

TUV NORD (Malaysia) SDN BHD

No. 20, Jalan Tiara 3,
Tiara Square,
Taman Perindustrian UEP
47600 Selangor, Malaysia.
Phone: +603 8023 2124
Fax: +603 8023 4410



RSPO P&C CERTIFICATION ASSESSMENT PUBLIC SUMMARY REPORT

Abedon Oil Mill Sdn Bhd
<Abedon Oil Mill and its Supply Bases>

Date of assessment	21/08/2017 to 24/08/2017
Number of ASA	Certification Assessment

RSPO Principle & Criteria

Company Name: Abedon Oil Mill Sdn Bhd
Certifying Unit: Abedon Oil Mill
Client Number: 92-028
Type of Audit: Certification Assessment



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1 Scope

1.1 Organizational information / Contact person	
Name of Unit of certification	Abedon Oil Mill Sdn Bhd
Principle Contact Person	Mr. Shim Thou Hung
Business address	56KM, Jalan Lahad Datu-Sandakan, 90200 Kinabatangan, Sabah
Telephone Number	+6089-218999
E-mail address	ths_kretam@yahoo.com
Web site	www.kretam.com
Other certifications held:	NA

1.2 Certification Details	
RSPO membership number:	1-0189-15-000-00
Parent company name (if applicable):	Kretam Holdings Berhad
Certificate number:	500 92 028
Date of assessment	21/08/2017 to 24/08/2017
Date start of certificate	01-11-2017
Date of expiry certificate	31-10-2022
Current Certificate Validity (One Year)	NA

1.3 Identity of Certification Unit
<p>Abedon Oil Mill Sdn Bhd (AOM) and the supply bases are owned by Kretam Holdings Berhad (KHB) is located at Kolopis estate, Lahad Datu, Sabah, Malaysia were assessed against RSPO Certification Systems, RSPO P&C for Sustainable Palm Oil production version 2013, RSPO Malaysia National Interpretation version 2015 and RSPO SCC version 2014 on the date of audit.</p> <p>Kretam Holdings Berhad (KHB) is a plantation organisation with operations in 3 regions namely Sandakan, Tawau and Lahad Datu, Sabah, Malaysia. There are 3 mills, one at each region and one refinery in Sandakan region.</p> <p>The supply bases of the AOM consists of 2 internally owned estates namely Kolopis (Kolopis & Bumiwealth Divisions) and Tanaki (Tanaki, Segama and Inabong divisions).</p> <p>The methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interviews of staff, workers and their families, review of documentation and monitoring data. Checklists and questionnaires were used to guide the collection of information. The comments made by external stakeholders were also taken into account in the assessment.</p>

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Name of Mill	Location of mill	Coordinates	Mill Capacity Mt/H
Abedon Oil Mill	56KM, Jalan Lahad Datu-Sandakan, 90200 Kinabatangan, Sabah	05°18'44"N 117°58'44"E	30

See Figure 1-1 Map below showing the mill and Figure 1-12 showing the supply base.

Name of Supply Base	Location of estate	Coordinates
Kolop[is Estate	56KM, Jalan Lahad Datu-Sandakan, 90200 Kinabatangan, Sabah	117°57'24"E 05°17'52" N
Tanaki Estate	56KM, Jalan Lahad Datu-Sandakan, 90200 Kinabatangan, Sabah	117°56'18" E 05°19'47" N

1.4 Production Volume

Supply based	Volume for the past year 12 months			Actual annual volumes* Sept 2016 to Aug 2017			Projected volume for the next 12 months** Sept 2017 to Aug 2018		
	FFB	CPO	PK	FFB	CPO	PK	FFB	CPO	PK
Certified***	-	-	-	-	-	-	81,328	16,834	3,741
Uncertified	93,608.85	18,720.35	4,560.19	122,779.68	23,903.57	5,787.37	27,126	5,615	1,247
Total	93,608.85	18,720.35	4,560.19	122,779.68	23,903.57	5,787.37	108,454	22,449	4,988

*of certified products since date of last reporting period

**from current reporting time

*** Figure entered into Palm trace account.

1.5 Description of Fruit Supply Base

The supply bases consists of 2 internal estates as show in below table as the certified source and independent smallholders as uncertified source. Refer table above for the amount of uncertified FFBS.

The list of uncertified source is made available for review to cross-check the projected volume.

Note : If the module MB, please state the origin of the uncertified is this can be independent. Additionally if there is scheme/associated this need to be specify

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Name of Plantation	Area (Ha)		FFB Production (ton/year) (Sept 2016 to Aug 2017)	Projected FFB Production (ton/year) (Sept 2017 to Aug 2018)
	Total*	Planted**		
Kolopis Estate	2,489.86	2,085.37	31,142.75	38,937.00
Tanaki Estate	2,628.03	2,290.48	48,090.35	42,391.00
Total FFB supplied to the mill (Plantations)			79,233.10	81,328.00

*
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l

udes productive and non-productive area (infrastructures, conservation, HCV, community use, set aside area etc.)

** *Immature + Mature Area*

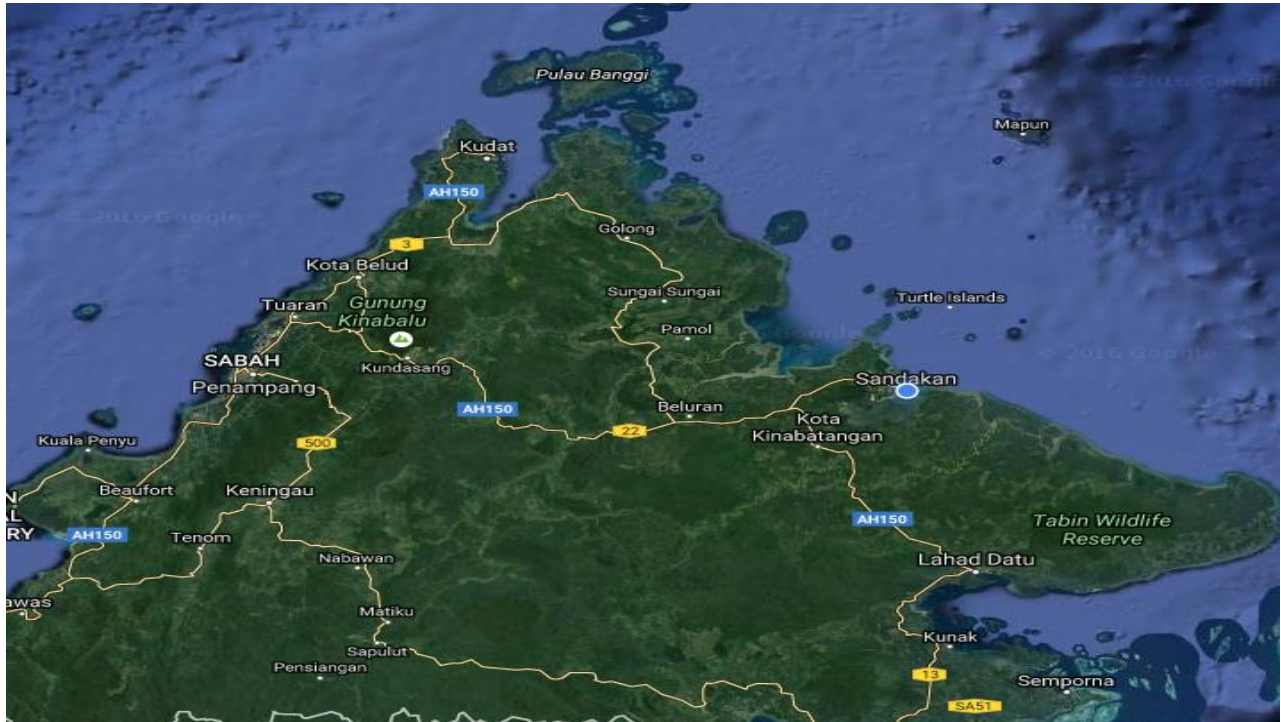
HCV & Conservation Area			
Name of Plantation / Smallholders location	Conservation Area	HCV Area	Total
Kolopis Estate	150.24	-	150.24
Tanaki Estate	125.06	-	125.06
Total	275.30	-	275.30

Figure 1-1 MAPS

Map of Sabah

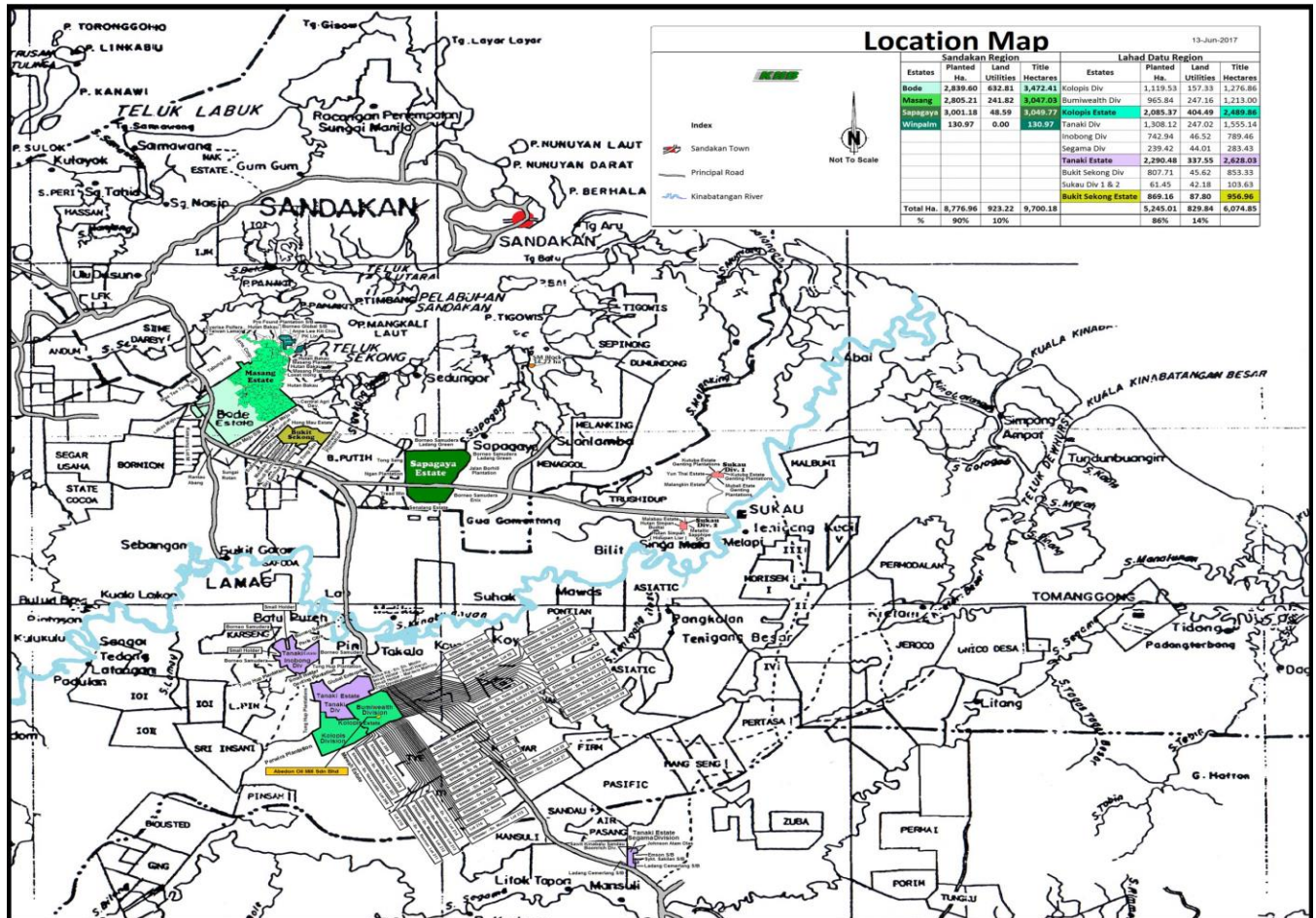
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Notes: Purple and Green Shades indicate location of Tanaki & Kolopis estates and Abedon Oil Mill

1.6 Date of Planting and Cycle

1.6.1 Planting program for each estate

Year	Kolopis	Tanaki
Year 1993	0	0
Year 1994	0	223.21
Year 1995	548.69	727.81
Year 1996	417.15	243.97
Year 1997	0	0

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Year 1998	0	0
Year 1999	0	0
Year 2000	0	554.05
Year 2001	0	0
Year 2002	0	0
Year 2003	0	0
Year 2004	0	0
Year 2005	0	0
Year 2006	0	0
Year 2007	0	0
Year 2008	0	0
Year 2009	0	0
Year 2010	0	95.71
Year 2011	0	0
Year 2012	391.95	0
Year 2013	466.44	0
Year 2014	0	0
Year 2015	261.14	0
Total Mature	2,085.37	1,844.75
Replant Year 2015 - Y3	0	0
Replant Year 2016 - Y2	0	88.63
Replant Year 2017 - Y1	0	357.10
Total Immature Replant	0	445.73
TOTAL OIL PALM	2,085.37	2,290.48

(Please highlight all new plantings after January 2010)

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1.6.2 Replanting Program for Each Estate

Year of replanting	Planted area (ha) in each estate		Total area to be replanted (ha)
	Kolopis	Tanaki	
2018	0	223.21	223.21
2019	548.69	0	548.69
2030	0	358.10	358.10
2021	214.71	369.71	584.42
2022	202.44	243.97	446.41
TOTAL	965.84	1,194.99	2,160.83

1.7 Progress of Independent Smallholders or Associated Smallholders or Outgrowers Towards Compliance With Relevant Standards

No independent smallholders included in the certification.

Smallholders:					
Name	Address	Coordinates		Area Coverage	
		Longitude	Latitude	Total	Planted
NA					

2 Partial Certification

2.1 General

Organizations that have a majority holding* in and / or management control of more than one autonomous company growing oil palm will be permitted to certify individual management units and/or subsidiary companies only if all the following are complied with the requirements mentioned below.

**Majority shareholding: the largest shareholding. Where the largest shareholdings are equal (e.g. 50/50) this applies to the organisation that has management control*

Requirement	Finding / Compliance	Compliance
The parent organization or one of its majority owned and / or managed subsidiaries is member of RSPO.	The parent company Kretam Holdings Berhad is the ordinary member of RSPO. The membership number is 1-0189-15-000-00	Yes
For groups with complex management	This is not applicable since Kretam	Yes

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structures the following are required: (a) A statement of the ultimate controlling shareholders and directors in the managing agency company/companies. (b) Ditto in respect of each of the operating groups. (c) Application for membership by the top asset owning company/companies. (d) Application for membership by the managing agency company/companies	Holdings Berhad is single group.	
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If one of the above mentioned requirements is non-compliant, this leads to a major non-conformity.

