

MSPO CERTIFICATION SUMMARY REPORT

ABEDON OIL MILL SDN. BHD.

SURVEILLANCE 02

Date: 04-05/03/2020

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MSPO Certification Summary Report

Company Name: Abedon Oil Mill Sdn. Bhd,

Certifying Unit: Abedon Oil Mill Sdn. Bhd,

Client Number: 92-043

Audit Type: ASA 02



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Abbreviations

CHRA	Chemical Health Risk Assessment
CPO	Crude Palm Oil
CSR	Corporate Social Responsibility
DOE	Department of Environment
EFB	Empty Fruit Bunch
EIA	Environment Impact Assessment
FFB	Fresh Fruit Bunch
GMP	Good Milling Practices
GPS	Global Positioning System
ISO	International Standard Organisation
MPOB	Malaysian Palm Oil Board
MPOCC	Malaysia Palm Oil Certification Council
MSPO	Malaysia Sustainable Palm Oil
NC	Non Conformity
OSH	Occupational Safety and Health
P&C	Principle and Criteria
PK	Palm Kernel
POME	Palm Oil Mill Effluent
PPE	Personal Protective Equipment
RSPO	Roundtable Sustainable Palm Oil
RTE	Rare, Threatened and Endangered Species
SA8000	Social Accountability 8000
SDS	Safety Data Sheet
SIA	Social Impact Assessment
SOP	Standard Operating Procedure
WHO	World Health Organization

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1. INTRODUCTION

Abedon Oil Mill Sdn. Bhd has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct surveillance audit for its palm oil mill according to MS 2530-4:2013 Part 4 General principles for palm oil mills.

1.1. Objective

The objective of this surveillance audit is to assess Palm Oil Mill by an independent certification body with the aim for compliance of the standards.

1.2. Scope

The certification is based on the documentation established by Abedon Oil Mill.

The supporting documents provided to the audit team as well as information received by means of interviews and background investigation.

The documents and information are reviewed against the requirements and criteria based on MS 2530-4:2013 Part 4 General principles for palm oil mills. TUV NORD Malaysia has employed a risk-based approach in the audit, focusing on the identification of significant risks and reliability of the assessment and reporting.

The following references are used as part of the assessment; the compliance of the requirements of the guidelines applied are checked.

1. Malaysian Sustainable Palm Oil Part 4: General Principles for Palm Oil Mill audit guidance;
2. Palm Oil Supply Chain Traceability Requirements

1.3. Appointment and Qualification of team members

The audit team appointed consists of the team leader and 2 team members. The team contributes to the review of documents, assessment of the project activity and preparation of this report.

Qualification of the Lead Auditor: Mohamad Norhisham Bin Mohd Salleh

Requirement	Qualifications
Post-secondary education, college or university diploma / degree in one of the following i) Agriculture; ii) Science & Technology (e.g. Environmental Sciences, Life Sciences, Geological Sciences, Natural Sciences,); iii) Engineering, Process Technology; iv) Energy Management, Quality Management; v) Social Sciences and/or Anthropology; vi) Business Management; or vii) Other relevant related fields	Graduate in Applied Science (Major in Agrobiology).

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Requirement	Qualifications
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	5 years working experience in palm oil estates.
Successfully completed MS 2530 series of standards training	Successfully completed MS 2530 series of standards training,
Conducted at least three (3) MSPO or equivalent sustainability certification audits as Lead Auditor-in-training with a minimum of fifteen (15) man-days under the supervision of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes within the last two (2) years.	Qualified as lead auditor for MSPO scheme.
A good knowledge in handling and evaluating sources of information and data. Able to communicate in Bahasa Malaysia, English and/ or any other local language.	Able to communicate in Bahasa Malaysia and English.
Field working experience in the palm oil sector, or demonstrable equivalent	Qualified MSPO Lead auditor. Have been conducting audit for both MSPO and RSPO schemes
Good Agricultural Practices (GAP), and Integrated Pest Management (IPM), pesticide and fertilizer use	Qualified MSPO Lead auditor. Have been conducting audit for both MSPO and RSPO schemes
Health and safety auditing on the farm and in processing facilities, for example ISO 45001 or Occupational, Health & Safety Assurance System	Successfully completed ISO 45001 Lead Auditor course.
Worker welfare issues and social auditing experience, for example with SA8000 or related social or ethical accountability codes	Successfully completed Basic SA 8000 training.
Environmental and ecological auditing, for example experience with organic agriculture, ISO 14001 or Environmental Management Systems (EMS) or High Conservation Value (HCV)	Successfully completed ISO 14001:2015 Lead auditor course and auditor for MSPO scheme.

Qualification of Team Members

Requirement	Assessor	Qualification	Compliance
Post-secondary education, college or university diploma / degree in one of the following i) Agriculture;	Sheron Pui Ling Wui	Bachelor in Medical Science	Yes
	Mohd Nur Amin Bin Mohd Halim	Graduate in Office Management & Technology.	

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Requirement	Assessor	Qualification	Compliance
ii) Science & Technology (e.g. Environmental Sciences, Life Sciences, Geological Sciences, Natural Sciences,); iii) Engineering, Process Technology; iv) Energy Management, Quality Management; v) Social Sciences and/or Anthropology; vi) Business Management; or vii) Other relevant related fields			
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	Sheron Pui Ling Wui	4 years working experience in QA, QMS and internal audit. 2 years working experience in MSPO audit.	Yes
	Mohd Nur Amin Bin Mohd Halim	6 years 10 months of working experience in both upstream & downstream division on managing sustainability of oil palm industry.	
Successfully completed MS 2530 series of standards training	Sheron Pui Ling Wui	Successfully completed MS 2530 series of standards training.	Yes
	Mohd Nur Amin Bin Mohd Halim	Successfully completed MS 2530 series of standards training.	
Conducted a minimum six (6) on-site audits for a total of at least 20 man-days of audit experience as an auditor-in-training under the direction and guidance of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes.	Sheron Pui Ling Wui	Qualified and appointed as auditor for MSPO scheme.	Yes
	Mohd Nur Amin Bin Mohd Halim	Qualified and appointed as auditor for MSPO scheme.	
A good knowledge in handling and evaluating sources of information and data. Able to communicate in Bahasa Malaysia, English and / or any other local language.	Sheron Pui Ling Wui	Able to communicate in Bahasa Malaysia, Mandarin and English.	Yes
	Mohd Nur Amin Bin Mohd Halim	Able to communicate in Bahasa Malaysia, and English.	

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Requirement	Assessor	Qualification	Compliance
Field working experience in the palm oil sector, or demonstrable equivalent	Sheron Pui Ling Wui	Qualified and appointed as auditor for MSPO scheme.	Yes
	Mohd Nur Amin Bin Mohd Halim	Qualified and appointed as auditor for MSPO scheme.	
Good Agricultural Practices (GAP), and Integrated Pest Management (IPM), pesticide and fertilizer use	Sheron Pui Ling Wui	Qualified and appointed as auditor for MSPO scheme.	Yes
	Mohd Nur Amin Bin Mohd Halim	Qualified and appointed as auditor for MSPO scheme.	Yes
Health and safety auditing on the farm and in processing facilities, for example ISO 45001 or Occupational, Health & Safety Assurance System	Sheron Pui Ling Wui	Successfully completed IMS ISO 45001:2018 Lead Auditor course.	Yes
	Mohd Nur Amin Bin Mohd Halim	Successfully completed IMS ISO 45001:2018 Lead Auditor course.	Yes
Worker welfare issues and social auditing experience, for example with SA8000 or related social or ethical accountability codes	Sheron Pui Ling Wui	Successfully completed Basic SA 8000 training.	Yes
	Mohd Nur Amin Bin Mohd Halim	Successfully completed Basic SA 8000 training.	Yes
Environmental and ecological auditing, for example experience with organic agriculture, ISO 14001 or Environmental Management Systems (EMS) or High Conservation Value (HCV)	Sheron Pui Ling Wui	Successfully completed IMS ISO 14001:2015 Lead auditor course and auditor for MSPO scheme.	Yes
	Mohd Nur Amin Bin Mohd Halim	Successfully completed IMS ISO 14001 Lead auditor courses and auditor for MSPO training.	Yes
Good Milling Practices for example palm oil milling working experience or demonstrate equivalent.	Sheron Pui Ling Wui	Qualified and appointed as auditor for MSPO scheme.	Yes
	Mohd Nur Amin Bin Mohd Halim	Qualified and appointed as auditor for MSPO scheme.	Yes

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2. METHODOLOGY

The audit approach consists of the following steps:

- Contract review;
- Appointment of team members and technical reviewer;
- Contact client for relevant documentation according to the applicable MSPO standards;
- Audit planning;
- Background investigation, desk review of submitted documents;
- On-Site assessment, inspections, interviews with operational personnel, stakeholders and its contractors; review of documentation;
- On-site reporting
- Resolution of non-conformance (NC) (if any)
- Draft audit reporting
- Technical review
- Final audit reporting
- Peer review
- Address Peer Review Comments (if any)
- Final approval and issuance of certificate.

