

**RSPO NEXT**  
**INITIAL CERTIFICATION ASSESSMENT**  
**Public Summary Report**

<b>United Plantations Berhad</b>
Client company Address: Jendarata Estate, 36009 Teluk Intan, Perak, Malaysia
Certification Unit: U.I.E Palm Oil Mill
Location of Certification Unit: Mail Bag No.1, 34900 Pantai Remis Perak Darul Ridzuan

**TABLE of CONTENTS**

**Page Nº**

Section 1: Scope of the Certification Assessment.....	3
1.    Company Details .....	3
2.    Certification Information .....	3
P&C certification .....	3
NEXT certification .....	3
3.    Location(s) of Mill & Supply Bases .....	3
4.    Description of Supply Base .....	4
5.    Plantings & Cycle (ha).....	4
6.    Certified Palm Oil Product (Tonnage) .....	4
Section 2: Assessment Process .....	5
1. Assessment Program .....	6
Section 3: Assessment Findings .....	8
3.1 Details of audit results are provided in the following Appendix: .....	8
3.2 Eligibility and Progress against Time Bound Plan .....	8
3.3 Details of findings .....	11
3.3.1 Status of Nonconformities Previously Identified and Observations .....	13
3.3.2 Summary of the Nonconformities and Status.....	13
Assessment Conclusion and Recommendation: .....	14
Acknowledgement of Assessment Findings .....	14
Appendix A: Summary of Findings .....	15
Appendix B: Approved Time Bound Plan.....	36
Appendix C: Certification Unit RSPO Certificate Details.....	37
Appendix D: Assessment Plan.....	38
Appendix E: Stakeholders Contacted .....	40
Appendix F: Location Map of Certification Unit and Supply bases.....	41
Appendix G: Estate Field Map.....	42
Appendix H: GHG Reporting Executive Summary.....	43
Appendix I: List of Abbreviations .....	44

**Section 1: Scope of the Certification Assessment**

1. Company Details			
<b>RSPO Membership Number</b>	1-0004-04-000-00	<b>Date</b>	19 <sup>th</sup> July 2004
<b>Company Name</b>	United International Enterprise (U.I.E) Palm Oil Mill		
<b>Address</b>	UIE Estate, 34900 Pantai Remis, Perak, Malaysia		
<b>Subsidiary of (if applicable)</b>	United Plantation Berhad Jendarata Estate, 36009 Teluk Intan, Perak, Malaysia		
<b>Contact Name</b>	Mr. C.Mathews		
<b>Website</b>	www.unitedplantations.com	<b>E-mail</b>	cmm@unitedplantations.com
<b>Telephone</b>	+605-6411411	<b>Facsimile</b>	+605-6416220

2. Certification Information			
P&C certification			
<b>Certificate Number</b>	MUTU-RSPO/067	<b>Date</b>	29/09/2017
<b>Certification Body</b>	Mutu Certification International		
<b>Scope of Certification</b>	United International Enterprise Palm Oil Mill and its Supply Base		
NEXT certification			
<b>Certificate Number</b>	RSPO 665456	<b>Original Certification Date</b>	30/10/2017
		<b>Expiry Date</b>	28/09/2022
<b>Scope of Certification</b>	Production of RSPO NEXT Crude Palm Oil and Palm Kernel		
Other Certifications			
<b>Certificate Number</b>	<b>Standard(s)</b>	<b>Certificate Issued by</b>	<b>Expiry Date</b>
N/A	N/A	N/A	N/A

3. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base)	Location [Map Reference #]	GPS	
		Northing	Easting
UIE Palm Oil Mill	Bag Mail No.1, 34900 Pantai Remis, Perak Malaysia	4° 26' 54" N	100° 43' 11" E
UIE Estates (Division 1&2)	Bag Mail No.1, 34900 Pantai Remis, Perak Malaysia	4° 26' 38" N	100° 43' 22" E

**RSPO Public Summary Report  
Revision 4 (November /2016)**

<b>4. Description of Supply Base</b>						
<b>Estate</b>	<b>Mature (ha)</b>	<b>Immature (ha)</b>	<b>Infrastructure &amp; Other (ha)</b>	<b>Total Planted (ha)</b>	<b>Total Hectarage</b>	<b>% of Planned</b>
UIE Estate (Div 1 & 2)	7,557.74	1,901.69	635.42	9,459.43	10,094.85	93.71%

*Note: Infrastructure and Other land use includes*

*8.5 ha for Mill; 21.24 ha for workers housing; 435.01 ha for infrastructure; 32 ha for nursery; 128.14 ha for self conservation; 10.53 ha for riparian conservation*

<b>5. Plantings &amp; Cycle (ha)</b>								
<b>Estate</b>	<b>Age (Years)</b>					<b>Tonnage FFB / Year</b>		
	<b>0 – 3</b>	<b>4 – 10</b>	<b>11 – 20</b>	<b>21 – 25</b>	<b>26 – 30</b>	<b>Estimated</b>	<b>Actual</b>	<b>Forecast</b>
						21/08/2016 – 20/08/2017	21/08/2016 – 19/05/2017	21/08/2017 – 20/08/2018
UIE Estate (Div 1 & 2)	1,901.69	6,121.30	225.53	0	1,210.91	155,700.00 **	136,173.47 **	181,703.00

\*\*As per provided in RSPO P&C report

<b>6. Certified Palm Oil Product (Tonnage)</b>					
<b>MILL</b>		<b>ER %</b>	<b>UIE Palm Oil Mill</b>	<b>N/A</b>	<b>N/A</b>
<b>Estimated</b> 21/08/2016 – 20/08/2017	FFB			155,700.00	
	CPO	22.0%	34,254.00		
	PK	5.6%	8,797.20		
<b>Actual</b> 21/08/2016 – 19/05/2017	FFB		136,173.47		
	CPO	21.9%	29,888.32		
	PK	4.4%	6,051.23		
<b>Forecast</b> 21/08/2017 – 20/08/2018	FFB		181,703.00		
	CPO	21.8%	39,611.25		
	PK	4.4%	7995.93		

## Section 2: Assessment Process

### Certification Body:

BSI Services Malaysia Sdn Bhd,  
(ASI Accreditation Number: RSPO-ACC-19)  
Unit 3, Level 10, Tower A  
The Vertical Business Suites, Bangsar South  
No. 8, Jalan Kerinchi  
59200 Kuala Lumpur  
Tel +603 2242 4211 Fax +603 2242 4218  
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[www.bsigroup.com](http://www.bsigroup.com)

BSI is a leading global provider of management systems assessment and certification, with more than 60,000 certified locations and clients in over 100 countries. BSI Standards is the UK's National Standards Body. BSI provides independent, third-party certification of management systems. BSI is ASI Accredited (RSPO-ACC-19) to conduct RSPO assessment since 31/10/2014 with accredited office located at Kuala Lumpur, Malaysia and an office at Singapore, Jakarta, Bangkok and Australia which involve in RSPO Certification Program.

### Assessment Methodology, Programme, Site Visits

The on-site initial assessment was conducted on 2<sup>nd</sup> October 2017. The audit programme is included as Appendix D. The approach to the audit was to treat the mill and its supply base as an RSPO Certification Unit. Mill was audited together with the sample estates. A range of environmental and social factors focusing on the RSPO NEXT were covered. This includes consideration of Non Deforestation commitments, No Fire commitments, No Peat commitments, Green House Gas, Human rights and Transparency and local communities.

The methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interviews of staff, workers and their families and external stakeholders, review of documentation and monitoring data. RSPO NEXT standard was used as Checklist and questionnaires were used to guide the collection of information to assess compliance. The comments made by external stakeholders were also taken into account in the assessment.

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

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

The assessment findings for the initial assessment are detailed in Section 3.3.

**RSPO Public Summary Report  
Revision 4 (November /2016)**

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

This report was internally reviewed by RSPO approved Certification Reviewer prior to certification decision by BSI.

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

<b>1. Assessment Program</b>					
<b>Name (Mill / Supply Base)</b>	<b>Year 1 (Certification)</b>	<b>Year 2 (ASA 1)</b>	<b>Year 3 (ASA 2)</b>	<b>Year 4 (ASA 4)</b>	<b>Year 5 (ASA 5)</b>
UIE Palm Oil Mill	√	√	√	√	√
UIE Estate (Div 1 & 2)	√	√	√	√	√

**Tentative Date of Next Visit: July 23, 2018 - July 26, 2018**

**Total No. of Mandays: 4 mandays**

**BSI Assessment Team:**

**Mr Mohamed Hidhir - Lead Assessor**

He holds Bachelor Degree in Chemical Engineering, graduated from National University of Malaysia in 2006. He has 7 years working experience in palm oil industry specifically on palm oil milling for 5 years. He also has the experiences as auditor for several standards including ISO 9001, ISO 14001, OHSAS 18001, MSPO and RSPO in his previous certification body. He completed the ISO 9001 Lead Auditor Course, ISO 14001 Lead Auditor Course and OHSAS 18001 Lead Auditor Course in 2012, Endorsed RSPO P&C Lead Auditor Course in 2013, MSPO Awareness Training in 2014 and Endorsed RSPO SCCS Lead Auditor Course in 2015. He had been involved in RSPO auditing since May 2012 in more than various companies in Malaysia. During this assessment, he assessed on the aspects of legal, mill best practices, safety and health, environmental and workers and stakeholders consultation.

**Ms Hu Ning Shing – Team Member**

She holds Bachelor Degree in Science majoring in Applied Chemistry, graduated from University of Malaya in year 2011. She has 5 years working experience in rubber and palm oil industry. She also has the experiences as auditor for several standards including ISO 9001, MSPO and RSPO in his previous certification body. She completed the ISO 9001 Lead Auditor Course on 2016, Endorsed RSPO P&C Lead Auditor Course in 2012 and Endorsed RSPO SCCS Lead Auditor Course in 2015. She had been involved in RSPO auditing since November 2015 in more than various companies in Malaysia. During this assessment, she assessed on the aspects of social. She is fluent in Bahasa Malaysia and English languages.

**Pn. Elzy Oktafia – Team member**

She hold Diploma in Agriculture, graduated from University Putra Malaysia in year 2010. She has different agriculture sector working experiences, such as I year in landscape & horticulture and 5 years of technical knowledge in Palm Oil Plantation as Agronomist. He also has the experience as auditor and cerifier in RSPO P&C and RSPO SCC. She has completed her RSPO P&C Lead Auditor course and RSPO SCC Lead Auditor course. She has been involving in RSPO auditing since 2016.