The following requirements about a time bound plan (3.2) and requirements for uncertified management units and/ or holdings (3.3) are applicable if the registered RSPO member is the holding company or one of its subsidiaries and if one or more of these units are currently not yet RSPO P&C certified.

2.2 Requirements for time-bound plan		
Requirement	Finding/ Compliance	Compliance
A challenging time-bound plan for certifying all its relevant entities (Relevant entities – including both the business units and parent company(ies) commitment to RSPO, membership status and involvement with palm oil for each subsidiary) is available. The time-bound plan should contain a list of subsidiaries, estates and mills.	The current time bound plan of 3 years is still achievable. The time bound plan consist of one unit to be certified by end 2018.	Yes
The time bound plan is appropriate (in particular, the time scale is sufficiently challenging, taking into account circumstances around each entity), taking into account comments received from stakeholders following the public consultation process.	The time bound plan is challenging given the circumstance that HCV, SEIA, LUCA and GHG assessment need to be completed by early 2018 before proceeding for RaCP.	Yes
What is the progress of this plan since the last audit? (if the last audit was done by another CB, the time-bound plan shall be accepted at the moment of first acceptance and only check continued appropriateness shall be checked).	The time bound plan is still in progress as achievable even though the surveillance audit for the 1 st certified unit by another CB. There is no change to the time bound plan for the time being.	Yes
Are there any revision to the time-bound	There is no revision to the time bound	Yes

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2.2 Requirements for time-bound plan		
Requirement	Finding/ Compliance	Compliance
plan or to the circumstances of the company e.g. due to acquisitions/disposals, emergence/re-emergence of land disputes and/or labour conflicts?	plan required at present.	
If the previous question was answered with yes, the plan shall be reviewed for whether it is still appropriate, such that changes to the time-bound plan are permitted only where the organisation can demonstrate that they are justified. The requirements will also apply to any newly acquired subsidiary from the moment that the company is legally registered with the local notary or chamber of commerce (or equivalent).	The time bound plan is still appropriate and achievable.	Yes

When there are isolated lapses in implementation of the time-bound plan, a minor non-compliance is raised. When there is evidence of a systematic failure to proceed with implementation of the plan, a major non-compliance is raised.

2.3 Requirements for uncertified management units and/or holdings		
The unit that is remain uncertified is Silimponon Oil Mill and its supply bases. This unit is in preparation and expect to be certified by 2018.		
Requirement	Finding/ Compliance	Compliance
No replacement of primary forest or any area identified as containing High Conservation Values (HCVs) or required to maintain or enhance HCVs in accordance with RSPO criterion 7.3. Any new plantings since January 1 st 2010 must comply with the RSPO New Plantings Procedure.	There is a block of 39.12ha was planted in year 2010. The company has engaged a HCV assessor to conduct HCV assessment, SEIA, LUCA and GHG emissions. The final report is available, will be submitted to RSPO. The RaCP will be submitted for RSPO to consider on the compensation.	Yes
Land conflicts, if any, 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.	No land conflicts since the land are state leased. Therefore criteria 6.4, 7.5 and 7.6 are not applicable.	Yes
Labour disputes, if any, are being resolved through a mutually agreed process, in accordance with RSPO	No labour disputes reported in accordance to RSPO criteria 6.3.	Yes

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critterion 6.3.		
Legal non-compliance, if any, are they being resolved in accordance with the legal requirements, with reference to RSPO criteria 2.1 and 2.2.	No legal non-compliance detected in accordance to RSPO criteria 2.1 and 2.2.	Yes

Assessment of above mentioned requirements is based on the following approach:

- Positive assurance statement, which is based upon self-assessment (i.e. internal audit) by the organisation. This would require evidence of the self-assessment against each requirement.
- Targeted stakeholder consultation may be carried out by the certification body. If this has already been conducted by a certification body, other certification bodies may request the summary report through the organisation.
- If necessary, the certification body may decide on further stakeholder consultation or field inspection, assessing the risk of any non-compliance with the requirements.

For the requirements mentioned in the section, the approach to defining major and minor non-compliance can be applied from the relevant national interpretation. For example, if a non-compliance against a 'major indicator' in a non-certified holding/management unit is identified, the current certification assessment cannot proceed to a successful conclusion until that is addressed.

Failure to address any of the requirements may lead to certification suspension(s) (consistent with the RSPO Certification Systems document rules on non-compliance).

2.4 Progress against Time-Bound Plan by Parent Company				
Name of Mill	Country	Unit of Supply based	Time-bound for certification (Year)	Certification Status
Silimpon Oil Mill	Malaysia	2	2018	To be certified
Syarikat Kretam Mill Sdn Bhd	Malaysia	4	2016	Certified

2.5 Summary Findings of Partial Certification
No findings were raised since the uncertified unit is in the progress status to conduct the HCV assessment before submitting RaCP to RSPO.

3 Assessment Process

3.1 Certification Body
TUV NORD (Malaysia) Sdn Bhd is a certification and inspection body which operates in agriculture and the food and feed processing industry.
TUV NORD (Malaysia) Sdn Bhd is member of the internationally operating German inspection and certification organisation TÜV NORD.
TUV NORD (Malaysia) is accredited by ASI for RSPO P&C.

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3.2 Qualifications Of The Assessment Team

3.2.1 Qualification of the Lead Auditor: Cheong, Chun Yuen (Robert)

Requirement	Qualifications
A minimum of post high school (post-secondary school) training in either agriculture/forestry, environmental science or social sciences;	Graduate in Business Administration. RSPO P&C, SCC, ISCC EU / PLUS & MSPO Lead auditor; Authorised ISCC EU / PLUS GHG & Land use change auditor; Senior assessor for carbon credits.
At least 5 years professional experience in area of work relevant to the assessment (e.g., palm oil management; agriculture/forestry; ecology; social science);	RSPO P&C, SCC, MSPO & ISCC EU / PLUS Lead auditor; Authorised ISCC EU / PLUS GHG & Land use change auditor; Senior assessor for carbon credits. 10 years in carbon credits, 4 years in ISCC, 3 years in MSPO and 2 years in RSPO auditing. Senior Assessor for World Bank Environment, Safety and Health program.
Training in the practical application of the RSPO criteria, and RSPO certification systems;	Successful completion of the RSPO P&C Lead Assessor Course (organised by Wild Asia, Kuala Lumpur, Malaysia: 24-28 November 2014) Successful completion of the RSPO SCC Auditor Course (Organised by David Ogg & Partners, Kuala Lumpur, Malaysia : 26-27 January 2015)
Successfully completion of an ISO 9000:19011 lead assessors course;	Attended ISO 14001 in 2005 & 2007 and ISO 9001 in 1994, 2006 & 2015 auditor course. MSPO Auditor course in 2014
A supervised period of training in practical assessment against the RSPO criteria or similar sustainability standards, with a minimum of 15 days assessment experience and at least 3 assessments at different organisations.	4 years as ISCC Lead auditor for ISCC EU & PLUS, Land use change, GHG assessor; 3 years as MSPO Lead Auditor; 2 years as RSPO Lead Auditor 10 years as Carbon Credits Senior assessor

3.2.2 Assessment Team Members

Requirement	Assessor	Qualification	Compliance
Field working experience in the palm oil sector, or demonstrable equivalent.	Cheong, Chun Yuen (Robert)	4 years as ISCC Lead auditor for ISCC EU & PLUS, Authorised Land use change & GHG assessor; 3 years as MSPO Lead Auditor;	Yes

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Requirement	Assessor	Qualification	Compliance
		13 years as Senior assessor for carbon credits.	
	Mohamad Norhisham Bin Mohd Salleh	5 years working experience in palm oil estates	Yes
Good Agricultural Practices (GAP), and Integrated Pest Management (IPM), pesticide and fertilizer use.	Cheong, Chun Yuen (Robert)	4 years as ISCC Lead auditor for ISCC EU & PLUS, Authorised Land use change & GHG assessor; 3 years as MSPO Lead Auditor; 13 years as Senior assessor for carbon credits.	Yes
	Mohamad Norhisham bin Mohd Salleh	5 years working experience in palm oil estates	Yes
Health and safety auditing on the farm and in processing facilities, for example OHSAS 18001 or Occupational, Health & Safety Assurance System.	Cheong, Chun Yuen (Robert)	4 years as ISCC Lead auditor for ISCC EU & PLUS, Authorised Land use change & GHG assessor; 3 years as MSPO Lead Auditor; 13 years as Senior assessor for carbon credits.	Yes
	Leong, Sak Kuan	Completed OHSAS 18001:2007 and experience in various manufacturing and service industries	Yes
Worker welfare issues and social auditing experience, for example with SA8000 or related social or ethical accountability codes.	Cheong, Chun Yuen (Robert);	Attended Basic SA 8000 & GRI 4 training + qualified as RSPO, ISCC, MSPO sustainability auditor	Yes
	Wan, Jia Ann	Attended Basic SA	Yes

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Requirement	Assessor	Qualification	Compliance
	(Joanne)	8000 training + qualified as ISCC, RSPO, MSPO sustainability auditor	
	Mohamad Norhisham bin Mohd Salleh	Attended Basic SA 8000 training + qualified as RSPO, MSPO sustainability auditor	Yes
Environmental and ecological auditing, for example experience with organic agriculture, ISO 14001 or Environmental Management Systems (EMS).	Cheong, Chun Yuen (Robert);	3 years as ISCC Lead auditor for ISCC EU & PLUS, Authorised Land use change & GHG assessor; 2 years as MSPO Lead Auditor; 13 years as Senior assessor for carbon credits.	Yes
	Leong Sak Kuan	Authorised lead auditor for QMS ISO 9001 & EMS ISO 14001 with experience in various manufacturing and service industries	Yes
	Wan, Jia Ann (Joanne)	Successfully completed EMS ISO 14001: 2015. Involved in RSPO, ISCC, MSPO Audit with work experience in waste management handling.	Yes
Fluency in the main languages relevant to the location where the specific assessment is taking place, including the languages of any potentially affected parties such as local communities.	Cheong, Chun Yuen (Robert);	English / Bahasa Malaysia	Yes
	Leong, Sak Kuan	English / Bahasa Malaysia	Yes
	Wan, Jia Ann (Joanne)	English / Bahasa Malaysia	Yes
	Mohamad Norhisham bin Mohd Salleh	English / Bahasa Malaysia	Yes

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3.3 Assessment Methodology

3.3.1 General overview

The assessment was carried out following the TUV NORD (Malaysia) RSPO P&C Certification Procedure. During the assessment the assessors used the RSPO standard as endorsed for the country in which the assessment took place and recorded their findings.

3.3.2 Calculation of the Number of Production Units (N) to Sample for the Mill

$N = 0.8\sqrt{Y}$, where “Y” is the number of units, with the result always to be rounded “up” to the next whole integer. Where only a sample of the supply base is assessed, units not previously assessed, or assessed earlier in the certification program, are to be preferred over those more recently assessed.

For the Mill, how many units form the production base?			
Owned estates (Y)	$N = 0.8\sqrt{Y}$	Smallholders (Z)	$N = 0.8\sqrt{Z}$
2	1.1	0	0

Explanation as to the selection of estates sampled: $0.8(\sqrt{2}) = 1.1$. The supply base consists of 2 estates therefore, 100% audited.

3.3.3 Assessment program

The audit schedule is as below.

Table 3-1 Audit Schedule

Date/ Time ¹⁾	Focus / Chapter / Standard Requirement	Subject	Auditor (Initials)	Contact ²⁾
1. DAY 1: Monday 21/08/2017				
2. 7:30 to 8.300am		Opening Meeting at Abedon Sdn Bhd's Main Office (Kolopis Estate)	RC LSK JW HS AS	
3. 8:30 to 10.00am	2, 3, 6, 7	Financial, Land title, NPP, Maps, Acreage statement	RC	
4. 10.00am to 12noon	1, 2, 6	External Stakeholder Consultation	RC	

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Date/ Time ¹⁾		Focus / Chapter / Standard Requirement	Subject	Auditor (Initials)	Contact ²⁾
5.	8:30 to 12.00am	4, 6	Kolopis Estate : Field Visit Workshop, Stores, landfill site, clinics – LSK Harvesting, Fertiliser, Chemical Spraying, Workers Quarters, buffer zones, shops, boundary markers, interview of workers – JW, HS	LSK JW HS	
6.	12:00 to 1:00pm		Lunch	All	
7.	1:00 to 4.30pm	1, 2, 4, 5, 6, 8	Continue at Kolopis Estate – documentation: Legal, environment, permits, training, internal audit – LSK Training, Employment records, Social – JW IPM, Complaints & Grievance, Accident records, Risk Assessment, CIP – RC, HS	LSK JW HS RC AS	
8.	4.30 to 5:30pm		Reporting and day wrap up	All	
9.	DAY 2: Tuesday 22/08/2017				
10.	7:30am to 12.00noon	4, 6	Tanaki Estate – Field visits Workshop, Stores, landfill site, clinic – LSK Harvesting, Fertiliser, Chemical Spraying, Workers Quarters, buffer zones, boundary markers – RC, HS Shop, interview of workers – JW	RC LSK JW HS AS	
11.	12:00 to 1:00pm		Lunch	All	
12.	1:30 to 4.00pm	1, 2, 4, 5, 6, 8	Continue at Tanaki Estate Legal, environment, permits, training, internal audit – LSK Employment records, social, training – JW IPM, Complaints & Grievance, Accident records, Risk Assessment, CIP – RC, HS	RC LSK JW HS AS	
13.	4.00 to 5:00pm		Reporting and day wrap up	All	
14.	DAY 3: Wednesday 23/08/2017				

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Type of Audit: Certification Assessment



Date/ Time ¹⁾		Focus / Chapter / Standard Requirement	Subject	Auditor (Initials)	Contact ²⁾
15.	7.30 to 9:00am	4, 5, 6	Abedon POM - Plant Tour Wastewater treatment, landfill, stores, workshop – LSK, HS Workers Interview – JW Operations – RC	RC LSK JW HS AS	
16.	9:00 to 12noon	1, 2, 3, 4, 5, 6, 8, SCC	Documentation Legal, Permits, Test reports, Environment reports, Internal Audit, training – LSK Employment, Social, Training Records – JW CIP, SCC, Financial, Risk assessment, Management Review, License – RC, HS		
17.	12:00 to 1:00pm		Lunch		
18.	1.00 to 4.00pm	1, 2, 3, 4, 5, 6, 8, SCC	Continue documentation	RC LSK JW HS	
19.	4.00 to 5:00pm		Reporting and day wrap up	All	
20.	DAY 4 Thursday 24/08/2017				
21.	7:30am to 9.30am	1-8, SCC	Abedon POM Final Review of documents	RC LSK JW HS AS	
22.	9.30 to 11.00am		Auditors time		
23.	11:00 to 12noon		Reporting and closing meeting at Abedon POM		
24.	12:00noon		End of onsite		
25.	1.30pm		Leave for Sandakan		
¹⁾ from to modifications are possible					²⁾ To be defined by client

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4 Assessment Findings

4.1 RSPO Principle and sample of the Criteria Assessment Summary

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 all criterions will be assessed. Evidences were sought for conformity with the RSPO NI of both system and the implementation. 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 that were, and when non conformity was found, a summary of the non-conformity can be found below.

