 is 866. While accident recorded in LTA term and clearly presented during the audit on Mill.

Minor 4.7.5	Status: OFI
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4.8

All staff, workers, smallholders and contractors are appropriately trained.

Indicator 4.8.1.

Training program for year 2016 observed for estates. Sufficient training planned for improving of RSPO awareness among workers observed. Relevant training arranged according to Training Program. Training records for each training captured for training date, participant list, training venue and trainer. Training record for employees observed with evaluation performed.

Training plan for year 2016 observed for all mills. Relevant training performed according to training plan:

- a) Hearing Conservation Training
- b) Safety talk for operator
- c) Fire drill training
- d) Confined Space Training
- e) RSPO P&C Training
- f) Electrical Safety Training

There are training records for contract workers, as Harvesting, lose fruit collection was held on 21 May 2016 with 25 members). While there is safety working training to 8 excavator operator (contractor workers).

Indicator 4.8.2.

Relevant training records such as training attendance list, training evaluation record, training certificate, etc available during the training.

Training on Estate such as: Safety spraying (22 May 2016; 12 workers); Chemical Mixing (24 May 2016, 3 workers); Circle Spraying (10 December 2016); Safety Manuring (11 December 2016, 8 workers); Safety Decreeping (13 December 2015, 6 workers); SOP for Excavator attendans on replanting fields (28 May 2015, 10 workers).

Training on Oil Mill RSPO Supply Chain Module observed and performed on 5, 7 & 10/5/2016. Relevant functional personnel attended. Training attendance list observed. Few staffs interviewed and found training attended with good understanding level of training module.

Status: Full Compliance

PRINCIPLE #5 Environmental responsibility and conservation of natural resources and biodiversity
5.1

Aspects of plantation and mill management, including replanting, that have environmental impacts are identified, and plans to negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continuous improvement.

Indicator 5.1.1.

There was an Environmental Risk Assessment sighted at the estate ref : Business Unit UIE (M) Sdn Bhd – Environment risk Assessment, Action Plan and Review Plan (ERP) 2016 in which covering the estate operation of UIE ;

- i) Nursery
- ii) Replanting

- iii) Weeding
 - iv) Pruning
 - v) Circle sanitation
 - vi) EFB mulching
 - vii) Water management
 - viii) Road path railways
 - ix) Boundary
 - x) Oil palm P and D
 - xi) Manuring nursery inmatured and matured palm oil
 - xii) Harvesting and collection
 - xiii) UIE Main drain maintenance
 - xiv) Domestic waste landfill at div 2B
 - xv) Linesite water discharge
 - xvi) Construction housing and facilities
- ii. The environmental action plan was covering the whole aspect such as :
- new roads
 - infrastructure
 - drain and irrigation
 - replanting activities
 - they have not done the management of pests and disease palm by control burning

Significant environmental aspect and impact for mill and estates identified as:

- a) Black smoke emission
- b) Waste Oil
- c) Used oil filter
- d) Effluent treatment discharge
- e) Contaminated rags

Indicator 5.1.2 & 5.1.3.

Relevant management program developed for each identified significant aspect. Roles and responsibility of relevant personnel defined with relevant action plan.

Management program developed for each identified objectives and significant aspect. Targeted completion date observed in the management program. Management program developed for yearly basis. Responsible person identified for each action plan.

Monitoring and measuring performed for management program on regular basis. Monthly report presented during meeting.

Status: Full Compliance

5.2

The status of rare, threatened or endangered species and other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and operations managed to best ensure that they are maintained and/or enhanced.

Indicators 5.2.1; 5.2.2; 5.2.3; 5.2.4; & 5.2.5.

The initial complex level HCV assessment was done by Wild Asia between 01 – 06/01/2008. The report's mentioned the methodology applied as well the extend of coverage that includes the presence of protected areas, the conservation status (e.g. IUCN status), legal protection, population status and habitat requirements of rare, threatened, or endangered (RTE) species that could be significantly affected by the grower or miller. The assessment not found any HCV habitats, such as rare and threatened ecosystems, however there are **Self-Created Conservation** within estate perimeter. UP's long term goal in enrichment of riparian and "**Self-Created Conservation**" is the setting up Kingham/Cooper Malaysian Jungle

Trees Arboretum in 2009/10 at UIE. To date over 20,000 trees comprising 48 families and several hundred species. Some trees have commenced seeding and selective germination and sowing have commenced in the nursery. The saplings will gradually be distributed to the sister estates within UP for enrichments. Enrichment has commenced at Anak Sg. Macham at UIE and shall be replicated in other estates too. Meanwhile the company is monitoring their riparian from illegal encroachment, no fire, no hunting or bird trapping. The current flora and fauna encourage flourishing.

Status: Full Compliance

5.3

Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.

Indicator 5.3.1.

It was sighted during the audit, there was a segregation and classification of waste has been identified. Sources of waste and pollution has been made into registry and being updated. The scheduled waste has been collected by the respected collector approved by Department of Environment Malaysia (DOE) and have a licensed to collect the scheduled waste. There was a list of registry list of waste product recorded including :

- chemical containers
- -fertilizers bag
- -used poly bags
- -palm biomass
- -old wooden slippers
- -empty fruit bunches
- -chemical drums (80 drums/month)
- -calcium carbonate bags (100 bags/month)
- -scrap iron (10 tonnes/month)
- -spent lube oil (0.5 tonnes/month)
- -liquid POME (21700m3 /month)
- -sludge oil (82.6/month)

Notification of scheduled waste to Department of Environmental observed in the mill.

Several type of scheduled waste identified:

- a) SW 102
- b) SW 305
- c) SW 410

Indicator 5.3.2.

During the audit there was available the chemical registry and the Material Safety Data Sheet (MSDS) available at the estate. The record has been maintained and updated by the management Unit. The chemical was kept in a store according to best practices and properly stacking up. There was a proper scheduled waste disposal and collection, label identified at the estate. The scheduled waste available at the site according to Malaysian Law was less than 180 days.

Schedules waste disposal data observed and inserted into e-swiss system. Relevant consignment note observed and all records well kept. All scheduled waste disposed to licensed collectors.

Indicator 5.3.3.

It was sighted a proper disposal area of waste segregation at the site. The method of reuse, reduce and recycle was in place and regularly updated by the management. There is an evidence of waste segregation has been collected according to the type of waste. The empty container for pesticides being triple rinsed and the empty container for inks been properly stored collected and send to waste manager.

Scheduled waste management program observed with disposal of scheduled waste to licensed collector and proper scheduled waste store erected and good store management practice observed. Good labelling practice observed.



Figure 6. Schedule Waste 401 and 305

Status: Full Compliance

5.4

Efficiency of energy use and use of renewable energy is maximized.

Indicator 5.4.1.

UIE Mill

Management program for efficiency use of diesel/petrol observed for year 2015 & 2016. The management plan implemented and monitored.

Monitoring of diesel and electricity usage per tonne FFB performed in mill. On-going analysis performed and monitoring result observed.

Biogas plant operated since year 2010. Monthly monitoring on the biogas flow meter observed. Total gas flow recorded as 2.998 Million Nm³ observed.

UIE Estate

Some documents observed are:-

- FFB, CPO and Palm Kernel Estimate And Actual Production UIE + OUTSIDE YEAR 2015
- Monitoring of Direct Fossil Fuel Usage Mill + Estate
- Value of Diesoline, Petrol And Lubricant Oil Usage Mill + Estate 2015 Till April
- Renewable Energy Use Per Tonne of Palm Product At UIE Engineering Department

Status: Full Compliance

5.5

Use of fire for waste disposal and for preparing land for replanting is avoided except in specific situations, as identified in the ASEAN guidelines or other regional best practice.

Indicators 5.5.1 & 5.5.2.

The management of United Plantations Berhad has have document in relation of zero burning

- 1) Announcement Notes for No Open Burning, dated February 18, 2008
- 2) Zero-Burn Replanting Field Management Manual And Standard of Operating Procedure

Based on field visit to UIE Estate was indicated there are no burning activities for waste disposal and replanting.

Status: Full Compliance

5.6

Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.

Indicators 5.6.1; 5.6.2; & 5.6.3.

UIE Mill

The mill has carried out Environmental Risk Assessments which identified significant types of wastes and emissions generated. Plans to reduce pollution and emissions and various initiatives that have implemented were sighted. At the mill, the Biomass Reciprocating Boiler installed was more efficient and emitted lower levels of TSP that conventional boilers. The boiler flu gas from the mill was used to dry decanter solids to produce organic fertilizer, a process which reduced particulates in emissions and cools the flu gas temperature.

UPB has embarked on a Carbon Footprint initiative and have conducted Life Cycle Assessments (LCA) by an international consultant. UPB has implemented a total of 4 projects under the Clean Development Mechanism (CDM) that have been registered under the UNFCCC. The Biogas plants installed at UIE mill was inspected. GHG emitted was calculated annually by a 3rd party to independently verify the GHG savings achieved and the 3rd party report was sighted. UPB has set targets and implemented initiatives to reduce its carbon footprint per ton CPO produced. According to UPB annual report sighted, the projects implemented achieved 70% reduction in CO₂, and 80% reduction in CH₄ compared to pre-2005 levels.

The UIE mills has a CEMS and CCTV system installed at the boilers and isokinetic monitoring was conducted biannually by a 3rd party laboratory. The stack emission results sighted consistently complied with stipulated emissions limits..

UIE Estate

During the audit, it was observed that the management had done the plan to reduce pollutions, emission, occurred due to activities by the management unit. It was sighted that United Plantation Berhad had taken the initiative to reduce the carbon footprint since 2008 by hiring the consultant to assess their plantation activities towards :

- The potential environmental impacts from the production of Palm oil
- Following over time the GHG emission from palm productions
- Comparing production of Palm oil to industry average rapeseed oil, sunflower oil and peanut oil
- Analyzing improvement options for production palm oil.

It was sighted that the management unit has provided the data to UP research division for the life cycle assessment (LCA) assessment and it the result will be shown as kg CO₂- eq/ kg NBD oil (Neutralised Bleached deodorized) .

The reporting of GHG has been done and sighted evidence the email being sent to Soo Chin RSPO from C. Mathews (Group Manager of SHE) dated 15 April 2016. Sighted was the record of reduction chemical and pesticides being used at the estate.

Status: Full Compliance

PRINCIPLE #6 Responsible consideration of employees and of individuals and communities affected by growers and mills

6.1

Aspects of plantation and mill management, including replanting, that have social impacts are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate the continuous improvement.

Indicator 6.1.1.

Social Risk Assessment (SRA) has been made with latest on 2016 for internal and external stakeholder for various activity :-

- Operation - Nursery
- Operation - Replanting
- Operation - Weeding
- Operation - Pruning
- Operation - Circle Sanitation
- Operation - EFB Mulching
- Operation - Water Management
- Operation - Roads, Paths, and Railways
- Operation - Boundary
- Operation – Oil Palm Pest and Disease Management
- Operation – Foreign Workers

Latest SRA is conducted on 02 April 2016, all finding is documented covers all of the potential impact factors including use rights, economic livelihoods and working conditions, subsistence activities, cultural and religious values, health and education facilities and communities values.

Indicator 6.1.2.