**RSPO Public Summary Report  
Revision 4 (November / 2016)****Mr Nicholas Cheong – Team member**

He holds Master of Environmental Management from the University Putra Malaysia in year 2008 and Bachelor of Science (Food Science) from Charles Sturt University Australia in year 2014. He has more than 5 years of working experience in sustainability auditing and carbon emissions accounting. He has also 2 years of working experience in wastewater treatment construction and operations. He has completed the ISO9001, ISO14001, RSPO P&C Lead Auditor and RSPO SCC Lead Auditor course and MSPO Awareness Training. In his previous certification body experience, he was the Lead Assessor for Clean Development Mechanism, World Commission of Dam and ISCC. The CDM and WCD assessment focuses on social accountability. He had been involved in Sustainable Palm Oil auditing for more than 2 years. Able to speak in English.

**Accompanying Persons: During this assessment RSPO Secretariat was present to observe the assessment.**

**Mr Salahudin Yaakob,**

**Ms. Dayangku Mazrianah**

**Mr Wan Muqtadir Wan Abdul Fatah**

### Section 3: Assessment Findings

#### 3.1 Details of audit results are provided in the following Appendix:

- United Plantation Berhad Time Bound Plan
- RSPO NEXT Checklist

#### 3.2 Eligibility and Progress against Time Bound Plan

The scope of organisational participation includes the entire land bank and supply base of directly owned and/or managed operations – which by RSPO definition includes not only the estate that is managed but also the schemed/associated smallholders (where the land is usually managed by the company) and 'exclusively contracted' outgrowers. Elements of the RSPO NEXT standard also apply to all the independent supply base of Palm FFB. Once eligible for participation, the first entry will be a minimum of 30% of all potential certification units meeting NEXT before claim allowed.

Summary of the organisational RSPO Certification Unit:

<b>Minimum threshold for participation in RSPO NEXT</b>	
<b>Requirements</b>	<b>Number</b>
A. Total Management Unit (mill with estates)	Malaysia- <b>4</b> POM and 9 estates Indonesia- <b>1</b> POM and 2 estates
B. Total RSPO Certified Management Unit (mill with estates)	Malaysia- <b>4</b> POM and 9 estates
Percentage of B/A	$4/5 \times 100\% = 80\%$
Conclusion (Minimum of 60% of "certifiable" units are successfully P&C certified before they may begin participation in RSPO NEXT)	Eligible/ <del>Not eligible</del>
<b>Minimum initial participation meeting NEXT before claim allowed</b>	
<b>Requirements</b>	<b>Number</b>
C. Total RSPO Certified Management Unit (mill with estates)	Malaysia- <b>4</b> POM and <b>9</b> estates
D. Total RSPO NEXT Certified Production Unit (mill with estates)	Malaysia- <b>2</b> POM and 3 estates
Percentage of D/C	$2/4 \times 100\% = 50\%$
Conclusion (Minimum of 30% of "certifiable" units are successfully RSPO NEXT certified before claim allowed.)	Eligible/ <del>Not eligible</del>

Kindly refer to detail time bound plan for the list of RSPO certified production unit in Appendix B.



**RSPO Public Summary Report  
Revision 4 (November /2016)**

<b>Time Bound Plan</b>		
<b>Requirement</b>	<b>Remarks</b>	<b>Compliance</b>
<b>Summary of the Time Bound Plan</b>		
Does the plan include all subsidiaries, estates and mills?	Include all estate in Malaysia and Indonesia. All Palm Oil Mills in Malaysia (4 units) are certified-Main Certification 21/08/2008, re-certification 21/08/2013, second recertification 29/09/2017	Yes
Is the time bound plan challenging? <ul style="list-style-type: none"> <li>• Age of plantations.</li> <li>• Location.</li> <li>• POM development</li> <li>• Infrastructure.</li> <li>• Compliance with applicable law.</li> </ul>	<p>With the acquisition of two Indonesian plantation companies in 2006 and 2009, the total planted hectareage in Indonesia at present is approximately 10,000 hectares. A new "State of the Art" 60mt per hour mill was commissioned at July 2010 on Lada Estate, Kalimantan.</p> <p>In view of the discrepancy between the Provisional and National maps, UPB are in the harmonization process through the PP No 60 Of 2012(forest release). Until such time the HGU will not be issued .It is a prerequisite that HGU must be obtained for RSPO certification. UPB were informed by RSPO Secretariat that plantations with partial HGU will be eligible for RSPO certification in the HGU area and as and when the balance areas the certifications will be conducted as and when the HGU is obtained. UPB have obtained a partial HGU for our Lada Estate (2500 ha) and this portion is slated for certification in the 4th quarter of 2016. UPB envisage the balance areas will obtain the HGU by 2019.</p>	Yes
Have there been any changes since the last audit? Are they justified?	There is change to certify Lada Estate. The justification is provided above where by UPB are in the harmonization process through the PP No 60 due to discrepancy between the Provisional and National maps.	Yes
If there have been changes, what circumstances have occurred?	Please refer justification stated in "Is the time bound plan challenging?" above.	Yes
Have there been any stakeholder comments?	No stakeholder comments	Yes
Have there been any newly acquired subsidiaries?	No new acquisition	Yes
Have there been any isolated lapses in implementation of the plan?	No lapses as all the units has been certified or under going certification	Yes
<b>Un-Certified Units or Holdings</b>		
Did the company conduct an internal audit? If so, has a positive assurance statement been produced?	<p>There are 5 Business Units by United Plantation Berhad.</p> <ol style="list-style-type: none"> <li>1. UIE POM and supply base</li> <li>2. Jendarata POM and supply base</li> <li>3. Ulu Bernam POM and supply base</li> </ol>	Yes

**RSPO Public Summary Report  
Revision 4 (November /2016)**

	<p>4. Ulu Basir POM and supply base 5. Lada POM (PT Surya Sawit Sejati) and supply base.</p> <p>All except Lada POM is certified. Internal audit for Lada POM was reviewed and confirmed positive assurance statement was produced.</p>	
<p>No replacement after dates defined in NIs Criterion 7.3:</p> <ul style="list-style-type: none"> <li>• Primary forest.</li> <li>• Any area identified as containing High Conservation Values (HCVs).</li> <li>• Any area required to maintain or enhance HCVs in accordance with RSPO criterion 7.3.</li> </ul>	<p>No such replacement was identified.</p>	<p>Yes</p>
<p>Any new plantings since January 1<sup>st</sup> 2010 must comply with the RSPO New Plantings Procedure.</p>	<p>There is new planting at Kumai Estate. NPP for Kumai Estate has been published in the RSPO website for comment on 30/12/2014. The link to the NPP notification is <a href="http://www.rspo.org/certification/new-planting-procedures/public-consultations/united-plantations-berhad-pt-surya-sawit-sejati">http://www.rspo.org/certification/new-planting-procedures/public-consultations/united-plantations-berhad-pt-surya-sawit-sejati</a></p> <p>There was no comment received.</p>	<p>Yes</p>
<p>Any Land conflicts are being resolved through a mutually agreed process, e.g. RSPO Grievance procedure or Dispute Settlement Facility, in accordance with RSPO criteria 6.4, 7.5 and 7.6.</p>	<p>There are land conflicts reported in the UPB's Indonesia operations. The conflicts was raised from the stakeholders directly to UPB. In order to resolve land conflicts through mutual agreement, UPB had develop the FPIC procedures. The FPIC procedure is available in the UPB website <a href="http://unitedplantations.com/sustainability/community_fpic_external.asp">http://unitedplantations.com/sustainability/community_fpic_external.asp</a></p> <p>The FPIC development and engagement was assisted by Lingkar Komunitas Sawit (LINKS).</p> <p>As per the United Plantation 2016 Annual report, there are 63 resolved conflicts cases and 6 ongoing cases.</p>	<p>Yes</p>
<p>Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO criterion 6.3.</p>	<p>There is no labour disputed recorded.</p>	<p>Yes</p>
<p>Any Legal non- compliance is being resolved in accordance with the legal requirements, with reference to RSPO criteria 2.1 and 2.2.</p>	<p>The process for land legality is available.</p>	<p>Yes</p>

### 3.3 Details of findings

The nonconformity is listed below. The summary report of the assessment by criteria is listed in Appendix A.

During the Certification Assessment there were one (1) Major nonconformities raised. The Certification unit has submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted. The implementation of the corrective action plans to address the minor nonconformity will be followed up during the next surveillance assessment.

Non-Conformity			
<b>NCR #</b>	<b>1536430-201709-M1</b>	<b>Category (Major / Minor)</b>	<b>Major</b>
<b>Requirements</b>			
Indicator GHG 1.1			
<b>Evidence of Nonconformity</b>			
The GHG for UIE business unit has been reported in the Life Cycle Analysis report. The LCA has been conducted by Dr Jannick Schmidt. However the method/tools applied was not the RSPO PalmGHG Calculator Version 3.0.1 or had received any approval from RSPO.			
<b>Statement of Nonconformity</b>			
The method or tool used to determine the GHG calculation was not approved by RSPO.			
<b>Corrective Action</b>			
<p><b>Root Cause:</b> UP commenced LCA monitoring since 2004 and in 2017, the consultant was requested to present the emissions from oil mills and supply bases as per RSPO Palm GHG Calculator 3.0.1. However, management was not aware that the LCA Consultant, Dr Jannick Schmidt had made available as per the RSPO Palm GHG Calculator Version 3.0.1 with effective from 1st January 2017 (for year 2016 data).</p> <p><b>Correction:</b> The access file for all mills and their supply bases under United Plantations Berhad as per the RSPO Palm GHG Calculator Version 3.0.1 have been submitted via email on 4th October 2017.</p>			
<b>Assessment Conclusion:</b>			
The GHG calculation was completed using the RSPO Palm GHG Calculator Version 3.0.1. The raw data that was used for the calculators input were verified and it is consistent with the calculator. The Summary of the emission is provided in Appendix I of this report. The finding raised is closed on 09/10/2017.			

Observation	
<b>OBS #</b>	<b>Description</b>
N/A	N/A

Positive Findings	
<b>PF #</b>	<b>Description</b>
1.	The implementation and commitment towards Sustainable Palm Oil within United Plantation Bhd Group is a top down commitment.

**Issues raised by Stakeholders**

Stakeholder consultation involved internal and external stakeholders. External stakeholders were contacted by telephone to arrange meetings at a location convenient to them to discuss **UIE PALM OIL MILL** Certification Unit's environmental and social performance, legal and any known dispute issues.