Enclosures

Annex /
corresponding audit documentation

Additional annexes

Principle 1 : Commitment to Transparency

Criterion By Audit		Summary of Assessment	Compliance
1.1	1.1.1	<p>List of stakeholder established dated 08/06/2017 by group NGOs, Authority, Villagers, School, transport, Neighbours (other plantation), collection centre, certified and uncertified smallholders, refinery and others. Information Requisition Form sighted at both Kolopis and Tanaki estates. Latest stakeholder meeting was conducted on 24/07/2017 for Kolopis and Tanaki Estates.</p> <p>SOP Consultation and Communication Procedure (KHB-HR-P06) dated 01/06/2015 included communication methods, issues/request from internal and external stakeholders.</p> <p>Information is disseminated through writing, bulletin, website, meeting, training/talk/awareness.</p> <p>SOP Information Procedure (KHB-HR-P07) dated 01/06/2015 is established.</p> <p>Procedures are available on notice board located at office, compound and school.</p> <p>During site interview, the sampled workers are aware of the policy.</p>	Yes
	1.1.2	<p>SOP on Stakeholder Engagement KHB/G/SOP-35 revision 2 dated 05/05/2017 is established.</p> <p>SOP Information Procedure (KHB-HR-P07) dated 01/06/2015 is established.</p> <p>Timeframe for steps is stated. For e.g. 15 days for non-confidential information.</p> <p>Stakeholders meeting dated 24/07/2017 sighted. During Q&A session responses were recorded.</p>	Yes

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Principle 1 : Commitment to Transparency			
Criterion By Audit		Summary of Assessment	Compliance
1.2	1.2.1	<p>List of Document and Transparency Status shows type of document and available publicly dated 09/06/2107. Example of available documents: Copy of land titles, estates map, classification of land used. Continual improvement Plan (Plantation and Mill) dated 31/07/2017 includes Pesticide, Environment, Waste reduction.</p> <p>SOP Information Procedure (KHB-HR-P07) dated 01/06/2015 is established.</p> <p>Available at Head Quarter, Plantation Admin Office and respective estates offices.</p> <p>Complaint and grievances record books are established at all KHB Lahad Datu region operating sites</p> <p>This is a certification audit. The first RSPO Public Summary Report for KHB Lahad Datu Region will be published once available.</p> <p>Code of Conduct and Human Right Policy dated 03/01/2017 was established and are available at notice board located at office, compound and school.</p>	Yes
1.3	1.3.1	<p>Established Code of conduct and human right policy dated 03/01/2017 in two languages Bahasa Malaysia and English.</p> <p>The Code of Conduct and Human Right Policy dated 03/01/2017 include:</p> <ul style="list-style-type: none"> • A respect for fair conduct of business; • A prohibition of all forms of corruption, bribery and fraudulent use of funds and resources; • A proper disclosure of information in accordance with applicable regulations and accepted industry practices <p>The policy is available at notice boards located at estates, mill offices, housing compound and school.</p> <p>During site interview, the sampled workers are aware of the policy.</p> <p>Information card regarding RSPO and company policies are distributed to workers</p>	Yes

Principle 2: Compliance with Applicable Laws and Regulations		
Criterion by Audit	Summary of Assessment	Compliance

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Principle 2: Compliance with Applicable Laws and Regulations			
Criterion by Audit		Summary of Assessment	Compliance
2.1	2.1.1	List of Laws, Regulations and Guidelines Description was approved and established dated 26/05/2017. Related Laws, Regulations and Guidelines dated 31/01/2017 for mill and estates were sighted.	Yes
	2.1.2	Control of documents & records, doc no. KHB/G/SOP-32, rev.2, 04/10/2016. PIC - Human Resource Manager. All relevant documents are available at the operating sites.	Yes
	2.1.3	Internal audit conducted for Kolopis / Tanaki estates and Abedon mill on 20/02/2017 which includes compliance to legal requirements. Min NC: There is an authorised letter Permit Potongan Daripada Pekerja untuk Bayaran Balik Pendahuluan Levi from Jabatan Tenaga Kerja Sabah dated 05/02/2017 to allow the company to deduct levies. However, there shall be a control mechanism to monitor and up-to-date the deduction for each worker respectively.	Min NC
	2.1.4	Established SOP for tracking and implementation of Legal Requirements and System for Tracking Changes in the Law, doc no. KHB/G/SOP-36, rev.1, dated 04/010/2016	Yes
2.2	2.2.1	Individual land titles for each estate are available at KHB Lahad Datu region plantation admin office and KHB HQ. The lands are state leased as agricultural land. The actual land use rights are for agricultural activities with tenure of 99 years. Example: Kolopis Division was acquired in 1987 with lease expiring in 2085. The land titles were issued by Land Authority of Sabah state government.	Yes
	2.2.2	Legal map showing boundary markers were sighted in land title. Physical boundary marker peg was sighted during field visits with the GPS taken and cross-checked with the map. KHB has established and implemented SOP Boundary Marking / Demarcation: KHB/G/SOP-38 updated on 04/10/201 Maps are of scale 1:50000 or 1:100,000.	Yes

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Principle 2: Compliance with Applicable Laws and Regulations			
Criterion by Audit	Summary of Assessment	Compliance	
	There are no independent or associated smallholders included in the certification and time bound plan.		
2.2.3	<p>The land is either state leased or sub-leased. No land disputes for sub-leased land and agreements with owners.</p> <p>State leased or sub-leased agreements with owners are available at KHB lands Office.</p> <p>Refer to KHB-Negotiation Procedure (Management Guideline) Between KHB and Landowner Group dated on 05/02/2016 and reviewed as when necessary.</p> <p>To date, there has been no dispute or conflict so far. Hence no record are available</p>	Yes	
2.2.4	<p>KHB has established and implemented Land Conflict Resolution Procedure dated 16/02/2016 and SOP KHB/SOP/G 55: Guideline On Managing Land Conflict version 0 dated: 01/07/2017</p> <p>SOP has been established and made known to the relevant parties (land owner and surrounding community)</p> <p>As to date, no land conflict between KHB Lahad Datu Region and the surrounding area.</p>	Yes	
2.2.5	<p>KHB has established and implemented Land Conflict Resolution Procedure dated: 16/02/2016 and SOP KHB/SOP/G 55: Guideline On Managing Land Conflict dated: 01/07/2017</p> <p>The complaint records book was reviewed and to date, there was no disputes or conflicts so far.</p>	Yes	
2.2.6	<p>KHB has established Code of Conduct and Human Rights Policy dated 03/01/2017 that states "Promote healthy, safe and harmonious working conditions".</p> <p>Workers and stakeholders were interviewed that they could confirm the company treats communities and workers fairly.</p>	Yes	
2.3	2.3.1	<p>KHB has established SOP KHB/G/SOP-54 Free Prior, Informed and Consent dated 01/07/2017.</p> <p>The sub-leased lands were negotiated directly with the land owners on a willing buyer, willing seller basis. Therefore, no FPIC is required.</p> <p>There are no evidences of dispute or conflict in between the company and previous land owners</p> <p>Maps were available at the Plantation Admin office in Sandakan region with appropriate scale.</p>	Yes

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Principle 2: Compliance with Applicable Laws and Regulations		
Criterion by Audit	Summary of Assessment	Compliance
	Example: Scale 1:40,000	
2.3.2	<p>The sub-leased lands were negotiated directly with the land owners on a willing buyer, willing seller basis. Therefore, no FPIC is required.</p> <p>The state leased land are directly approved by the State Land Authority.</p> <p>State leased and sub-leased land titles are available at the Plantation Admin Office in Sandakan region.</p>	Yes
2.3.3	<p>The sub-leased lands were negotiated directly with the land owners on a willing buyer, willing seller basis.</p> <p>The agreements were available at the Plantation Admin office at Sandakan region in the language understood by the parties in the agreements.</p>	Yes
2.3.4	<p>The purchase of the sub-leased lands was negotiated directly with the land owners and on a willing buyer, willing seller basis. Therefore, no communities are involved.</p> <p>The representative in the agreement is the land owner or state authorised person.</p>	Yes

Principle 3: Commitment to Long-Term Economic and Financial Viability		
Criterion by Audit	Summary of Assessment	Compliance
3.1	<p>3.1.1 KHB Lahad Datu region has established CAPEX business plan for year 2016 to 2022 that include:</p> <ul style="list-style-type: none"> - Land area statement - Quality of planting materials - Crop projection = Fresh Fruit Bunches (FFB) yield trends - Mill extraction rates = Oil Extraction Rate (OER) trends - Cost of Production = cost per tonne of Crude Palm Oil (CPO) trends - Forecast prices - Financial indicators – profitability forecast (income vs cost) - Projected expansion (area, mill capacity, infrastructure, social amenities) 	Yes

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Principle 3: Commitment to Long-Term Economic and Financial Viability		
Criterion by Audit	Summary of Assessment	Compliance
	<ul style="list-style-type: none"> - General strategy and allocation for environmental and social management <p>There are no scheme or independent smallholders included in the certification.</p> <p>There are no new areas for expansion or new planting.</p> <p>There were no peat soil in KHB Lahad Datu Region at Tanaki and Kolopis estates.</p>	
3.1.2	<p>A Long Term Replanting Programme for year 2016 to 2022 is established and included in the business plan.</p> <p>There are no peat soil area in KHB Lahad Datu region as confirmed during site visits and review of map.</p> <p>The business plan is reviewed and updated by yearly basis normally during annual budget period. The persons responsible are the Senior Estate Manager Lahad Datu Region and Mill controller.</p>	Yes

Principle 4: Use of Appropriate Best Practices by Growers and Millers		
Criterion by Audit	Summary of Assessment	Compliance
4.1	<p>4.1.1 SOP are displayed on the notice board in both English and Malay languages in both Kolopis and Tanaki Estates and mill that cover all operations within estates and mill.</p> <p>SOPs for mill and estates documented. All SOPs listed in master list, covers all key processes</p>	Yes
	<p>4.1.2 Standard Operating Procedures – General, dated 17/08/2017 (List of SOPs). Implementation of procedures verified during internal audit.</p>	Yes
	<p>4.1.3 Internal Audit was conducted for Kolopis Estate on 12/07/2017, Tanaki Estate on 13/07/2017 and Abedon Oil Mill, on 14/07/2017. Corrective Action Plan (CAP) for 3rd Internal Audit, was sighted.</p>	Yes
	<p>4.1.4 Traceability was conducted for Tanaki and Kolopis estates for FFB transported to Abedon Oil Mill and could confirmed as traceable.</p>	Yes
4.2	<p>4.2.1 SOP for Soil Fertility Monitoring document number KHB/G/SOP-39, rev. 1 dated 04/10/2016 has been established. It is to ensure the nutrient composition in soil as well as nutrients amount on the leaf.</p>	Yes

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Principle 4: Use of Appropriate Best Practices by Growers and Millers			
Criterion by Audit		Summary of Assessment	Compliance
	4.2.2	The estates have established and maintained records for fertilizer application. Sighted Kolopis Division (Phase 1) manuring application for year 2017. Plantation Advisory Visit Report & Proposed 2017 Fertilizer Recommendation Program. Application record for year 2017.	Yes
	4.2.3	SOP on Soil Fertility Monitoring document number KHB/G/SOP-39, rev. 1 dated 04/10/2016 indicates the frequency of sampling for both soil and leaf sampling. Soil sampling once in 8 years interval whilst leaf sampling once a year.	Yes
	4.2.4	Composts are applied in fields for both estates. Fronds were stack properly in both Kolopis and Tanaki Estates: Treated POME is applied to blocks at Kolopis estate nearby to the mill Palm kernel shell and mesocarp fiber are combusted as raw materials at Abedon Oil Mill for steam and power generation.	Yes
4.3	4.3.1	Each estate has a map indicate type of soils. Sighted Soil Classification of the Project for Tanaki Estate (Tanaki, Inobong and Segama Divisions) was conducted that indicate type of soils in the estates. The map indicates the estate boundary, rivers / streams, roads system, etc., The map scale is 1:70,0000.	Yes
	4.3.2	SOP Replanting-Soil Conservation / Terracing document number KHB/G/SOP-01 indicated the type of slopes and preventive action. From site inspections, it is observed the slope area was covers with either grass or Legume Cover Crops (LCC). No sign of landslides observed.	Yes
	4.3.3	Records for road maintenance and completed programme for year 2017 was sighted and reviewed.	Yes
	4.3.4	There is no peat soil within the estates. Estate soil classification maps were reviewed.	Yes
	4.3.5	There is no peat soil within Tanaki and Kolopis estates. Drains upkeep is captured in Hired Machineries -Work Actual for year 2017 for any drains maintenance work completed.	Yes
	4.3.6	There is no peat soil or fragile soil at Tanaki and Kolopis estates area. Estate soil and classification map was verieid.	Yes
4.4	4.4.1	Water Management Plan for Tanaki estate, Kolopis estate and Abedon oil mill dated 30/11/2016 was established.	Yes
	4.4.2	Water Management Plan established indicates type of water	Yes