There is Annual Stakeholders Dialogue Session latest on 28 March 2016 for Internal and external stakeholder (OSHA Committee, Gender Committee, Temple Committee, Chapel Committee, Surau Committee, Foreign Workers Representative, Neighboring Estate, Statutory Bodies and Ketua Kampung. The assessment has been made based on the Annual Stakeholder Dialogue Session and the minutes of meeting are documented. The affected parties are able to express their views and all issues is documented in the meeting and actions are taken to resolve the issues. The affected parties are able to express their views in the meeting and there is a complaint book available at the UIE Estate. There is a Social Risk Assessment (SRA) for UIE Estate outline the Social impacts and person in charge to resolve the issues.

Indicator 6.1.3.

A complete timetable with responsible are presented in Review Plan (Social) latest reviewed on 28 Mac 2016. The list of activity that can be affected to the social issues has been rank and mitigation measure is stated in the plans. There is a complete timetable with responsibilities are shown and updated as necessary for the year of 2016. The plan is documented and tabulated in the Action Plan (Social) timetables that listed items, By Whom, Target Date and Resources. The timeline is observed realistic to implement by the management of UIE Estate.

Indicators 6.1.4 & 6.1.5.

There is a clear column that stated that who is the person in charge in the Action Plan. The plan is reviewed in every year. Latest on 28 March 2016. The plan been updated based on the latest meeting. Based on the time table there is on-going action been made by the UIE Estate management. There is an evidence of meeting on 28 March 2016. The attendance and issues discussed is documented. There is evidence of attendance of meeting and all of the result of meeting is documented and tabulated in Social Risk Assessment (SRA) plan. There is no smallholder at UIE estate.

Status: Full Compliance

6.2

There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.

Indicator 6.2.1.

There is a Grievance Redressal Procedure for communication and consultation in clearing up misunderstanding / conflict / grievances or raising any issues with United Plantations Berhad, the procedure is adopted, in an effective, timely and appropriate manner that is open and transparent to any affected parties. The procedure stated that all grievances are formally recorded at point of receipt and settled as soon as possible but not more than 30 days and grievances acknowledged by letter within 7 workings days to stakeholder and estate manager / head of department from the company secretary. The SOP is developed based on the stakeholder consultation meeting. The SOP is printed and displayed in English, Malay, Hindi, Tamil, Nepali and Bangladesh and displayed at the board. The SOP is developed based on the consultation with external stakeholder (Statutory Bodies, Indigenous People, Local Communities, Independent Supplier and Local and National NGO) and Internal Stakeholder. Based on the interview with the foreign workers (Bangladesh and Indonesian) and local workers there are aware with the SOP and know how to launch a complaint.

Indicators 6.2.3 & 6.2.4.

The SOP is developed based on the stakeholder consultation meeting. The SOP is printed and displayed in English, Malay, Hindi, Tamil, Nepali and Bangladesh and displayed at the board. The SOP is developed based on the consultation with external stakeholder (Statutory Bodies, Indigenous People, Local Communities, Independent Supplier and Local and National NGO) and Internal Stakeholder. Based on the interview with the foreign workers (Bangladesh and Indonesian) and local workers there are aware with the SOP and know how to launch a complaint. The nominated persons for UIE Estate is Mr. Geoffrey Cooper (Group Manager) responsible for RSPO P& C. Mr Geoffrey Cooper is in charge of all complaint or grievance from the stakeholder, there is aware from the stakeholder meeting that been held in every year. The latest of stakeholder list is on 28 March 2016 and there is a clear list of internal and external stakeholder listed the

affected parties for UIE Estate. There is a record of meeting of Internal / External Stakeholder Meeting on 28 march 2016 and the records of actions is documented in Social Risk Assessment (SRA)

Status: Full Compliance

6.3

There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all parties.

Indicator 6.3.1.

The Procedure is communicated to all parties through the stakeholder meeting, gender committee meeting and stakeholder booklet. There is stakeholder booklet distributed to all workers and stakeholder meeting. RSPO training latest on 12/4/16. There is procedure and complaint and request book to record the complaint and action taken is recorded. The Manager, assistant manager and the clerk can assess the documentation of the process. The workers could reported a grievance to direct supervisor and also through of box of complaint that was installed in each unit. Based on field observation that shown of box of complaint was installed in each unit mill and estate. And also based on interview with workers in mill and estate, that known the workers was understood these mechanism.

Indicator 6.3.2.

There is a Grievance Redressal Procedure for communication and consultation in clearing up misunderstanding / conflict / grievances or raising any issues with United Plantations Berhad, the procedure is adopted, in an effective, timely and appropriate manner that is open and transparent to any affected parties.

All complainant will be recorded and action been taken to resolve the issue and being recorded in the complaint and request book. The complaint is dealt by the estate manager for the workers issues and gender committee member to resolve the sexual harassment issues.

Indicator 6.3.3.

There is a Whistleblower Policy that intended to cover protection for the whistleblower when raising concerns regarding UP BHD. Such as concerning regarding incorrect financial reporting, unlawful activity, activities that are not in line with UP BHD policy, including the code of Business Conduct and activities which otherwise amount to serious improper conduct. Every effort will be made to treat the complaint's identify with confidentiality. A procedure has been established to resolve dispute and displayed in the office and in the stakeholder booklets. There is a Register of Complaints books at UIE Estate. The results of actions taken are documented in the book. Latest complaint is recorded is 12/4/2016 The Manager, assistant manager and the clerk can assess the documentation of the process.

Status: Full Compliance

6.4

Any negotiations concerning compensation for loss of legal or customary rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.

Indicators 6.4.1; 6.4.2; & 6.4.3.

There is no negotiation occurred concerning compensation for loss of legal, customary or user rights, since the land is belongs to UP Berhad from early 1980. However the Group Manager for EHS is responsible to execute any compensation related works with the involvement from Board of directors and company secretary. Based on field observation that showed there is no community settlement surround of UIE plantation area, the distance from plantation area to community surround area was separated. Based on interview with management representation and document verification that known UIE was acquisition on 2003 from another company and there is no land compensation.

Status: Full Compliance

6.5

Pay and conditions for employees and for employees of contractors always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.

Indicators 6.5.1 & 6.5.2.

Other contents are the wages [Malaysian Act, MAPA with MPOB guideline – piece rate applicable after normal working hours, basic pay RM 37.50 x 26 working days = RM 975.00], working hours [06.30 – 2.30], rest day [min 1 day / week],

holidays, annual / sick leave, levy, medical examination, insurance, transportation to work site, safety at work, medical compensation, deduction, basic amenities, repatriation, termination, safekeeping of passport [volunteer], tools for works, grievance redressed and unresolved disputes. The contract agreement signed by worker and estate manager. Free housing is provided for check roll and contract workers with all the maintenance facilities fully managed by estate. However for contract workers, the electricity and water bill is charged to contractor.

Indicators 6.5.3 & 6.5.4.

Based on the site visit, The management have complied workers Minimum Standards of Housing and Amenities Act 1990 (Act 446). All workers are provided with adequate housing and were observed in very good conditions.

UIE Estate was providing 3 room's house for their workers. Electricity is subsidize for Rm 6.54 30 unit per workers. Source of electricity is by TNB. Water is subsidized for 5000 liter per person's sources from Lembaga Air Perak (LAP) There is a clinic in the UIE Estate and also there is UP Group Hospital and Teluk Intan Hospital. Estate workers are sending their children to government school. UIE Estate is provided a school bus.



Figure 7. Guest Workers Quarters, 3 bedrooms & Kitchen

UIE is improving the Surau Al-Salam, New School Bus, and providing a mini market and canteen in the Estate. The company has done in accordance to adequate, sufficient and affordable food for the workers. Based on field observation was shown there is available several shop of miscellaneous (foodstuffs).

Status: Full Compliance

6.6

The employer respects the right of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.

Indicator 6.6.1.

There is a policy for freedom for United Plantation Workers the mill and estate workers are free to bargain collectively either through the National Union of Plantation Workers (NUPW) or by forming groupings on their own to collectively bargain with the management.

Indicator 6.6.2.

The Guest Workers Union Meeting latest on 15/05/2016. The meeting is held is every month. All of the issues discuss in the union meeting is documented and action been taken by the management. There is a contract agreement between UIE Estate and workers detailing about the duration of contract, working hours, piece rate, rest day, public holiday, annual leave / vacation leave, levy, medical and workmen compensation insurance scheme (FWCS) made in the Malay, English, Bangladesh, Tamil and Hindi language to make the workers understanding the agreement. An evidence of minutes of Guest Workers Union Meeting latest on 15/05/2016. The minutes of meeting are available at the management office of UIE Estate.

Status: Full Compliance

6.7

Children are not employed or exploited.

Indicator 6.7.1.

There is a clear policy that prohibited under aged workers (below 16 years) Human Rights Policy, Signed by Dato' Carl Bek-Nielsen, Chief Executive Director on 23 March 2013. There is a list of workers & age as at 14 March 2016 stated that

all of the workers are aged above than 16 years old. Based on the site visit and interview there is no employment of workers below the minimum working ages. UIE Estate is complied with the labour law and their human rights policy to not employed workers less than 16 years.

Status: Full Compliance

6.8

Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.

Indicator 6.8.1.

There is a policy regarding the Human Right Policy signed by Dato' Carl Bek-Nielsen, Chief Executive Director 23 March 2013. United Plantation serves everyone who works for UP BHD fairly and without discrimination and respect the rights of all personnel to join and participate in registered trade unions and to bargain collectively. The policy is displayed at the main access area and also discussed in the stakeholder meeting. There evidence that all workers is from multi races and also from the other countries (Malay, Indian and Chinese) and also from the other countries (Indonesian, Bangladesh, Nepal, and South India).

Indicator 6.8.2.

There is evidence that employees and immigrant workers have not been discriminate based on the foreign workers union and gender committee to express the workers feelings. Based on the interview the workers is happy with the way UIE Estate management treating them 5 workers were interviewed (2 local Pn Maziah, Cik Norhaslinda, 3 Foreign workers) There is no complaints against the company relating to this issues. There is a Grievance and Redressal procedure established at UIE Estate to handle the complaint lodged by the workers. Workers also can raise issues during the meeting. All record is keep by the HR department of UIE Estate.

Indicator 6.8.3.

For local workers there is an evidence of job vacancies advertisement detailing about the academic qualification and experiences. There is a detail of specification for employment in (MAPA'S Manual of Job Classification in Respect of Clerical, Medical & Health and Technical Staff non-clerical staff and guidelines for employment by United Plantation Berhad. For foreign workers, the recruitment and selection are based on passing the medical fitness by FOMEMA.

Status: Full Compliance

6.9

Policy to prevent sexual harassment and all other forms of violence against women and to protect their reproductive rights is developed and applied.

Indicator 6.9.1.

There is a policy to prevent the sexual harassment and violence (Sexual Harassment Policy) signed by Ho Dua Tiam, Senior Executive Director. A clear procedure to channel the sexual harassment in the workplace, and there is a specific form (Misconduct Report Form (Sexual Harassment & Violence) to launch a complaint to the management. There is a gender committee training calendar for 2016 (Grievance on sexual harassment prevention, Prevention against violence act, Papsmear Awareness and OSHA issues related gender). A gender committee is established at UIE Estate. List of the member of the gender committee is displayed at the Notice Board at UIE Estate. There is a training calendar for gender committee programme 2016 Based on the grievance procedure for sexual harassment in the workplace there is consultation with the Company's Executive Committee.

Indicator 6.9.2.

There is a policy to protect the reproductive rights for women (Gender Policy) to protect the reproductive rights and Motherhood responsibilities of women as under the Universal Declaration of Human Rights and Labour laws. In workers agreement there is a clause related to OSHA 1994 (Article 37 – Non-Hazardous duty for Expectant Women. Latest policy is signed on 24 April 2015.