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

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

IS #	Description
1	<p><b>Issues</b> Mosque and Hindu Temple's Representatives – They have good relationship with the management. The management will provide assistance and supports whenever they requested through letter.</p> <p><b>Management Responses</b> Management will continuously maintain good relationship with mosque and hindu temple's representatives and provide assistance whenever necessary.</p> <p><b>Audit Team Findings</b> No further issue.</p>
2	<p><b>Issues</b> Local Communities Representative (Kg. 40 Rantai, Kg. Tersusun Gelung Gajah, Ladang Raja Hitam) – The local communities have good relationship with the management. There was no land dispute case reported. The management has maintained legal boundary stones and trenches to differentiate the land ownership.</p> <p><b>Management Responses</b> Management will continuously maintain good relationship with neighboring communities and ensure the boundary markers are visibly maintained by regular monitoring.</p> <p><b>Audit Team Findings</b> Document verified the land titles and boundary stone's map confirmed that no encroachment of lands.</p>
3	<p><b>Issues</b> Contractors – The contractors were satisfied with the management. Payment was made promptly.</p> <p><b>Management Responses</b> Management conducts operations with honesty, integrity, openness and ensure fair payment being made in timely manner.</p> <p><b>Audit Team Findings</b> No other issue.</p>
4	<p><b>Issues</b> Workers' Representatives – The workers of different nationalities are treated equally without discrimination. They were allowed to join any legal association. They were paid according to Minimum Wage Order 2016.</p> <p><b>Management Responses</b> Management is committed to respect workers' right and ensure fully compliance with MAPA/NUPW and MAPA/AMESU Agreement.</p>

**RSPO Public Summary Report  
Revision 4 (November / 2016)**

	<p><b>Audit Team Findings</b> Document verified the payslip found that they were achieved Minimum Wage Order 2016.</p>
<b>5</b>	<p><b>Issues</b> Neighbour smallholder had received the assistance on temple, road usage, etc. Company provides assistance in temple maintenance and cares. Workers are happy with the living condition and welfare given to all without discrimination. All shows positive comments and appreciate the good relationship between workers, contractors and villagers and United Plantation.</p> <p><b>Management Responses</b> The Company always respects the rights and dignity of all stakeholders including employees, local communities, contractors and suppliers. The Company provides range of social amenities for their employees such as crèches, kindergartens, primary school, Group Hospital, old folks home, church, temples, mosque, barber shop, sundry shops, football fields, badminton courts and other facilities to ensure the welfare and needs taken cared off.</p> <p><b>Audit Team Findings</b> No other issue.</p>

**3.3.1 Status of Nonconformities Previously Identified and Observations**

This section is not applicable as this is the initial certification



**3.3.2 Summary of the Nonconformities and Status**

CAR Ref.	CLASS	ISSUED	STATUS
1536430-201709-M1	Major	02/10/2017	Closed

**RSPO Public Summary Report  
Revision 4 (November / 2016)**

**Assessment Conclusion and Recommendation:**

Based on the findings during the assessment **UIE PALM OIL MILL** Certification Unit and supply base complies with the RSPO NEXT for CPO Mill. It is recommended that the certification of **UIE PALM OIL MILL** Certification Unit is approved and continued.

Acknowledgement of Assessment Findings	Report Prepared by
<b>Name:</b> <b>C. Mathews</b>	<b>Name:</b> <b>Mohamed Hidhir</b>
<b>Company name:</b> <b>United Plantations Berhad</b>	<b>Company name:</b> <b>BSI Services Malaysia Sdn Bhd</b>
<b>Title:</b> <b>Group Manager, Human Resources, Environment and Safety &amp; Health</b>	<b>Title:</b> <b>Lead Auditor</b>
<b>Signature:</b>  <b>Date: 13/10/2017</b>	<b>Signature:</b>  <b>Date: 12/10/2017</b>

**Appendix A: Summary of Findings**

Criterion / Indicator	Assessment Findings	Compliance
<b>NO DEFORESTATION</b>		
<b>Policy</b>		
<p><b>NDF 1.1</b></p>	<p>Company has a public policy of no deforestation</p> <p>In addition to following the RSPO P&amp;C and New Planting Procedures, the policy shall include a public commitment to no deforestation through a landscape level assessment of where to develop and where to conserve.</p> <p>The policy shall specify an approach that combines biodiversity &amp; carbon conservation with forest cover assessment and social considerations including community needs</p>	<p>United Plantations Berhad (UPB) has established a public policy on environmental and biodiversity which incorporated the element of no deforestation. The latest version of policy dated 15th June 2017 was signed by UPB’s Chief Executive Director, Dato’ Carl Bek-Nielsen. The policy has defined UPB’s commitment to no deforestation through a landscape level assessment of where to develop and where to conserve. All agricultural operations have to comply with the following criteria where;</p> <ul style="list-style-type: none"> <li>i. No development on high carbon stock forests (HCS)</li> <li>ii. No development on high conservation value forest areas (HCV)</li> <li>iii. No development on peat lands</li> <li>iv. Free, prior and informed consent (FPIC) for indigenous and local communities in all negotiations.</li> <li>v. Compliance with all relevant laws and National Interpretation of RSPO Principle and Criteria.</li> </ul> <p>The policy is available in multi-lingual (Malay, Tamil, English, Bangladesh and Nepal) and prominently displayed at UPB’s mill and estate offices and communicated to all relevant stakeholders.</p> <p>The policy was submitted as part of the public record of the assessment and made available on the UPB’s website and on the RSPO Website as part of the public audit report summary. Website link can be found here;  <a href="http://www.unitedplantations.com/About/Environment%20and%20Biodiversity%20policy.pdf">http://www.unitedplantations.com/About/Environment%20and%20Biodiversity%20policy.pdf</a></p> <p>Other source for public information can be found via annual report. The latest UPB’s annual report for 2016 link;  <a href="http://www.unitedplantations.com/Files/PDF/Announcements/Annual%20Report%202016%20.pdf">http://www.unitedplantations.com/Files/PDF/Announcements/Annual%20Report%202016%20.pdf</a></p> <p>In addition to the above reports, the policy was</p>

**RSPO Public Summary Report  
Revision 4 (November /2016)**

Criterion / Indicator	Assessment Findings	Compliance
	<p>also submitted as part of the annual ACOP reporting process and report under para 7.1;</p> <ul style="list-style-type: none"> <li>i) Policies on water land,energy and carbon footprints</li> <li>ii) Land use right</li> <li>iii) Ethical conduct and human right</li> <li>iv) Labour rights</li> <li>v) Stakeholder engagement</li> </ul> <p>Information related to NPP Public Notification for other UPB's management unit located in Kalimantan, Indonesia can be found via RSPO website link <a href="http://www.rspo.org/certification/new-planting-procedures/public-consultations/united-plantations-berhad-pt-surya-sawit-sejati">http://www.rspo.org/certification/new-planting-procedures/public-consultations/united-plantations-berhad-pt-surya-sawit-sejati</a></p>	
<b>Planting &amp; Carbon Stocks</b>		
<p><b>NDF 2.1</b></p>	<p>New plantations shall only be established contingent on the landscape level assessment per NDF 1.1 on mineral soils and in low carbon stock areas as defined by RSPO.</p> <p>Low carbon stock areas are currently defined by the RSPO as those areas with (above and below ground) carbon stores, where the losses as a result of conversion (to oil palm) are equal or smaller to the gains in carbon stock within the new development area, including set aside areas (non-planted areas), over the period of one rotation.</p> <p>Convergence of the emerging methodologies for calculation of HCS will allow further specifications of the definition of Low Carbon Stock. In any case this cannot be higher carbon than the existing definition which is included in the current P&amp;C's.</p> <p>The determination of where and when to plant shall be publicly available and shall include information on:</p> <ul style="list-style-type: none"> <li>• Carbon calculations &amp; defaults used</li> <li>• Forest patch analysis, prioritization and conservation</li> </ul>	<p>Yes</p>



**RSPO Public Summary Report  
Revision 4 (November /2016)**

Criterion / Indicator		Assessment Findings	Compliance
	<ul style="list-style-type: none"> <li>Impact on local communities, including FPIC on decisions around development and ongoing conservation taking into account the dynamic nature of human/environment interactions and dependencies.</li> </ul>		
<b>NDF 2.2</b>	Carbon emissions from direct land use change for all new plantings shall be publicly reported via the RSPO New Planting Procedure (NPP) using the approved RSPO tool(s).	No new development/ new planting within UIE Management Units.  Thus, this criterion/indicator is not applicable.	Yes
<b>Manage and Monitor Direct &amp; Indirect Impacts</b>			
<b>NDF 3.1</b>	The HCV Assessment of all new plantings shall be led by an Independent Assessor who is licensed under the HCV Resource Network Assessor Licensing Scheme (ALS).	No new development/ new planting within UIE Management Units. Thus, this criterion/indicator is not applicable.	Yes
<b>NDF 3.2</b>	<p>The company shall have HCV management &amp; monitoring plans at a landscape level. The definitions of the HCV Resource Network shall be utilized with particular attention to defining the "Area of Influence". The management &amp; monitoring plans are to be developed in collaboration with other stakeholders active in that landscape before and during the project implementation.</p> <p>Evidence of attempted collaboration efforts shall be documented and available.</p> <p>Such collaborative plans and areas shall include but are not limited to:</p> <ul style="list-style-type: none"> <li>management of corridors,</li> <li>buffer zones,</li> <li>anti-poaching and encroachment activities,</li> <li>watercourses and wetlands, including riparian zone management,</li> <li>steep slope management,</li> <li>livelihoods and cultural identity</li> </ul>	<p>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. The HCV assessment is performed by the qualified ALS assessor Dr Reza from wild asia.</p> <p>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.</p> <p>The established HCV management plan has been incorporated the action plan for those identified areas for proper monitoring.</p>	Yes

**RSPO Public Summary Report  
Revision 4 (November /2016)**

Criterion / Indicator	Assessment Findings	Compliance
	<p>HCV management plan for 2017 was made available for review. List of identified/self-declared conservation areas as per HCV report as per the following:</p> <ul style="list-style-type: none"> <li>i. Riparian reserve/ buffer zone – Sg Anak Macang</li> <li>ii. Jungle Reserve – Bek Neilson Sanctuary</li> <li>iii. Lagoon Nature Reserve for Malaysian Tree Species.</li> <li>iv. Bukit Kecil – Re-growth</li> <li>v. Head office Tree Park</li> </ul> <p>Monitoring records checked – animal Sighting records for August 2017 (10/8/17) was verified. Observed Wild Boar crossing near to Tan Sri Bek Neilson Jungle.</p> <p>Latest Bio-diversity and environmental awareness training given to stakeholders dated 11/9/17. Neighboring estates, villagers@ “orang kampong” were invited for the programme. Based on interview with stakeholders, they did aware on the value and the needs to conserve biodiversity area, prohibition of hunting, no open burning etc.</p> <p>For fire watch, for aerial monitoring Global Fire watch has been used for hot spot area/ peat soil area. On site preparedness, 3200 gallon of portable water browser is readily available to fight any potential fire.</p>	
<p><b>NDF 3.3</b></p>	<p>The company shall use independent and participatory SEIA to develop management &amp; monitoring plans to identify, minimize &amp; mitigate the negative and promote the positive indirect or secondary impacts of the development before and throughout development phases</p> <p>Measures could include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Ensuring optimum productivity of the planned operation</li> <li>• Establishing minimum conservation set aside areas</li> <li>• Food security issues for local communities (including</li> </ul> <p>Social Risk Assessment (SRA), action plan (SAP) and review plan (SRP) 2017. All operation was covered in the SRA such as nursery, replanting, upkeep, nutrient recycling, water management, road maintenance, boundary, P&amp;D, harvesting and crop evacuation, waste management, foreign workers and linesite water discharge. Provision of health and educational facilities were provided for workers where estate dispensary and creche located within assesible distance.</p> <p>On site observation on bunds construction (flood mitigation) was identified and evaluated under SRA 7 (water management) and boundary operation under ERA (environmental risk assessment) 9. Management plan has been developed based on SRA and ERA rating for further monitoring.</p> <p>The ERA and SRA and management plan were developed based on exiting planting activities and</p>	<p>Yes</p>