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Principle 4: Use of Appropriate Best Practices by Growers and Millers		
Criterion by Audit	Summary of Assessment	Compliance
	source within the estates area. Site visit at riparian zone for estates indicated these areas are well preserved and maintained.	
	4.4.3 Environmental management plan – POME treatment system. Wastewater treatment system, doc no. AOM-PRC-BTC, rev.0, 01/02/2017	Yes
	4.4.4 Mill water consumption is included in KHB Lahad Datu Water Management Plan dated 30/11/2016. The usage is reported daily in the mill daily quality and production report.	Yes
4.5	4.5.1 IPM management plan 2017 indicated type of control measures done in integrating the use of both chemical and biological control. Among control measure done was the use of cattle grazing on filed, planting beneficial plant and use of dogs to control rat population.	Yes
	4.5.2 IPM Training has been conducted to the workers related to IPM operations. Example Integrated Pest Management was conducted on 04/07/2017 at Kolopis Estate.	Yes
4.6	4.6.1 Environmental Policy dated 03/01/2017 emphasize on ensuring all precaution on safe use of agrochemical. Chemical Handling, doc no. KHB/G/SOP-13, rev.3, dated 04/10/2017 Sustainability Policy dated 03/01/2017 includes implementation of Good Agricultural Practices.	Yes
	4.6.2 The weeding programme for chemical spraying schedule for 2017 has been established. The Plant Protection Product Issue Report 2017 has updated information for any pesticide usages. Pesticides usage are recorded in stock bin cards as and when request for field programme. All pesticides used in the programme have manufacturer's data on LD50, active ingredients, mixing ratio and quantity per ha. The frequency of application is based on the programme established.	Yes
	4.6.3 Integrated Pest Management Plan 2017 has been established. Estate has cattle grazing and dog hunting for rats in reducing the use of chemicals.	Yes
	4.6.4 Chemical records show no usage of class 1A and 1B. List of chemicals hazardous to health – product name, active ingredient, packing, class, LD50 value, name of supplier are available.	Yes

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Principle 4: Use of Appropriate Best Practices by Growers and Millers		
Criterion by Audit	Summary of Assessment	Compliance
4.6.5	<p>SOP on storage and management of chemical substance in Store, document number KHB/G/SOP-16 dated 03/11/2016, SOP for Chemical Handling, document number KHB/G/SOP-13 and Surplus Chemical Handling, document number KHB/G/SOP-15 were established and implemented.</p> <p>Training is based on respective jobs has been conducted for workers.</p> <p>Chemical Handling, doc no. KHB/G/SOP-13, rev.3, 04/10.2016.</p> <p>Training on chemical handling conducted. PPE provided for chemical mixers – face mask, gloves, gum boots and overall.</p>	Yes
4.6.6.	<p>SOP on storage and management of chemical substance in Store, document number KHB/G/SOP-16 dated 03/11/2016. involve chemical handling in store area. All of the pesticide was kept at chemical store.</p> <p>Chemical storing, doc no. KHB/G/SOP-16, rev.3dated 04/10/2016.</p> <p>Empty containers are reused for chemical spraying. No evidence that they are used for other purpose.</p>	Yes
4.6.7	<p>Chemical Handling, doc no. KHB/G/SOP-13, rev.3, 04/10.2016 includes information for field work.</p> <p>Site visit indicated workers were equipped with PPE and sign board was display on operation site for banning of entering, manuring of sprayed area for 24 hours.</p>	Yes
4.6.8	<p>KHB Lahad datu region does not conduct aerial spraying.</p> <p>However, KHB has established SOP for Aerial Spraying Doc. No. KHB/G/SOP-41 for proper method when aerial spray is required.</p>	Yes
4.6.9	<p>Training conducted base on respective operation locations.</p> <p>Chemical Handling and Pre mixing, training conducted on 18/03/2017 at Kolopis Estate and on 03/11/2016 for Tanaki Estate.</p> <p>Press station, Safety and Operation Training dated 24/07/2017 at Abedon Oil Mill.</p> <p>During site interview, the sampled workers understand the application and risks of pesticides.</p> <p>Chemical surplus / chemical handlings training dated 25/04/2017; Training on appropriate distance when applying chemical dated 10/11/2016. Attendance lists sighted.</p>	Yes
4.6.10	<p>All defective empty containers are rinsed 3 times, punctured and disposed to licensed contractor.</p> <p>The Environmental Management Plan includes waste identification</p>	Yes

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Principle 4: Use of Appropriate Best Practices by Growers and Millers			
Criterion by Audit	Summary of Assessment	Compliance	
	and disposal method		
4.6.11	<p>List for pesticides operators are on as at 08/06/2017 for Kolopis estate and dated 21/08/2017 for Tanaki estate</p> <p>Annual Medical Surveillance was conducted at appointed clinic dated 21/11/2016.</p> <p>Cholinesterase test is conducted at designated laboratory on 04/11/2016 and 09/01/2017.</p> <p>The latest medical surveillance for chemical handlers was conducted on 11/08/2017 and on 26/11/2016. Records are available at Estate Clinic and respective estates.</p> <p>Annual Medical Surveillance reports according to OSH Standards of exposure of chemical hazardous to Health regulations 2000.</p> <p>Chemical Hazard Risks Assessment in accordance to OSH Standards of exposure of chemical hazardous to Health regulations 2000 once in 5 years. Last conducted on year 2013.</p>	Yes	
4.6.12	<p>This is stated in Social Policy dated 03/01/2017 and available at notice board at all operational sites, CLC and housing compound.</p> <p>Women are allowed to breastfeed up to 9 months before resuming to chemical handling work tasks; provides specific break times to enable effective breastfeeding.</p> <p>During site interview, the sampled sprayers stated that they are not allowed to handle pesticides if anyone of them is pregnant. This is counter-verified with interview with clinic nurse who stated that change of job occurs for pregnant sprayers as they are not allowed to handle pesticides.</p>	Yes	
4.7	4.7.1	<p>Health and Safety Policy dated 31/01/2017 and OSHA Action Plan 2017 dated 19/01/2017. Sighted PPE issuance records, training records for workers.</p> <p>Health and Safety Policy dated 03/01/2017 in English and Bahasa Malaysia are available on the notice boards of respective operational sites.</p> <p>The policy is signed by CEO of Kretam Holdings Berhad.</p> <p>During site interview, the sampled workers are aware of the policy.</p> <p>Training / briefing / muster call are given to the workers and contractors</p>	Yes
	4.7.2	<p>HIRARC record was established dated 12/06/2017. It was conducted by company Sustainable team which covers 48 issues relevant to the company.</p> <p>Training / briefing on company policies including Safety and Health Policy was conducted to workers of estates and oil mill, including</p>	Maj NC

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Principle 4: Use of Appropriate Best Practices by Growers and Millers		
Criterion by Audit	Summary of Assessment	Compliance
	contractors Training on Chemical Handling conducted – responsibility, type of chemicals, chemical risks, emergency response, SDS, PPE. Maj NC: The organization has established the risk assessment for respective work areas. <ol style="list-style-type: none"> 1. The risk assessment has not evaluates each work activity example capstan, lift cranes, snake bits, wasp bites and minor injuries treated in the fields 2. The risk rating was not established to evaluate when the risk need to be reviewed for reported LTI and non-LTI not reported. 3. The risk control proposal did not identify the admin and engineering control in managing the risk 	
4.7.3	Training related to SOP has been conducted. Example, Chemical Handling and Pre mixing Training dated 18/03/2017 conducted by for Kolopis Estate. Training documents include list of participants, training materials and pictures. Site visit shows worker were equipped with PPE. Training on Chemical Handling conducted – responsibility, type of chemicals, chemical risks, emergency response, PPE. During site visit to estates, PPEs are provided to harvester, sprayers and manurers. Training on Company policies including Safety and Health Policy was conducted.	Yes
4.7.4	Safety committee has been established which comprised of all level of work groups. Safety and health meeting was conducted quarterly. OSH meeting conducted four times a year, attended by management and supervisors. Minutes and attendance recorded.	Yes
4.7.5	All SOPs related to operations has been establish. SOP related to natural disasters such as earthquake and floods emergency was available. SOP documents was in understandable languages (Malaya and English). First aid training was conducted and during site visit first aid box was available at operation area. Emergency response plan – risk evaluation, first aid team, fire-fighting team, emergency response procedure, evacuation plan	Yes
4.7.6	Local workers were covered by PERKESO whereby for foreign workers, the company follows Akta Pampasan Pekerja 1952, which is worker compensation scheme for foreign workers.	Yes

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Principle 4: Use of Appropriate Best Practices by Growers and Millers		
Criterion by Audit	Summary of Assessment	Compliance
	<p>Personnel requiring medical attention are treated at estate clinics. Medical and insurance coverage are stated in the worker's contract. Non- Malaysian workers will be covered under Foreign Workers Compensation Scheme.</p> <p>This is cross-checked through site interview with sampled workers and clinic dresser.</p> <p>Annual medical check-up for mill workers prior to renewal of work permits recorded. For e.g. medical exam dated 02/05/2017.</p>	
4.7.7	<p>No lost time incurred for the past year.</p> <p>Monthly Health and Safety Return - S&H File No. 13 sighted for July 2017 records</p>	Yes
4.8	<p>4.8.1</p> <p>Training Programme 2017 for each operation centre has been establish. Its cover SOPs, safety and health, policy and awareness which was in line with the RSPO principals and criteria.</p> <p>Briefing were conducted for the workers during morning muster for relevant SOPs / Company Policy that cover all aspect of RSPO. Training / briefing is also conducted to contractors.</p> <p>New employee Orientation Checklists recorded for workers.</p> <p>Refreshment induction also been conducted which covered company 6 main policies, PPE, Work Permit, Rules of Operational sites, facilities.</p>	Yes
	<p>4.8.2</p> <p>Yearly Training Programme for each operation site (estates and mill) Has been establish. Sighted training programme 2017 and training records. Training records of workers and contractor are kept within their offices.</p> <p>Min NC: Training records for the operation of the water treatment plant were not available for the operators.</p>	Yes

Principle 5: Environmental Responsibility and Conservation of Natural Resources and Biodiversity		
Criterion by Audit	Summary of Assessment	Compliance
5.1	<p>5.1.1</p> <p>Environmental impact assessment for proposed replanting at Kolopis and Tanaki estates report dated Jan 2013 by Chemsain Konsultant Sdn Bhd., ref no. CK/EV403-4165/12 was sighted and reviewed.</p> <p>Aspects – biomass, domestic waste, sewage, scheduled waste, water pollution and hydrology impact, soil erosion, pest manifestation, external FFB transport contractor.</p>	Yes

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Principle 5: Environmental Responsibility and Conservation of Natural Resources and Biodiversity		
Criterion by Audit	Summary of Assessment	Compliance
	<p>Mitigation and control measures established, e.g. complying to scheduled waste regulations, minimize use of pesticides, priority given to organic fertilizers and biological control, etc.</p> <p>Environment risk assessment dated 04/11/2016 was established.</p> <p>Significant aspects –consumption of resources, waste generation, over spraying, herbicide run-off, operation of FFB tractor, fertilizer application, mulching of EFB, lorry operation, etc.</p> <p>Control measures identified to mitigate and reduce impacts.</p> <p>Environment risk assessment for Abedon oil mill dated 01/12/2016 was established.</p> <p>Main risks – flue gas from boiler operation, diesel / lubricant spillage, noise from power plant, effluent treatment, etc. Control measures implemented to mitigate or reduce impact.</p>	
5.1.2	<p>Environment impact assessment, management plans and continuous improvement, Nov 2016 for estates was established.</p> <p>Management plans – disposal of scheduled waste through licensed contractors, oil traps installed at workshops, gen-set room, water pump, diesel tanks, lubricant and petrol storage, landfill with fencing, signage, segregation of recyclable waste, biological control of pests, zero burning, terracing work to reduce soil erosion.</p> <p>Environment Management Plan dated 28./02/2017 for Abedon Oil Mill was established for compliance to legal requirements, aspects/impacts, action plans, waste identification & disposal method, control of scheduled waste, list of pollutants and monitoring system, improvement plan.</p>	Yes
5.13	<p>Environmental monitoring and compliance audit conducted by external 3rd party consultant 3 times a year.</p> <p>Latest report dated 23/05/2017, ref no. JPAS/PP/06/600-1/11/1/161, report ref: CK/MO411/652-1/7, report no.11 for oil palm plantation at Kolopis and Tanaki estates.</p> <p>Monitoring of water quality, signage for boundary and buffer zones, roadside drainage to channel runoff, signboards for riparian reserves, no disposal of oil into waterways, etc.</p> <p>No operational changes for the past year.</p> <p>Effectiveness of mitigation measures verified, e.g. presences of signage, workers’ quarters at least 30 m from waterways, workshop equipped with perimeter drainage and oil trap, oil palm left undisturbed and painted yellow to indicate riparian reserves, etc.</p> <p>Environmental Management Plan dated 28/02/2017 for Abedon Oil</p>	Yes

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Principle 5: Environmental Responsibility and Conservation of Natural Resources and Biodiversity		
Criterion by Audit	Summary of Assessment	Compliance
	Mill for monitoring protocol on POME result, used oil record, boiler stack, decanter cake, smoke emission, GHG and noise. Records maintained to monitor effectiveness of the mitigation measures. Reviewed on a yearly basis.	
5.2	5.2.1 No HCV area in KHB Lahad Datu Region. RTE identified within the site derived from the baseline biodiversity and assessment planning dated March 2017. The list of RTE is according to the Sabah List of Endangered Animals, reptiles, Insects and Mammals	Yes
	5.2.2 There was wildlife sighted in the areas of operation of Tanaki and Kolopis estates according to the baseline biodiversity and assessment planning dated March 2017. The individual estate is required to monitor the type of birds and animals sighted in the estate. There is no wildlife – human conflict found during interview of workers.	Yes
	5.2.3 Sustainability Policy dated 03/01/2017 mentioning on conservation of RTE and HCV. There are signboards of species found within the estates and mill compounds. Interviews shows that workers are aware of the RTE. Sustainability Policy dated 03/01/2017 in English and Bahasa Malaysia are available on notice boards of respective sites. Policies are made aware through morning muster call and training in the estates and mill.	Yes
	5.2.4 A monitoring plan is included in the baseline biodiversity assessment and planning dated March 2017. Min NC: A monitoring plan is included in the established baseline biodiversity assessment and planning dated March 2017. However, the monitoring programme did not include a wider land scape coverage for each division of each estate, mill and surrounding areas bordering with the estates	Min NC
	5.2.5 There are no HCV areas within Tanaki and Kolopis estates divisions. This could be confirmed during onsite inspection.	Yes
5.3	5.3.1 List of waste products and sources, dated 10/01/2017 such as rotten bunches, pruned fronds, chemical containers, domestic waste, office stationeries, GHG, etc., for the estates. Waste identification and disposal method – waste generated, source, location, disposition method, responsibility, e.g. palm fibre,	Yes