Indicator 6.9.3.

There is Grievance Redressal Procedure to recognizing the value and importance of discussion in clearing up misunderstanding and preserving harmonious relations, every reasonable effort shall be made by the Estate / MAPA and employee / NUPW to dispose of any grievance or complaints at the lowest possible level as quickly as possible. 4 steps

of procedure to raise the grievance. Besides the supervisors the workers can raise the issues to the workers unions and straight up to Group Manager. The procedure is documented and copy is given to the workers through Employee's Hand Book. The Estate Manager and Assistant manager is responsible person to receive and manage complaints from the workforce.

Status: Full Compliance

6.10
Growers and mills deal fairly and transparently with smallholders and other local businesses.
Indicators 6.10.1;

There is no smallholders at UIE Estate. The UIE Mill only buying small portion of FFB from neighbor plantation to support the CSR activities. The FFB price determine based on Malaysian Palm Oil Board (MPOB) standard was issued every month.

Indicator 6.10.2

FFB price has engage in early was stated in Memorandum of Agreement between UIE with suppliers refers to MPOB price standard was issued every month. An evidence sample of Memorandum of Agreement (MOA), between United Plantation Berhad and Ki Fatt Enterprise (06316250) regarding the FFB Collection.

Indicator 6.10.3 & 6.10.4

There are a contractual agreement between company and suppliers, There was shown sample of Memorandum of Agreement (MOA), between United Plantation Berhad and Ki Fatt Enterprise (06316250) regarding the FFB Collection. Payment are made promptly by United Plantation Berhad through cheque payment voucher latest on March 2016 (625030210). Based on interview with suppliers there understood the clause of contract before signed, where they has filed the document contract. Based on interview with suppliers that known all payments has made in a timely manner according to contract clause.

Status: Full Compliance

6.11
Growers and millers contribute to local sustainable development wherever appropriate.
Indicators 6.11.1 & 6.11.2.

The company was sighted a few evidences of contributions to local development:

There is a request letter from the SJKT Ladang Huntly dated 18 January 2016 request for donation for school equipment. . Donations were made based on the request letter and approval from the UIE Estate Group Manager.

Status: Full Compliance

6.12
No forms of forced or trafficked labour are used.
Indicators 6.12.1

Seen the company's circular dated on 01/06/2016 from UP-HR on forced / trafficked labor documented clearly. It defines clearly on what is termed as forced or trafficked labor as well the indicators in accordance to "Anti trafficking in Persons & Anti-Smuggling of Migrants Act 2007 [Act 670]. Once get the approval from KDN, then UP-HR will engage recruiting agent whom will send the potential worker's bio data to UP-HR and also will be responsible for selecting/ screening. Once finalize the workers, UP-HR will apply for the calling visa and once approved by Immigration. The agent will bring in the workers; UP-HR will pay the levy to KDN as well the agent's fee. Bangladesh workers are recruited through "Government to Government" and for workers from India and Nepal are recruited through their agents at source countries. For Indonesian the options are either the worker pay to the agent or opt for interest free loan from UP-HR. As for the passport keeping and terms of contract, the checklist been elaborated further as what being practice by UP as group of companies.

Indicator 6.12.2

Seen there is no contract substitution. All workers [local and foreigners] are compulsorily to sign work or contract agreement. A copy also been provided to workers. Based on interview with migrant workers, there was no issue related workers right abused (forced labor).

Indicator 6.12.3.

There is no temporary or foreign workers are employed, as the permits for foreign workers 100% owns by UP as to avoid illegal immigrant in their premises.

Status: Full Compliance

6.13

Where temporary or foreign workers are employed, a special labour policy and procedures shall be established and implemented

Indicators 6.13.1 & 6.13.2.

There was a policy sighted at the estate the policy of human right regarding the workers and staff right towards the management unit. There was a documented Human right Policy available at the estate. It was sighted at the office, clinic, at muster ground, workshop and the office.

There was available training and communicated at all level workforce the human right policy during the muster meeting in the morning. The person in charge of the socialization in the morning was the assistant manager assisted by the field supervisor and workers leader.

On top of that the communication was done through the publishing of the policy in different languages and being displayed clearly at the workers quarters and field division office.

Status: Full Compliance

PRINCIPLE #7 Responsible development of new plantings
7.1

A comprehensive and participatory independent social and environmental assessment is undertaken prior to establishing new plantings or operations, or expanding existing ones, and the results incorporated into planning, management and operations.

Indicators 7.1.1; 7.1.2; & 7.1.3.

There is no new planting in area of United Plantation-Malaysia.

Replanting program in UIE estate for second period was actively done since 2010.

Status: Full Compliance

7.2

Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations.

Indicators 7.2.1 & 7.2.2.

There is no new planting in area of United Plantation-Malaysia.

Replanting program in UIE estate for second period was actively done since 2010.

Status: Full Compliance

7.3

New plantings since November 2005, have not replaced primary forest or any area required to maintain or enhance one or more High Conservation Values.

Indicators 7.3.1; 7.3.2; 7.3.3; 7.3.4; & 7.3.5.

There is no new planting in area of United Plantation-Malaysia.

Replanting program in UIE estate for second period was actively done since 2010.

Status: Full Compliance

7.4

Extensive planting on steep terrain, and/or on marginal and fragile soils, is avoided.

Indicators 7.4.1 & 7.4.2.

There is no new planting in area of United Plantation-Malaysia.

Replanting program in UIE estate for second period was actively done since 2010.

Status: Full Compliance

7.5

No new plantings are established on local peoples' land without their free, prior and informed consent, dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to

express their views through their own representative institutions.		
Indicators 7.5.1.		
There is no new planting in area of United Plantation-Malaysia.		
Replanting program in UIE estate for second period was actively done since 2010.		
	Status: Full Compliance	
7.6		
Local people are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.		
Indicators 7.6.1; 7.6.2; 7.6.3; 7.6.4; 7.6.5; & 7.6.6.		
There is no new planting in area of United Plantation-Malaysia.		
Replanting program in UIE estate for second period was actively done since 2010.		
	Status: Full Compliance	
7.7		
Use of fire in the preparation of new plantings is avoided other than in specific situations, as identified in the ASEAN guidelines or other regional best practice.		
Indicators 7.7.1 & 7.7.2.		
There is no new planting in area of United Plantation-Malaysia.		
Replanting program in UIE estate for second period was actively done since 2010.		
	Status: Full Compliance	
7.8		
New plantation developments are designed to minimize net greenhouse gas emissions.		
Indicators 7.8.1 & 7.8.2.		
There is no new planting in area of United Plantation-Malaysia.		
Replanting program in UIE estate for second period was actively done since 2010.		
	Status: Full Compliance	
PRINCIPLE #8 Commitment to continuous improvement in key areas of activity		
8.1		
Growers and millers regularly monitor and review their activities and develop and implement action plans that allow demonstrable continuous improvement in key operations.		
Indicator 8.1.1.		
Several continual improvement activities observed during audit:		
a) Operation of biogas plant since 2010.		
b) Biogas to Grid Project, 1.2MW.		
Continual improvement sighted at the estate include:		
<ul style="list-style-type: none"> Monitoring of GHG started in 2004, Report done annually, latest report done by LCA Consultant from Denmark and Forecasted 50% reduction by 2018 Buffalo collection contributes effectively towards reduction of fossil fuel usage Mowing of harvesters path, greater emphasis is given to the mowing of the harvesters' path to control weeds, soil erosion and rutting. These practice effectively reduces the use of herbicides and associated smell and odour problems, including air pollution in general. Chantas Mechanized Harvesting for increases productivity & harvesting becomes less strenuous Kindergarten building, new school bus, and new ambulance They have own grown Malaysian Jungle tree species Replaced wooden railways sleepers with metal railways sleepers to reduce timber use. New guest workers quarters and new place of worship Fruit tree planting is increasing. 		
	Status: Full Compliance	

3.2. Summary of Assessment Report of Supply Chain Requirement

Clause	MODULE D – CPO MILLS: IDENTITY PRESERVED						
1	Definition						
1.1	<p>A mill is deemed to be Identity Preserved (IP) if the FFB used by the mill are sourced from its own supply base certified to the RSPO Principles and Criteria (RSPO P&C). Certification for CPO mills is necessary to verify the volumes and sources of certified FFB entering the mill, the implementation of any processing controls (for example, if physical separation is used), and volume sales of RSPO certified products. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own certified land base. If a mill processes certified and uncertified FFB without physically separating the material then only Module E is applicable.</p> <p>Until ASA 03, Certification scope of UIE POM is UIE Estate These supply bases claimed as Certified sources since 2008. The FFB is supplied from own estate.</p> <p>Table of FFB receive on UIE POM from May 2015 until April 2016:</p> <table border="1"> <thead> <tr> <th>FFB</th><th>Number (Ton)</th></tr> </thead> <tbody> <tr> <td>UIE Estate</td><td>135,752.75</td></tr> <tr> <td>Total</td><td>135,752.75</td></tr> </tbody> </table> <p>The UIE Palm Oil Mill – United Plantation has have work procedure as guideline to ensure the implementation for the entire required elements. The procedure consist of UIE Standard Operating Procedures On FFB Receiving, issued on 1 April 2016 (Revised Version) and UIE Standard Operating Procedures On Processing FFB, issued on 08 August 2015 (Revised on 1 December 2015).</p> <p>This Oil Mill takes FFB from its own supply bases of Certified FFB thus carries the IP (Identity Preserved). To support the corporate CSR Activities, the Palm Oil Mill takes in small portions of Uncertified FFB from non associated independent small holding/plantations. In order to maintain IP status, this SOP outlines the various steps as follow: From Mondays to Fridays the Mill processes FFB from it's own supply bases of Certified FFB and it's CPO and Palm Kernel are stored in dedicated tanks and silo ST#2 (IP) and ST#4 (IP), Silo#2 (IP). On Saturdays it clears the process line and process UIE own crop from is own supply bases and FFB from non-associated United small holdings/plantations and it's CPO and Palm Kernel are stored in dedicated tanks and silo ST#1 (UC) and ST#3 (UC), Silo#1 (UC).</p> <p>*UC – Uncertified Product</p> <p>This mixing of UIE crop and non-associated crop done for economics of scale to run one complete process for the day (Saturday and month end). After the UC process, the line is cleared and ready for the fresh process of Certified FFB for the following day till Fridays.</p> <p>*Note:</p> <p>All crops processed from Monday to Friday from Mill own supply bases are transported vial light rail system into the Mill. However, in areas where light rail system are not connected, FFB are collected by tractors and taken to the ramp and FFB is unloaded at FFB Certified ramp. This Certified FFB are loaded into cages (marked IP) and processed on the same day together with the cages transported via light rail system.</p> <p><u>Processing:</u></p> <ul style="list-style-type: none"> • Before commencing the process it must be ensured that the process line is cleared • After processing finish, to ensure that oil at Vertical Clarifier is fully skimmed until sludge level to minimize contamination. 	FFB	Number (Ton)	UIE Estate	135,752.75	Total	135,752.75
FFB	Number (Ton)						
UIE Estate	135,752.75						
Total	135,752.75						
	Status: Comply						
2	Explanation						

2.1

The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the certification body (CB) in the public summary of the P&C certification report. This figure represents the total volume of certified palm oil product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced shall then be recorded in each subsequent annual surveillance report.