ASA 02:

ASA 02 is conducted on 04/03/2020 to 05/03/2020 covers the following activities but not limited to below:

- Onsite inspection, observations and inspections of mill facilities such as process, workshops, stores, wastewater treatment system, waste handling and disposal sites, workers and staff living quarters, receiving and delivery of products for compliance to relevant Principles & Criteria of the applied standard;
- Interview operation personnel for understanding for the work assigned;
- Reviewed revised and updated documentation established and implemented;
- Operating records;
- Training records;
- Reports established;
- Work plans established;
- Review and closed out of non-conformance raised during stage 1 audit;
- Assessment reporting;

On-site Assessment

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The audit of the mill is conducted according to the MS 2530-4: 2013 Part 4: General principles for palm oil mills.

The methodology for collection of objective evidences include physical site inspections, observation of tasks and processes, interviews of stakeholders, communities, staff, workers and their families, review of documentation and data. Checklists and questionnaires are used to guide the collection of information. The comments made by external stakeholders are taken into account in the assessment.

Non-conformance:

On the basis of the desk review, evidences presented during the audits as well as from the onsite visits non-conformance (NC) Major, Minor and Opportunity for Improvement (OFI) may be raised during the audit.

Major non-conformance shall be addressed and responded with 60 days from closing date of audit. For minor non-conformances and action plan to be submitted within 30 days from closing date of audit for review and acceptance. Implementation of Minor NC will be reviewed and verified during the next audit.

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3. ORGANISATION INFORMATION

Abedon Oil Mill Sdn. Bhd located at Off 56 KM, Jalan Lahad Datu – Sandakan, 90200 Kinabatangan, Sabah.

Abedon Oil Mill met Malaysia Palm Oil Board licensing requirement.

The mill began operation in 1997 with an operating capacity of 30MT per hour.

Name of Mill	Location	Coordinates
Abedon Oil Mill Sdn. Bhd.	Off 56 KM, Jalan Lahad Datu – Sandakan, 90200 Kinabatangan, Sabah.	5.312222°; 117.9789°

3.1. Production volume

Estimated Volume for the past year Jan 2019 to Dec 2019			Actual volumes Jan 2019 to Dec 2019			Projected volume Jan 2020 to Dec 2020		
FFB	CPO	PK	FFB	CPO	PK	FFB	CPO	PK
153,900	31,853	6,932	122,197.82	24,094.24	6,025.33	136,867	27,374	6,566

3.2. Maps of Company and Mill Location

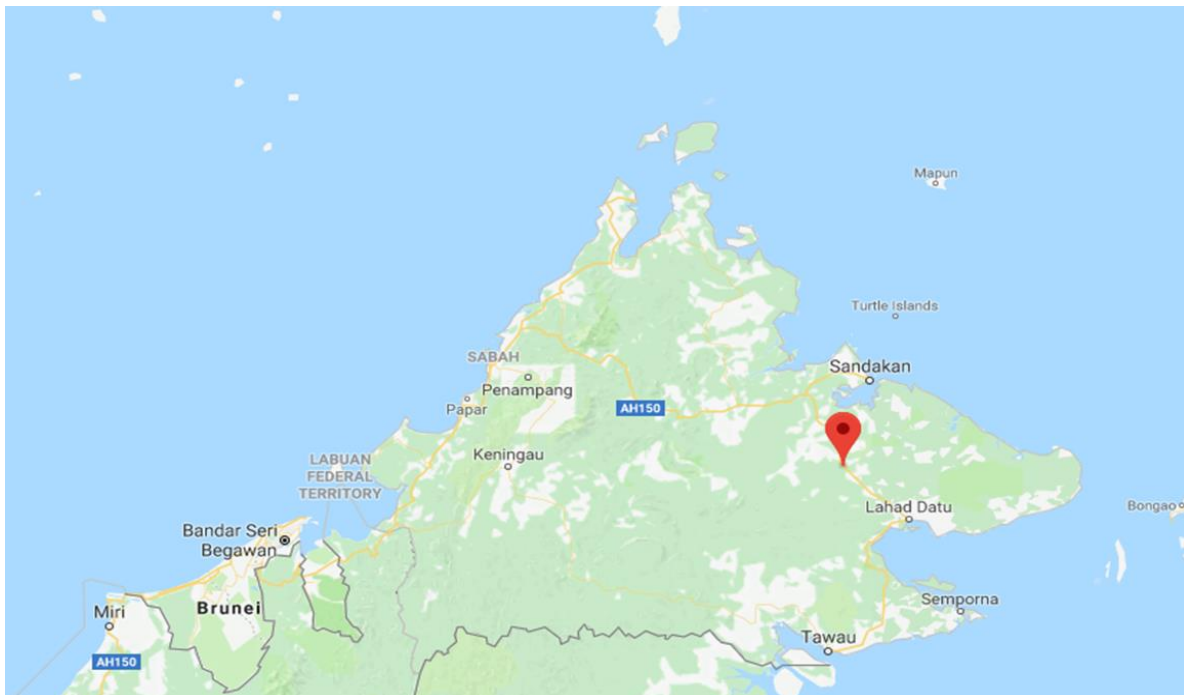


Figure 1: Map of Sabah State indicates the general location of Abedon Oil Mill.

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4. CERTIFICATION ASSESSMENT

4.1. ASA 02

The objective of the audit is to assess the activities of the mill are in compliance with MS 2530-4: 2013 Part 4: General principles for palm oil mills.

4.1.1. Surveillance Audit:

The surveillance audit is conducted on 04/03/2020 to 05/03/2020 covering Abedon Oil Mill.

During the surveillance, there is 1 Major and 5 Opportunity for Improvement (OFIs) are raised. The Major non-conformances raised during the audit are closed out by means of documents review that are established, revised and implemented appropriately and preventive actions taken..

During this audit, the audit team has review by means of inspection of mill activities, conduct interviews, review and verify documents that are established, corrected and implemented appropriately by the mill team. The corrective measures implemented could be verified as appropriate.

For details of the assessment, refer summary of assessment for each indicator in section 4.3 of this report.

The number of audit findings raised in this audit refer to Section 4.6 of this audit report.

4.2. Stakeholders' Consultation

TUV NORD (Malaysia) Sdn. Bhd., has published the public notification on 22/01/2020 as to accommodate stakeholder's consultation meeting for Abedon Oil Mill to provide comments. As at audit date on 04/03/2020 there are no comments received.

Invitation letters are sent on 22/01/2020 to invite relevant stakeholders to attend a local stakeholders' consultation on 02/03/2020 to gather information from the local communities in accordance to §7, 3.2 of the Certification Procedure requirements.