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Principle 5: Environmental Responsibility and Conservation of Natural Resources and Biodiversity		
Criterion by Audit	Summary of Assessment	Compliance
	palm shell, scheduled waste, scrap iron, etc., sighted at Abedon Oil Mill.	
5.3.2	Inventory of chemicals recorded in bin cards – glyphosate, Ally, Amine, Basta. Chemicals are stored in secured room and original containers and labels. No chemical is disposed. Stated in Environment Management plan – type of chemicals, e.g. MCHM H112, PROFLOC 1018 (boiler treatment), MFLOC 3001, Chlorine, Soda Ash (water treatment), calcium carbonate (kernel station), isopropyl alcohol, hexane, sodium hydroxide (Lab), etc. Inventory records maintained. Waste chemicals and its containers are returned to supplier. Latest return dated 22/08/2017 for 17 containers.	Yes
5.3.3.	Waste disposal SOP no. KHB/G/SOP-08, rev.3, dated 05/05/2017. Source of waste products and mitigation measures dated 10/01/2017. Pruned fronds stacking along inter row to reduce soil erosion and fertilizer run-off Chemical containers recycled after triple rinsed for premix herbicide. Fertilizer bags reuse for loose fruit collection Used tyres return to supplier or used as line site or flower pots. Domestic and office waste: Recycling of glass, plastics and paper. Disposal of scheduled waste via licensed contractors. Latest consignment note no. 8214 dated 03/08/2017 for 92 pcs of used oil filter (SW410) and note no. 8215 for 7.5 drums of waste oil (SW305) to Segar Alam Kinabalu. (Kolopis estate) Invoice from Medicare lab dated 30/05/2017 for 33.4 kg of clinical waste. (Kolopis estate)	Yes
5.4	5.4.1 Monthly diesel consumption on FFB production for 2017. Fuel efficiency improving plan 2017 dated 02/01/2017 – increase tonnage per man days, cut off unnecessary operation to reduce running hours, monitor leakage of vehicles, gen-set to follow strictly to scheduled running hours, etc.	Yes
5.5	5.5.1 Zero Burning Policy 11/01/2016 indicates no open burning allowed in any operations. Site visit to field indicates no evidence on open burning.	Yes
	5.5.2 There was no fire used in replanting since it is against the company policy. Site visit verify no evidence of open burning.	Yes
5.6	5.6.1 Assessment conducted and captured in register of polluting	Yes

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Principle 5: Environmental Responsibility and Conservation of Natural Resources and Biodiversity		
Criterion by Audit	Summary of Assessment	Compliance
	activities and in the Environment risk assessment that include smoke emission, POME, noise, generation of waste, etc. Stack Monitoring Reports, Quarterly Effluent Report for Department of Environment sighted.	
5.6.2	Captured in GHG Calculation & Environmental Management Plan An Energy Efficiency Improvement Plan is implemented to reduce diesel consumption. Other pollutants are handling based on environmental guidelines. POME effluent is measured and recorded daily.	Yes
5.6.3	Daily monitoring of smoke density from boiler operation. Results complying to regulatory requirements for the past year. Sighted smoke density percentage for the month of Jan –July 2017.	Yes

Principle 6: Responsible Consideration of Employees and of Individuals and Communities by Growers and Millers		
Criterion by Audit	Summary of Assessment	Compliance
6.1	6.1.1	Yes
	<p>SIA was conducted from Feb to Apr 2017. The assessment conducted includes followings:</p> <ul style="list-style-type: none"> • Access and use rights; • Economic livelihoods (e.g. paid employment) and working conditions; • Subsistence activities; • Cultural and religious values; • Health and education facilities • Other community values <p>The SIA plan was established to carry out the activities and who will be involved.</p> <p>Minutes of meeting on SIA briefing to the estates was on 04/04/2017, 05/04/2017, 08/05/2017 and 17/06/2017.</p> <p>Minutes of meeting on SIA for mill was conducted on 17/11/2016, 28/11/2016, 22/11/2016, 16/11/201 and, 07/11/2016</p> <p>From the SIA assessment positive impacts and negative impacts are recorded with timeline with the persons responsible for implementation of each timeline is identified.</p>	

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Principle 6: Responsible Consideration of Employees and of Individuals and Communities by Growers and Millers			
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6.1.2	Stakeholder meeting was conducted with relevant parties according to the stakeholders lists and workers. Feedback obtained during the consultation were recorded. Minutes of meeting for SIA briefing dated 04/04/2017, 05/04/2017, 08/05/2017 and 17/06/2017	Yes	
6.1.3	The positive impacts and negative impacts are recorded with timeline and responsible persons for implementation of each timeline is identified.	Yes	
6.1.4	SIA will be reviewed annually. The next review will in year 2018. Review of timeline also done through JCC committee meeting held twice a year.	Yes	
6.1.5	There are no scheme or independent smallholders included in the certification.	Yes	
6.2	6.2.1	Procedures are available on notice board located at office, housing compound and school. SOP Consultation and Communication Procedure (KHB-HR-P08) dated 01/06/2015 included communication methods, issues/request from internal and external stakeholders. Information is disseminated through writing, Bulletin, website, meeting, training/talk/awareness. Training on 15/05/2017 recorded. Information Procedure KHB-HR-P07 rev 0 dated 01/06/2015 recorded. Information requisition form received to request for Rat Baiting SOP. Responded within the timeframe. During site interview, the sampled workers are aware of the policy.	Yes
	6.2.2	Person in charge for handling in communication and consultation Head of Operation, estates and mill managers. Person in-charge of the company is appointed according to procedures. Representative with appointment letter sighted.	Yes
	6.2.3	Minutes of meeting 1 st stakeholder for year 2017 dated 22/02/2017 to inform on complaint procedures and request of information and consultation and communication procedure, including policies, RSPO certification. Lists of stakeholder (mill) 30/03/2017 sighted categorized into	Yes

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	authorities, villagers, school, transporters, neighbours, smallholders, refinery, collection centre, NOGs and others.	
6.3	<p>6.3.1</p> <p>Complaint grievance procedure (KHB-HR-P05) rev 1 dated 01/06/2017 in both BM & English. Timeframe is documented for each step.</p> <p>PICs appointed as complain officers are Mill / Estates Managers, Human Resources Manager and Director (for appeal)</p> <p>Where a resolution is not found mutually, the appeal is passed to arbitration for e.g. Labour department.</p> <p>Confidentiality of whistle blower is stated in Social Policy dated 03/01/2017.</p> <p>Complaint/ Grievance Form (KHB-HR-OP05/F01) and Appeal form KHB-HR-OP05/F02 sighted.</p> <p>Complaints and grievance procedure training dated 19/07/2017 for all workers recorded.</p> <p>Sexual Harassment Reporting Procedure KHB-HR-P06 rev 0 dated 01/06/2015 to provide guidelines for the stakeholders, including employees and the management dealing with complaints relating to sexual harassment in both BM & English.</p> <p>PICs are manager in charge or sexual harassment reps (eg. Gender committee). Currently, there is no sexual harassment sighted in the file. Timeframe is recorded.</p> <p>During this certification audit, there is no complaint received for mill and estates.</p>	Yes
	<p>6.3.2</p> <p>Estate and mill maintains a complaints and grievance register with records of the grievances and evidence of decisions if made.</p> <p>So far no complaint and grievance as to date of the audit.</p>	Yes
6.4	<p>6.4.1</p> <p>KHB Negotiation Procedure: dated 05/02/2016 includes identification of legal, customary or user rights.</p> <p>Refer SOP KHB/SOP/G 55: Guideline On Managing Land Conflict dated: 01/07/2017</p> <p>There are no issues of compensations for loss of legal, customary or user right in KHB Lahad Datu Region since the lands are obtained on a willingly buyer, willingly seller basis.</p>	Yes
	<p>6.4.2</p> <p>KHB Lahad Datu region has established SOP KHB/SOP/G 55: Guideline On Managing Land Conflict dated: 01/07/2017 and SOP</p>	Yes

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	<p>KHB/G/SOP 54: Free Prior Informed Consent (FPIC) dated: 01/07/2017 to manage calculating and distributing fair compensation as and when required.</p> <p>There are issues on the land acquire since the land is obtain on a willingly buyer, willingly seller basis.</p> <p>Ownership of land sub-leased by KHB Lahad Datu Region is by a single owner with no gender difference.</p>	
6.4.3	There are no land issues at KHB Lahad Datu region. Therefore, no records available on compensation claims documents.	Yes
6.5	<p>6.5.1</p> <p>The estates workers and mill operators are hired full-time either daily pay rate or piece-rated and paid on a monthly basis.</p> <p>The wage paid is based on the Minimum Wage Order (MWO) 2016 effective from 01/07/2016 at RM920/month or RM35.40/day. Piece rates are calculated based on the output and performance.</p> <p>Each worker a sign contract with the company. The contract states the job function, wage per day, benefits, work hours, rest day and work conditions in accordance Sabha State Labour Ordinance.</p> <p>The daily wage is based on the minimum wage order 2016.</p> <p>The pay slip of sampled workers interviewed was counter verified with the contracts on the wages paid.</p> <p>There are no complaints on pay and work conditions during site interview conducted on sampled workers and cross-checked in the grievance book records.</p>	Yes
	<p>6.5.2</p> <p>No labour union are allowed to be formed under the Sabah State Labour Ordinance although KHB respects the right of freedom of association stated in the code of conduct and human rights policy.</p> <p>Although workers cannot form union, they are encouraged to voice their comments and opinions through their selected team leaders in the Joint Consultative Committee.</p> <p>The estates workers and mill operators are hired full-time either daily pay rate or piece-rated and paid on a monthly basis.</p> <p>The wage paid is based on the Minimum Wage Order (MWO) 2016 effective from 01/07/2016 at RM920/month or RM35.40/day. Piece rates are calculated based on the output and performance.</p> <p>Each worker a sign contract with the company in the language in Bahasa Malaysia understood by them. The contract states the job function, wage per day, benefits, work hours, rest day and work</p>	Yes

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	<p>conditions in accordance Sabha State Labour Ordinance.</p> <p>The pay slip of sampled workers interviewed was counter verified with the contracts on the wages paid, benefits provided by the company,</p> <p>There are no complaints on pay and work conditions during site interview conducted on sampled workers and cross-checked in the grievance book records.</p>	
6.5.3	<p>Adequate housing provided to all staff and workers with electricity, clean water, medical, educational and welfare amenities including the direct family dependents.</p> <p>Recreation facilities, schools for foreign children, clinics, crèche, gardening areas and other amenities were sighted during site inspection</p> <p>such as field, volleyball area, clinic, crèche, CLC school for Indonesian children and government school for both primary and secondary education are nearby the estate for local children.</p> <p>During site interview, the workers advice that they are provided with housing, medical service and amenities and confirmed costs for housing, water and electricity are not imposed on them.</p>	Yes
6.5.4	<p>KHD Lahad Datu provides sundry shop facilities in the estates and take efforts to monitor the sold items are affordable for the workers. This is confirmed through interview with shop owner.</p> <p>Memo sighted regarding estate shop pricing as at 30/06/2017 for varieties of food items available such as flour, rice, red onions, beverages, etc.,</p> <p>In addition, designation area for workers to do farming.</p> <p>There is no negative feedback regarding the price of food items from the shop through workers interview.</p>	Yes
6.6	<p>6.6.1</p> <p>Code of Conduct & Human Right Policy dated 03/01/2017 in both English and Bahasa Malaysia include statement recognising the rights of employees to freedom of association.</p> <p>No collective bargaining agreement was formed at this moment.</p> <p>Salary deduction agreement between worker and employer recorded for estates and oil mill.</p>	Yes
	<p>6.6.2</p> <p>Organization Chart 2017 for employer and employee representative recorded.</p> <p>JCC minutes of meeting recorded.</p>	Yes

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Criterion by Audit	Summary of Assessment	Compliance	
	<p>Appointment letters for committee members recorded.</p> <p>Minutes of meeting is made readily available to employees upon request.</p>		
6.7	6.7.1	<p>Social Policy dated 03/01/2017 state no child and young person allow to work within the company if it was not permissible by the law.</p> <p>Stated in Social Policy dated 03/01/2017 that no child or young person shall be, or be required or permitted to be, engaged in any employment other than those allowed by the laws. Master lists of employees were reviewed.</p> <p>Ground verification (site interview) shows that no child was employed. Youngest worker among sampled workers in estate and mill are 30 and 20 respectively.</p>	Yes
6.8	6.8.1	<p>Stated in Code of Conduct & Human Right Policy dated 03/01/2017 available.</p> <p>Publicly available on company website and displayed on notice boards at respective estates and mill including clinic, CLC and crèche areas.</p> <p>No negative feedback received from site interview.</p>	Yes
	6.8.2	<p>During site interview, there is no complaint received regarding unequal treatment between local and foreign workers, between females and males in terms of accessibility to housing and water facilities and job opportunities.</p> <p>There are both men and women employees in the field and office during site visit.</p>	Yes
	6.8.3	<p>Stated in Code of Conduct & Human Right Policy dated 03/01/2017 to provide fair and equal employment opportunities for all employees.</p> <p>Recruitment of Foreign Worker Procedure KHB-HR-P04 dated 01/08/2017 illustrates hiring based on medical fitness.</p> <p>Company's employees recruited and promoted based on skills, capabilities, qualities, and medical fitness.</p> <p>For chemical sprayers, medical surveillance was conducted to ensure that they are fit to work.</p> <p>During site interview, there is no complaint received regarding unequal treatment between local and foreign workers, between</p>	Yes

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	females and males in terms of accessibility to amenities and job opportunities.	
6.9	<p>6.9.1 Social Policy dated 03/01/2017 was established to ensure that procedures are in place to prevent sexual harassment and any other forms of violence against woman, workers and community.</p> <p>Sexual Harassment Policy dated 07/01/2015 was established and available in both English and Malay.</p> <p>Complaint grievance procedure (KHB-HR-P05) rev 1 dated 01/06/2017 in both BM & English. Timeframe is documented for each step.</p> <p>Maintain confidentiality of whistle blower is stated in Social Policy dated 03/01/2017.</p> <p>Complaint / Grievance Form (KHB-HR-OP05/F01) and Appeal form KHB-HR-OP05/F02 sighted.</p> <p>Complaints and grievance procedure training dated 19/07/2017 for all workers recorded.</p> <p>Sexual Harassment Reporting Procedure KHB-HR-P06 rev 0 dated 01/06/2015 to provide guidelines for the stakeholders, including employees and the management dealing with complaints relating to sexual harassment in both BM & English.</p> <p>PICs are manager in charge or sexual harassment reps (eg. Gender committee). Currently, there is no sexual harassment sighted in the file. Timeframe is recorded.</p> <p>Gender Committee is established for respective operational sites.</p> <p>Gender Committee Planning and Actual Activities 2017 recorded.</p>	Yes
	<p>6.9.2 Social Policy dated 03/01/2017 was established to protect the reproductive rights of all especially of women.</p> <p>Training/ briefing was conducted to the workers. This is verified through site interview.</p> <p>Company has conducted in 2016 such as health talk to the workers and family dependent.</p>	Yes
	<p>6.9.3 Sexual Harassment Reporting Procedure KHB-HR-P06 rev 1 dated 01/06/2017 in both BM & English provide guidelines for stakeholders including employees and the management dealing with complaints relating to sexual harassment.</p> <p>PICs are manager in charge or sexual harassment representatives</p>	Yes