Until the ASA 03, The UIE Mill is supplied by one own estate (UIE Estate). Based on data of certified products of CPO and PK, the actual tonnage produced on May 2015 until April 2016 are description on table below.

Estate	CPO (Ton)	PK (Ton)
UIE Estate	28,778.10	7,026.66
Total	28,778.10	7,026.66

Status: Comply

2.2

The mill must also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim).

Based on Standard Operating Procedure Oil Mill Supply Chain Module (No. 240-A), page 6 point 1.3.7 CLAIMS : The Oil Mill only make claim regarding the use of or support of RSPO certified palm oil that that are compliance with the RSPO Rules for Communication and Claims.

Until ASA 03, The UIE Palm Oil Mill has registered for RSPO eTrace with RSPO IT Platform member registration number RSPO_PO1000000243.

Certified CPO sold to each buyer period of May 2015 to April 2016

Date	Name of Buyer	Volume
May 2015	-	-
June 2015	-	-
July 2015	UNITATA BERHAD	240.97
August 2015	UNITATA BERHAD	445.58
September 2015	UNITATA BERHAD	604.80
October 2015	UNITATA BERHAD	889.60
November 2015	UNITATA BERHAD	5,276.34
Desember 2015	UNITATA BERHAD	3,232.16
January 2016	UNITATA BERHAD	1,018.76
February 2015	UNITATA BERHAD	2,138.12
March 2016	UNITATA BERHAD	1,148.81
April 2016	UNITATA BERHAD	2,793.95
Total		17.789.09

(Quantity projected are based on E-Trace announcement from May'15-Apr'16)

Certified Palm Kernel sold to each buyer period of May 2015 to April 2016

Date	Name of Buyer	Volume
May 2015	UNITATA BERHAD	618.49
June 2015	UNITATA BERHAD	399.86
July 2015	UNITATA BERHAD	540.71
August 2015	UNITATA BERHAD	768.71
September 2015	UNITATA BERHAD	1,123.88
October 2015	UNITATA BERHAD	688.18
November 2015	UNITATA BERHAD	688.32
Desember 2015	UNITATA BERHAD	38.02
January 2016	UNITATA BERHAD	202.84
February 2015	UNITATA BERHAD	202.93
March 2016	UNITATA BERHAD	414.78
April 2016	UNITATA BERHAD	503.25

Total	6,189.97
<i>(Quantity projected are based on E-Trace announcement from May'15-Apr'16)</i>	
	Status: Comply
3	Documented procedures
3.1 The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following: <ul style="list-style-type: none"> a) Complete and up to date procedures covering the implementation of all the elements in these requirements; b) The role of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site's procedures for the implementation of this standard. 	
<p>The UIE Palm Oil Mill – United Plantation has have work procedure as guideline to ensure the implementation for the entire required elements. The procedure consist of UIE Standard Operating Procedures On FFB Receiving, issued on 1 April 2016 (Revised Version) and UIE Standard Operating Procedures On Processing FFB, issued on 08 August 2015 (Revised on 1 December 2015). It is aim for identifying product's traceability with supply chain Identity Preserve (IP) Model. Person in charge to ensure the operation of mill based on the applicable procedure is the Head of Oil Mill (Group Engineer, Senior Resident Engineer & Resident Engineer), Weighbridge Operator and Oil Mill Staff.</p> <p>There was sighted of Supply Chain Certification System (SCCS) training by the company to related personnel in charge of FFB ramp, weight bridge and Mill compound on 10 May 2016. The document was consist of Attendant list (10 Participant), Training material and picture of training process.</p> <p>Based on an field visit observation and interview with staff in FFB ramp and weight bridge was showed the personal in charge was understood the mechanism to handle of supply chain system and aware if UIE Mill it has been RSPO certified.</p>	
	Status: Comply
3.2 The site shall have documented procedures for receiving and processing certified and non-certified FFBs.	
<p>Until ASA 03, Certification scope of UIE POM is UIE Estate These supply bases claimed as Certified sources since 2008. The FFB is supplied from own estate.</p> <p>The UIE Palm Oil Mill – United Plantation has have work procedure as guideline to ensure the implementation for the entire required elements. The procedure consist of UIE Standard Operating Procedures On FFB Receiving, issued on 1 April 2016 (Revised Version) and UIE Standard Operating Procedures On Processing FFB, issued on 08 August 2015 (Revised on 1 December 2015).</p> <p>This Oil Mill takes FFB from its own supply bases of Certified FFB thus carries the IP (Identity Preserved). To support it's corporate CSR Activities, the Oil Mill takes in Small portions of Uncertified FFB from non associated independent small holding/plantations. In order to maintain IP status, this SOP outlines the various steps as follow: From Mondays to Fridays the Mill processes FFB from it's own supply bases of Certified FFB and it's CPO and Palm Kernel are stored in dedicated tanks and silo ST#2 (IP) and ST#4 (IP), Silo#2 (IP). On Saturdays it clears the process line and process UIE own crop from is own supply bases and FFB from non-associated United small holdings/plantations and it's CPO and Palm Kernel are stored in dedicated tanks and silo ST#1 (UC) and ST#3 (UC), Silo#1 (UC).</p> <p>*UC – Uncertified Product</p> <p>This mixing of UIE crop and non-associated crop done for economics of scale to run one complete process for the day (Saturday and month end). After the UC process, the line is cleared and ready for the fresh process of Certified FFB for the following day till Fridays.</p> <p>*Note:</p> <p>All crops processed from Monday to Friday from Mill own supply bases are transported vial light rail system into the Mill. However, in areas where light rail system are not connected, FFB are collected by tractors and taken to the ramp and FFB is unloaded at FFB Certified ramp. This Certified FFB are loaded into cages (marked IP) and processed on the same day together with the cages transported via light rail system.</p>	

Processing:

- Before commencing the process it must be ensured that the process line is cleared
- After processing finish, to ensure that oil at Vertical Clarifier is fully skimmed until sludge level to minimize contamination.

Status: Comply

4 Purchasing and goods in

4.1

The site shall verify and document the tonnage and sources of certified and the tonnage of non-certified FFBs received.

Until ASA 03, the processed FFB in UIE Palm Oil Mill is supply from nucleus estate, which is from UIE Estate. Therefore the processed FFB and generated product is entirely product claimed as RSPO Certified product from Monday to Friday. Company has have a mechanism for loading ramp, which is by requiring driver to show fruit delivery note from each estate namely FFB Delivery Note and Weighbridge Ticket (after FFB is checked in weighbridge).

The UIE Palm Oil Mill – United Plantation has have work procedure as guideline to ensure the implementation for the entire required elements. The procedure consist of UIE Standard Operating Procedures On FFB Receiving, issued on 1 April 2016 (Revised Version) and UIE Standard Operating Procedures On Processing FFB, issued on 08 August 2015 (Revised on 1 December 2015).

This Oil Mill takes FFB from its own supply bases of Certified FFB thus carries the IP (Identity Preserved). To support it's corporate CSR Activities, the Oil Mill takes in Small portions of Uncertified FFB from non associated independent small holding/plantations. In order to maintain IP status, this SOP outlines the various steps as follow: From Mondays to Fridays the Mill processes FFB from it's own supply bases of Certified FFB and it's CPO and Palm Kernel are stored in dedicated tanks and silo ST#2 (IP) and ST#4 (IP), Silo#2 (IP). On Saturdays it clears the process line and process UIE own crop from is own supply bases and FFB from non-associated United small holdings/plantations and it's CPO and Palm Kernel are stored in dedicated tanks and silo ST#1 (UC) and ST#3 (UC), Silo#1 (UC).

*Note:

All crops processed from Monday to Friday from Mill own supply bases are transported vial light rail system into the Mill. However, in areas where light rail system are not connected, FFB are collected by tractors and taken to the ramp and FFB is unloaded at FFB Certified ramp. This Certified FFB are loaded into cages (marked IP) and processed on the same day together with the cages transported via light rail system.

There was sighted evidence of FFB received in weight bridge, the document was consist of:

FFB from UIE Estate (own estate) as certified FFB (process from Monday till Friday)

- FFB Dispatch Report (No. 42930 & 42931) on 25th May 2016
- Weighbridge Ticket (after FFB is checked in weighbridge) - No 00000047053 on 25th May 2016 from DIV 2A (0504) with net weight is 50,600 Ton (after recheck at mill weighbridge).

The document is stamped with code CERTIFIED SUSTAINABLE FFB MUTU-RSPO/067. All FFB from UIE Estate was transported to UIE Mill by Light Railway System (Locomotive) and all FFB in cages.

FFB from outsider (own estate) as uncertified FFB (process only in Saturday):

- Weighbridge Ticket (after FFB is checked in weighbridge) - No 36702 on on 25th May 2016 from Huntly Estate with net weight is 7,920 Ton (after recheck at mill weighbridge).

The document is stamped with code UNCERTIFIED FFB. All FFB from outsider was transported to UIE by truck. The process for Uncertified FFB was consist of:

- After weighing in, to proceed to Loading Ramp **Uncertified (UC)** Bay.
- After grading by Weighbridge Supervisor, to push the FFB into the 3 nos. designated ramp market **Uncertified (UC)**
- Loaded onto **Uncertified (UC)** marked cages
- The loaded and marked cages are parked in the parking line up to Road 8. Only FFB from non associated independent smallholdings/plantation are stored in this designated ramp marked **Uncertified (UC)**

Certified and non-certified FFB received period of May 2015 to April 2016

Month	FFB		
	RSPO Certified	Non Certified	Total
May 2015	10,355.63	3,098.46	13,454.09
June 2015	8,744.12	2,004.87	14,241.61
July 2015	11,523.78	4,295.53	15,819.31
August 2015	14,179.03	6,497.46	20,676.49
September 2015	14,015.40	3,748.10	17,763.50
October 2015	12,839.46	4,456.75	17,296.21
November 2015	10,320.04	4,051.09	14,371.13
December 2015	9,550.61	3,755.09	13,305.70
January 2016	10,054.73	3,072.64	13,127.37
February 2016	10,234.99	3,610.91	13,845.90
March 2016	12,043.22	3,772.57	15,815.79
April 2016	11,891.74	1,491.62	13,383.36
Grand Total	135,752.75	22,758.11	184,829.37

*Notes:

- The IP Processing is from Monday to Friday (**AT NO TIME** should the outside crop be mixed on these days for processing for IP

The **UNCERTIFIED FFB** to be processed **SATURDAY and month end ONLY** (outside crop & UIE Crop) for UC

Status: Comply

4.2

The site shall inform the CB immediately if there is a projected overproduction of certified tonnage.

Until ASA 03, The UIE Palm Oil Mill – United Plantation has work procedure as guideline to ensure the implementation for the entire required elements. The procedure is Standard Operating Procedure for Traceability and RSPO Supply Chain Certification System (SOP No.240-A, has revised on June 02, 2015). Page 2 Point 1.1.3 RECORDING-PHURCHASING AND GOODS IN, sub point f was explain that The Oil Mill shall inform the Certification Body immediately if there is a projected overproduction.

Based on verification data of FFB's processed in August 2015 – 24 May 2016 it's known that the actual projection is **CPO = 23,521 ton** and **PK = 5,015 ton**. These total number of product claimed does not over the projected one, which is **CPO = 25,749 ton** and **PK = 6,520 ton** (Based on annex Certificate ASA2).

Status: Comply

5

Record keeping

5.1

The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a three-monthly basis.