**RSPO Public Summary Report  
Revision 4 (November /2016)**

Criterion / Indicator	Assessment Findings	Compliance
<p>communities not in the immediate vicinity of the project),</p> <ul style="list-style-type: none"> <li>• Identifying and mitigating the risk of increased land pressure on natural/protected habitats</li> <li>• Addressing land conflicts caused by reduced land availability</li> <li>• Refraining from developing areas that will be used by the communities for current and future subsistence and other land needs</li> <li>• Where candidates for employment are of equal merit, preference shall be given to hiring from local communities</li> <li>• Understanding and supporting existing alternative livelihoods and ensuring they are not threatened or reduced</li> <li>• Provision of health and educational facilities where these are lacking or not available within accessible distance</li> </ul>	<p>verified the was no new development of land within UIE Business Unit.</p> <p>Annual Stakeholders Dialogue Session latest on 21 March 2017 for Internal and external stakeholder (OSHA Committee, Gender Committee, Temple Committee, Chapel Committee, Surau Committee, Foreign Workers Representative, Neighbouring 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. Any available jobs opportunities will be open to local communities. The affected parties are able to express their views in the meeting and there is a complaint book available at the UIE Estate. The plan is reviewed every year. Latest on 28 March 2017. The plan been updated based on the latest Annual Stakeholders Dialogue Session.</p> <p>Other briefing session was also given to stakeholder related to field best practices. Annual smallholder field day was organized to provide guidance on estate best practices to smallholder on 24/9/17. Lecture given by UPRD for IPM, Spraying, PPE, safety use of pesticides, manuring and irrigation for OP.</p> <p>The company had conducted the Environment Risk Assessment 2017 revised on 21st March 2017 and meeting has related to the assessment has been made on the same day at the mill and estate after the stakeholder consultation meeting. The company had the environmental assessment covering the mill railways, estate roads and mill processing activities including boiler operation, sterilizer operation, pressing station, lifting crane station, water treatment plant, effluent treatment plant, biogas plant, 'vorsep station' and engine room plant. The management of mill effluent treatment plant also has been revised with score Of 14.4 &lt; 16 and its effect to the workers and environment is negligible score. The company also had taken into account the covering natural vegetation into the environmental risk assessment which include establishing the buffer zone according to Department of irrigation regulations and reducing usage of pesticide by using</p>	

**RSPO Public Summary Report**  
**Revision 4 (November /2016)**

Criterion / Indicator		Assessment Findings	Compliance
		<p>mechanical mowers. Legumes cover crop (LCC) had also been planted along the drain edges to reduce the erosion and kept the soil moisture.</p> <p>Environmental risk assessment action plan at the estate were include nursery activities, replanting activities, weeding activities, pruning activities, circle sanitation, EFB mulching, road paths and railways, boundary monitoring, oil palm pest and disease, UIE main drain, domestic waste and landfill at division 2B. The plan has been reviewed every year and based on the document verification, the plan has been reviewed on 21st March 2017</p>	
<b>NDF 3.4</b>	<p>The initial planning shall cover at least the first cycle of the oil palm development (Initial planting through New Planting). Both the planning as well as the plans shall take a gender inclusive approach, considering the different roles that men and women have in relation to e.g. landownership, use, food crop or cash crop production, markets and credit.</p> <p>Notwithstanding FPIC requirements further consultations before and throughout development cycle shall be carried out with affected stakeholders and identified relevant third parties to review the plans. Planned land allocation to various activities shall be shared during such consultations.</p>	<p>There was no new development/new planting within UIE Management Units. Thus, this criterion/indicator is not applicable</p>	Yes
<b>NDF 3.5</b>	<p>Companies shall show evidence that they are managing and protecting areas deemed unsuitable for oil palm development in areas under their control because of the magnitude of potential environmental and/or social negative impacts. This also applies to the resolution of any conflicts on such land.</p> <p>They shall not initiate excision of such land from their Management Units unless they can assure the long term conservation of such areas and values. Should excision be initiated by an entity other than the company, the company shall provide evidence of having given input on the potential</p>	<p>Replanting programme for UIE includes peat area for total of 1038.47 ha.</p> <p>Prior to replanting, drainability assessment is required as per RSPO P&amp;C indicator 4.3.5.</p> <p>Request to director of research for drain desilting assessment date 14/4/16 for the next replanting in 2017. Approval granted on 20/4/17 with justification to adhere the practice of field drain intensity of 1:4 rows of oil palm. Felling of palm was started in Q3 2016.</p>	Yes

**RSPO Public Summary Report  
Revision 4 (November /2016)**

Criterion / Indicator	Assessment Findings	Compliance
	negative impacts of excision and possible conversion resulting from the excision, as evidence of its attempt to prevent the excision or at a minimum to provide input on the negative impacts of such an action to the initiating entity	
<b>NO USE OF FIRE</b>		
<b>Prevent and Control Fires</b>		
<b>NFR1.1</b>	<p>There shall be no use of open burning/fire in new or ongoing operations for land preparation, land management, waste management, or any other reason other than justified and documented cases of Phyto-Sanitary emergencies. Prior approval must be obtained from appropriate authorities in these cases.</p>	<p>UPB had committed to Zero Burning within the operations and operating units. The Environmental And Biodiversity Policy dated 18/08/2017 signed by CEO Dato Carl Bek-Nielsen had shown the commitment of UP towards zero burning.</p> <p>The UPB commitment towards zero burning was since 01/06/1989 when Dato Seri B.Bek Nielsen had made the Zero Burn Policy. On 18/02/2008, UPB had reinstate their commitment on zero burn through an internal memorandum which was circulated to inform all employees regarding no open burning.</p> <p>During the field assessment, there is no fire burning observed. Interviewed with the contractors that were conducting the palm felling for replanting had informed the assessment team that there is no fire used of preparation of replanting.</p> <p>The SOP for Replanting dated 10/12/2007 provides the procedure of no buring for replanting. The procedures states that the OP will be mechanically felled with excavators, windrowed, shredded and let to decompose along planting rows. Field observation confirmed the procedures has been followed.</p> <p>Interview with the stakeholders confirmed that there was not used of fire for replanting activities. A search in the local media had not found any report of open burning within UPB’s operations.</p> <p>The waste management plan shows that the domestic waste are disposed through recycle the recyclables and disposed the non-recycables to landfill. The current landfill is located at block 1*9.</p> <p>The scheduled waste are disposed through licensed scheduled waste collector. The latest consignment was 29/08/2017 collected by Ranama Resources</p>

**RSPO Public Summary Report**  
**Revision 4 (November /2016)**

Criterion / Indicator	Assessment Findings	Compliance
	<p>Sdn Bhd (0.2254 mt of oil filter and 0.0033mt of cotton rags) and SP Metro (M) Sdn Bhd (Spend lubricant oil).</p> <p>The latest eswis reported was on 30/09/2017. UPB had utilized the eswis reporting to monitor the first generation of the waste to 180days disposal timeframe according to the EQA 1974.</p> <p>The license of the scheduled waste collector was sighted. For SP Metro Sdn Bhd, the date of latest license period is 01/05/2017 – 30/04/2018 while Ranama Resources Sdn Bhd is 01/05/2017 – 30/04/2018.</p>	
<p><b>NFR1.2</b></p> <p>Companies shall have plans, procedures and facilities to prevent, monitor and combat fire on land they manage as well as in the vicinity of the estates, in coordination with communities and local authorities. Plans shall include management of water tables, within the estate.</p> <p>Plans shall also include a definition of appropriate boundaries outside of the management unit based on a risk assessment.</p> <p>Appropriate staff training in use of chosen monitoring tools shall be documented. Companies shall document management responses to prevent and put out fires.</p> <p>Resources such as the WRI Global Forest Watch Tool are suggested as monitoring aids</p>	<p>UIE had setup the fire brigade to combat fire at all the operating units and land managed. The Organization chart for 2017/2018 is advised by Group Manager UIE Mr Geofferey Cooper.</p> <p>The Emergency Response Plan for fire combat has detailed reponse method when a fire is detected at the operating units. The last fire reported was on 12/10/2016. Any fire occurred has been recorded and the caused of fire has been included in the report.</p> <p>UIE had engaged with surrounding communities and stakeholders for fire prevention on estate on 11/09/2017. The attendance and minutes of the engagement was sighted. On 09/08/2017, UIE had conducted an Mock Fire Drill with Fire Department of Pantai Remis. The annual training program for OSHA has included a Fire Drill in which stakeholders and communities are invited as part of the plan of UIE to manage fire.</p> <p>During the field assessment, the assessment team had observed a Fire Drill at field 45. The demonstration by the ERP Team has been sighted that they are properly trained on how to put off fire at peat soil block.</p> <p>UPB has subscribed to Global Forest Watch Fires on 10/09/2017. The hotspot area has been identified to GFWF during the subscription. In case of any fire detected by GFWF, an alert will be sent to Mohd Azmir (Assistant Engineer for Mill) and Mohd Fadzil (Assistant Manager for Estate).</p> <p>On top GFWF, UPB will perform Estate Patrol. The record of the patrolling was sighted. The patrolling is conducted daily. The patrolling conducted by auxiliary police according to the patrolling</p>	<p>Yes</p>