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Criterion by Audit	Summary of Assessment	Compliance	
	<p>(Gender committee) reporting to Human Resources Department. There is no sexual harassment sighted in the file or in Minutes of Meeting for Gender Committee. Timeframe for step is recorded. For e.g. Arrange DI within 10 working days.</p> <p>Confidentiality of whistle-blower is stated in Social policy dated 03/01/2017 signed by CEO both in BM and English.</p> <p>There is no complaint documented regarding this and through interview with housewives and female workers.</p>		
6.10	6.10.1	<p>Prices to the independent smallholders are agreed individually based on current market pricing.</p> <p>Current and past prices paid for Fresh Fruit Bunches (FFB) are available for publicly at the weighbridge counter on a daily basis.</p> <p>There are no complaints from independent smallholders raised during stakeholders' consultation, therefore no records available.</p>	Yes
	6.10.2	<p>Transactions are documented through weighbridge tickets and delivery notes from independent smallholders.</p> <p>Prices to the independent smallholders are agreed individually based on current market pricing.</p> <p>Independent smallholders delivered the crops directly to the Abedon Mill.</p> <p>No inputs / services rendered by Abedon Mill.</p>	Yes
	6.10.3	<p>Independent smallholders are free to sell their crops to any mills. Therefore, no contractual agreement established</p>	Yes
	6.10.4	<p>Payments are made directly to the independent smallholders</p> <p>Transactions are documented through weighbridge tickets, delivery notes and invoices from independent smallholders</p> <p>Payments are made to the independent smallholders based on agreed timeline.</p>	Yes
6.11	6.11.1	<p>KHB does contributes to communities and stakeholder by funding schools, blood donations activities and for local amenities</p> <p>CSR 2015-2017 Lahad Datu Region (included Tanaki and Kolupis) records sighted.</p>	Yes
	6.11.2	<p>Refer to social policy dated 03/1/2017 with prohibition of forced or trafficked labour. Available in both English and Malay.</p> <p>Publicly available at notice boards of operational sites.</p>	Yes

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Principle 6: Responsible Consideration of Employees and of Individuals and Communities by Growers and Millers			
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6.12	6.12.1	Recruitment of Foreign Worker Procedure KHB-HR-P04 dated 01/08/2017. Passport keeping procedure KHB-HR-P03 rev no. 0 dated 08/10/2013. Administration department and Human Resource Department will be the person responsible for monitoring the process of recruitment.	Yes
	6.12.2	No contract substitution as a clause documented in the contract of sampled workers. During interview, sampled workers stated that they are given a copy of their employment contract.	Yes
	6.12.3	Recruitment of Foreign Worker Procedure KHB-HR-P04 dated 01/08/2017. Passport keeping procedure KHB-HR-P03 rev no. 0 dated 08/10/2013. Foreign worker resignation & termination procedure KHB-HR-P11 Ver. 0 dated 18/01/2016.	Yes
6.13	6.13.1	Code of Conduct & Human Rights Policy dated 03/01/2017 to respect and protect the fundamental human rights, as stated in the Universal Declaration of Human Rights of the United Nations, as well as the dignity of the individuals working in all levels of operations including contracted 3 rd parties. Policy is available on notice boards of operational sites.	Yes
	6.13.2	CLC is available in the estate to provide education for Indonesian workers' children whereas local children received education at nearby school. Mill workers children has the same arrangement for education,	Yes

Principle 7: Responsible Development of New Plantings			
Criterion by Audit		Summary of Assessment	Compliance
7.1	7.1.1	No SEIA conducted since there are no new planting observed in the estates. There are no new plantings or operations expansion or expanding of existing ones submitted prior to the audit.	Yes
	7.1.2	No SEIA conducted since there are no new planting observed in	Yes

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Principle 7: Responsible Development of New Plantings		
Criterion by Audit	Summary of Assessment	Compliance
	the estates. There are no new plantings or operations expansion or expanding of existing ones submitted prior to the audit. Therefore no management plan and operational procedures been established	
	7.1.3 There are no outgrowers or smallholders being developed by Abedon group.	Yes
7.2	7.2.1 Estates does have maps indicating type of soils. There and no maps for new planting area since no new planting observed. Therefore, no soil maps established.	Yes
	7.2.2 KHB Planting manual indicates procedure in establishing drains in planting area. There is no topographic information since no new planting observed..	Yes
7.3	7.3.1 There is no new planting or progressive planting observed within the estates. Estates maps and acreage statement were reviewed. All planting was before November 2005. Therefore, no HCV assessment required.	Yes
	7.3.2 There is no new planting observed within the estates. Estates maps and acreage statement were reviewed. All planting was before November 2005. Therefore, no HCV assessment is required.	Yes
	7.3.3 There is no new planting observed within the estates. Estates maps and acreage statement were reviewed. Therefore, no management action plan established	Yes
	7.3.4 There is no new planting observed within the estates. Estates maps and acreage statement were reviewed. Therefore, no consultation action plan established.	Yes
	7.3.5 There is no new planting observed within the estates. Estates maps and acreage statement were reviewed. Therefore, no maps identifying marginal and fragile soils, including excessive gradients and peat soils established.	Yes
7.4	7.4.1 There is no new planting observed within the estates. Estates maps and acreage statement were reviewed. Therefore, no maps identifying marginal and fragile soils, including excessive gradients and peat soils established.	Yes
	7.4.2 There is no new planting observed within the estates. Estates maps and acreage statement were reviewed. Therefore, no plans established for planting on fragile and marginal soils.	Yes
7.5	7.5.1 There is no new planting observed within the estates. Estates	Yes

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Principle 7: Responsible Development of New Plantings			
Criterion by Audit	Summary of Assessment	Compliance	
	maps and acreage statement were reviewed. Therefore, no records of FPIC information.		
7.6	7.6.1	There is no new planting observed within the estates. Estates maps and acreage statement were reviewed. Therefore, no documents available.	
	7.6.2	There is no new planting observed within the estates. Estates maps and acreage statement were reviewed. There is no new sub-leased land, therefore no compensation paid.	Yes
	7.6.3	There is no new planting observed within the estates. Estates maps and acreage statement were reviewed. There is no new sub-leased land, therefore no payment made.	Yes
	7.6.4	There is no new planting observed within the estates. Estates maps and acreage statement were reviewed. Therefore, no documents established.	Yes
	7.6.5	There is no new planting observed within the estates. Estates maps and acreage statement were reviewed. Therefore, no documents established.	Yes
	7.6.6	There is no new planting observed within the estates. Estates maps and acreage statement were reviewed. Therefore, no documents established.	Yes
7.7	7.7.1	There is no new planting observed within the estates. Estates maps and acreage statement were reviewed KHB has a zero burning commitment stated in Environmental Policy dated 03/01/2017	Yes
	7.7.2	There is no new planting observed within the estates. Estates maps and acreage statement were reviewed KHB has a zero burning commitment stated in Environmental Policy dated 03/01/2017	Yes
7.8	7.8.1	There is no new planting observed within the estates. Estates maps and acreage statement were reviewed. Therefore no GHG assessment conducted	Yes
	7.8.2	There is no new planting observed within the estates. Estates maps and acreage statement were reviewed. Assessment plans will be established as and when required for new development or new planting occur.	Yes

Principle 8: Commitment to Continuous Improvement in Key Areas of Activity

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Criterion by Audit		Summary of Assessment	Compliance
8.1	8.1.1	<p>KHB has established the Continual Improvement Plan (CIP) dated 31/07/2017. The CIP comprises of all relevance points within the estates and mill and other related stakeholders</p> <p>Action Plan for Continual Improvement was established from 2014 to 2019 base on reduction of chemical, waste or energy, social, safety, health planning, legal requirements, future planning covering all operation sites and smallholders.</p> <p>The CIP includes: Action Plan, Reference, Expected Outcome, Timeframe, Responsibility and Status.</p> <p>The CIP will be reviewed on yearly and audited quarterly by the sustainability team for the progress of the plan.</p> <p>Maj NC:</p> <p>During the review of the CIP for estates and mill.</p> <ol style="list-style-type: none"> The plan has not identified specific improvement in reduction and phasing out of paraquat usage and changing to a less toxic chemical. The time frame stated was the year example 2017 or continuous program, whilst the status / review period was either Dec 2017 or half yearly, Dec 2017. It is unclear why the time frame is limited to 2017. Example Domestic water tap quality monitoring time frame 2017 status / review period half yearly Dec 2017. In this aspect which are the activity that required continuous monitoring and specific monitoring period and reporting requirements are unclear. The CIP for the estates for the respective element was not clear and applicable to which estate or location for the improvement. The mill CIP does not identify areas for improvement example reduction of pollution and energy efficiency. 	Maj NC

4.2 Stakeholder Consultation
4.2.1 Summary
<p>The stakeholder consultation invitation letters were sent to 25 organisations and individuals including 3 NGOs inviting to participate and provide feedback on Abedon Oil Mill and supply bases activities.</p> <p>The physical stakeholders' consultation was conducted on 21/08/2017 at Abedon Sdn Bhd conference room at Kolopis estate.</p> <p>Below are the list of participants who attended the consultation.</p>

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4.2.2 List of contacted stakeholders

Table 4-1 List of Stakeholders

No	Name	Organisation
1	Tn. Hj. Abdul Samah Sapri	Jabatan Perhutanan Daerah Kinabatangan
2	Johny Hj Baki	
3	Syed Ali	
4	Rose Maharani	Jabatan Imigresen Malaysia
5	Jimlo Parjin	Jabatan Hidupan Liar Daerah Kinabatangan
6	Aidde Jamali	
7	Mr. Aloysius Jublee Intang	Wild Asia
8	Sh. Mislin Bin Sh. Bakir	Ketua Kg. Paris I, II, III
9	Mr. Zulhaby Bin Hj. Tujoh	JKKK, Kg. Paris
10	Hj. Rasid A. Rajak	JKKK, Kg Sri Takala
11	Wilfred Dona	Andaman Glory Sdn Bhd
12	Abdul Razak	Syarikat ABRA
13	Kafinah Ransah	Individual smallholders
14	Misnah Binti Ambang	Individual smallholders
15	Junainah Binti Laari	Individual smallholders

4.3 Issues Raised By Stakeholders

Appreciation received:

1. Lots of appreciation commented by the participants about Abedon support to the surrounding communities.
2. Abedon has graveled the road and allow the communities and smallholders to access to the road.
3. The smallholders have request the company to provide best management practices training to for better management of the farms.

Complaints received:

No complaints raised by the stakeholders during the consultation.

Audit team findings:

There are no negative issues raised that need to be address by the company. There more compliments

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and appreciation received.

Company response and proposed action to be taken:

1. No further action required by the company since there are no complaints raised.
2. The company will further discuss with the small holders and communities on the training requested.

4.4 Summary of Green House Gases

The certified unit has applied PalmGHG version 3.1 to calculate the respective emissions as presented below. The data applied in the calculator are from January to December 2016. The data applied example fertilisers Active Ingredient, fuel consumption, POME measurement, electricity sold to grid, amount of methane combusted in boiler, biogas genset, mill extraction rate, production volume and land use were cross-checked with the records. The emissions could be considered as appropriate.

Emission per product	tCO ₂ e/t Product
CPO	1.12
PK	1.12

Extraction	%
OER	20.00
KER	4.87

Production	t/yr
FFB Process	93,341.19
CPO Produced	18,669.42

Land Use	Ha
OP Planted Area	5,246.21
OP Planted on peat	0
Conservation (forested)	0
Conservation (non-forested)	275.30
Total	5,521.51

Summary of Field Emission and Sink

	Own Crop		Group		3 rd Party		Total	
	tCO ₂ e	tCO ₂ e/t FFB	tCO ₂ e	tCO ₂ e /t FFB	tCO ₂ e	tCO ₂ e/t FFB	tCO ₂ e	tCO ₂ e/t FFB
<i>Emission</i>								
Land Conversion	43,055.35	0.64	0	0	0	0	43,055.35	0.64
*CO ₂ Emission from fertilizer	1,793.02	0.03	0	0	0	0	1,793.02	0.03
**NO ₂ Emission	3,169.21	0.05	0	0	0	0	3,169.21	0.05
Fuel Consumption	1,118.19	0.02	0	0	0	0	1,118.19	0.02

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Peat Oxidation	0	0	0	0	0	0	0	0
<i>Sink</i>	0	0	0	0	0	0	0	0
Crop Sequestration	-40,810.77	-0.6	0	0	0	0	-40,810.77	-0.6
Conservation	0	0	0	0	0	0	0	0
Sequestration	0	0	0	0	0	0	0	0
<i>Total</i>	8,324.999	1.91	0	0	3,856.82	0	12,181.819	1.91

Summary of Mill Emission and Credit

	tCO ₂ e	tCO ₂ e/tFFB
Emission		
POME	12,882.86	0.14
Fuel Consumption	981.66	0.01
Grid Electricity	0	00
Utilisation	0	0
Credit	0	00
Export of Grid Electricity	0	0
Sales of PKS	0	0
Sales of EFB	0	0
Total	13,864.52	0.15

Palm Oil Mill Effluent (POME) Treatment	
Divert to Compost	3.00 %
Divert to anaerobic diversion	97.00 %

POME Diverted to Anaerobic Digestion:	
Divert to anaerobic pond	100 %
Divert to methane captured (flaring)	0 %
Divert to methane capture (energy generation)	0 %

4.5 New Planting GHG Summary Reporting

There is no new planting by the company. Therefore no GHGs to be reported.

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4.6 Noteworthy Positive Components and Identified Non Conformances

4.6.1 Details of noteworthy positive components

1. The team is very cooperative during audit.
2. Information cards regarding RSPO and company policies are given to the workers to promote awareness.
3. Wastewater from rinsing of chemical containers are reused for chemical mixing process.
4. Composting of EFB and decanter cakes used as fertilizers.
5. Rainwater harvesting is implemented at workers' housing.
6. Cattle farming to control weeds in Tanaki Estate and Kolopis Estate
7. Use of dog as part of Integrated Pest Management to reduce the rats population in Tanaki Estate.
8. Workers could demonstrate the work competency
9. Planting of trees in buffer and riparian zones to improve biodiversity.
10. Farming duckweeds to improve wastewater treatment process to reduce pollution

4.6.2 Status of non-conformities identified in last audit

This is certification assessment. Therefore, not applicable.