Until ASA 03, The UIE Palm Oil Mill – United Plantation has have a Monthly Report of RSPO Certified of FFB, CPO & PK. The table below are description of RSPO production of UIE POM – UP in three month basis.

Month	Number		
	FFB	CPO	PK
May - Jul 2015	30,623.53	6,502.69	1,563.12
Aug - Oct 2015	41,033.89	7,600.44	2,214.12
Nov 2015 –Jan 2016	29,925.38	6,668.56	1,591.56
Feb-Apr 2016	34,169.95	8,006.41	1,657.86

Total		135,752.75	28,778.10	7,026.66
		Status: Comply		
6	Processing			
6.1				
The site shall assure and verify through documented procedures and record keeping that the RSPO certified oil palm product is kept segregated from non-certified material including during transport and storage.				
Until ASA 03, the processed FFB in UIE Palm Oil Mill is supply from nucleus estate, which is from UIE Estate. Therefore the processed FFB and generated product is entirely product claimed as RSPO Certified product from Monday to Friday. Company has have a mechanism for loading ramp, which is by requiring driver to show fruit delivery note from each estate namely FFB Delivery Note and Weighbridge Ticket (after FFB is checked in weighbridge).				
The UIE Palm Oil Mill – United Plantation has have work procedure as guideline to ensure the implementation for the entire required elements. The procedure consist of UIE Standard Operating Procedures On FFB Receiving, issued on 1 April 2016 (Revised Version) and UIE Standard Operating Procedures On Processing FFB, issued on 08 August 2015 (Revised on 1 December 2015).				
This Oil Mill takes FFB from its own supply bases of Certified FFB thus carries the IP (Identity Preserved). To support it's corporate CSR Activities, the Oil Mill takes in Small portions of Uncertified FFB from non associated independent small holding/plantations. In order to maintain IP status, this SOP outlines the various steps as follow: From Mondays to Fridays the Mill processes FFB from it's own supply bases of Certified FFB and it's CPO and Palm Kernel are stored in dedicated tanks and silo ST#2 (IP) and ST#4 (IP), Silo#2 (IP). On Saturdays it clears the process line and process UIE own crop from is own supply bases and FFB from non-associated United small holdings/plantations and it's CPO and Palm Kernel are stored in dedicated tanks and silo ST#1 (UC) and ST#3 (UC), Silo#1 (UC).				
*Note:				
All crops processed from Monday to Friday from Mill own supply bases are transported vial light rail system into the Mill. However, in areas where light rail system are not connected, FFB are collected by tractors and taken to the ramp and FFB is unloaded at FFB Certified ramp. This Certified FFB are loaded into cages (marked IP) and processed on the same day together with the cages transported via light rail system.				
There was sighted evidence of FFB received in weight bridge, the document was consist of:				
FFB from UIE Estate (own estate) as certified FFB (process from Monday till Friday)				
• FFB Despatch Report (No. 42930 & 42931) on 25 th May 2016				
• Weighbridge Ticket (after FFB is checked in weighbridge) - No 00000047053 on on 25 th May 2016 from DIV 2A (0504) with net weight is 50,600 Ton (after recheck at mill weighbridge).				
The document is stamped with code CERTIFIED SUSTAINABLE FFB MUTU-RSPO/067. All FFB from UIE Estate was transported to UIE Mill by Light Railway System (Locomotive) and all FFB in cages.				
Based on observation on mill for check the storage of CPO and Palm Kernel, that shows FFB From Mondays to Fridays the Mill processes FFB from it's own supply bases of Certified FFB and it's CPO and Palm Kernel are stored in dedicated tanks and silo, The ST#2 (IP) and ST#4 for CPO (IP), and Silo#2 for PK (IP). Thus the FFB from non-associated United small holdings/plantations was processed only on Saturday as uncertified product, the CPO and Palm Kernel are stored in dedicated tanks and silo, ST#1 (UC) and ST#3 (UC) for CPO, and Silo#1 (UC) for PK.				
		Status: Comply		
6.2				
The objective is for 100 % segregated material to be reached.				
Until ASA 03, UIE Mill on Monday till Friday processed FFB being CPO and PK is 100 % is FFB supplied from own estate. The CPO and PK all is produced and dispatch are totally produced by own estate.				
From Mondays to Fridays the Mill processes FFB from it's own supply bases of Certified FFB and it's CPO and Palm Kernel				

are stored in dedicated tanks and silo ST#2 (IP) and ST#4 (IP), Silo#2 (IP). On Saturdays it clears the process line and process UIE own crop from its own supply bases and FFB from non-associated United small holdings/plantations and its CPO and Palm Kernel are stored in dedicated tanks and silo ST#1 (UC) and ST#3 (UC), Silo#1 (UC).

*Note:

All crops processed from Monday to Friday from Mill own supply bases are transported via light rail system into the Mill. However, in areas where light rail system are not connected, FFB are collected by tractors and taken to the ramp and FFB is unloaded at FFB Certified ramp. This Certified FFB are loaded into cages (marked IP) and processed on the same day together with the cages transported via light rail system.

Notes:

- The IP Processing is from Monday to Friday (**AT NO TIME** should the outside crop be mixed on these days for processing for IP)

The **UNCERTIFIED FFB** to be processed **SATURDAY and month end ONLY** (outside crop & UIE Crop) for UC (Un Certified).

	Status: Comply
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3.3. Conformity Checklist of Certificate and Logo Use

1.	Evidence of permission or approval certificate and logo from Certification Body which submitted by Client	X or √
ASA-03	United International Enterprise (UIE) Palm Oil Mill, United Plantation Berhad has had approval/permit the use of the certificate by Mutugung Lestari with CERTIFICATE CODE: MUTU-RSPO/067	√
	Status: Full Compliance	
2.	Implementation of certificate and logo used by Client comply with size and type (shape) against Guideline of Logo Use	X or √
ASA-03	United International Enterprise (UIE) Mill does not use the logo both in the on-product and off-product.	√
	Status: Not Applicable	
3.	Implementation of Certificate and Logo is not used on product	X or √
ASA-03	United International Enterprise (UIE) Mill does not use the logo both in the on-product and off-product.	√
	Status: Not Applicable	
4.	Controlling of Certificate and Logo, including withdrawing inappropriate logo.	X or √
ASA-03	United International Enterprise (UIE) Mill does not use the logo both in the on-product and off-product.	√
	Status: Not Applicable	

3.4. Summary of RSPO Partial Certification.
Summary:

The rules for partial certification allow organizations that have a majority holding in and / or management control of more than one autonomous company growing oil palm to certify individual management units and / or subsidiary companies subject to certain rules.

United Plantation Bhd is a member of RSPO and has been involved in the certification since 19 July 2004. The membership number with RSPO is **1-0004-04-000-00**.

Management unit(s) observed:

PT Surya Sawit Sejati

2.1	There is compliance with all applicable local, national and ratified international laws and regulations.	X or√
	<p>SSS have complete list of legal requirement that related to RSPO P&C. The copy of the document available in the office during the assessment conducted and sighted by the auditor.</p> <p>Personnel in charge to manage the legal documentation system are Legal Department (Led by Ibu Dewi).</p> <p>A system used for tracking any changes in laws and regulations was set-up through procedure No: SOP-HRD-017-R00.</p> <p>SSS has conducted internal audit for legal compliance and explained the process for evaluate the compliance of regulation.</p>	✓
	Status: Compliance	
2.2	The right to use the land can be demonstrated, and is not legitimately contested by local communities with demonstrable rights.	X or√
	<p>PT Surya Sawit Sejati have operate 1palm oil mill that supplied by 2 core estate (Lada estate and Runtu estate) and 1 scheme smallholders estate (Plasma Kumai Arut).</p> <p>The legal documentation have been checked by the auditor team during the assessment. The documentation consist of:</p> <p>Location Permit</p> <ul style="list-style-type: none"> ➤ Lada Estate for 4,000 ha based on Kotawaringin Barat District Head Decree No. 525/820/VIII/2010 tanggal 2 August 2010. ➤ Runtu Estate for 9,000 ha based on Kotawaringin Barat District Head Decree No. 525/821/VIII/2010 tanggal 2 August 2010 ➤ Plasma Kumai Arut and Conservation area for ± 3.157,29 based on on Kotawaringin Barat District Head Decree No. 525/102/XI/2013 tertanggal 14 November 2013 <p>Land Title (HGU/Hak Guna Usaha) → Division I and several area of Division II.</p> <ul style="list-style-type: none"> ➤ Lada Estate for 2,508.472 ha based on Land Title (HGU) number 42 and Head of Indonesian Republic National Land Agency Number 81/HGU/BPN/2005 tanggal 4 July 2005 ➤ Land Title (HGU) on process coverage 6,658.04 (Lada Estate 3,741.22 Ha + Runtu Estate 2,916.83 Ha). The process conducted that showed to auditor team was KADASTRAL Survey on 29 March 2016. There is available of boundary poles installation (Kadastral pole) documentation on 2016 by GIS officer. <p>Plantation Bussines Permit (IUP/Izin Usaha Perkebunan).</p> <ul style="list-style-type: none"> ➤ PT Surya Sawit Sejati have obtained the plantation business permit coverage 15,650 ha and 60 Ton FFB/Hour of processing mill. <ul style="list-style-type: none"> • Kotawaringin Barat District Head Decree Number Ekbang/525.26/48/II/2005 dated 7 	✓

	<p>February 2005</p> <ul style="list-style-type: none"> Kotawaringin Barat District Head Decree Number EKBANG/525.26/597/XII/2006 dated 30 December 2006 Kotawaringin Barat District Head Decree Number EKBANG/525.26/598/XII/2006 dated 30 December 2006 Kotawaringin Barat District Head Decree Number Ekbang/525.26/102/EK/2010 dated 28 April 2010 <p>Other documents showed by the PT SSS were:</p> <ul style="list-style-type: none"> Social Environmental Impact Assessment HCV Identification document <p>During the assessment conducted the auditor team interviewed one of the local villagers (Winarko) and revealed that PT Surya Sawit Sejati have planted oil palm on area which legitimately contested by the legal Land Ownership Certificate (SHM/Sertifikat Hak Milik) located at Block 58, Division II, Lada Estate for ±0,5 ha. Information obtained through the interview said the villagers felt aggrieved legally by the company. Evidence of the legal ownership and chronology of the complaint showed by the villagers during the interview.</p> <p>Based on the information explained the auditor team conclude that PT SSS have the right to use of the land operate can be legitimately contested by local people who can demonstrate that they have legal rights. Until the assessment conducted the conflict resolution have not been accepted by the affected villager. Major non-conformance 2016.01</p>	
	Status: Major non-conformance 2016.01	
6.3	There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all parties.	X or ✓
	<p>The company has a complaint and grievance mechanism regulated in stakeholder communication and consultation (SOP-HRD-07-R00) and land conflict procedure (SOP : SSS-COMDEV(HMS)-024). The mechanism regulated the flow chart process. It is equipped with complaint form. However the procedure has not guaranteed the anonymity of whistleblower and the option to bring unresolved complaint to RSPO complaint system (Observation).</p> <p>The procedure has been socialized to employee in morning briefing and SOP day. And the socialization to the surrounding community is given through three monthly meeting. The documentation of incoming complaint and grievance is documented by the company including the response by the company. The documentation of the complaint process is documented and the response is informed to the complainant. This documentation is managed by Human Resource Department. It can be accessed by stakeholder through information request mechanism.</p> <p>During the public consultation on the land conflict case known that the implementation of the land conflict resolution took a long time for over more two years (since April 2014) and ineffective. Until the assessment conducted the particular land conflict is still being operated/managed by the PT SSS but the conflict resolution has not been accepted by the claimant. In the company procedure also have not mentioned information regarding (Major non-conformance 2016.02).</p>	✓
	Status: Major non-conformity Major 2016.2.	
6.4	Any negotiations concerning compensation for loss of legal or customary rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.	X or ✓
	<p>6.4.1</p> <p>The company has procedure to identify legal, customary or user rights and identify the right people to get the compensation in the SOP Land Compensation No. HRD-015-R00 dated 1 January 2016. However, the company has not explained in detail the active involvement of the community and village government in land identification process even though there is an evidence that the company</p>	✓