**RSPO Public Summary Report**  
**Revision 4 (November /2016)**

Criterion / Indicator		Assessment Findings	Compliance
		<p>schedule. The monitoring for any fire at the estate will also be conducted by workers and "mandos". In case of any fire detected, the "mandos" will report to the management/security head.</p> <p>There is a watch tower at the main office for fire observation.</p>	
<b>NO PLANTING ON PEAT</b>			
<b>No New Planting On Peat Of Any Depth</b>			
<b>PT1.1</b>	There shall be no new development on peat, regardless of depth or extent after 16 Nov 2015	During the site visit and field interview at UIE Estate, it was observed that there is no new planting on peat from 2010 onwards. The current peat soils total is 2,440 Ha as per UIE Estate map.	Yes
<b>Existing Plantation on Peat Are Managed To Best Management Practices</b>			
<b>PT2.1</b>	All existing plantations on peat of any depth or extent shall adhere to the RSPO manual on best management practices for existing plantations on peat.	As per SOP for 2.0, Peat Subsidence Measurements, the Peat subsidence probe were installed in 2 areas as sighted in field and covered in cage. The annual reading was taken by the UPRD team and latest result was sighted on 17.11.2016 (61 months 91,877 days) with rate of peat subsidence/year (cm/yr) is 3.02 for Field 97, Row 63, Palm 8. This was used as the reference on the deep peat water level monitoring.	Yes
<b>PT2.2</b>	Results of peat drainability assessments shall be publicly available -	During the site visit, seen the recommended field drain intensity of 1:4 rows of oil palm for replanting in 2016 and 2017 with SPH of 160/Ha. UIE estate has the Irrigation Scheme Water Management-Appendix 1 and evidenced on the water gate, flow direction and water sampling points. There are 10 water sampling points and 3 water gates for UIE Estate. Seen the water management map.	Yes
<b>PT2.3</b>	Where a company has identified areas unsuitable for oil palm replanting, based on drainability assessments or other reasons, plans developed in conjunction with affected communities shall be in place for the appropriate management of such areas which could include rehabilitation or alternative sustainable use	<p>The deep and shallow peat were suitable for replanting based on the Drainability Assessment in 2017 Replanting, Internal Memorandum dated 01-12-16.</p> <p>There was a Management of water table-water table reading every week logbook to monitor the water table measurement in field available. The latest reading was taken on 27.09.17 on sunny day resulted 50 cm. The water level maintain at 50-60cm. Seen the placement of water table measurement point at Field 45.</p>	Yes

**RSPO Public Summary Report  
Revision 4 (November /2016)**

Criterion / Indicator	Assessment Findings	Compliance	
<b>REDUCTION OF GHG</b>			
<b>Measure GHG</b>			
<b>GHG1.1</b>	<p>The RSPO Palm GHG Tool or another RSPO- approved equivalent tool shall be used to monitor emissions at the Management Unit and across all eligible operations in the entire organization.</p>	<p>The methodology used to determine amount GHG emission emitted due the operations of palm oil estate and palm oil mill at UIE is using the Life Cycle Analysis where procedures and requirements are following the ISO14040 and ISO14044.</p> <p>The United Plantations Berhad 2017 LCA study covering 2004-2016 was submitted to RSPO Scretariat. However the methodology has not been endorsed by RSPO.</p>	<p>Non Compliance</p>
<b>Reduce GHG</b>			
<b>GHG2.1</b>	<p>There shall be a management and monitoring plan that includes targeted reductions of GHG emissions</p>	<p>Since 2004, significant investments have been made in promoting green energy starting with the Biomass Reciprocating Boiler cum Power Plant and Biogas Plant. These project had significantly reduce CO<sub>2</sub> emissions by 70% and CH<sub>4</sub> emission by 80% at the respective operating units.</p> <p>The annual LCA serves as the management and monitoring plan for the entire United Plantation for GHG emission and reduction. The report provides the improvement analysis and plan.</p> <p>In 2017, the overall GHG emission within United Plantation Berhad operations will be further reduced due to replacing current Ulu Bernam mill with Optimill which is 100% biogas powered and the "maturing" of peat soil to mineral soil.</p>	<p>Yes</p>
<b>GHG2.2</b>	<p>Best management practices shall be implemented for the reduction of operational emissions, including but not limited to:</p> <ul style="list-style-type: none"> <li>• plans for installation of Biogas collection from POME in place at all locations by 2020 or</li> <li>• Other techniques with proven same results as from biogas collection and</li> <li>• Optimal use of inorganic fertilisers and chemical inputs to minimise emissions</li> </ul>	<p>UIE Mill has installed the biogas recovery plant and was commissioned since 2010. The biogas captured are used for power generation. The power generated are sold to Tenaga National Berhad. The installed capacity is 1.2MW. The Power Purchase Agreement dated 09/12/2015 and the Generation License (LRE 12/1/6/272 (BG)) dated 15/03/2016 was sighted.</p> <p>The UIE estate is utilizing the treated POME for land application to reduce chemical utilization. The DOE license for land application was reviewed (License 004239; validity – 30/06/2018).</p> <p>The UIE estate is mulching the EFB for soil improvement which will be able to reduce the use</p>	<p>Yes</p>



**RSPO Public Summary Report**  
**Revision 4 (November /2016)**

Criterion / Indicator		Assessment Findings	Compliance
	<ul style="list-style-type: none"> <li>Enhance management of plantations and set aside area</li> </ul>	<p>of chemical fertilizers (in which chemical fertilizer usage will cause carbon emission).</p> <p>UIE POM is generating steam and electricity with biomass fuel (including shells and fibres). The POM utilized minimal diesel consumption for mill startup. The POM is also supported by TNB power.</p> <p>In United Plantations, the estates (except Seri Pelangi and Lima Blas) are installed with locomotive tracks. By using locomotives, it will reduce the overall diesel consumed on trucks to transport the FFB to mill. Furthermore it will reduce the diesel consumption for wheel loader at the POM loading ramp.</p>	
<b>Report GHG</b>			
<b>GHG3.1</b>	<p>GHG measurement results and targets at the management unit and organization level shall be publicly reported at least annually. Results shall be provided as both absolute from the benchmark year of 2005 (or start of operations, whichever is later) and intensity per ha and per tonne CPO.</p>	<p>The annual LCA conducted on the organization level by United Plantation Berhad had served the purpose to demonstrate annually benchmarking of the GHG emission reduction of the previous year. The LCA provide the benchmarking since year 2004. From year 2004 till 2016, United Plantation Berhad had successfully reduce GHG emission from 2.58kgCO<sub>2e</sub> to 1.72 kgCO<sub>2e</sub>.</p> <p>The LCA report is published in the United Plantation Berhad website <a href="http://www.unitedplantations.com/About/carbon_footprint_initiatives.asp">http://www.unitedplantations.com/About/carbon_footprint_initiatives.asp</a>.</p> <p>Please refer to Appendix I for the GHG calculation.</p>	Yes
<b>RESPECT FOR HUMAN RIGHTS</b>			
<b>Fair Treatment for Smallholders</b>			
<b>HR1.1</b>	<p>Companies shall develop outreach programs of support directed at all smallholders (irrespective of type) in the supply base that will enhance and support their competencies and market access.</p> <p>Programs shall cover sustainability issues as well as yields &amp; productivity support, hazardous material trainings, financial management &amp; budgeting, logistics of processing and market access and educating smallholders on their rights</p>	<p>The company does not consists of neither associated smallholders nor independent smallholders in their certification. The mill is solely received crops from own certified supply base which is UIE Estate. Therefore, this criteria is not applicable to the certification unit.</p>	Yes

**RSPO Public Summary Report  
Revision 4 (November /2016)**

Criterion / Indicator	Assessment Findings	Compliance
<b>Preventing Conflicts and Responding to Complaints</b>		
<p><b>HR2.1</b></p>	<p>Communication and consultation procedures, including FPIC and dispute resolution mechanisms for individual cases, shall be established in consensual agreement with affected stakeholders, including local communities, with particular assurance that vulnerable, minority and gender groups shall be consulted.</p> <p>During the site visit and interview with UIE estate workers, there is no land dispute occurred between UIE and other stakeholders.</p> <p>UIE POM and UIE Estate have maintained a "Grievance Redressal Procedure for External Stakeholder" and "Grievance Redressal Procedure Internal Stakeholder" to address any grievances or complaints by the affected stakeholders. The procedure has been printed in Stakeholder Booklet and distributed to all the stakeholders during stakeholder meeting. The last stakeholder meeting was conducted on 22/5/2017 and seen the handling over of stakeholder booklet to external stakeholders with acknowledgement by them.</p> <p>Besides, United Plantations Berhad has developed Human Rights Policy dated 18/8/2017 where the company will respect land tenure rights and customary rights or native rights of indigenous and local communities and committed to FPIC.</p> <p>The mill and estate have implemented Registry of Complaints to record any complaints or requests by internal and external stakeholders. Seen the Registry of Complaints for mill where it solely recorded for internal complaints and requests. For eg:</p> <p>One of the staff has requested the mill management to repair telephone line at office 2B estate on 16/8/2017.</p> <p>Action Taken: The phone line wire was replaced and the telephone connection is functional as per requested on 17/8/2017.</p> <p>Evidence: The Work Request/ Order was issued on 16/8/2017 to carry out the repair work.</p> <p>The management has addressed the requests as per the procedure which the grievance shall be settled within 7 working day for internal issue.</p> <p>The external stakeholders' requests were handled by the UIE Estate's management. Interviewed with the external and internal stakeholders confirmed that the management has explained the procedure and has taken action to resolve any complaints or requests by them. Besides, the auditor confirmed</p>	<p>Yes</p>

**RSPO Public Summary Report**  
**Revision 4 (November /2016)**

Criterion / Indicator	Assessment Findings	Compliance
	that the stakeholders have received the Stakeholder Booklet by interviewed with them.	
<b>Land Use is Free of Conflicts</b>		
<p><b>HR3.1</b></p> <p>Growers and millers shall adhere to the RSPO approved FPIC guidance. Company policy shall prohibit intimidation and harassment.</p> <p>The company shall respect a decision by a community/communities to refuse planned development.</p> <p>Recognising that social values are dynamic, and that communities are free to make their own choices, the company shall ensure that the process of consultation and of planning is adaptive and allows for yearly (or more frequent, as needed) consultations during the development of the project.</p>	<p>UIE POM and estate’s lands are solely owned by United Plantations Berhad. Document verified the total 6 land titles for oil palm and 2 land titles for others (Forest crop and farm crop) confirmed that the lands were belong to United Plantations Berhad. Sampled of land titles with terms of agriculture of oil palm are as below:</p> <ul style="list-style-type: none"> <li>a. Lot No.: 17027 – 2316.00 ha</li> <li>b. Lot No.: 1343 – 39.46 ha</li> <li>c. Lot No. 17029 – 121.00 ha</li> </ul> <p>The two land titles that are not meant for oil palm agriculture were Lot No. 1189 (3.25 ha for Forest crop) and Lot No. 1188 (6.6975 ha for Farm Crop). The two lands were purchased from smallholders. Seen the letter to request to purchase the land Lot No. 1188 dated 7/3/2007 from the management to the smallholder and letter from Head Office to proceed to the purchase of land Lot No. 1189 dated 27/11/2006 with the agreed price range. The purchase of lands were came into a mutual agreed situation. The management has reserved the two lands without any development.</p> <p>United Plantations Berhad has established SOP for Land Dispute Settlement as per Free Prior &amp; Informed Consent (FPIC). The procedure was distributed into 3 stages where phase 1 is the process of verification and completing documents of community, phase 2 is the verification process of land legality and last phase is the negotiation process with land owner.</p> <p>Besides, United Plantations Berhad has developed Human Rights Policy dated 18/8/2017 where the company will respect land tenure rights and customary rights or native rights of indigenous and local communities and committed to FPIC.</p>	<p>Yes</p>
<p><b>HR3.2</b></p> <p>Companies shall respect FPIC. Contradictions and inconsistencies between legal requirements and RSPO FPIC requirements shall be identified.</p>	<p>There was no land dispute case been reported in UIE Estate. All the lands were legally own by United Plantations Berhad. Besides, interviewed with the neighbouring smallholders and local communities confirmed that no encroachment of land by United Plantations Berhad. The management has</p>	<p>Yes</p>