4.6.3 Detail of Non Conformities Identified During This Audit

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

Audit Outcome	
Major NC	2
Minor NC	3
Observations	7

Non Conformity Number < 1 >	
RSPO Indicator	4.7.2: All operations where health and safety is an issue shall be risk assessed, and procedures and actions shall be documented and implemented to address the identified issues. All precautions attached to products shall be properly observed and applied to the workers.
Location	Kolopis, Tanaki and Abedon Mill
Description of Finding/Objective Evidence:	

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Non Conformity Number < 1 >			
The organization has established the risk assessment for respective work areas.			
1. The risk assessment has not evaluate each work activity example capstan, lift cranes, snake bites, wasp bites and minor injuries treated in the fields			
2. The risk rating was not established to evaluate when the risk need to be reviewed for reported LTI and non-LTI not reported.			
3. The risk control proposal did not identify the admin and engineering control in managing the risk			
Classification	<input checked="" type="checkbox"/> Major	<input type="checkbox"/> Minor	<input type="checkbox"/> Observation
Deadline for implementation	23/10/2017		
Lead Auditor: Cheong Chun Yuen (Robert)	Date Raised: 24/08/2017		
Root cause Analysis (by company):			
Mill & Plantations			
1. There are 36 type of Risk Assessment being adopted to assess various types of risk for Plantation activities. However, the management have not identified Risk Assessment for Capstan and Lift Cranes in the Mills, while snake bites, wasp bites and minor injuries recorded in the first aid box (medicine usage records) were also not establish in the estates.			
2. There is a risk rating established following the JKKP format but it is not stated when the risk need to be reviewed such as the justification to review the risk for reporting LTI and non-LTI for the Mill, and minor injuries (non-LTI) which are not reported to the estates management.			
3. There are Risk Control proposal in managing the risk but too general and not specific.			
Corrective action planned (by company):			
Mill & Plantations			
1. An Occupational Safety Management Plan (OSMP) for Mill and Estates will be updated. Risk Assessment will be reviewed to include all activities for Capstan and Lift Cranes in the Mills, while snake bites, wasp bites and minor injuries recorded in the first aid box (medicine usage records) for the estates. This will be implemented by end of September 2017.			
2. The Risk Rating will be reviewed and a guideline has been established to justify changes and updates. This will be be implemented by end of September 2017.			
3. The Risk Control method has been revised and more specific. Risk Control Proposal will include Isolation, Substitution, Elimination, Engineering control, Admin control and PPE usage. This will be implemented by end of September 2017.			
Preventive Action (by company):			

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Non Conformity Number < 1 >	
<p>Mill & Plantations</p> <p>Short term</p> <ol style="list-style-type: none"> 1. HIRARC will be review and updated to include various types of working activities in Mill, Plantation field, Office, Transporting vehicles and housing site etc. by end of September 2017. 2. First Aid Kits – First Aid Log Book to be establish and checked by HA on monthly basis. The consumption records will be review and to add purpose of usage. The First Aid Records will be summarize and analyze to determine further action for injury control and will be reported and discussed during quarterly safety committee meeting. (PIC: HA) 3. To review the effectiveness of each Risk Control method during the quarterly safety committee meeting. (PIC: H&S coordinator) 4. (Mill) Action plan such as safe guard wall at capstan shall implement to mitigate injuries. (Prevent wire rope snap and injured workers) <p>Long Term</p> <ol style="list-style-type: none"> 1. Existing HIRARC documents will be periodically review, update and compiled to become a Master HIRARC Documents for Mill & Plantation reference. 2. To monitor the implementation of the Risk Assessment Management guidelines review and updates. 3. To monitor the implementation and to enforce all Safety and Health requirements. 	
<p>Review of corrective/preventive action</p> <p>The corrective action plan was reviewed against the documents submitted.</p> <ol style="list-style-type: none"> 1. The OSMP for both estate and mill has been established for managing of health, safety and risk assessment. The risk assessment on HIRARC has revised and updated where assessment of each activity is included. Briefings were provided to all level of employees and workers for the implementation of the revised HIRARC and OMSP. Example: Snake bites, wasp bites and minor injuries in the fields. 2. A risk management guideline has been established for risk rating to include evaluating of injuries on a regular basis including non-LTI. Example: The “First Aid Kit Report” log book with non-LTI cases not reported have: <ol style="list-style-type: none"> a. 3 injuries within a month by a same cause. b. 10 injuries within 6 months by a same cause 3. The risk control method is revised and include Isolation, Substitution, Elimination, Engineering control, Admin control and PPE usage through the rating for each activity. <p>The NC could be considered close out. The proposed preventive action implementation will be review in the next audit for its effectiveness.</p>	
<p>Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Site verification : <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>

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Non Conformity Number < 1 >	
Lead Auditor or Auditor, Cheong, Chun Yuen (Robert)	Date of closure: 21/09/2017

Non Conformity Number < 2 >	
RSPO Indicator	8.1.1. The action plan for continual improvement shall be implemented, based on a consideration of the main social and environmental impacts and opportunities of the grower/mill, and shall include a range of Indicators covered by these Principles and Criteria.
Location	Kolopis, Tanaki and Abedon Mill
Description of Finding/Objective Evidence:	
<p>During the review of the CIP for estates and mill.</p> <ol style="list-style-type: none"> 1. The plan has not identify specific improvement in reduction and phasing out of paraquat usage and changing to a less toxic chemical. 2. The time frame stated was the year example 2017 or continuous program, whilst the status / review period was either Dec 2017 or half yearly, Dec 2017. It is unclear why the time frame is limited to 2017. Example Domestic water tap quality monitoring time frame 2017 status / review period half yearly Dec 2017. In this aspect which are the activity that required continuous monitoring and specific monitoring period and reporting requirements are unclear. 3. The CIP for the estates for the respective element was not clear and applicable to which estate or location for the improvement. 4. The mill CIP does not identify areas for improvement example reduction of pollution and energy efficiency. 	
Classification	<input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Observation
Deadline for implementation	23/10/2017
Lead Auditor: Cheong Chun Yuen (Robert)	Date Raised: 24/08/2017
Root cause Analysis (by company):	

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Non Conformity Number < 2 >
<p>Mill & Plantations</p> <ol style="list-style-type: none"> (P) - There is no identification on specific improvement in reduction and phasing out of Paraquat usage and changing to a less toxic chemical. (P) - The time frame stated in CIP was unclear and limited. (M) - Status/review column of CIP did not record the actual status of CIP but the time of action to be taken. (P) - The Location for respective elements not being stated clearly and assumed as general statement for the estates. 4. (M) – The specific areas of improvement for Reduction of Pollution and Energy Efficiency Plan is not stated clearly in Mill CIP. Current practice & minor improvement on Reduction of Pollution and Energy Efficiency is not capture in the CIP.
<p>Corrective action planned (by company):</p> <p>Mill & Plantations</p> <ol style="list-style-type: none"> (P) – The CIP have been revised to include the phasing out plan of Class 1b chemical (Paraquat) usage in estates and a memo had been issued by HREP-EM (To refer memo: KHB/GMP/AUG.2017/02; dated 25th August 2017). A lesser toxic alternative chemical (MONEX HC) which is a class 3 herbicide have been recommended (a.i. MSMA...39.5% w/w + diuron...7.8%w/w + Bahan Lengai..52.7%w/w). (P/M) – The time frame for CIP had been revised and updated. (The statement of the time frame is change to: On going, half yearly, continuous program, quarterly and annually basis according based on monitoring reporting requirement of respective element in the CIP). The time frame revision will be complete by end of September 2017. (P/M) – The location for improvement in the estates for CIP have been identified and updated for respective elements. (Location: Kolopis Estate, Tanaki Estate and Abedon Oil Mill). The identification of location for improvement of respective elements will be complete by end of September 2017. (M) – The Mill CIP have identified to include an improvement plan for energy efficient aspect. The propose plan is to use Biodiesel green fuel which is more sustainable and energy efficiency instead of diesel fuel. This plan will be fully implement by year 2018 for mill fuel consumption and its machineries. (M) – The Mill CIP also will include the continuous monitoring of vehicles maintenance and monitoring of vehicles fossil fuel consumption from this year onwards. (M) – The Mill CIP also include Pollution & Emission Reduction Plan that shall be review and emphasize by end of September 2017.
<p>Preventive Action (by company):</p>

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Non Conformity Number < 2 >	
1. (M&P) –The frequency of CIP reviewed will be increase every 2 months for the Mill and every 6 month for the plantation. 2. (M) - Pollution Reductions & Energy Efficiency will be included as an agenda of discussion during Mill Manager Meeting (BP Meeting) and Plantation Management Meeting	
Review of corrective/preventive action	
The corrective action plan has been reviewed with the revised CIP for both estates and mill have been submitted for review.	
1. The CIP is updated to include the plan for phasing out the usage of paraquat. A memo dated 25/10/2017 was issued to effect the phasing of paraquat and replace by a less toxic alternative chemical was reviewed. This phasing out programme will be further review in the next audit. 2. The CIP for both mill and estate are revised to include timeframe of each activity that will be monitored accordingly. It can be concluded as closed out and will further review in the next audit for effective implementation. 3. The revised CIP is updated in the location column the estate name or area where improvements are required. The effectiveness of the implementation will be review in the next surveillance audit. 4. The mill CIP is revised and updated to identify areas for improvement including reduction of pollution and energy efficiency such as monitoring of vehicles maintenance, fuel consumed by genset and vehicles. The implementation programme and monitoring is ongoing. This is considered appropriate and could be closed out. The effective of the implementation will be further review in the next surveillance audit.	
The implementation of the preventive plan will be review in the next audit for its effectiveness.	
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Lead Auditor or Auditor, Cheong, Chun Yuen (Robert)	Date of closure: 21/09/2017

Non Conformity Number < 3 >	
RSPO Indicator	2.1.3 A mechanism for ensuring compliance shall be implemented
Location	Abedon Oil Mill, All estates
Description of Finding / Objective Evidence:	
There is an authorised letter Permit Potongan Daripada Pekerja untuk Bayaran Balik Pendahuluan Levi from Jabatan Tenaga Kerja Sabah dated 05/02/2017 to allow the company to deduct levies. However, there shall be a control mechanism to monitor and up-to-date the deduction for each worker respectively.	
Classification	<input type="checkbox"/> Major <input checked="" type="checkbox"/> Minor <input type="checkbox"/> Observation
Deadline for implementation	9 months – Next Surveillance Audit

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Non Conformity Number < 3 >	
Lead Auditor or Auditor: Wan, Jian Ann (Joanne)	Date Raised: 24/08/2017
Root cause Analysis (by company):	
Corrective action planned (by company):	
Preventive Action (by company):	
Review of corrective/preventive action	
Closed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input type="checkbox"/> Yes <input type="checkbox"/> No
Lead Auditor or Auditor:	Date of closure:

Non Conformity Number < 4 >			
RSPO Indicator	4.8.2 Records of training for each employee shall be maintained		
Location	Water Treatment Plant		
Description of Finding / Objective Evidence:			
Training records for the operation of the water treatment plant were not available for the operators.			
Classification	<input type="checkbox"/> Major	<input checked="" type="checkbox"/> Minor	<input type="checkbox"/> Observation
Deadline for implementation	9 months – Next Surveillance Audit		
Auditor: SK Leong	Date Raised: 24/08/2017		
Root cause Analysis (by company):			
Corrective action planned (by company):			
Preventive Action (by company):			
Review of corrective/preventive action			
Closed: <input type="checkbox"/> Yes <input type="checkbox"/> No		Site verification : <input type="checkbox"/> Yes <input type="checkbox"/> No	

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Non Conformity Number < 4 >	
Lead Auditor or Auditor:	Date of closure:

Non Conformity Number < 5 >	
RSPO Indicator	5.2.4 Where a management plan has been created there shall be ongoing monitoring: <ul style="list-style-type: none"> The status of HCV and RTE species that are affected by plantation or mill operations shall be documented and reported; Outcomes of monitoring shall be fed back into the management plan.
Location	Kolopis, Tanaki and Abedon Mill
Description of Finding/Objective Evidence:	
<p>A monitoring plan is included in the established baseline biodiversity assessment and planning dated March 2017.</p> <p>However, the monitoring programme did not include a wider land scape coverage for each division of each estate, mill and surrounding areas bordering with the estates</p>	
Classification	<input type="checkbox"/> Major <input checked="" type="checkbox"/> Minor <input type="checkbox"/> Observation
Deadline for implementation	9 months
Lead Auditor Cheong, Chun Yuen	Date Raised: 24/08/2017
Root cause Analysis (by company):	
Corrective action planned (by company):	
Preventive Action (by company):	
Review of corrective/preventive action	
Closed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input type="checkbox"/> Yes <input type="checkbox"/> No
Lead Auditor or Auditor,	Date of closure:

Observation < 1 >

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Observation < 1 >	
RSPO Indicator	4.6.2 Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) shall be provided.
Location	Chemical Premixing Station (Kolopis / Tanaki estates)
Description of Finding / Objective Evidence:	
Daily records of the number of containers used to fill the chemicals could be recorded in order to ensure that the correct formulation is being followed.	
Auditor Leong, Sak Kuan	Date Raised: 24/07/2017
Review of corrective/preventive action	
Lead Auditor or Auditor:	Date Reviewed::

Observation < 2 >	
RSPO Indicator	5.1.1 An environmental impact assessment (EIA) shall be documented.
Location	Kolopis / Tanaki estates, Abedon Oil Mill
Description of Finding / Objective Evidence:	
The EIA could include aspects like resources consumption (fuel usage, paper, etc), generation of scheduled waste, road maintenance and smoke emission from gen-set. The assessment could also include consultation with relevant stakeholders to identify impacts and to develop any mitigation measures.	
Auditor Leong Sak Kuan	Date Raised: 24/08/2017
Review of corrective/preventive action	
Lead Auditor or Auditor:	Date Reviewed:

Observation < 3 >	
RSPO Indicator	5.3.3 A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented.
Location	Abedon Oil Mill
Description of Finding / Objective Evidence:	

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Observation < 3 >	
Secondary containment could be implemented for paint and chemicals at the store. Oil trap could be installed at the drain opposite the laboratory.	
Auditor: Leong, Sak Kuan	Date Raised: 24/08/2017
Review of corrective/preventive action	
Lead Auditor or Auditor:	Date Reviewed:

Observation < 4 >	
RSPO Indicator	4.1.1 Standard Operating Procedures (SOPs) for estates and mills shall be documented.
Location	Abedon Oil Mill
Description of Finding / Objective Evidence:	
The SOP for water treatment plant could be revised on the use of chemicals and the maintenance of relevant records.	
Auditor: Leong Sak Kuan	Date Raised: 24/08/2017
Review of corrective/preventive action	
Lead Auditor or Auditor:	Date Reviewed:

Observation < 5 >	
RSPO Indicator	4.1.3 Records of monitoring and any actions taken shall be maintained and available, as appropriate
Location	Abedon Oil Mill, All estates
Description of Finding / Objective Evidence:	
Corrective action Plan has been established for addressing non-conformities for Internal Audit. Several action taken was closed more than the time frame allocated. However the management could include the reason of delay on closing the non-conformities.	
Auditor Mohamad Norhisham Mohd Salleh	Date Raised: 24/08/2017
Review of corrective/preventive action	

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Observation < 5 >	
Lead Auditor or Auditor:	Date of closure:

Observation < 6 >	
RSPO Indicator	5.4.1 A plan for improving efficiency of the use of fossil fuels and to optimise renewable energy shall be in place and monitored
Location	Abedon Mill
Description of Finding/Objective Evidence:	
<p>An Energy Fuel efficiency improving plan was established for estates and mill.</p> <p>The management could include the estimation of fuel use by on-site contract workers, transport and machinery operations as part of the program.</p>	
Lead Auditor Cheong, Chun Yuen (Robert)	Date Raised: 24/08/2017
Review of corrective/preventive action	
Lead Auditor or Auditor,	Date Reviewed:

Observation < 7 >	
RSPO Indicator	5.2.2 (M) Where rare, threatened or endangered (RTE) species, or HCVs, are present or are affected by plantation or mill operations, appropriate measures that are expected to maintain and/or enhance them shall be implemented through a management plan.
Location	Kolopis, Tanaki and Abedon Mill
Description of Finding/Objective Evidence:	
<p>The management could separate the wild life sighted in the areas of operation into RTE, Protected and unprotected species for better understating by the workers.</p>	
Lead Auditor Cheong, Chun Yuen (Robert)	Date Raised: 24/08/2017
Review of corrective/preventive action	

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Observation < 7 >	
Lead Auditor or Auditor,	Date Reviewed:

5 RSPO Supply Chain Certification

The palm mill mentioned in the scope of the audit was audited against the requirements of the following:

- RSPO Supply Chain Certification Systems November 2014
- RSPO Supply Chain Certification Standard November 2014

RSPO SCC Assessment Summary

The assessment team conducted a thorough assessment of each requirement. All elements were assessed and verified at each audit. Evidences were sought for conformity with the RSPO SCC 2014 both system and standard on the implementation. The summary of the assessment as below, where the “Compliance” column reflects the findings in accordance with each criteria and indicator or evidences that were, and when non conformity was found, a summary of the non-conformity can be found below;

System Requirements		
Clause	Summary of Assessment	Compliance
5.3.7	<p>The company has established and implemented following:</p> <p>Receiving of Sustainable FFB Doc. AOM-WI-001 rev 0 dated 01/008/2017</p> <p>Established and implemented log book for certified and uncertified FFB</p> <p>Processing of FFB Doc. No. AOM-PRC-PRD rev. 0 dated 01/02/2017</p> <p>Handling of CPO & PK Final Dispatch Doc. No: AOM-ADM-LBT rev o dated 01/02/2017</p> <p>Despatch Sustainable Product CCPO, CSPK) Doc. AOM-Wi-002 Rev 0, dated 01/08/2017</p> <p>RSPO SCC Manual doc no. SCCS-001 rev 0 dated 01/02/2017.</p> <p>Internal audit was conducted on 12/07/2017 and management review conducted on 12/07/2017 to review the results of the internal audit.</p> <p>No findings were raised during the internal audit.</p>	Yes
5.3.8	<p>The company has established and implemented following management guidelines to manage the mills operations.</p> <p>Processing of FFB Doc. No. AOM-PRC-PRD rev. 0 dated 01/02/2017</p>	Yes

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System Requirements		
Clause	Summary of Assessment	Compliance
	Handling of CPO & PK Final Dispatch Doc. No: AOM-ADM-LBT rev 0 dated 01/02/2017 Despatch Sustainable Product (CPO, CSPK) Doc. AOM-Wi-002 Rev 0, dated 01/08/2017 RSPO SCC Manual doc no. SCCS-001 rev 0 dated 01/02/2017. There are not outsourcing activities for the mills operations.	
5.3.9	Incoming FFB weighbridge dockets, daily production report and weighbridge docket for outgoing CPO Example: Sample of weighbridge ticket sighted and reviewed that include relevant SCC requirements such as Module, P&C certificate no. and unique identification number.	Yes
5.3.10	No subcontract activities	Yes

Standard Requirements		
Clause	Summary of Assessment	Compliance
5.1	Crude Palm Oil and Palm Kernel produced by Abedon Oil Mill Sdn Bhd Abedon Oil Mill is not a trader and distributor. Kretam Holdings Berhad RSPO membership registration no. 1-0189-15-000-00 Ordinary Member Palm Trace No: RSPO_PO1000003828 Member ID: Will be available after successful certification. No processing aid used in production.	Yes
5.2	CPO & PK apply MB model.	Yes
5.3	RSPO SCC Manual doc no. SCCS-001 rev 0 dated 01/02/2017. Training record was sighted and reviewed for SCCs Critical Control Points including RSPO SCCs requirements conducted on 23/03/2017 The mill manager is responsible for the implementation and monitoring of RSPO Supply Chain Certification Program and Job Description available (Main duties: e.g. ensure RSPO compliance)	Yes
5.4	FFBs are supplied by internal managed estates and external 3 rd party smallholders located around Abedon Oil Mill vicinity. All FFBs are delivered by the internal managed estates and	Yes

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Standard Requirements		
Clause	Summary of Assessment	Compliance
	external 3rd party smallholders located around Abedon Oil Mill vicinity. Therefore, no announcement is required. NA. The certification is for mill and supply bases. SOP Handling of Incoming Material / Product Doc n. AOM-ADM-WB rev 0 dated 01/02/2017 handling of non-conformance products	
5.5	NA. No outsourcing activities	Yes
5.6	Sample document is established that will be implemented upon received certification award. Sample document includes following: Name and address of buyer stated in shipping document. Estates managed by Abedon and smallholders under the certification stated in weighbridge docket. Stated in sample dispatch note and invoice that state MB Stated in delivery document. Contract number with buyer	Yes
5.7	All transactions and physical shipments for CPO and PK are announced through the Palm Trace. NA. The estates managed by the company and smallholders are not part of the certification. CPO and PK trading will be registered in palm trace after certification. The Palm Trace account ID: RSPO_PO1000003828 All physical shipments for CPO and PK will be announced through the Palm Trace.	Yes
5.8	Sighted SCC training plan for year 2017. Sighted training records for SCCs Critical Control Points conducted on 23/03/2017	Yes
5.9	Sample Daily Production Record: FFB received; CPO dispatch Will be verified during surveillance audit. RSPO Supply Chain Module Doc no. SCCS-003 rev 0 dated 01/02/2017 records kept for 3 years and for financial is 7 years. FFBs received by the mill are from the internal estates.	Yes
5.10	Actual conversion factors are cross-checked with budget conversion factors. Due to confidentiality is not disclosed.	Yes
5.11	As described in the RSPO Supply Chain Module Doc no. SCCS-003 rev 0 dated 01/02/2017 AOM does not produce any product claim other than the product name which includes the model MB	Yes

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Standard Requirements		
Clause	Summary of Assessment	Compliance
	<p>100% claims of RSPO certified module MB at mill and delivery level. In compliance with the RSPO rules on communications and claims.</p> <p>This will be checked during next surveillance audit.</p>	
5.12	<p>Established and implemented Complaints & Grievance Procedure Doc no. KHB-HR-P05 rev 1. dated 01/06/2017 to handle complaints and grievances.</p> <p>This is certification audit, no complaints and grievance received yet.</p>	Yes
5.13	<p>Internal audit was conducted on 12/07/2017 and management review conducted on 12/07/2017 to review the results of the internal audit.</p> <p>Internal audit results were presented in management review meeting</p> <p>This will be review during next surveillance audit since the no products sold.</p> <p>The internal audit is the document used as follow up actions from management review</p> <p>No changes in management system that could affect product quality and module applied</p>	Yes

Supply Chain Modal		
Module	Summary of Assessment	Compliance
E	<p>The model applied for surveillance audit is MB Module E.</p> <p>The FFBs supplied will be certified and non-certified.</p> <p>Projected tonnage of CPO (Sept 2017 – Aug 2018): 16,834 mt</p> <p>Projected tonnage of PK (Sept 2017 – Aug 2018): 3,741 mt</p> <p>The mill is under the Kretam Holdings Berhad Palm Trace, RSPO IT platform for the trading of the CSPO & PK and in compliance of the registration and reporting requirements.</p> <p>Abedon Oil Mill has established operating procedures covering all elements of the requirements.</p> <p>Example:</p> <p>Mr. Kevin Chin is the appointed mill manager who has the overall responsibility and authority in operating the oil mill to meet RSPO SCC compliance for CSPO and PK.</p> <p>Abedon Oil Mill standard operating manual includes receiving and processing certified FFBs from the owned estates and external 3rd</p>	Yes

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Supply Chain Modal		
Module	Summary of Assessment	Compliance
	party Example: All certified FFBs sources and tonnage will be fully traceable on a daily, weekly, monthly and annual accumulated value. All data are updated daily and kept in the computer server System to deal with the overproduction case and mechanism to inform CB is available stated in the SCC guidelines. Records of receiving certified FFBs well been kept and maintained. Weight of certified FFB from each estate and sales documents of certified CPO will be cross-checked for traceability in the next surveillance audit for compliance of MB muddle. A mass balance template is established for monitoring of the module. Not applicable.	

AUDIT OUTCOME FOR SCC	
MAJOR Non-Conformities	0

Supply chain model for which the mill applies:

- Identity preserved
- Mass Balance

5.1 Supply Chain Declaration

Monthly Records of Certified FFB, CPO and PK since the Last Audit				
If this is the 1 st Main Assessment, the figures used are from the last 12 months. If this is an Annual Surveillance Assessment, the figures since the last audit.				
No	Month-Year	Certified FFB Bases (MT)	Certified CPO (MT)	Certified PK (MT)
1	Sep 2016	6,925.25	1,388.51	351.11
2	Oct 2016	6,306.54	1,321.85	343.71
3	Nov 2016	6,380.03	1,281.11	308.79
4	Dis 2016	5,908.01	1,182.19	262.91

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5	Jan 2017	5,508.4	1,065.33	255.59
6	Feb 2017	4,901.03	917.47	215.16
7	Mar 2017	6,415.48	1,224.07	263.68
8	Apr 2017	7,117.05	1,355.09	313.86
9	May 2017	8,474.77	1,599.19	375.43
10	Jun 2017	6,999.82	1,307.57	344.39
11	July 2017	8,255.28	1,605.65	394.60
12	Aug 2017	6,041.44	1,196.81	319.59
	TOTAL	79,233.10	15,444.84	3,748.82

Monthly Records of Un-Certified FFB, CPO and PK since Last Audit

If this is the 1st Main Assessment, the figures used are from the last 12 months.

If this is an Annual Surveillance Assessment, the figures used are last audit.

No	Month-Year	Un-Certified FFB Bases (MT)	Un-Certified CPO (MT)	Un-Certified PK (MT)
1	Sep 2016	3,036.23	608.76	153.94
2	Oct 2016	2,735.00	573.26	149.06
3	Nov 2016	2,905.54	583.43	140.63
4	Dis 2016	3,359.42	672.22	149.49
5	Jan 2017	2,296.70	444.18	106.57
6	Feb 2017	3,666.30	686.33	160.95
7	Mar 2017	4,790.42	914.01	196.89
8	Apr 2017	3,996.67	760.97	176.25
9	May 2017	4,172.53	787.36	184.84
10	Jun 2017	3,796.89	709.26	186.81
11	July 2017	6,257.57	1,217.10	299.11

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12	Aug 2017	2,533.31	501.85	134.01
	TOTAL	43,546.58	8,458.73	2038.55

Records of Certified CPO & PK Sold under Credit Trading Palm Trace to Buyers since Last Audit, if any

If this is the 1st Main Assessment, the figures used are from the last 12 months.
 If this is an Annual Surveillance Assessment, the figures used are last audit.
 The transactions were sighted form the clients registered Green Palm Account.

No	Buyers Name	Green Palm Trading No	Certified FFB	Certified CPO (MT) Sold	Certified PK (MT) Sold
1	NA				

Records of Certified CPO & PK Sold under Palm Trace to Buyers since Last Audit, if any

If this is the 1st Main Assessment, the figures used are from the last 12 months.
 If this is an Annual Surveillance Assessment, the figures used are last audit.
 The transactions were sighted form the clients registered UTZ Palm Trace Account.

No	Buyers Name	UTZ Palm Trace Trading No	Certified CPO (MT) Sold	Certified PK (MT) Sold
1	NA – Trading not started			

6 Certified Organization’s Acknowledgement Of Internal Responsibility

6.1 Date of Next Surveillance Visit

The next surveillance audit is scheduled within 9-12 months from certification date.

6.2 Date of Closing Non-Conformities

All major NCs closed by	
All minor NCs to be closed by	9 months – next surveillance audit


6.3 Formal Sign-Off Of Assessment Findings

Certification Decision Date:	27/10/2017
Issued by	TUV Nord Malaysia Sdn Bhd

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Certifier (contact person)	Terence Ang
<p>The undersigned, being the Verifier, confirmed that the information and conclusion stated in this report have been prepared in good manner and the certification decision has been based upon the information stated. It is herewith the decision for the certified complex is in line with the applicable standard and system documents.</p> <p>The audit was conducted based on a sampling basis, where understandably the limitation of this will result of any non-compliance that may not be detected in this audit that may arise in future audits.</p>	
Signature:	

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Annex 2: List of Abbreviations

List of Abbreviations	
AOM	Abedon Oil Mill
CPO	Crude Palm Oil
DOE	Department of Environment
EFB	Empty Fruit Bunch
EIA	Environment Impact Assessment
FFB	Fresh Fruit Bunch
GAP	Good Agricultural Practices
GMP	Good Milling Practice
HCV	High Conservation Value
IPM	Integrated Pest Management
MSDS	Material Safety Data Sheet
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 on Sustainable Palm Oil
RSPO NI	Roundtable on Sustainable Palm Oil National Interpretation
RTE	Rare, Threatened and Endangered species
SIA	Social Impact Assessment
SOCISO	Social Security Organisation
SOP	Standard Operating Procedure
MT	Metric Tonnes
WHO	World Health Organization