	has involved community and village government in land identification before land compensation (Observation).	
	6.4.2 and 6.4.3 Procedure for calculating and distributing fair compensation has been in place in the similar document of SOP land compensation No. HRD-015-R00 dated 1 January 2016. It explains that the company has a standard of compensation calculation but also giving the compensated person a bargaining/negotiation position. The record of compensation process and outcome of negotiated agreement is documented. Based on interview with the community the community has understand the procedure of land compensation and their involvement in the compensation process. The result of the compensation process is distributed to the compensated party and can be accessed by stakeholder through information request.	
	Status: Comply	
7.3	New plantings since November 2005, have not replaced primary forest or any area required to maintain or enhance one or more High Conservation Values.	X or√
	<p>The company has identified HCV area for Lada Estate and Runtu Estate in 2008. However, the identification result is not considered sufficient by the company since there is no information on the hectare of HCV area and the location of the identified HCV. Therefore, the company re-identify the HCV area and delineate the HCV area based on HCV identification 2006. The delineation is conducted by Biodiversity Team of the company. Based on the delineation of HCV area there is HCV area that is opened by the company. The company has sent the disclosure of liability and currently has entered to the third stage of RACP process.</p> <p>In 2014, the company has also conducted HCV identification for smallholder scheme area and Kumai Arut Conservation Area for the area of 1,121.2 ha. However, the area of 49.572 ha is highly potential be opened as housing area of Benaning Bawah Villagers. The information is based on community aspiration to exclude the area from HCV area of Kumai Arut Estate Scheme Smallholder. The company with assigned consultant has approached and counselled local community through FPIC method. The company has consulted to RSPO Jakarta Office on 9 May 2016 in accordance with this situation for RSPO to accommodate community aspiration without disobey RSPO requirement on new area development. This communication shall be followed up and updated (Observation).</p>	✓
	Status: Comply	
7.5	No new plantings are established on local peoples' land without their free, prior and informed consent, dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.	X or√
	<p>The company took over the plantation area from the previous owner. However, at present, there is still land claim issue in the company operational area. The company processes all the land claim and documented them. Based on interview with the community, it is informed that they can choose their own representative to communicate with the company and represent their voice. The community can say no to the proposed development on their land for example for case of Ali Badri land claim in which the final result if the land is returned to Ali Badri and develop as scheme smallholder.</p> <p>Based on public consultation, the claimant is involved in mapping the claimed area with the company during the compensation process. One of the claimant says They also get the copy of the agreement on compensation final resolution.</p>	✓
	Status: Compliance	
7.6	Local people are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.	X or√

	<p>The SEIA document of the company has identified legal, customary and user right that is presented in the information of the surrounding community. The company has also the SOP to identify legal, customary and user rights that is provided in SOP Land Compensation No. HRD-015-R00 dated 1 January 2016. The community is involved in identifying the land claimed and in the compensation process including the amount of the compensation is negotiated. The company also provides mechanism that has been socialized to the surrounding the community through three monthly meeting between the company and the community. Further, the record of any claim and the compensation process is filed by the company. The record of the compensation process is provided to the claimant and can be access through stakeholder information request regulated in procedure of information request by internal and external party No. SOP-HRD-05-R00.</p> <p>Based on public consultation with the surrounding community, they has understood the mechanism if there is a claim and the PIC of the company to be contacted. They also inform that the claimant has been informed first on the compensation amount offered by the company but they still can negotiated and can say no to refuse the offered compensation if they did not agree. The final result of the negotiation on compensation process is informed to them.</p> <p>Status: Comply.</p>	✓
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3.5 Identification of Findings, Corrective Action, Observations, Opportunity for Improvement and Noteworthy Positive Components.

No Major NCRs were raised in previous audits (ASA1).

3.5.1 Identification of Findings, Corrective Actions and Observations at S2 Assessment

CAR No	Ref Std	Finding	Area	Grade	Time Limits	Corrective Action	Observation	Status	Closing Date
-	-	--	-	-	-	-	-	-	-

3.5.2 Opportunity for Improvement

No	Ref Std	Descriptions
1	SCCS	Consideration for refresh training to staff (<i>Personal in Charge</i>) in relation of SCCS implementation.
2	Minor 4.4.1	Consider for specifying parameter limits on process monitoring forms &/ indicating it on gauges to enhance monitoring of critical processes.
3	4.7.1 Major	<p>Consider for enhancing the effectiveness of the safety & health plan for the following:</p> <ul style="list-style-type: none"> • Implement noise control measures and monitor the effectiveness of measures implemented. • Ensure consistent implementation of the permit to work system for all confined space entry • Enhance the safety inspection conducted by the safety & health committee • Review location for installation of emergency eye wash &/ showers at all location where corrosive chemicals are handled • Review the safety control measures at the Biogas plants <p>Strengthen safety control of contractors</p>
4	Major 4.7.3	Consider enhance training of Biogas Plant operators to cover all precautions specified in the Biogas Plant Standard Operating Procedure
5	Minor 5.6.3	Consider ensure the boiler stack CEMS &/ CCTV is maintained in good working order at all times.
6		The management of United Plantation has been provided map of Location Area and Operational Area. Consideration for provide of map with complete coordinate point.

3.5.3 Noteworthy Positive Components

No	Descriptions
1	Company has commitment to implement the principle of sustainable palm oil management.
2	Has certified for RSPO in 2008
3	Land application of POME using the furrow &/ cascading flatbed system.
4	Biogas from POME was used to generate steam at the mill, and a gas engine was being installed to generate electricity that will be fed into the national grid.
5	At the mill mild steel being replaced by stainless steel

3.5.4 Identification of Findings, Corrective Actions and Observations at S3 Assessment

CAR No	Ref Std	Finding	Area	Grade	Time Limits	Corrective Action	Observation	Status	Closing Date
2016.01	4.1.2	<p>A mechanism to check consistent implementation of procedures shall be in place.</p> <p>It was observed that no procedure exist to address non-compliance and corrective action for continuous improvement.</p>	UIE POM	Minor	ASA 4	The management unit shall have procedure exist to address non-compliance and corrective action for continuous improvement	<p>Root Cause: There are no adjustment SOP with new RSPO requirement.</p> <p>Corrective Action: Revision the SOP by Human Resources, Environment, Safety and Health Department according to RSPO requirement.</p> <p>Preventive Action: SOP monitoring according to RSPO requirement update by HR Manager every six month.</p> <p>Observation 13 June 2016 Company was show SOP revision, there are describe about corrective action for continuous improvement: For minor incidences/noncompliance, verbal warnings will suffice. For major incidences/noncompliance a warning letter issued and the immediate supervisor to monitor that corrective actions taken and record accordingly in</p>	Closed	13 June 2016

CAR No	Ref Std	Finding	Area	Grade	Time Limits	Corrective Action	Observation	Status	Closing Date
							the relevant checklist/records. Auditor Conclusion: Based on corrective evidence, these NC was closed.		
2016.02	RSPO Certification System 4.2.4 (f & i) Criteria on 2.2	<p>Company land use right is contested by local community by showing their land legal right.</p> <p>During the interview with one of the local people, Winarko, it is revealed that the PT Surya Sawit Sejati planted its palm oil in area owned by the stakeholder. This area is located in Block 58, Divisi II, Lada Estate for ±0,5 ha. The stakeholder feels being disadvantaged by PT SSS in term of his right to use his land.</p> <p>Land legal right evidence in form of owned land certificate and the chronology of dispute complaint is presented during the interview.</p> <p>Based on the above information, auditor team concludes that PT SSS has been operated on other land use right owner and until the audit conducted, the solution for this land dispute has been agreed by</p>	Lada Estate	Major	60 days after closing meeting	PT Surya Sawit Sejati must be able to provide that all of company activity is operated in area that is not legally owned by other party.	<p>Observation 13 July 2016 <i>CH has showed evidence of declaration letter from the complainant named Winarko on 2 July 2016 explaining that:</i></p> <ul style="list-style-type: none"> <i>Agreement on land dispute for 0.4 ha by returning the land to Winarko</i> <i>The finalization of the process is planned maximum on late of July 2016</i> <i>By the agreement achieved on this land dispute case, Winarko will not claim in the future.</i> 	Closed	13 July 2016

CAR No	Ref Std	Finding	Area	Grade	Time Limits	Corrective Action	Observation	Status	Closing Date
		both parties involved.							
2016.03	Criterion 6.3	<p>Land dispute process has not been implemented effectively</p> <p>Based on information gathered during public consultation on land dispute case (NC2016.1) known that the implementation of land dispute taking long period of time since 2014 and not effective.</p> <p>Up to day, there is no agreement on that land dispute solution agreed by both parties.</p> <p>Company procedure has no information on option to bring dispute to RSPO complaint system if there is no solution achieved.</p>	Lada Estate	Major	60 days after closing meeting	PT Surya Sawit Sejati must be able to proof that dispute on land occupied by other party than the company in form of use, customary or legal rights is resolved in timely manner and effective and agreed by the involved parties.	<p><i>Observation on 16 July 2016.</i></p> <p><i>CH has provide evidence of improvement on land dispute resolution in form of documents of:</i></p> <ul style="list-style-type: none"> <i>Land dispute resolution procedure No. .SSS-COMDEV (HMS)-024 dated 1 April 2014 (revision 4 June 2016) explaining changes on:</i> <ul style="list-style-type: none"> <i>a) Annex of community complaint record form/booklist</i> <i>b) Change annex of land ownership leasing form adjusted with National Land Agency (BPN) Form</i> <i>c) Additional of land compensation payment receipt</i> <i>d) change of note of compensation hand over form</i> 	Closed	28 July 2016

CAR No	Ref Std	Finding	Area	Grade	Time Limits	Corrective Action	Observation	Status	Closing Date
							<p>e) Addiitonal information on maximum resolution due date. Mechanism on complainant (community) has a right to bring the complaint to RSPO complaint system.</p> <p>The SOP has been authorized by management representative.</p> <ul style="list-style-type: none"> The procedure and flow chart of land dispute is in accordance with FPIC fulfilment of UP PT Surya Sawit Sejati No. SSS-HMS-001 explaining 24 steps on: <p>a) If there is any complainant who owns land legal right evidence in form of land ownership right (SHM), then the</p>		

CAR No	Ref Std	Finding	Area	Grade	Time Limits	Corrective Action	Observation	Status	Closing Date
							<p>complaint resolution will be:</p> <ul style="list-style-type: none"> Step 1 → 20 days in maximum for completing and verification of complaint document process Step 2 → 20 days in maximum processing land legal by PT SSS and National Land Agency (BPN). Step 3 → 20 days in maximum for negotiation and finalization process. <p>b) If complainant has a legal evidence in form of SKT (land information status), then the resolution process will be as follow:</p>		

CAR No	Ref Std	Finding	Area	Grade	Time Limits	Corrective Action	Observation	Status	Closing Date
							<ul style="list-style-type: none"> ○ Step 1 → 10 days in maximum for completion and verification process of complaint document. ○ Step 2 → 10 days in maximum for land legal verification proces by PT SSS. ○ Step 3 → 10 days in maximum for negotiation and finalization process. 		