**RSPO Public Summary Report  
Revision 4 (November /2016)**

Criterion / Indicator		Assessment Findings	Compliance
	Companies shall demonstrate efforts to find solutions to these identified contradictions and inconsistencies.	maintained trenches to demarcate the ownership of the lands.	
<b>HR3.3</b>	<p>Where there is conflict over land use the grower shall, through their mechanism to resolve conflicts, show evidence that the necessary action to resolve the conflict with relevant parties has been or is being taken.</p> <p>Where operations overlap with other rights holders the company shall resolve the issue consistent with RSPO P&amp;C Criteria 6.3 and 6.4 and involving the appropriate authorities.</p>	There is no land dispute identified. Please refer to HR3.2.	Yes
<b>HR3.4</b>	Plantation operations shall cease on land planted beyond the legally determined areas and there should be specific plans in place to address such issues for associated smallholders	There was no land dispute case been reported in UIE Estate. All the lands were legally own by United Plantations Berhad. Besides, interviewed with the neighbouring smallholders and local communities confirmed that no encroachment of land by United Plantations Berhad. The management has maintained trenches to demarcate the ownership of the lands.	Yes
<b>Fair Labour</b>			
<b>HR4.1</b>	If there is no RSPO National Interpretation definition of a Decent Living Wage, the company shall document a process of collective bargaining with the workforce to establish and implement a mutually agreed upon total compensation package that provides a decent living which shall include at least the minimum wage	<p>The company has implemented the Minimum Wage Order 2016 by updating the changes in law dated 10/5/2016 which effective from 1/7/2016. The company has recruited local workers, guest workers and contractor’s workers. The payslip has detailing the number of days of work, basic pay, allowance, deduction of pay and etc. Sampled of payslips for month December 2016, January 2017 and March 2017 based on the crop summary as below:</p> <ul style="list-style-type: none"> <li>a. Employee No.: 412887 (UIE POM)</li> <li>b. Employee No.: 108122 (UIE POM)</li> <li>c. Employee No.: 413587 (UIE POM)</li> <li>d. Employee No.: 414201 (UIE POM)</li> <li>e. Employee No.: 415262 (UIE POM)</li> <li>f. Employee No.: 204930 (UIE Estate)</li> <li>g. Employee No.: 309347 (UIE Estate)</li> <li>h. Employee No.: 116365 (UIE Estate)</li> <li>i. Employee No.: 107501 (UIE Estate)</li> <li>j. Employee No.: 112792 (UIE Estate)</li> <li>k. Passport No.: B2154310 (Contrator’s Worker)</li> <li>l. Passport No.: H3588019 (Contrator’s Worker)</li> </ul>	Yes

**RSPO Public Summary Report**  
**Revision 4 (November /2016)**

Criterion / Indicator	Assessment Findings	Compliance
	<p>m. Passport No.: AE7778315 (Contrator’s Worker)  n. Passport No.: AS850624 (Contrator’s Worker)  o. Passport No.: AT582133 (Contrator’s Worker)  p. Passport No .: AT644745 (Contrator’s Worker)  q. Passport No.: N8627438 (Contrator’s Worker)  r. Passport No.: BJ0977266 (Contrator’s Worker)</p> <p>All the sampled workers were achieved Minimum Wage Order 2016 with RM 1000/ month or RM 38.46/ day. The pay slips for the sampled workers were reviewed to confirm where there are deductions, it is according to the collective agreement e.g. exceeded the limit for water and electricity bill and donation for religion event.</p> <p>The management has get approval from Jabatan Tenaga Kerja Semenanjung Malaysia to deduct worker’s salary that not more than 50% from total salary and with the consent from the workers. Seen the approval letter with Ref. No. (6) dlm BHG PU/9/129 dated 1/6/2012.</p>	
<p><b>HR4.2</b></p> <p>There shall be no evidence of employees, including migrant, transmigrant workers and/or contracted workers being prevented from forming or joining associations and/or participating in collective bargaining, within the limits of national legislation</p>	<p>United Plantations Berhad has implemented Human Rights Policy dated 18/8/2017 signed by Chief Executive Director, Dato’ Carl Bek-Nielsen. The company respects the rights of all personnel to join and participate in registered trade unions and to bargain collectively.</p> <p>Workers from UIE Estate have joined the UNION association and seen the list of workers who joined UNION. Through interviewed with the workers confirmed that they are allowed to join any association and participating in collective bargaining.</p> <p>The MAPA/NUPW, Memorandum of Agreement between the Malayan Agricultural Procedures Association (Hereinafter Referred to as MAPA) and the National Union of Plantation Workers (Hereinafter refered to as NUPW) on the wages of Harvesters, Harvesting Kanganies, Loaders and Other Loaders” on Oil Palm Estates, 2015 which valid for 3 years shows that UNION is present in UPB. This proves that UPB does not stop UNION establishment in its organization and committed to freedom of association.</p>	<p>Yes</p>
<p><b>HR4.3</b></p> <p>There shall be evidence that workers and employers understand workers rights to collective bargaining and freedom of association</p>	<p>UIE POM has established Guest Workers Committee which represented by workers with different nationalities such as Bangladesh, India, Indonesia and Nepal. The last meeting was</p>	<p>Yes</p>

**RSPO Public Summary Report**  
**Revision 4 (November /2016)**

Criterion / Indicator		Assessment Findings	Compliance
		<p>conducted on 11/9/2017 with total 13 participation of workers' representatives and management representative. Seen the meeting minutes and found that no issue was raised by the workers' representatives.</p> <p>Besides, the management has established Guest Workers Committee as well to discuss any issues related to workers' welfare, pay and condition, amenities and facilities and etc. The last meeting was conducted on 12/9/2017. So far there is no any issue raised by the workers in the meeting. Furthermore, interviewed with the workers confirmed that no complaints or issues related to working condition, pay and condition and etc was highlighted.</p> <p>The frequency of the Guest Workers Committee meeting was once every 2 months.</p>	
<b>HR4.4</b>	No hazardous work (as defined by the ILO) shall be carried out by anyone under the age of 18	<p>United Plantations Berhad has implemented Human Rights Policy dated 18/8/2017 signed by CEO. The company does not tolerate the use of child or forced labour in any of the plantations. They are using the definition from United Nations Convention on the Rights of the Child which define 'child' as anyone who is less than 18 years old. Document reviewed on the masterlist for both UIE POM and UIE estate confirmed that the management only recruited workers who more than 18 years old. Interviewed with the stakeholders and workers confirmed that no workers less than 18 years old were recruited in the company.</p>	Yes
<b>HR4.5</b>	The use of Paraquat is prohibited	<p>United Plantations Berhad has developed Occupational Safety and Health Policy dated 18/8/2017 which signed by CEO, Dato' Carl Bek-Nielson. The company has ban the use of Paraquat weedicide (1,1'-Dimethyl-4,4'-bipyridinium dichloride). Document verified the Chemical Register prepared on 18/4/2017 by Senior Assistant Manager confirmed that no paraquat was used in the estate. Besides, interviewed with the local communities and stakeholders confirmed that the management has prohibited the usage of paraquat in their compound. Class 1A chemical was used in the compound which is Monocrotophos to replace the usage of Paraquat.</p>	Yes

**RSPO Public Summary Report  
Revision 4 (November /2016)**

Criterion / Indicator	Assessment Findings	Compliance
<p><b>HR4.6</b></p> <p>There shall be evidence of initiatives to maximise education and career opportunities for the children of all employees, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Provision of educational resources (e.g. educational learning materials such as computers, textbooks and other tools and materials),</li> <li>• Outreach programmes on career opportunities within and outside the plantation, and</li> <li>• The provision of apprenticeship opportunities for school leavers</li> </ul>	<p>United Plantations Berhad has established Corporate Social Responsibility Policy dated 3/1/2011 which signed by Senior Executive Director, Ho Dua Tiam. The company is focus on the continuous care, commitment and responsibility towards their employees, environment and community.</p> <p>The UIE POM has offered Industrial Training to the undergraduate from University Malaysia Perlis. Seen the approval letter dated 10/11/2016 to offer the position of internship.</p> <p>Furthermore, UIE estate has offered study tour to the primary school students to carry out field visit to the estate. The study tour was also published at newspaper on September 2017.</p>	<p>Yes</p>
<p><b>HR4.7</b></p> <p>A gender committee shall be established specifically to address areas of concern to women.</p> <p>Management representatives responsible for communication with the gender committee shall be femal</p>	<p>United Plantations Berhad has developed Gender Policy dated 24/4/2015 which signed by CEO, Dato' Carl Bek-Nielsen. The company is committed to maintain the workplace free from harassment on any kind based on employee's race, colour, religion, gender, national origin and etc. The company has adopted a specific complaints and grievance procedure and mechanism to address gender-based issue. The company will protect the reproductive rights and motherhood responsibilities of women. Seen the Grievance and redressal procedure for sexual harassment in the workplace. Misconduct Report Form was implemented if there is any complaints reported. If the issue did not resolve within 2 weeks from the date of reported, the issue will bring to Group Manager Human Resources and Environment, Safety &amp; Health.</p> <p>UIE POM and estate has established Gender Committee with total 10 members from mill and estate. The Chairperson of the committee is Ms. V.B. Thantham. Training on Understanding of Sexual Harassment at Work was held on 14/7/2016. Seen the attendance list of the female workers who has attended the training. Gender Committee Meeting was conducted on 14/7/2017 at UIE Committee Hall. Meeting minutes was sighted and no case of sexual harassment or violence has been highlighted in the meeting.</p>	<p>Yes</p>
<p><b>HR4.8</b></p> <p>All complaints / grievances of harassment or abuse shall be</p>	<p>The company has developed Grievance and Redressal Procedure for Sexual Harassment in the</p>	<p>Yes</p>