The topics of discussion are as below:

1. Introduction of MSPO certification.
2. Development of oil palm plantations.
3. Community service and support.
4. Wildlife management and wildlife corridor.
5. Type of wildlife sighted at plantations and wildlife corridor.
6. Local communities' development.

The following relevant Principles & Criteria of the applied standard are discussed during the stakeholders' consultation:

1. Principle 2 Criteria 2 Indicator 1: Consultation and Communication with stakeholders:
The stakeholders could confirm they have attended meetings with the company on MSPO certification.

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2. Principle 4 Criteria 2 Indicator 3 & 4: A complaint form should be made available at the premises, where employees and affected stakeholders can make a complaint

The stakeholders' advice that they have been informed a logbook and form available at the office to lodge any complaints or suggestions.

3. Principle 4 Criteria 3 Indicator 1: Contribute to local development in consultation with the local communities.

The local communities could confirm the company has provide assistance and support to communities.

4. Principle 6 Criteria 4 Indicator 1: Where contractors are engaged, they shall understand the MSPO requirements and shall provide the required documentation and information

The contractors who provides maintenance and service could confirm they are briefing on MSPO requirements.

There are no issues raised during the stakeholder's consultation in terms of tenure and/or land use rights, social or environmental aspects of management and operations that need to be addressed by the certified unit. It can be concluded the relevant Principles and Criteria clauses of the applied standard are in compliance.

The list of stakeholders who attended the meeting refer to Table 7-1.

Item	Subject discussed	Audit team findings	Company response and proposed action to be taken
1	Any information from the Company on MSPO audit?	Stakeholders invited for attended the MSPO audit via invitation letter received.	No action required.
2	Social issues	Stakeholders attended are local communities. No social issues occur or lodged to the management.	No social issued occurred.
3	Economy / livelihood Is there any impact on livelihood after the introduction of MSPO?	Stakeholders attended are local communities. Local people hired to work in the mill	No action required.
4	Does MSPO largely benefits the local community?	Stakeholders receiving benefits with MSPO implementation.	No action required.
5	Environmental understanding	Stakeholders attended meeting informed they do not encounter any negative impact from Mill operation.	No action required.
6	Support to smallholders	Stakeholders acknowledge Abedon Oil Mill support smallholders by accepting their FFB and provide information on FFB prices.	No action required.

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Item	Subject discussed	Audit team findings	Company response and proposed action to be taken
7	FFB quality	Stakeholders aware of FFB quality and Abedon Oil Mill is in collaborating with suppliers to ensure FFB quality and grading according to MPOB requirements	No action required.
8	Are there any mill management practices that affect you?	Stakeholders confirmed there are no negative impact of mill operation towards them.	No action required.
9	Do you consider the management is in conflict with the MSPO principles and criteria?	Stakeholders confirmed the management taken effort to meet the MSPO requirements.	No action required.
10	Do you have any suggestions for management?	Stakeholders suggest to improve on the communication between the management and surrounding communities.	Request by stakeholders is highlighted to mill management.

4.3. Summary of Findings

Principle and Criteria Assessment Summary
<p>The assessment team conducted a thorough assessment of each principle and criteria. Over the 5 years' period of the certificate cycle, there will be 4 annual surveillance audits where all criterions will be assessed. Evidences are sought for conformity with the MSPO 2530-4. The summary of the assessment can be seen below, where the "Findings/Comments" column reflects the findings in accordance with each criteria and indicator or evidences and when non conformity is found. Summary of the non-conformity can be found below</p>

Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
4.1.1.1	<p>Abedon Oil Mill (AOM) established Sustainable Policy dated 02/01/2018 signed by Chief Executive Officer.</p> <p>The policy is available at notice board of office and operations areas.</p> <p>Policy training conducted on 27/02/2020 to the workers.</p>	Yes
4.1.1.2	<p>AOM established Sustainable Policy dated 02/01/2018 sign by Chief Executive Officer.</p> <p>The policy statement committed to all relevant laws, RSPO, ISVCC and MSPO certification principles and criteria that will ensure a sustainable future and to promote continuous improvement</p>	Yes
4.1.2.1	<p>AOM established Internal audit procedure, doc number: KHB/G/SOP-49 latest revision dated 09/02/2018. The procedure described Internal audit to conduct quarterly in every 12 months.</p> <p>Latest internal audit conducted on 30/01/2020 includes physical audit and documentation review with 15 major non-conformities raised.</p>	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
4.1.2.2	<p>AOM established Internal audit procedure, doc number: KHB/G/SOP-49 latest revision dated 09/02/2018.</p> <p>Internal audit conducted on 30/01/2020. There are 15 major non-conformities raised identify the weakness to be addressed.</p> <p>The corrective action taken to address the findings include root cause analysis. All findings are closed out prior to external audits.</p>	Yes
4.1.2.3	<p>Internal audit results are presented at at the management review conducted on 10/02/2020.</p>	Yes
4.1.3.1	<p>AOM established General Chain of Custody, doc number: AOM-ADM-SCCS-002 effective date 01/05/2018.</p> <p>Point 5.12.1 Management review is conducted at least annually.</p> <p>AOM conducted Management Review on 10/02/2020.</p> <p>Minutes of meeting includes:</p> <ol style="list-style-type: none"> 1. Status of internal audit non-conformity raised. 2. Prevention and corrective action. 3. Customer feedback. 4. Follow up action. 5. Recommendation and improvement of management system. 	Yes
4.1.4.1	<p>AOM conducted Continuous Improvement Plan, revised on 31/01/2020.</p> <p>The topics in the CIP are:</p> <ol style="list-style-type: none"> 1. Environment 2. Waste reduction 3. Pollution and emission reduction 4. Social impact 5. Health and safety 6. Legal compliances <p>Table established includes:</p> <ol style="list-style-type: none"> 1. Expected outcome. 2. Time frame. 3. Indicator. 4. Responsibility and status of completion. <p>Example:</p> <p>Improvement action: Boiler stack Emissions and Flue Gas Emission Control System.</p> <p>Expected outcome: Reduce stack emission as per DOE requirement.</p>	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	<p>Timeframe: 2020</p> <p>Indicator: Set up ESP system for boiler</p> <p>Responsibility; Mill Manager</p> <p>Status: Budget approved by management.</p>	
4.1.4.2	<p>AOM established SOP improvement and new information procedure, doc number: AOM-ADM-INI, dated 01/02/2017.</p> <p>The procedure include flow chart describing the process in obtaining information for new technology, action plan, implementation and performance analysis and review.</p> <p>Example of implementation of new technology:</p> <p>Installation of sterilizer hydraulic clutch door automation system, assemble on February 2020 and under trial for usage</p>	Yes

Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.1.1	<p>Mpk1302)AOM established list of stakeholders dated 11/06/2019 that include authorities, villagers, schools, transporters, neighbors, collecting center, certified smallholders, uncertified smallholders, refinery and others (NGO).</p> <p>AOM communicate information through stakeholders meeting dated 28/06/2019. The agenda includes MSPO 7 principles, social, environment, safety and health, communication and consultation procedure, complaint and grievance procedure and etc.</p> <p>The stakeholders meeting recorded a request from neighbouring estate for information and responded by the mill management during the meeting.</p>	Yes
4.2.1.2	<p>AOM adopted KHB group List of of Documents and Transparency Status, dated 03/06/2019.</p> <p>Example of publicly available document:</p> <ul style="list-style-type: none"> • Company policies • Procedures <p>Example of confidential document: KHB annual budget.</p>	Yes
4.2.2.1	<p>AOM adopted KHB group Communication and Consultation Procedure dated 01/08/2018.</p> <p>The purpose of this procedure is to maintain open and transparent methods of consultation and communication with all stakeholders and any other affected or interested parties.</p> <p>Flow chart for consultation and communication process displayed on mill notice board.</p>	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	<p>AOM adopted KHB group SOP Stakeholder Engagement / Negotiation procedure dated 05/05/2017. This procedure include request and response, consultation meeting and complaint & grievances process flow.</p> <p>The stakeholders meeting conducted on 28/06/2019 briefed on the procedures.</p> <p>Interviews with stakeholders during stakeholder consultation are aware and understand the process to request and receive information from mill.</p>	
4.2.2.2	<p>AOM adopted KHB group Communication and consultation procedure dated 01/08/2018 describe the mill manager is the appointed person responsible for consultation and communication with the relevant stakeholders.</p> <p>Stakeholders meeting conducted on 28/06/2019 briefed on the PIC for consultation and communication for mill.</p>	Yes
4.2.2.3	<p>AOM adopted KHB group SOP Stakeholder Engagement / Negotiation document number KHB/G/SOP-35 dated 05/05/2017. The procedure states the list of stakeholders will be updated twice a year or when it is required.</p> <p>The established stakeholders list dated 11/06/2019 include authorities, villagers, schools, transporters, neighbors, collecting center, certified smallholders, uncertified smallholders, refinery and others (NGO).</p> <p>The group stakeholders meeting conduct on 28/06/2019.</p> <p>There is no request from stakeholders on the meetings however neighboring estate request information of segregation of rubbish process and address by management during the meeting.</p>	Yes
4.2.3.1	<p>AOM established Identification and traceability, document number: AOM-ADM-TRB revision number 0, effective date 01/10/2018.</p> <p>The SOP describe:</p> <ol style="list-style-type: none"> 1. Mill manager as person in charge for oversee the traceability process 2. Sequence of traceability from receiving of FFB until dispatch of CPO and PK. <p>List of traceability documents,</p> <ol style="list-style-type: none"> 1. FFB weighbridge ticket 2. FFB delivery note 3. FFB log Book 4. FFB daily processing records 	Yes
4.2.3.2	<p>AOM established SOP Identification and Traceability, document number: AOM-ADM-TRB dated 01/11/2018</p> <p>The procedure describe FFB traceability monitoring at mill ramp via loose fruits and bunches grading.</p>	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	AOM conducted internal audit on 30/01/2020 includes traceability system. There are no findings for traceability found in the internal audit result.	
4.2.3.3	AOM established Traceability Committee dated 03/01/2020 for monitoring and implementing traceability requirement. The committee comprised of mill manager, staff and workers.	Yes
4.2.3.4	AOM established records of sales and delivery and kept in office. AOM established SOP Identification and Traceability, document number: AOM-ADM-TRB dated 01/11/2018. The procedures describe traceability document shall be kept for minimum 5 years. Delivered palm products are traceable to contracts and crosscheck with delivery notes, weighbridge tickets issued against weighbridge tickets from buyers.	Yes

Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.1.1	AOM has established list of licenses and permits that include expiry date. Example of license available: 1. MPOB license valid until 30/11/2020. 2. Air receiver license valid until 23/09/2020. 3. DOE premise license valid until 30/06/2020. 4. Fire Certificate license valid until 20/03/2020. 5. Permit for diesel (skid tank) valid until 16/08/2020. 6. JTK permit for overtime valid until 12/11/2020.	Yes
4.3.1.2	AOM established legal register for Laws, Regulations with Applicable Clauses, document number KHB/G/SOP-36 revision number 1, effective date 31/01/2020. The list include; 1. Occupational Safety and Health Act 1994 2. Factories and Machinery (Certificates of Competency Examinations) Regulations 1970. 3. Environmental Quality Clean Air Regulation 2014. 4. Minimum Wage Order 2018	Yes
4.3.1.3	AOM adopted KHB group SOP Mechanism for implementation of legal requirements and system for Tracking changes in laws, document number KHB/G/SOP-36, revision number 02, revision date 09/02/2018. The SOP includes:	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
	<ol style="list-style-type: none"> Flowchart for mechanism of implementation of legal requirements which includes steps in updated the legal requirements. Evaluate the effectiveness of the changes in laws. To assesses the current practices and suggest changes (if any) in consultation with the head of plantation/mill 	
4.3.1.4	AOM appoint the senior clerk as person in charge for updating legal requirements.	Yes
4.3.2.1	AOM is situated within Kolopis Estate. Therefore does not diminish the land use rights of other users.	Yes
4.3.2.2	AOM is situated within Kolopis Estate. Kolopis estate is owned by KHB with land tenure for 99 years	Yes
4.3.2.3	AOM is situated within Kolopis Estate. The mill layout map is review to confirm located within the estate boundary.	Yes
4.3.2.4	AOM is situated within Kolopis Estate. The land title of Kolopis estate is country leased.	Yes
4.3.3.1	AOM is situated within Kolopis estate. Therefore, does not border with other estates.	Yes
4.3.3.2	AOM is situated within Kolopis estate. The estate map is review to confirm the mill location.	Yes
4.3.3.3	AOM is situated within Kolopis estate. Therefore, not applicable.	Yes

Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.1.1	<p>AOM established Social Impact Assessment dated 10/02/2020 cover applicable issues related to mill.</p> <p>The SIA include information from survey with internal and external stakeholders.</p> <p>Summary of positive and negative impacts with time bound plan to monitor for completion.</p> <p>Example of positive and negative impacts:</p> <p>Positive impact</p> <p>Social implication: Kadar penyelarasan gaji minimum yang memuaskan.</p> <p>Action Plan: Pemantauan akan diteruskan untuk memastikan implikasi diteruskan.</p> <p>Responsibility: AOM Manager</p> <p>Negative impact</p> <p>Social implication: Kekurangan rumah pekerja dan keadaan perumahan pekerja yang masing lagi using (isu lama)</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Long term plan: Perbincangan dengan pihak pengurusan atasan mengenai pembinaan kawasan perumahan quarters peekerja akan dilakukan dan akan dirujuk dalam CAPEX 2020.</p> <p>Responsibility: AOM Gender committee.</p> <p>The SIA will be review once a year with feedback from stakeholders.</p>	
4.4.2.1	<p>AOM established Complaint & Grievance procedure, dated 01/08/2018 approved by Director. The procedure is available in English and Bahasa Malaysia languages.</p> <p>The procedure states investigation and resolution within 30 working days. However, if the issue cannot be resolved internally dispute will be referred to arbitration panel as agreed by both parties within 30 working days.</p> <p>AOM established t form for grievances</p> <ul style="list-style-type: none"> a. Complaint and grievance form dated 01/06/2017. b. Appeal form dated 01/06/2017. <p>Complaint procedure displayed on notice boards at hosing area and office.</p> <p>Site interview with mill workers indicate they understand the process to make a complaint or grievance.</p>	Yes
4.4.2.2	<p>AOM established Rekod Membuka Peti Aduan.</p> <p>Grievance record is reviewed. There are no complaints lodged as at audit date.</p>	Yes
4.4.2.3	<p>AOM established Borang Aduan / Rungutan dated 01/06/2017 and Borang Rayuan dated 01/06/2017.</p> <p>The complaint form and box made available at the mill office and the mill canteen.</p> <p>The complaint box is checked weekly to ensure any complaints lodged will be resolved in a timely manner.</p> <p>Interview with workers and dependents are aware of complaint process.</p>	Yes
4.4.2.4	<p>AOM conduct morning briefing on company policies and grievance procedure on 26/02/2020 attended by all level staff and workers.</p> <p>During Interview with workers and their dependents demonstrate they understand the complaint procedure and can be lodged at any time.</p> <p>At the stakeholder consultation, stakeholders confirmed they are aware on complaint process.</p>	Yes
4.4.2.5	<p>Complaint records for year 2017 until the audit date are available and maintain in the office.</p> <p>No complaints recorded for the last 24 months.</p>	Yes
4.4.3.1	<p>AOM provides opportunities to local communities such as canteen operator, employ local as workers and office staff.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	AOM process FFB from nearby smallholders. AOM provide contributions to local communities. Example support to local schools.	
4.4.4.1	<p>AOM adopted KHB Group Safety and Health Policy dated 01/04/2019 sign by Chief Executive Officer states KHB group commitment to comply with safety and health requirements.</p> <p>AOM established Safety and Health plan 2020.</p> <p>The plan include:</p> <ol style="list-style-type: none"> 1. Safety and health trainings. 2. Workers housing census. 3. Workplace inspection. 4. Safety and health meeting. 	Yes
4.4.4.2	<p>a</p> <p>AOM adopted KHB Group Safety and Health Policy dated 01/04/2019 sign by Chief Executive Officer.</p> <p>Policy training conducted on 27/02/2020 to the workers.</p> <p>Stakeholders consultation meeting conducted on 28/06/2019 include briefing of Abedon group policies.</p> <p>Safety and health policy is display at mill notice board.</p>	Yes
	<p>b</p> <p>AOM established HIRARC review conducted on 01/02/2020.</p> <p>The HIRARC table includes:</p> <ol style="list-style-type: none"> 1. Risk identification 2. Risk rating 3. Existing control 4. Risk control proposal (Administration and Engineering control) 5. Person in charge 6. Risk assessment after implementation of control measures <p>Example of activities assessed in HIRARC:</p> <ol style="list-style-type: none"> 1. Decanter Plant. 2. Bacterium plant and duckweed pond. 3. Boiler house. 	Yes
	<p>c. i</p> <p>Safety and health training conducted:</p> <ol style="list-style-type: none"> 1. Safety awareness on ramp and FFB transportation conducted on 06/02/2020. 2. Confined space SOP conducted on 06/02/2020. 3. Decanter plan safety and operation conducted on 24/02/2020. 	Yes