3.5.5 Opportunity for Improvement

No	Ref Std	Descriptions
1	Major 2.1.1	Consideration to improve scheduled waste notification to authority.
2	Major 4.3.1.	Consideration to improve a fragile soils maps to add a geo referenced and scale. (Observation)

No	Ref Std	Descriptions
3	Major 4.3.4.	Consideration to make SOP BMP on peat with reference to RSPO BMP on peat to make sure consistence water management monitoring. (Observation)
4	Minor 4.7.5	Consideration to identify all major potential emergencies including potential natural disasters such as flood, etc.
5	SCCS	Consider for refresh training to staff (<i>Personal in Charge</i>) in relation of SCCS implementation.

3.5.6 Noteworthy Positive Components

No	Descriptions
1	Company has commitment to implement the principle of sustainable palm oil management.
2	Has certified for RSPO in 2008
3	Land application of POME using the furrow &/ cascading flatbed system.
4	Biogas from POME was used to generate steam at the mill, and a gas engine was being installed to generate electricity that will be fed into the national grid.
5	At the mill mild steel being replaced by stainless steel

3.6 Summary of Arising Issues from Public, Management and Auditor Response

Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
<p>Palm Oil Scope (UIE POM & Jenderata + Ulu Basir + Ulu Bernam POM) Stakeholders meeting was involve of migrant workers, Gender Committee and Local Contractor. The main points of stakeholder meeting was describe below:</p> <p>Migrant Workers (representation of Indonesia, India, Bangladesh & Nepal)</p> <ul style="list-style-type: none"> The migrant workers was informed that when they are came to Malaysia, all of them must comply with Malaysia regulation. All of the migrant workers has have Passport and Work Permit and has been check by authority of Malaysia. The Personnel file of the migrant workers consist of Passport, Work Permit, etc has filed in each management unit of POM. Employment contract was formatted on English language version, Bahasa Melayu, Bangladesh, Nepal and India. The migrant workers was understood the document of statement related to Safe Keeping Passport . The statement of the new workers that they are has been received and signed of Code of Conduct by United Plantation in the early period. 	<p>All foreign workers are addressed as “Guest Workers” and on their arrivals their passports, work permits are inspected/processed. Yearly renewals of work permits are done by the Company.</p> <p>Each guest worker is issued in their native languages a copy of the Company’s Employees Handbook, it contains the Company’s policies, employment contract, OHS etc.</p> <p>Guest workers voluntarily sign a consent letter authorizing the Company to keep their passports for safe custody and they are aware that they have free access to their passports.</p> <p>Guest workers are issued the Company’s Employees handbook which contains the companies policies and acknowledged.</p>	<p>Based on documents verification and interviewed with the foreign workers indicated that all migrants workers has been follow the Malaysian rule related to migrants workers.</p> <p>The UP management has been formatted the document of Employment contract in several language.</p> <p>There was sighted sample document of “Safe Keeping Passport” has been signed voluntary by migrant worker.</p> <p>The auditor was observed the document Code of Conduct has been signed by the migrant worker</p>

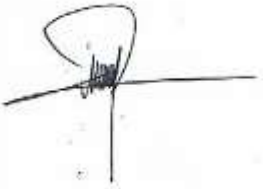

Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
<ul style="list-style-type: none"> There is no issue related to workers right abused. Based on interview with several workers that knows they was earn of minimum wages average of RM 1,200 till 1,500 for 26 days. It was above of Malaysian minimum wage standard (RM 900 per month). There is no issued related to conflict among workers and the company. The company has provided housing and supporting facilities for the workers. <p><u>Gender Committee</u></p> <ul style="list-style-type: none"> The Gender Committee was established and it aim to handle if any case of woman right abuse and sexual harassment. There is no issued related to woman right abuse and sexual harassment. The company has been implemented of woman right related to natal period. The leave period for every woman on natal period was 2 month (based on Malaysia regulation). <p><u>Local Contractor</u></p> <ul style="list-style-type: none"> The company was provide document of contract agreement for each contactor in early period. The contract was explained of responsible of each party, payment period and PPE using. 	<p>Guest workers voluntarily sign a consent letter authorizing the Company to keep their passports for safe custody and they are aware that they have free access to their passports.</p> <p>However for poor productivity ,the Company provides counseling and warnings</p> <p>The Guest Workers Committee Meetings is a platform to address all grievances and its immediately resolved or nipped at the bud.</p> <p>The Company's houses are above or on par the Malaysian Workers' Minimum Housing and Amenities Act 1990</p> <p>The Gender Committee is very active and it's a good platform to address their grievances.</p> <p>Maternity payments and leave granted in accordance with the Malaysian Employment Act 265</p>	<p>Generally sampling of workers payment was average on level 1.200 RM/ worker for 26 mandays/month.</p> <p>Based on interview with several workers, there is not indication of labour dispute.</p> <p>Based on field visit at surround of plantation and mill area, that showed the company was provide of properly housing and supported facilities (scholl, clinic, sport hall, shop for miscellaneous, ATM, etc)</p> <p>Based on woman workers interview, there is no indication of woman right abuse</p> <p>The local contractor was informed that the cooperation with the UP management has been done transparently.</p>

Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
<ul style="list-style-type: none"> All of payment period has been done on time based on contract clause. 	<p>A stamped MOA is executed with all Contractors stipulating the terms and conditions and ensuring that that the contractors honor all statutory payments to their employees and abide by the OSHA and Environment Act.</p> <p>As above.</p>	
<p>Estate Scope (UIE Estate and Jenderata Estate , Seri Pelangi Estate, Ulu Basir Estate, Ulu Bernam Estate, Sungei Erong Estate, Sungei Cawang Estate, Cangkat Mentri Estate & Lima Blas Estate).</p> <p>Stakeholders meeting was involve of representation of migrant workers from each estate, Gender Committee and Local Community and Local Contractor.</p> <p>The main points of stakeholder meeting was describe below: <u>Migrant Workers from Indonesia</u></p> <ul style="list-style-type: none"> There is no cases related to migrant workers. All of payment process for the employee was on time. The company was provide the housing for all workers included electricity and fresh water. The company also provided the supporting facilities (Clinic, Praying facility: temple, mosque and church, Sport Hall, play ground, school bus, etc). 	<p>The Company's houses are above or on par the Malaysian Workers' Minimum Housing and Amenities Act 1990. Electricity is partly subsidized by the Company.</p> <p>The Malaysian Govt. only permits female workers from Indonesia to work in plantations, in such cases we provide</p>	<p>Generally sampling of workers payment was average on level 1.200 RM/ worker for 26 mandays/month.</p> <p>Based on field visit at surround of plantation and mill area, that showed the company was provide of properly housing and supported facilities (scholl, clinic, sport hall, shop for miscellaneous, ATM, etc)</p>

Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
<ul style="list-style-type: none"> There is no husband by the migrant workers was bring their wife and family into the plantation area. If any migrant workers will bring their wife, the wife shall becoming worker. All of the workers has earn of minimum wages average of RM 1,200 till 1,500 for 26 days. It was above of Malaysian minimum wage standard (RM 900 per month). The passport was filled in each estate office after the migrant workers voluntary signed the document of "Safe Keeping Passport". The document of Code of Conduct was signed by all migrant workers in early period before they are begun for working. The contract for one period for each migrant workers are 2 year for workers from Indonesia. After the contract was expired, the migrant workers can renew the contract for next period. All of the worker was earn additional salary every year (the employee called 13th salary. <p><u>Migrant Workers from Bangladesh</u></p> <ul style="list-style-type: none"> The contract period for Bangladesh workers are 3 years. After the contract period was expired the migrant workers can renew their contract for next period. The RSPO Audit was positive impact to migrant workers. All of party both of migrant workers and the company shall comply to Malaysian regulation. 	<p>employment to the spouses with valid permits.</p> <p>However for poor productivity ,the Company provides counseling and warnings</p> <p>Guest workers voluntarily sign a consent letter authorizing the Company to keep their passports for safe custody and they are aware that they have free access to their passports.</p> <p>The Malaysian Govt. approves extensions of work permits for a maximum of 10years and we encourage our Guest Workers to stay for the full tenure.</p> <p>Eligible workers are paid two weeks vocational leave annually.</p> <p>Each guest worker is issued in their native languages a copy of the Company's Employees Handbook,it contains the Company's policies, employment contract,OHS etc.</p> <p>However for poor productivity ,the Company provides counseling and warnings</p>	<p>There was sighted sample document of "Safe Keepeing Passport" has been signed voluntary by migrant worker.</p> <p>Based on documents verification and interviwed with the foreign workers indicated that all migrants workers has been follow the Malyasian rule related to migrants workers.</p>

Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
<ul style="list-style-type: none"> All of the workers has earn of minimum wages average of above of Malaysian minimum wage standard (RM 900 per month). The company was provide house and supporting facilities for all employee There was also available of ATM facility in several area of estate office and mill office. <p><u>Representation Community (Wakil Orang Jiran)</u></p> <ul style="list-style-type: none"> Was worked at Sungei Cawang Estate about 20 years In the near of United Plantation there is no community settle. The distance from plantation area to community surround area was separate. The company was provide aid of school bus There was also clinic facilities There is no issue of land conflict <p><u>Gender Committee (from Changkat Mentri Estate)</u></p> <ul style="list-style-type: none"> There is no discrimination between woman and man in related access for working. The Gender Committee was existing in each estate and it aim to handle if any case of woman right abuse and sexual harassment. There is no issued related to woman right abuse and sexual harassment. 	<p>The Company's houses are above or on par the Malaysian Workers' Minimum Housing and Amenities Act 1990. Electricity is partly subsidized by the Company.</p> <p>Our relationship with our neighboring communities are good and they participate in our stakeholders meetings. We provide free medical care to them.</p> <p>The Gender Committee is very active and it's a good platform to address their grievances.</p> <p>Maternity payments and leave granted in accordance with the Malaysian Employment Act 265</p>	<p>Based on field visit at surround of plantation and mill area, that showed the company was provide of properly housing and supported facilities (scholl, clinic, sport hall, shop for miscellaneous, ATM, etc)</p> <p>Based on woman workers interview, there is no indication of woman right abuse</p>

Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
<ul style="list-style-type: none"> The company has been implemented of woman right related to natal period. The leave period for every woman on natal period was 2 month (based on Malaysia regulation). 		
<u>Local Contractor</u> <ul style="list-style-type: none"> The company was provide document of contract agreement with each contactor in early period. The company was consistence to pay the contractor based on clause of contract The contract was explained of responsible of each party, payment period and PPE using. 	A stamped MOA is executed with all Contractors stipulating the terms and conditions and ensuring that that the contractors honor all statutory payments to their employees and abide by the OSHA and Environment Act.	The local contractor was informed that the cooperation with the UP management has been done transparently.