**RSPO Public Summary Report  
Revision 4 (November /2016)**

Criterion / Indicator	Assessment Findings	Compliance	
	documented and responses & actions monitored. There shall be demonstrable efforts for reducing the number of harassment or abuse cases	Workplace. Workers who have grievance, sexual or violent nature should reported to the committee and recorded in the Misconduct Report Form. It is then submitted to respective Head of Department and copied to the Gender Committee. If the issue was not resolved in 2 weeks from the date of complaint, the issue will be further brought up to Group Manager Human Resources and Environment, Safety & Health. The Group Manager will resolved the issue in consultation with the Company's Executive Committee. There is no any sexual harassment or violence case reported by the employees.	
<b>TRANSPARENCY</b>			
<b>Provide Information to Stakeholders</b>			
<b>TR1.1</b>	There shall be a documented Standard Operating Procedure (SOP) for responding constructively to stakeholder requests for information, including a specific timeframe to respond to enquiries.	<p>The company has developed a SOP for responding constructively to stakeholder requests for information including the specific timeframe to respond to enquiries. The timeframe to respond to the stakeholder was within 7 working days. Seen the Registry of Correspondances where it recorded the requests from external stakeholders.</p> <p>The contact person on handling enquires in Jendarata's Operating Units are the Estate/Mill Manger. Sample of appointment observed – Mr Khor Noon Wah, Acting Manager for Seri Pelangi Estate. His appointment was on 01/04/2017.</p> <p>Besides, the company has implemented Policy on Documents that can be Publicly Made Available dated 11/1/2014 which signed by CEO, Dato' Carl Bek-Nielsen. The documents that are made publicly available on request as below:</p> <ul style="list-style-type: none"> <li>a. Land titles/ user rights</li> <li>b. Occupational health and safety plans</li> <li>c. HCV documentations</li> <li>d. Negotiation procedures</li> <li>e. Continual Improvement Plans</li> <li>f. Human Rights Policy</li> </ul> <p>Seen the Registry Record of Requests where it recorded the requests from internal and external stakeholders. For eg:</p> <ul style="list-style-type: none"> <li>a. Mr Parvathi Mandor on 22/05/2017 requested the management for providing water during this wedding ceremony. The management had agreed on 22/05/2017 to provide assist in</li> </ul>	Yes



**RSPO Public Summary Report**  
**Revision 4 (November /2016)**

Criterion / Indicator		Assessment Findings	Compliance
		<p>providing a water tank for the use of the stakeholder during the wedding.</p> <p>b. The Temple committee on 13/07/2017 requested the management for water from water tank and pickup for during temple cleaning that will be held on 16/07/2017. The management had agreed on 13/07/2017 to provide the water for the cleaning of the temple and provide pickup services on the day of the occasion.</p>	
<b>Code of Ethics and Integrity</b>			
<b>TR2.1</b>	<p>The ethical code of conduct shall include as a minimum a written restatement of the company commitment to and provide detail on:</p> <ol style="list-style-type: none"> <li>1. A respect for the fair conduct of business;</li> <li>2. A prohibition of all forms of corruption, bribery and fraudulent use of funds and resources;</li> <li>3. A proper disclosure of information in accordance with applicable regulations and accepted industry practices</li> </ol>	<p>United Plantations Berhad has implemented Code of Conduct and Business Ethics dated 8/12/2016 signed by CEO, Dato' Carl Bek-Nielsen. The company conducts the operations with honesty, integrity and openness, and with respect for the human rights and interests of the employees. They do not give or receive whether directly or indirectly bribes or other improper advantages for business or financial gain.</p>	Yes
<b>Traceability from Plantation to Mill</b>			
<b>TR3.1</b>	<p>All mills shall have in place a traceability system to identify the location of production for all FFB, including %'s, from their own production, associated smallholders, dealers and independent smallholders and any other outgrower or other source of FFB.</p> <p>Growers and millers shall develop and implement a plan to ensure that the smallholder supply base meets RSPO requirements for responsible and legal sources within the time lines as noted in TR 3.2 and TR 3.3 below.</p> <p>The plan shall consider:</p> <ul style="list-style-type: none"> <li>• Technical, financial and training support for practices relevant to all RSPO P&amp;Cs, particularly:</li> </ul>	<p>UIE POM is producing premium module of supply chain (Module D: Identity Preserved) for CPO and PK.</p> <p>All FFB received coming from all certified estates with traceability ID, i.e. UIE Estate [Certified Sustainable FFB, MUTU- RSPO/067] and recorded under delivery note and daily FFB summary records.</p> <p>FFB is traceable to its origin field location. FFB is coming from known and certified source. No FFB received from associated smallholders, dealers and independent smallholders and any other outgrower or other source of FFB.</p> <p>Previously, there were 3 outside FFB suppliers from neighboring estates (Huntly Estate, Arunamari and VKK Estates). UIE POM is longer received uncertified/outside crop since 1st May 2017. The official termination letter to Plantation Agencies Sdn Bhd dated 4th April 2017 was verified.</p>	Yes

**RSPO Public Summary Report**  
**Revision 4 (November /2016)**

Criterion / Indicator	Assessment Findings	Compliance
<ul style="list-style-type: none"> <li>• soil management practices,</li> <li>• chemical and fertiliser use and storage,</li> <li>• use of seedlings,</li> <li>• the identification management and monitoring of HCV, HCS and peatland,</li> <li>• the reduction of emissions,</li> <li>• the resolution of land conflict,</li> <li>• the promotion of staff/workers welfare and</li> <li>• sustainable development</li> </ul>	<p>Source of FFB is from legal source based on MPOB license:</p> <ul style="list-style-type: none"> <li>i. Arunamari Estate: MPOB license #502375302000 dated 31/1/18 (total hectare; 404.85 Ha)</li> <li>ii. Huntley Estate: MPOB license #501279402000 dated 31/3/18 (total hectare : 509.2 Ha)</li> <li>iii. VKK Estate: MPOB license #581392002000 dated 26/2/18 (total hectare : 175.3 Ha)</li> </ul> <p>Verified the previous outside crop is under estate category not smallholder based on size of the land area.</p>	
<p><b>TR3.2</b></p> <p>Within 1 year of initial RSPO Next verification the mill shall only source FFB from known and identified sources (to at least the dealer level) and plans shall be developed to assist the full small holder supply base in identifying attributes that could indicate high risk and the mitigation or avoidance of such risk.</p>	<p>UIE POM are producing premium module of supply chain (Module D: Identity Preserved.</p> <p>No FFB received from associated smallholders, dealers and independent smallholders and any other outgrower or other source of FFB and coming from known and certified source.</p> <p>UIE POM is longer received uncertified/outside crop since 1st May 2017. The official termination letter to Plantation Agencies Sdn Bhd dated 4th April 2017 was verified.</p>	<p>Yes</p>
<p><b>TR3.3</b></p> <p>Within 2 years of initial RSPO NEXT verification a system shall be in place to assure that all FFB entering the mill is from known and identified plantation sources which are:</p> <ul style="list-style-type: none"> <li>• From land legally occupied for oil palm production;</li> <li>• Existing plantations on peatlands managed to RSPO Best Management Practices</li> <li>• Not PLANTED on peat of any depth or extent since November 2015</li> <li>• Not the subject of conflict with neighbouring communities;</li> <li>• Not produced using forced, trafficked or child labour;</li> </ul>	<p>UIE POM are producing premium module of supply chain (Module D: Identity Preserved.</p> <p>No FFB received from associated smallholders, dealers and independent smallholders and any other outgrower or other source of FFB and coming from known and certified source.</p> <p>UIE POM is longer received uncertified/outside crop since 1st May 2017. The official termination letter to Plantation Agencies Sdn Bhd dated 4th April 2017 was verified.</p>	<p>Yes</p>

**RSPO Public Summary Report  
Revision 4 (November / 2016)**

Criterion / Indicator	Assessment Findings	Compliance
<ul style="list-style-type: none"> <li>• From land that has had no use of fire</li> <li>• From land that has not had clearance of HCV or potential HCV areas since November 2005 (see Criterion 7.3) unless an active program following approved RSPO processes is documented to address potential mitigation</li> </ul> <p>As clarification and reiteration of support for the productive engagement with smallholders who are significant and important parts of the supply chain particular and special attention shall be paid by companies to developing strategies that allow all categories of small holders to participate in supply chains. Plans reported shall reflect this attention and provide detail.</p> <p>RSPO commits to developing an approach that will support engagement with the smallholder community on issues of High Conservation Value and their practices. In particular the Secretariat will work to ensure that the Smallholder Working Group and the HCV working group develop shared solutions.</p> <p>Companies are encouraged to develop approaches that work for their smallholder supply base and present them to the RSPO for review and approval. These approved programs shall be utilised as specific tools to avoid exclusion of small holder supply base in a supply chain. It is particularly noted that exclusion of Smallholders is to be a last resort.</p>		

**Appendix B: Approved Time Bound Plan**

<b>TIME BOUND PLAN FORECAST FOR RSPO CERTIFICATION OF ALL PALM OIL MILLS &amp; SUPPLY BASES</b>				
<b>Palm Oil Mill</b>	<b>Country</b>	<b>Supply Bases (estates, plantations, associations)</b>	<b>Targeted RSPO Certification Year</b>	<b>Current Certification Status as Per this Audit</b>
UIE	Malaysia	UIE Estate 1 & 2	Recertified in September 2017	Recertified by Mutu Certification International
Jendarata*	Malaysia	Jendarata Estate & Seri Pelangi Estate	Recertified in September 2017	Recertified by Mutu Certification International
Ulu Bernam*	Malaysia	Sungei Erong Estate & Sungei Chawang Estate.	Recertified in September 2017	Recertified by Mutu Certification International
Ulu Basir*	Malaysia	Ulu Basir Estate, Changkat Mentri Estate and Lima Blas Estate	Recertified in September 2017	Recertified by Mutu Certification International
Lada (PT Surya Sawit Sejati)	Indonesia	Lada, Runtu, Kumai & Arut Estate	2017/2018	Undergoing certification

\*Previously certified under multi mill certification. The recertification changed to single mill and its supply base

**Appendix C: Certification Unit RSPO Certificate Details**

United Plantations Berhad  
United International Enterprise Sdn Bhd  
34900 Pantai Remis, Perak, Malaysia  
RSPO Membership - 1-0004-04-000-00

BSI RSPO Certificate No: RSPO 665456  
Date of Initial Certificate Issued: 30/10/2017  
Date of Expiry: 28/09/2022  
Applicable Standards: **RSPO NEXT** Module D - CPO Mills: Identity Preserved

<b>United International Enterprise Palm Oil Mill and Supply Base</b>					
Location Address		34900 Pantai Remis, Perak, Malaysia			
GPS Location		4° 26' 54" N; 100° 43' 11" E			
CPO Tonnage Total		39,611.25 mt			
PK Tonnage Total		7,995.93 mt			
CPO Claimed for Certification*		39,611.25 mt			
PK Claimed for Certification *		7,995.93 mt			
Own estates FFB Tonnage		181,703.00 mt			
Scheme Smallholder FFB Tonnage		0 mt			
Estates	Production Area		Other use (ha)	Certified Area / Total land lease (ha)	Annual FFB Production (mt)
	Mature (ha)	Immature (ha)			
UIE Estate (Div 1 & 2)	7,557.74	1,901.69	635.42	10,094.85	181,703.00