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Indicator	Summary of Assessment	Compliance
c. ii	<p>SDS for chemicals are display at the stores and laboratory.</p> <p>Observation on chemical and lubricant stores product with original label intact and in original containers.</p> <p>Example :</p> <p>Chemical store: Calcium Carbonate. SDS dated 02/01/2019</p> <p>Lubricant store: Mobil SHC 626 dated 02/08/2016.</p> <p>Diesel tank: Petronas Dynamic diesel SDS< dated 31/03/2016.</p>	Yes
d	<p>AOM provide PPEs for workers in accordance with HIRARC and CHRA assessment.</p> <p>PPE issuance records reviewed.</p> <p>Example:</p> <ol style="list-style-type: none"> 1. Safety Helmet. 2. Earplugs. 3. Safety Shoe. 4. Safety gloves. 	Yes
e	<p>AOM established SOP chemical handling doc number: AOM-ADM-OSH/SOP-24 effective date 03/01/2019.</p> <p>The procedure describe:</p> <ol style="list-style-type: none"> 1. Workers required to be train on SDS and HIRARC before commencing work. 2. Ensure the required PPE are in good condition and ready to use. <p>AOM established SOP on storage and management of chemical substance in store. Doc number: KHB/G/SOP-26/S7H-08, revision date 03/11/2016.</p> <p>The procedure describe handling, storage and precautionary measures on chemicals.. .</p> <p>Observation on chemical and lubricants stores all products original label are intact and visible.</p>	Yes
f	<p>AOM appoints the mill engineer as the health and safety coordinator to oversee the health and safety aspects of the mill activities.</p>	Yes
g	<p>AOM conduct OSH meetings on quarterly basis. The latest meeting conducted on 19/12/2019.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Committee members comprise of employer representatives and workers representatives.</p> <p>Meeting minutes includes:</p> <ol style="list-style-type: none"> 1. Review on previous meeting minutes 2. Information on any accident report. There are no lost time injury cases with the period of September to December 2019. 	
	<p>h AOM established Emergency Respond Procedure, doc. Number KHB/G/SOP-26/S7H-36, dated 03/11/2016.</p> <p>The procedure described:</p> <ol style="list-style-type: none"> 1. Objective of ERP. 2. Person in charge for managing ERP. 3. Action taken when emergency situation occurs. 	Yes
	<p>i Training & Briefing on First Aid Kits dated 13/04/2019 conducted by competent First Aider Trainer.</p> <p>First aid kits are available at operating site such as workshop, laboratory, engine room, and ramp area and office.</p>	Yes
	<p>j AOM submit JKPP 8 form JKPP, reference no; JKPP/8/41643/2020, dated January 2020</p> <p>Base on JKPP report, there are no lost time injuries reported.</p>	Yes
4.4.5.1	<p>AOM adopted KHB group Code of Conduct and Human Right dated 03/01/2017 signed by Chief Executive Officer.</p> <p>The policy statement protecting the right of workers of races and protecting women workers right.</p> <p>The policy is displayed at the office notice board, housing area, and workshop and centralize clinic notice board.</p> <p>Sighted training record for company policies dated 01/02/2019 attended by all level workers.</p> <p>Onsite interview with workers indicate they are aware of the company policies. Workers informed the mill management respect human rights.</p>	Yes
4.4.5.2	<p>AOM adopted KHB group Social Policy dated 03/01/2017 signed by Chief Executive Officer with a statement prohibit any form of forced or trafficked labour or unlawful employment of people.</p> <p>The policy is displayed at notice boards.</p> <p>During site interview workers aware of human right and informed there is no discrimination practice at work place.</p>	Yes
4.4.5.3	<p>AOM established contract agreement for workers in accordance with Sabah Labour Ordinance and Minimum Wage Order 2018.</p> <p>Both local and foreign workers are provided with a contract agreement.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	Example working contract signed by both worker and mill management dated 23/10/2000 in accordance with Winimum Wage Order 2018.	
4.4.5.4	AOM monitors contractor workers' wage paid by contractor. Contractor workers' wages pay slip is review and according to Minimum Wage Order 2018.	Yes
4.4.5.5	AOM established list of workers contains worker name, gender, DOB, date of entry, wage, period of employment and designation.	Yes
4.4.5.6	AOM established worker's contract for every employee hired duly signed by worker and mill management. The workers are briefed on the contract agreement terms and conditions, wage, benefits, job task and a copy provide to each worker. Workers' contract available in two languages, Bahasa Malaysia and English understand by foreign workers. Onsite interview workers informed a copy of contract and understand content in the contract agreement.	Yes
4.4.5.7	AOM established the punch card system to capture workers and staff reporting for work and working hours for each day. The working hours is displayed at the notice board. Example working hours from 7:00am to 3:00pm with one hour rest time. Interview with workers informed they understand the working hours. Working overtime when required will be paid according to Sabah Labour Ordinance requirements of 1.5 times of hour rate for normal working day and 2 times of hour rate for working on rest days or public holidays. Ilnterviewed workers informed aware on overtime is 1.5 times per hourly rate and 2.0 time hourly rate public holiday.	Yes
4.4.5.8	AOM working hours is displayed at the notice board. Office working hours: Working hours: 7:00am – 4.30 pm Rest hours: 12:00 pm -1:30 pm Shift: Morning shift: 7.00am – 3.00 pm Afternoon shift: 3.00 pm – 11.00 pm Rest hour: 1 hour for each shift. The working hour in line with requirement of Sabah Labour Ordinance of 8 hour of work including rest time. Any overtime incurred will be paid according to Sabah Labour Ordinance of 1.5 time of hour rate for normal working days and 2 times of hour rate for rest days.	Yes