4.0	CERTIFIED ORGANISATION'S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY
4.1	<p>Formal Sign-off of Assessment Findings</p> <p>Hereunder sign by management representative from inspected company to acknowledge a field assessment and agree for all content explained in this assessment report, included of non-compliance findings.</p> <p>Signed on behalf of:</p> <div style="display: flex; justify-content: space-between; align-items: flex-end; padding-top: 50px;"> <div style="text-align: center;"> <p>United Plantation Berhad, Malaysia Management Representative</p>  <p><u>C. Mathews</u> 28 July 2016</p> </div> <div style="text-align: center;"> <p>Mutuagung Lestari Lead Auditor</p>  <p><u>Trismadi Nurbayuto</u> 28 July 2016</p> </div> </div>

Appendix1. List of Stakeholder Contacted in the RSPO Certification Process

No	Institution/NGO/Community	Address	Phone/Email	Form of Communication	Date of Contact	Response	
						Yes	No
1	Pesticide Action Network Asia and the Pacific (PAN AP)	P.O. Box 1170, Penang, 10850 Malaysia	panap@panap.net	Email	17/5/2016		✓
2	National Council of Welfare & Social Development Malaysia - NCWSDM	No. 17, Jalan 1/48A, Bandar Baru Sentul, 51000 Kuala Lumpur, Malaysia.	makpem@gmail.com	Email	17/5/2016		✓
3	Environmental Protection Society Malaysia (EPSM)	No. 60, Jalan 21/35, 46300 Petaling Jaya, Selangor, Malaysia	epsm@epsm.org.my	Email	17/5/2016		✓
4	Wild Asia Sdn Bhd	Upper Penthouse, Wisma RKT, No 2 Jalan Raja Abdullah, 50300 Kuala Lumpur	info@wildasia.org	Email	17/5/2016		✓
5	Internal Stakeholders	Each unit	-	Interview	25/5/2016	✓	
6	Local Community	Near each unit	-	Interview	25/5/2016	✓	

Appendix 2. Assessment Program

DATE TARIKH	23 till 28 MAY 2016	
PLANNED TIME PELAN MASA	PROCESSES / CLAUSES TO BE AUDITED PROSES / FASAL YANG DIAUDIT	AUDITOR
Isnin / Monday 23 May 2016 09.40 – 12.40	Travelling from Jakarta to Kuala Lumpur	ORN, TNO
14.00 – 16.30	Travelling from Kuala Lumpur to Lodging / United Plantations Guest House, Jendarata, Teluk Intan, Perak	All Auditors
Selasa / Tuesday 24 May 2016 08.00 – 09.30	Opening Meeting <ul style="list-style-type: none"> Auditee Speech (Introduction of PIC, Profile of Mill and Estates Management Unit) Auditor Team Speech (Introduction, Audit Objective, Audit Scope, Audit Plan Discussion, Determine of Audit Sample, Determine of Field Visit Audit, Transparency and Confidentiality Clarification) 	ALL Auditors
09.30 – 13.00	Document Audit and Field Visit to <u>Seri Pelangi Estate</u> <ul style="list-style-type: none"> Agronomy (Harvesting & Transportation, Manuring, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application, Peat Area (Water management, etc) Conservation Aspect (Inspection of HCV Identified Area, Riparian/Waterways Zone, Reservoir, Forest Area) Environmental, Occupational Health & Safety Aspect (PPE Used in Harvest, Manure & Pesticide Application) and Worker Welfare Legal Demarcation Aspect (Inspection of Legal Boundary Stones, Community Buffer Area/Enclave) Worker's Facilities Aspect (Housing, Daycare, Sports Facilities, Employees Meeting Hall, Sanitary Facilities) & (Inspection to Chemical Storage, Fertilizer Storage, Hazardous Waste Storage, Fire Control Facilities, Waste Management) 	TNO,MHI TNO,MHI TNO,MHI MMS,EHS MMS, EHS
13.00 – 14.00	Document Audit and Field visit to <u>JENDARATA PALM OIL MILL</u> <ul style="list-style-type: none"> Supply Chain verification (FFB Receiving, Weighbridge, FFB Sorting, Processing Activity, Despatch CPO) Interview with Worker's Union Mill, Gender Committee, Local Contractor Occupational Health & Safety Aspect (Inspection to Chemical Storage, Hazardous Waste Storage, Fire Control Simulation, POME Pond & Land Application of POME) 	ORN ORN YCH
14.00 – 17.00	Break and Lunch <ul style="list-style-type: none"> Field Observation Verification & Completion of Check List in Mill Field Observation Verification & Completion of Check List in Estate 	ORN,YCH TNO, MMP,MHI, EHS

DATE TARIKH	23 till 28 MAY 2016	
PLANNED TIME PELAN MASA	PROCESSES / CLAUSES TO BE AUDITED PROSES / FASAL YANG DIAUDIT	AUDITOR
Rabu / Wednesday 25 May 2016 08.00 – 09.00	Travel from Teluk Intan to Pantai Remis	All Auditors
09.00 – 13.00	<p>Document Audit and Field Visit to <u>UIE Estate</u></p> <ul style="list-style-type: none"> • Agronomy (Harvesting & Transportation, Manuring, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application, Peat Area (Water management, etc) • Conservation Aspect (Inspection of HCV Identified Area, Riparian/Waterways Zone, Reservoir, Forest Area) • Environmental, Occupational Health & Safety Aspect (PPE Used in Harvest, Manure & Pesticide Application) and Worker Welfare • Legal Demarcation Aspect (Inspection of Legal Boundary Stones, Community Buffer Area/Enclave) • Worker's Facilities Aspect (Housing, Daycare, Sports Facilities, Employees Meeting Hall, Sanitary Facilities) & (Inspection to Chemical Storage, Fertilizer Storage, Hazardous Waste Storage, Fire Control Facilities, Waste Management) <p>Document Audit and Field visit to <u>UIE PALM OIL MILL</u></p> <ul style="list-style-type: none"> • Supply Chain verification (FFB Receiving, Weighbridge, FFB Sorting, Processing Activity, Despatch CPO) • Interview with Worker's Union Mill, Gender Committee, Local Contractor • Occupational Health & Safety Aspect (Inspection to Chemical Storage, Hazardous Waste Storage, Fire Control Simulation, POME Pond & Land Application of POME) 	<p>TNO,MHI</p> <p>TNO,MHI</p> <p>TNO,MHI</p> <p>MMS,EHS</p> <p>MMS, EHS</p>
13.00 – 14.00	Break and Lunch	
14.00 – 17.00	<ul style="list-style-type: none"> • Field Observation Verification & Completion of Check List in Mill • Field Observation Verification & Completion of Check List in Estate. 	<p>ORN, ORN</p> <p>YCH</p> <p>ORN,YCH</p> <p>TNO, MMP,MHI, EHS</p>

DATE TARIKH	23 till 28 MAY 2016	
PLANNED TIME PELAN MASA	PROCESSES / CLAUSES TO BE AUDITED PROSES / FASAL YANG DIAUDIT	AUDITOR
Khamis / Thursday 26 May 2016 08.00 – 13.00	Document Audit and field Visit to <u>Sungai Erong Estate</u> <ul style="list-style-type: none"> • Agronomy (Harvesting & Transportation, Manuring, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application, Peat Area (Water management, etc) • Conservation Aspect (Inspection of HCV Identified Area, Riparian/Waterways Zone, Reservoir, Forest Area) • Environmental, Occupational Health & Safety Aspect (PPE Used in Harvest, Manure & Pesticide Application) and Worker Welfare • Legal Demarcation Aspect (Inspection of Legal Boundary Stones, Community Buffer Area/Enclave) • Worker's Facilities Aspect (Housing, Daycare, Sports Facilities, Employees Meeting Hall, Sanitary Facilities) & (Inspection to Chemical Storage, Fertilizer Storage, Hazardous Waste Storage, Fire Control Facilities, Waste Management) 	TNO,MHI TNO,MHI TNO,MHI MMS,EHS MMS, EHS
13.00 – 14.00	Document Audit and Field visit to <u>ULU BASIR PALM OIL MILL</u> <ul style="list-style-type: none"> • Supply Chain verification (FFB Receiving, Weighbridge, FFB Sorting, Processing Activity, Despatch CPO) • Interview with Worker's Union Mill, Gender Committee, Local Contractor • Occupational Health & Safety Aspect (Inspection to Chemical Storage, Hazardous Waste Storage, Fire Control Simulation, POME Pond & Land Application of POME) 	ORN ORN YCH
14.00 – 17.00	Break and Lunch <ul style="list-style-type: none"> • Field Observation Verification & Completion of Check List in Mill • Field Observation Verification & Completion of Check List in Estate. 	ORN,YCH TNO, MMP,MHI, EHS

DATE TARIKH	23 till 28 MAY 2016	
PLANNED TIME PELAN MASA	PROCESSES / CLAUSES TO BE AUDITED PROSES / FASAL YANG DIAUDIT	AUDITOR
Jumaat / Friday 27 May 2016		
08.00 – 13.00	<p>Document Audit and Field Visit to <u>Lima Blas Estate</u></p> <ul style="list-style-type: none"> • Agronomy (Harvesting & Transportation, Manuring, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application, Peat Area (Water management, etc) • Conservation Aspect (Inspection of HCV Identified Area, Riparian/Waterways Zone, Reservoir, Forest Area) • Environmental, Occupational Health & Safety Aspect (PPE Used in Harvest, Manure & Pesticide Application) and Worker Welfare • Legal Demarcation Aspect (Inspection of Legal Boundary Stones, Community Buffer Area/Enclave) • Worker's Facilities Aspect (Housing, Daycare, Sports Facilities, Employees Meeting Hall, Sanitary Facilities) & (Inspection to Chemical Storage, Fertilizer Storage, Hazardous Waste Storage, Fire Control Facilities, Waste Management) 	<p>TNO,MHI</p> <p>TNO,MHI</p> <p>TNO,MHI</p> <p>MMS,EHS</p> <p>MMS, EHS</p>
13.00 – 14.00	<p>Document Audit and Field visit to <u>ULU BERNAM PALM OIL MILL</u></p> <ul style="list-style-type: none"> • Supply Chain verification (FFB Receiving, Weighbridge, FFB Sorting, Processing Activity, Despatch CPO) • Interview with Worker's Union Mill, Gender Committee, Local Contractor • Occupational Health & Safety Aspect (Inspection to Chemical Storage, Hazardous Waste Storage, Fire Control Simulation, POME Pond & Land Application of POME) <p>Break and Lunch</p>	<p>ORN</p> <p>ORN YCH</p>
14.00 – 17.00	<ul style="list-style-type: none"> • Field Observation Verification & Completion of Check List in Mill • Field Observation Verification & Completion of Check List in Estate. 	<p>ORN,YCH</p> <p>TNO, MMP,MHI, EHS</p>
16.00 -17.00	<ul style="list-style-type: none"> • Stakeholder Consultation related stakeholders surround at all Mill and Estate (local community, local authorities, worker union representation, gender committee, etc). 	<p>ORN,MHI, EHS</p>
20.00 – 24.00	Team Auditor Meeting (Preparation of Audit Conclusion)	All Auditors
Sabtu / Saturday 28 May 2016		
08.00 – 10.00	<p>Closing Meeting:</p> <ul style="list-style-type: none"> • Presentation of Assessment Findings by Auditor Team (Explanation of Identified Nonconformities and Completion of Corrective Timeline, Answer & Questions) • Auditee Response against Assessment Findings 	<p>All Auditors</p>
11.00 – 14.00	Travelling from Teluk Intan and back to Kuala Lumpur	All Auditors
17.45 – 18.40	Travel from KL to Jakarta	ORN,TNO