*\*Certified Production*

**Appendix D: Assessment Plan**

Date	Time	Subjects	Hidhir	Hu NS	Nick	Elzy
Sunday, 1/10/2017	PM	Audit Team travelling to Pantai Remis. Check in at nearest facility in Pantai Remis/Lumut.	√	√	√	√
Monday, 2/10/2017	08:00 – 09:00	Opening meeting at UIE POM <ul style="list-style-type: none"> <li>Opening presentation by Team Leader</li> <li>Confirmation of assessment scope and finalize audit plan</li> </ul>	√	√	√	√
	09:00 – 12:30	<b>UIE POM and UIE Estate</b> On-site/field verification and organization wide level (where applicable) implementation	√			√
		No Deforestation (NDF 11 – 3.5)				
		Transparency (HR 1.1 – 3.3)				
		Deforestation (NDF 1.1 – 3.5)				
		Human Rights (HR 1.1 – 4.8)				
		No Fire (NF 1.1 – 1.2)				
		No Peat (NP 1.1 – 2.3)				
		Green House Gas (GHG 1.1 – 3.1)				
		General Documentation e.g. Policy, Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, TBP, GHG Tool, CIP and implementation etc).	√	√	√	√
	10:00 – 12:30	Stakeholder interview (union representative, local communities, surrounding estate etc)		√		
	12:30 – 13:30	Lunch	√	√	√	√
	Tuesday, 3/10/2017	13:30 – 16:30	Continue Document review (No Deforestation, No Fire, No Planting on Peat, Reduction of GHGs, Respect for Human Rights and Transparency and are applicable at an organization wide level, including investments, joint ventures and in the organization’s wider supply base)  General Documentation e.g. Policy, Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, TBP, GHG Tool, CIP and implementation etc).	√	√	√
16:30 – 17:00		Interim Closing	√	√	√	√
17:00		End of day 1. Travel back and overnight at Jendarata Estate.	√	√	√	√
	08:00 – 09:00	<b>Jendarata POM and Jendarata &amp; Seri Pelangi Estate</b> Onsite/field verification and organization wide level (where applicable) impementation				

**RSPO Public Summary Report  
Revision 4 (November /2016)**

Date	Time	Subjects	Hidhir	Hu NS	Nick	Elzy
		No Deforestation (NDF 11 – 3.5)				
		Transparency (HR 1.1 – 3.3)				
		Deforestation (NDF 1.1 – 3.5)				
		Human Rights (HR 1.1 – 4.8)				
		No Fire (NF 1.1 – 1.2)				
		No Peat (NP 1.1 – 2.3)				
		Green House Gas (GHG 1.1 – 3.1)				
		General Documentation e.g. Policy, Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, TBP, GHG Tool, CIP and implementation etc).	√	√	√	√
	10:00 – 12:30	Stakeholder interview (union representative, local communities, surrounding estate etc)		√		
	12:30 – 13:30	Lunch	√	√	√	√
	13:30 – 16:30	Continue Document review (No Deforestation, No Fire, No Planting on Peat, Reduction of GHGs, Respect for Human Rights and Transparency and are applicable at an organization wide level, including investments, joint ventures and in the organization’s wider supply base)  General Documentation e.g. Policy, Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, TBP, GHG Tool, CIP and implementation etc).	√	√	√	√
	15:30 - 16:30	Audit team discussion and report preparation				
	16:30 – 17:00	Interim Closing	√	√	√	√
	17:00	End of audit	√	√	√	√

**Appendix E: Stakeholders Contacted**

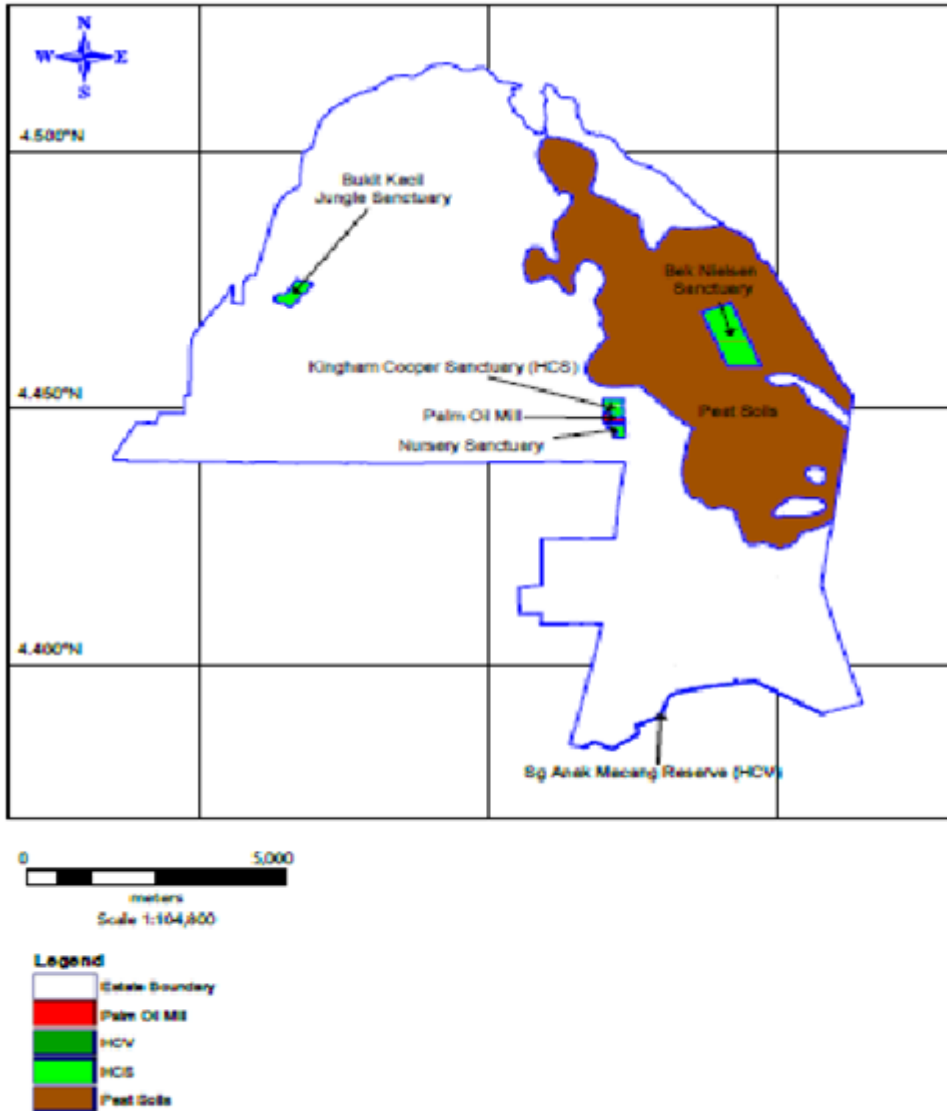
<b>Internal Stakeholders</b>	<b>Union/Contractors/Local Communities</b>
Managers and Assistant Managers Staff and Clerks Foreign Workers Field workers	Representative from Kg Cina Sungai Batu Representative from Parti American Representaive from Kg Tersusun Gelung Gajah Near by estate (Ladang Gelung Pepuyu, Ladang Raja Hitam, Huntly Estate)



**Appendix F: Location Map of Certification Unit and Supply bases**



**Appendix G: Estate Field Map**



**Appendix H: GHG Reporting Executive Summary**

The GHG emissions that were produced in 2016 for UIE Palm Oil Mill and supply base (both owned estates and smallholders) was calculated using the GHGpalm Calculator version 3.0. The assessment team had verified the data inputted in the GHGplam Calculator against operations records. The records verified includes:

- i. Estates area planted data
- ii. Fuel consumed
- iii. Mill datas include CPO produced, PKO Produced and FFB Processed
- iv. Fertilizer consumed data for estate.

The summary of the Net GHG emitted in 2016 for UIE Palm Oil Mill mill and supply base are as following:

Emission per product	tCO <sub>2</sub> e/tProduct
CPO	1.54
PKO	1.54

Extraction	%
OER	24.86
KER	5.36

Production	t/yr
FFB Process	159,982
CPO Produced	39,769
PKO Produced	8,581

Land Use	Ha
OP Planted Area	9,630.17
OP Planted on peat	770.41
Conservation (forested)	91
Conservation (non-forested)	0
<b>Total</b>	<b>9721.17</b>

**Summary of Field Emission and Sink**

	Own Crop*		Group		3 <sup>rd</sup> Party		Total	
	tCO <sub>2</sub> e	tCO <sub>2</sub> e / FFB	tCO <sub>2</sub> e	tCO <sub>2</sub> e / FFB	tCO <sub>2</sub> e	tCO <sub>2</sub> e / FFB	tCO <sub>2</sub> e	tCO <sub>2</sub> e / FFB
<b>Emission</b>								
Land Conversion	68,836.05	0.43	0	0	0	0	68,836.05	0.43
CO <sub>2</sub> Emission from fertilizer	9,865.72	0.06	0	0	0	0	9,865.72	0.06
NO <sub>2</sub> Emmission	12,838.54	0.08	0	0	0	0	12,838.54	0.08
Fuel Consumption	5,929.34	0.62	0	0	0	0	5,929.34	0.62
Peat Oxidation	42,063.29	0.26	0	0	0	0	42,063.29	0.26
<b>Sink</b>								
Crop Sequestration	-66,662.84	-0.42	0	0	0	0	-66,662.84	-0.42
Conservation Sequestration	-834.47	-0.09	0	0	0	0	-834.47	-0.09
<b>Total</b>	<b>72,035.63</b>	<b>0.45</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>72,035.63</b>	<b>0.45</b>

**Appendix I: List of Abbreviations**

AN	Ammoniacal Nitrogen
ALS	Assessor Licensing Scheme
BOD	Biological Oxygen Demand
CHRA	Chemical Health Risk Assessment
CPO	Crude Palm Oil
DID	Department of Irrigation and Drainage
DOSH	Department of Occupational Safety & Health
EFB	Empty Fruit Bunch
EMS	Environmental Management System
FFB	Fresh Fruit Bunch
FPIC	Free Prior and Informed Consent
GFWF	Global Forest Watch Fires
GHG	GreenHouse Gas
GMP	Good Manufacturing Practice
HCV	High Conservation Value
HGU	Hak Guna Usaha (Right to Cultivate)
IAV	Initial Assessment Visit
IPM	Integrated Pest Management
ISCC	International Sustainable Carbon Certification
LCA	Life Cycle Analysis
MSDS	Material Safety Data Sheet
NPP	New Planting Procedure
O&G	Oil and Grease
OSHA	Occupational Safety Health Administration
PK	Palm Kernel
POM	Palm Oil Mill
PPE	Personal Protective Equipment
PQR	Performance Quality Rating
RC	Re-Certification
RED	Renewable Energy Directive
RSPO P&C	Roundtable on Sustainable Palm Oil Principle & Criteria
RTE	Rare, Threatened and Endangered
SCCS	Supply Chain Certification Standard
SEIA	Social & Environmental Impact Assessment
SIA	Social Impact Assessment
SOP	Standard Operating Procedure
SRA	Social Risk Assessment
SS	Suspended Solids
UPB	United Plantation Berhad
UPRD	United Plantation Research Department
TN	Total Nitrogen
TS	Total Solids
VFA	Volatile Fatty Acids