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Indicator	Summary of Assessment	Compliance
	Interviews with workers informed the working hours and are paid according to legal requirement.	
4.4.5.9	AOM paid wages to workers are based on Minimum Wage Order 2018 of RM1,100 / month or RM42.31/day. The pay slip of workers are verified to cross-check on the wage paid is according to the Minimum Wage Order 2018.	Yes
4.4.5.10	AOM provide benefits to workers and staff such as medical, sport facilities, affordable food with a sundry shop located in the estate compound, electric, water, housing, e transport, and schools for foreign workers children and contributions for festive seasons. AOM has a canteen to cater meals for workers.	Yes
4.4.5.11	AOM adopted industry best practices for living quarters. Site observation the living quarters have basic amenities such as water, electricity, sport and recreational area, surau, clinic, creche and gardening area behind the house.	Yes
4.4.5.12	AOM adopted KHB group Social policy dated 03/01/2017 signed by Chief Executive Officer. The policy include a statement prevent sexual harassment and violence in work place. Training on all company policies conducted on 01/02/2019. Review complaints records with no complaints lodged on sexual harassment. Interview workers inform that they were no report lodged for sexual harassment. Workers aware on process of lodged report.	Yes
4.4.5.13	AOM adopted KHB group Code of Conduct and Human Right Policy dated 03/01/2017 signed by Chief Executive Officer. This policy includes a statement Respect the right of freedom of association. AOM established JCC committee as a platform of communication between workers and management. Latest JCC meeting conducted on 19/12/2019.	Yes
4.4.5.14	AOM adopted KHB group Social Policy that include a statement “ensure that NO child (a person under the age of 15 years) or young person (who has attained the age of 15 years but has not attained the age of 18 years) shall be or permitted to be, engaged in any employment other than those allowed by the law. Sighted workers master list found no child or young person employed by the mill. All the workers are above 18 years prior joining the mill.	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.6.1	<p>AOM management established training program for year 2020 dated 03/01/2020 which includes training for workers and contractors on topics related to the work areas.</p> <p>Training records reviewed. Example:</p> <p>Confined Space Safety & Operational conducted on 06/02/2020</p> <p>Decanter Plant Safety & Operation conducted on 24/02/2020</p>	Yes
4.4.6.2	<p>AOM establish individual training matrix according to the job description.</p> <p>Sighted training program for respective work operations for workers:</p> <p>Major non-conformity 01:</p> <p>One (1) competent person for POME certificate is obtained on 15/08/2016 However, there is no continuous training attended.</p>	No
4.4.6.3	<p>AOM established training programme for year 2020.</p> <p>Example list of training to be conducted:</p> <ol style="list-style-type: none"> 1. Fire drill & fire extinguisher safety and operational. 2. Defensive driving 3. Competency test 4. Office safety and operational Weighbridge 	Yes

Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.1.1	<p>AOM adopted KHB group Environmental Policy dated 02/01/2018 signed by Chief Executive Officer.</p> <p>The policy states Committed to minimizing the environment impact of its operations and understands the importance of conserving natural resources. We shall strive to promote environmental improvements whenever practical that will ensure a sustainable future as follows:</p> <ol style="list-style-type: none"> 1. Operate within the framework of statutory and regulatory requirement or relevant laws, RSPO, ISCC and MSPO certification principles and criteria. 2. Manage the organization to reduce its environmental impact and GHG emission <p>The policy is displayed at the notice board available in English and Bahasa Malaysia languages.</p> <p>AOM established Environmental Management Plan 2020 dated 02/03/2020. The plan table contain of activities, environment aspects, environment impact, rating, improvement plan, monitoring plan and PIC.</p> <p>Workers are briefed on environmental policy on 27/02/2020.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.1.2	a AOM adopted KHB group Environmental Policy dated 02/01/2018 signed by Chief Executive Officer. The policy states Committed to minimizing the environment impact of its operations and understands the importance of conserving natural resources. We shall strive to promote environmental improvements whenever practical that will ensure a sustainable future.	Yes
	b AOM established Environmental Management Plan 2020 dated 02/03/2020. The assessment include all operations such as oil clarification. Example: Activity: Oil Clarification Impact: Water quality Action: All oil is collected into sludge pit & condensate pit to prevent discharge oil & grease into water source. PIC: Assistant Engineering Timeframe: Continuous monitoring	Yes
4.5.1.3	AOM established Environmental Management Plan 2020 dated 02/03/2020 include negative impacts and promote the positive impacts. Example of positive impact: Activity: Discharge of EFB Impact: Recycle of EFB into field as fertilizer Action: Continuous recycle PIC: Manager Example of negative impact: Activity: Clarification of crude oil Impact: Water pollution Action: Discharge on treatment system Monitoring: Weekly basis PIC: Process Supervisor Further check on records EFB are sent for mulching in estates.. Continuous monitoring of water quality to meet discharge limits requirements.	Yes
4.5.1.4	AOM established Environmental Management Plan 2020 dated 02/03/2020 to promote the positive impacts and included in the CIP. Example: Activity: Reduce impact of noise to worker at nut separation area	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services											
Indicator	Summary of Assessment	Compliance									
	<p>Expected outcome: No worker with hearing impairment due to work</p> <p>Action: Audiometry test</p> <p>Timeframe: Yearly monitoring plan</p> <p>PIC: Mill manager</p> <p>Status: To be done on August 2020</p>										
4.5.1.5	<p>AOM established training program 2019 dated 15/04/2019 and training Program 2020 dated 03/01/2020.</p> <p>AOM conducted training to workers as follows:</p> <p>Environment awareness conducted on 06/02/2020.</p> <p>Company policies conducted on 27/02/2020.</p> <p>Schedule waste safety & operation dated 28/10/2019.</p>	Yes									
4.5.1.6	<p>AOM conducted Environmental meeting on 03/03/2020 attended by workers and mill management.</p> <p>The frequency of meeting will be twice a year according to the interview with Mill Manager.</p> <p>The meeting agenda includes effluent, bacterium and duckweed pond, land irrigation, smoke emission, rubbish, recycling, schedule wastes, laboratory, water management, energy optimization, waste management, oil recovery system and etc.</p>	Yes									
4.5.2.1	<p>AOM established baseline for diesel consumption per ton of FFB processed for 3 years from year 2016 – 2018.</p> <p>The baseline is monitor and compared against the actual usage.</p> <p>High diesel consumption for year 2019 due to low FFB processed as low crop received.</p> <p>Energy optimization plan reviewed.</p> <table border="1"> <thead> <tr> <th>Plan</th> <th>Purpose</th> <th>Expectation</th> </tr> </thead> <tbody> <tr> <td>LED Bulb / Non – conventional light tube conversion</td> <td>Reduce energy load/consumption</td> <td>Decrease power consumption thus decrease fuel consumption</td> </tr> <tr> <td>Secondary front loader</td> <td>Reduce load and movement of shovel</td> <td>Decrease fuel consumption</td> </tr> </tbody> </table>	Plan	Purpose	Expectation	LED Bulb / Non – conventional light tube conversion	Reduce energy load/consumption	Decrease power consumption thus decrease fuel consumption	Secondary front loader	Reduce load and movement of shovel	Decrease fuel consumption	Yes
Plan	Purpose	Expectation									
LED Bulb / Non – conventional light tube conversion	Reduce energy load/consumption	Decrease power consumption thus decrease fuel consumption									
Secondary front loader	Reduce load and movement of shovel	Decrease fuel consumption									
4.5.2.2	<p>AOM established budget for diesel consumption per ton of FFB for year 2019 and year 2020.</p> <p>AOM established records of actual diesel consumption on monthly basis for comparison against baseline.</p>	Yes									
4.5.2.3	<p>AOM established Energy Optimization Plan dated 03/02/2019.</p>	Yes									

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Principle 5: Environment, natural resources, biodiversity and ecosystem services								
Indicator	Summary of Assessment	Compliance						
	<p>AOM used kernel shell and mesocarp fiber to generate to produce steam and power as renewable energy.</p> <p>Records of power produced by steam turbine per ton of CPO for 2019 is reviewed.</p>							
4.5.3.1	<p>AOM established the Waste Management Plan dated 01/03/2020.</p> <p>The plan has identified the wastes type and sources from all operations.</p> <p>Example:</p> <table border="1"> <thead> <tr> <th>Source</th> <th>Waste</th> </tr> </thead> <tbody> <tr> <td>Boiler</td> <td>Boiler ash</td> </tr> <tr> <td>Decanter separator residue</td> <td>Decanter cake</td> </tr> </tbody> </table>	Source	Waste	Boiler	Boiler ash	Decanter separator residue	Decanter cake	Yes
Source	Waste							
Boiler	Boiler ash							
Decanter separator residue	Decanter cake							
4.5.3.2	<p>a AOM established Waste Management Plan dated 01/03/2020.</p> <p>The sources of wastes are identified and monitored.</p> <p>Example:</p> <p>Source: Process</p> <p>Waste: POME</p> <p>Monitoring method and frequency: Flow meter on daily basis.</p> <p>Record: Log book</p> <p>PIC: Supervisor</p>	Yes						
	<p>b AOM established Waste Management Plan dated 01/03/2020 include the improvement identification of wastes to be recycle or reuse.</p> <p>Example:</p> <p>Waste: Decanter cake</p> <p>Plan: To recycle as field nutrient</p> <p>PIC: Process supervisor</p> <p>Review on despatch record of decanter cake and during interview process supervisor informed decanter cake is recycle as nutrient in the estate.</p>	Yes						
4.5.3.3	<p>AOM established Chemical Handling procedure doc no AOM-ADM-OSH/SOP-24, revision 1 with effective date 03/01/2019.</p> <p>The procedure purpose of the procedure is to ensure mill chemical substances are handle according to Mill Safety & Health and Occupational Safety & Health Act (OSHA).</p> <p>Latest consignment note sighted submit for scheduled wastes disposal dated 16/01/2020 collected by authorized scheduled waste collector.</p> <p>Stock balance records is sighted.</p>	Yes						

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Principle 5: Environment, natural resources, biodiversity and ecosystem services											
Indicator	Summary of Assessment	Compliance									
	During site visit on schedule waste store confirm no scheduled waste quantities more than 20 MT and storage longer than 180 days in the store.										
4.5.3.4	AOM domestic wastes dispose at landfill. Designated landfill locations are away 1.4 KM away from the housing, fenced with no burning signage and open and close dates.	Yes									
4.5.4.1	AOM established the Pollution Management Plan dated 01/03/2020. The plan includes polluting activities such as processing wastes, GHG emission, domestic wastes and etc. Disposal and treatment method for scheduled wastes is through authorised scheduled wastes collector. Sighted consignment note number 007957 dated 16/01/2020. GHG emission is identified. Example: <ul style="list-style-type: none"> Smoke from FFB transportation - CO. POME – CH₄. Smoke emission from vehicles - CO 	Yes									
4.5.4.2	AOM established the Pollution Management Plan dated 01/03/2020 include the action plan to reduce pollutants and emission. Example: <table border="1" data-bbox="347 1301 1217 1570"> <thead> <tr> <th>Planning</th> <th>Objectives</th> <th>Targets</th> </tr> </thead> <tbody> <tr> <td>Upgrade diesel usage to Euro 5 diesel</td> <td>Reduce carbon emission</td> <td>Fully replace type of diesel consumption</td> </tr> <tr> <td>Biogas plant</td> <td>Capture methane gas during anaerobic treatment of POME</td> <td>Reduce GHG emissio methane.</td> </tr> </tbody> </table>	Planning	Objectives	Targets	Upgrade diesel usage to Euro 5 diesel	Reduce carbon emission	Fully replace type of diesel consumption	Biogas plant	Capture methane gas during anaerobic treatment of POME	Reduce GHG emissio methane.	Yes
Planning	Objectives	Targets									
Upgrade diesel usage to Euro 5 diesel	Reduce carbon emission	Fully replace type of diesel consumption									
Biogas plant	Capture methane gas during anaerobic treatment of POME	Reduce GHG emissio methane.									
4.5.4.3	AOM used open ponding method for POME treatment The treatment system includes bacterial water treatment prior to discharge for land irrigation. . Monthly water analysis conducted for final discharge of effluent for land irrigation. Latest certificate of analysis on 28/02/2020 with results comply specifications of DOE discharged limits.. During site visit and interview the mill manager confirmed POME discharge for land irrigation.	Yes									
4.5.5.1	a AOM established Water Management Plan dated 01/03/2020. The purpose of the plan is to maintain the quality and availability of natural water resources, optimizing water usage, reduce wastage and monitoring the outgoing water.	Yes									

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>The source of water is from catchment pond.</p> <p>The water is used for mill operation and housing.</p>	
b	<p>AOM monitors treated waste water discharge for land irrigation on monthly basis by conducted water quality test by external laboratory.</p> <p>The latest water analysis dated 28/02/2020 with results comply specifications of DOE discharged limits</p> <p>During site visit confirm not discharge of untreated or treated POME to water courses. Treated POME is discharge to estate for land irrigation.</p>	Yes
c	<p>AOM established Water Management Plan dated 01/03/2020 includes the monitoring of water consumption and drought emergency response plan.</p> <p>AOM has established monthly water usage monitoring record to monitor mill water usage. Review r mill water usage records year 2019.</p> <p>Quarterly housing inspection conducted include inspection of the piping system to ensure no leaking or wastage of water. Review latest inspection conducted on 18/12/2019 all housing piping are in good conditions.</p>	Yes
4.5.5.2	AOM discharge treated POME for land irrigation. During site visit confirm no open discharge of POME to water courses.	Yes

Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.1.1	<p>AOM established SOPs for its operations:</p> <p>Example:</p> <ol style="list-style-type: none"> 1. CPO weighing SOP, doc no: AOM-ADM-PNC/SOP-03, dated 01/02/2017. 2. Ramp SOP, doc no: AOM-PRC-PRD/SOP-01 dated 01/02/2017. 3. Press station Sop, doc no AOM-PRC-PRD/SOP-10 dated 01/02/2017. 4. Trashing station SOP, doc no: AOM-PRC-PRD/SOP-07 dated 01/03/2017. <p>Training on SOP conducted as follow:</p> <ol style="list-style-type: none"> 1. Confined space and operational dated 06/02/2020. 2. Water treatment dated 17/02/2020. 3. Welding operation dated 29/10/2019. 	Yes
4.6.1.2	AOM implement the best milling practices.	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	<p>Example;</p> <ol style="list-style-type: none"> 1. Monitoring of stack emissions for opacity and dust particulates using CEMS to comply DOE requirements 2. Monthly monitoring of POME BOD to comply the permissible discharge limit I. 3. JKKP inspection report to ensure mill machinery conditions are maintained. 	
4.6.2.1	<p>AOM established Long Term Financial Projection Plan 2018 – 2024 that includes::</p> <ol style="list-style-type: none"> 1. Sales of CPO and PK. 2. Sales of palm by products. 3. Harvesting and collection. <p>AOM established yearly budget and progress was monitored monthly.</p>	Yes
4.6.3.1	<p>AOM engage contractor for CPO and PK transport.</p> <p>Contract agreement for transportation of CPO and PK establish with the agreed rate per ton, payment terms and duly signed by both parties.</p>	Yes
4.6.3.2	<p>AOM established contract agreement for transportation of CPO and PK.</p> <p>The terms and conditions in the contract is agreed and duly sign by both parties. Therefore, is fair and transparent.</p> <p>Payment made for CPO and PK transported is timely according to the terms and conditions stated in the contract.</p>	Yes
4.6.4.1	<p>AOM established engage external transporter for delivery of CPO and PK.</p> <p>The contract agreement with a statement fulfill the requirement of MSPO and other certification system of the company.</p> <p>AOM conducted training to contractor workers on MSPO requirements, company policies, SOPs and safety briefing.</p>	Yes
4.6.4.2	<p>The contract agreement for transportation of CPO and PK are duly agreed and signed by both parties.</p>	Yes
4.6.4.3	<p>The contract agreement content describe contractors are subject to inspection by our inspection team or other parties appointed by company if deemed necessary.</p>	Yes

4.4. Status of Non-Conformities Previously Identified

	<p>The stage 1 audit findings of this system have been reviewed, in particular to assure appropriate corrections and corrective actions have been implemented to address the identified audit findings.</p>
	<p>The last audit results of this system have been reviewed, in particular to assure appropriate corrections and corrective actions have implemented to address any nonconformity identified.</p>

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	The last audit results of this system have been reviewed, in particular to assure appropriate corrections and corrective actions have not been implemented effectively. The non-conformity will be re-raised.
X	Not applicable. No non-conformity raised in previous audit.
<p><i>Note 1: If a minor non-conformity raised in last audit, is not closed out, then this finding will be re-raised to a Major non-conformity.</i></p> <p><i>Note 2: All minor NCs raise in last audit are required to capture in this report together with the closing of the non-compliance.</i></p>	

4.5. Detail of Audit Findings Identified during last Audit

AUDIT OUTCOME		
During last Audit	0	MAJOR Non-Conformities
	0	MINOR Non-Conformities

There is no non-conformity raised on previous year audit.

4.6. Detail of Audit Findings Identified During This Audit

This section gives an overview of the non-conformities raised during this audit.

AUDIT OUTCOME		
During this audit,	1	MAJOR Non-Conformities
	0	MINOR Non-Conformities

Non Conformity Number < 1 >			
Indicator # and Description	4.4.6.2: Training needs of individual employees shall be identified prior to the planning and implementation of the training programmes in order to provide the specific skill and competency required to all employees based on their job description. (MAJOR)		
Location:	Abedon Oil Mill		
Description of Finding / Objective Evidence:			
One (1) competent person for POME certificate is obtained on 15/08/2016. However, there is no continuous training attended..			
Classification	<input checked="" type="checkbox"/> Major		<input type="checkbox"/> Minor
Raise by:	Mohd Nur Amin Bin Mohd Halim	Date Raise:	05/03/2020
Deadline for implementation		60 days – 04/05/2020	
Root Cause Analysis (by company):			
AOM has a non-valid Competent Person for CEPPOME. . Due to incomplete FTR report during the licences period. The licence was expire after 1 year period.			
Correction (by company):			

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Non Conformity Number < 1 >	
1) Abedon Mill already agreed to send Mill Engineer for training and acquire the competency licence.	
2) CEPPOME course application form already submitted. He will attend the training as scheduled on 21-25 September 2020. (Refer to the attachment)	
Corrective / Preventive Action (by company)	
1) Planning on next year 2021, CHIN KUEN YAW will attend the CEPPOME training again and acquire back the licence.	
2) Therefore, Abedon Mill will have 2 competent persons to cover the CEPPOME licence.	
Review of Correction & Corrective / Preventive Action	
AOM has submitted application for mill engineer to attend CEPPOME training schedule on 21/09/2020 to 25/09/2020. Based on documents provided will be sufficient to the non-conformity Further verification will be conducted in next surveillance audit.	
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Name of Auditor: Mohd Nur Amin Bin Mohd Halim	Date of Closure: 20/03/2020
Review of Implementation	
Name of Lead Auditor / Auditor:	Date of Review:

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Nr.	Indicator	Description	Location	Opportunity for Improvement
1.	4.3.1.3	The legal requirements register shall be updated as and when there are any new amendments or any new regulations coming into force. (MAJOR)	Abedon Oil Mill	AOM management may consider improve on monitoring legal register.
2.	4.2.3.1	The management shall commit itself to implement and maintain the requirements for traceability and shall establish a standard operation procedure for traceability.	Abedon Oil Mill	AOM could improve the traceability monitoring for smallholders.
3.	4.4.4.2	The occupational safety and health plan shall cover the following:	Abedon Oil Mill	AOM may consider improve in assessment on HIRARC.
4.	4.5.2.1	Consumption of non-renewable energy shall be optimized and closely monitored by establishing baseline values and trends shall be observed within an appropriate timeframe. There should be a plan to assess the usage of non-renewable energy including fossil fuel, electricity and energy efficiency in the operations over the base period	Abedon Oil Mill	AOM could improve the diesel consumption baseline record format.
5.	4.5.5.1	The management shall establish water management plans to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include: Ways to optimize water and nutrient usage to reduce wastage (e.g. having in place systems for re-use, night application, maintenance of equipment to reduce	Abedon Oil Mill	AOM may improve the water management plan.

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		leakage, collection of rainwater, etc.).		
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5. CONCLUSION

Abedon Oil Mill Sdn. Bhd. has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct surveillance audit for its mill according to MSPO 2530-4:2013 Part 4 General principles for palm oil mills.

There is Major NC raised in this audit and closed out successfully.

From the review of the standard operating procedures, relevant forms, work flow charts established and implemented; the subsequent background investigation and interviews conducted during this surveillance audit have provided TUV NORD Malaysia with sufficient evidence on the fulfilment of the applied standard Principles & Criteria.

In conclusion the certified unit has been established, implemented and continued to improve in managing the estates are in line with the Principles & Criteria of the applied standards of MS 2530-4:2013. Part 4.

As a result of this audit, the audit team confirms that:

Certified CPO January to December 2019:	24,094.24	mt
Certified PK January to December 2019:	6,025.33	mt
Projected CPO January to December 2020:	27,374.00	mt
Project PK January to December 2020:	6,566.00	mt

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6. RECOMMENDATION

The audit team conducted a process-based audit focussing on significant aspects/risks and objectives required by the standard(s). The audit methods used were interviews, observations, sampling of activities and review of documentation and records.

The structure of the audit was in accordance with the audit plan included in to this summary report.

The audit team concludes that the organisation has established and maintained its management system in line with the requirements of the standard(s) and demonstrated the ability of the system to achieve requirements for products and/or services within the scope and the organisation's policy and objectives.

Therefore the audit team recommends that, based on the results of this audit and the system's demonstrated state of development and maturity that this management system certification be

	Recommended for Certification
X	Recommended for Continuity of Certification
	Recommended for Suspension of Certification

Puchong, 21/04/2020

Mohamad Norhisham Bin Mohd Salleh
TUV NORD (Malaysia) Sdn Bhd
Audit Team Leader

Puchong, 21/04/2020

Nur Amanina Zahir
TUV NORD (Malaysia) Sdn Bhd
Certifier / Approver

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7. LIST OF INTERVIEWEES

Table 7-1: List of Interviewed Persons and Stakeholders

No.	Name	Organisation / Function
1.	John Payre	Pongo Alliance – NGO
2.	Ag. Abu Bakar Bin Ag. Tengah	MPKK Kg. Sri Takala
3.	Saguni	Kg Paris 1
4.	Pucdi Sideng	Kg. Paris 2
5.	Lo Nyuk Voo	Contractor
6.	Hasanuddin Lato	Kg. Sri Takala, Paris 2
7.	Misnah Ambang	Kg. Paris 1

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Distribution / Confidentiality / Rights of ownership / Limitations / Responsibilities / Audit Objectives

This report is sent to the certification body or bodies, the members of the audit team and the audit representative of the organisation. All documents (such as this report) regarding the certification procedure are treated confidentially by the audit team and the certification body. This audit report remains the property of the certification body.

An audit is a procedure based on the principle of random sampling and cannot cover each detail of the management system. Therefore nonconformities of weaknesses may still exist which were not expressly mentioned by the auditors in the final meeting or in the audit report.

The responsibility for continuous effective operation of the management system always rests solely with the audited and certified organisation.

Salvo clause:

The audit report will be left to the organisation at the end of the audit - subject to approval by the certification body. The independent release process may cause modifications or additions. In these cases a modified revision will be sent to the audited organisation.

The objective (goal) of the audit is to establish compliance of the management system of the aforementioned organization with the requirements of the aforementioned standard in order to achieve or maintain certification through an independent and accredited certification body. Identification of possibilities to improve the management system can also be a component of the audit and is considered simply to be an enhancement; it does not constitute consultancy or advice with regard to the management system.

Annex / Enclosures

Annex / corresponding audit documentation	<input checked="" type="checkbox"/> P&C Audit Report / Checklist(s) <input checked="" type="checkbox"/> Audit Plan <input type="checkbox"/> Additional annexes, number
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