

**MSPO CERTIFICATION  
SUMMARY REPORT  
MAIN ASSESSMENT (STAGE 2)**

**BBC GROUP**

**BBC PALM OIL MILL SDN BHD  
2018**

Project number:	BQAS/BBC/BBCPOM/001-6	
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## PART 1: SCOPE OF THE CERTIFICATION ASSESSMENT AUDIT

### 1.1 Company and Contact Details

Company Name:	<b>BBC Palm Oil Mill Sdn Bhd</b>
Business Address:	Lot 1643, Junction 5 Commercial Centre, Jalan Tun Hussain Onn, 97007 Bintulu Sarawak.
Site Address	Lot 20 & 23, Block 44, Sungai Segan, Kemena Land District, 97000 Bintulu, Sarawak
Contact Person:	Ir. Raymond Lau
Office Telephone:	086-3123441
E-Mail:	raymond.lau@bbcgroup.com.my
Web Site:	
Other Certifications Held:	

### 1.2 MSPO Membership & Certification Details

MPOB License Number:	574825004000
Registered Client Name:	<b>BBC Palm Oil Mill Sdn Bhd</b>
Certificate Number:	
Start Date Of Certificate:	
End Date Of Certificate:	
Date Of Original Certification:	
Scope:	Certification of Oil Palm Plantations (BBC Palm Oil Mill): <b>BBC Palm Oil Mill Sdn Bhd</b>
Type Of Certification:	Group Certification (BBC Group of Companies)
Duration Of Certificate:	5 Years from date of certification

### 1.3 Audit Details

Dates Of This Audit:	18 <sup>th</sup> July 2018
Audit Number:	Main Assessment (Stage 2)

## 1.4 Audit Standard

- i. MSPO PART 4: General Principles for Palm Oil Mills (MS 2530-4: 2013)
- ii. MALAYSIAN SUSTAINABLE PALM OIL CERTIFICATION SCHEME (APRIL 2017).

## 1.5 Executive Summary

The BBC Palm Oil Mill Sdn Bhd has established documents which includes policy, objectives, manual and procedures to demonstrate the fulfillment of MSPO Principles & Criteria requirements both in mill and plantation. Their sustainability team are responsible to ensure the effective implementation of all requirements.

No deviation from the audit plan, no significant issue impact on the audit programme and no outstanding issue unresolved.

This report was prepared by **BQAS Certification (M) Sdn. Bhd.** in conjunction to the intent of **BBC Plantation Sdn Bhd** for the following production units to be certified by Malaysian Sustainable Palm Oil in accordance to the **MS 2530-3:2013**, Malaysian Sustainable Palm Oil (MSPO) Part 3: General principles for oil palm plantations and organised smallholders and **MS 2530-4:2013**, Malaysian Sustainable Palm Oil (MSPO) Part 4: General Principles for Palm Oil Mills:

- 1) Almabumi Plantation Sdn Bhd
- 2) BBC Estate V Sdn Bhd (573527-P)
- 3) BBC Estate VI Sdn Bhd (573531-M)
- 4) BBC Estate VII Sdn Bhd (573537-U)
- 5) BBC Pelita Plantation (Jepak) Sdn Bhd (358139-K)
- 6) BBC Pelita (Nyalau) Plantation Sdn Bhd (269766-W)
- 7) Majrany Plantation Sdn Bhd (224249-D)
- 8) **BBC Palm Oil Mill Sdn Bhd (906961-T)**

For the purposes of this assignment, the focus will be on the compliance of the client towards MSPO principles and criteria (P&C), applicable statutory and regulatory requirement and established procedures/SOPs. The outcomes are derived from **MSPO Guidance - Part 4 (Palm Oil Mill) checklist** of audited estate.

**BBC Palm Oil Mill Sdn Bhd (906961-T)** requires **MS2530-4:2013** certification to demonstrate its commitment toward sustainability and to attain the recognized Malaysia sustainability standard for palm oil - Malaysia Sustainability Palm Oil. The management systems in place generally met the intent of MS2530-4:2013 requirement, but need further improvement as per our action plans addressed in section 5 of this document.

This report deploys the input captured from the BQAS MSPO checklist from the audit conducted on **18/07/2018**. Analysis had been justified prior to recommendation of certification issuance could be made. Reference is made to **MS 2530-4:2013, Malaysian Sustainable Palm Oil (MSPO) Part 4: General principles for Palm Oil Mill** to evaluate the effectiveness of system implementation in fulfillment of sustainability aspects in the operations of BBC Palm Oil Mill Sdn Bhd..

The certification of BBC Palm Oil Mill Sdn Bhd will be as an individual unit which had been audited for Stage 1 and Stage 2. The implementation of compliance to MSPO requirement may be further enhanced with the commitment of personnel knowledgeable in MSPO compliance in each operating unit to assist the current officer dedicated to MSPO implementation for the entire BBC Plantations Sdn Bhd as a group.

1.6 Location of the Palm Oil Mill					
OPP	Oil Palm Plantation	Location	GPS reference		Mill Capacity
	Name	Address	Longitude	Latitude	
	<b>BBC Palm Oil Mill Sdn Bhd (906961-T)</b>	Lot 10, Block 44, KLD, Bintulu Sarawak	113° 04' 10.4"	3° 03' 52.2"	60 metric ton per hour

### 1.6.1 Palm Oil Mill Output and Approximate Tonnages Certified

Figures below are from:

- Only from certified supply bases (Y/N). **YES**
- Combining certified with uncertified supply bases (Y/N). **NO**
- If the Mill is receiving FFB from uncertified supply bases outside the audit scope, such uncertified sources is highlighted under the following sections as seen applicable:
  - a. PART 1, Section 1.7 – General Description of Supply Base,
  - b. PART 2: Partial Certification, Section 2.4 – Uncertified Units or Holdings,
  - c. PART 5: RSPO Supply Chain Certification of this report

Projected Production from the last 12 Months (MT)			Actual Production for this Audit Year 2017/2018 (MT)			Projected 12 Months (MT) Forecast Volume in this Report		
FFB	CPO	PK	FFB	CPO	PK	FFB	CPO	PK
-	-	-	236,171.59	48,032.18	10,477.31			

Note: refer to part 5.2 for e-trace certified volume

1.6.2 Description of Supply Base						
BBC POM receives the FFB from its own estates and also from smallholders. The supply base as per stated in contract agreement and this audit has carried out to ensure full compliance with MSPO requirement.						
1.6.3 Location of the Supply Base						
OPP	Oil Palm Plantation	Location	GPS reference		Area Summary (Ha)	
	Name	Address	Longitude	Latitude	Total	Mature
OPP 1	Almabumi Plantation Sdn Bhd (Bukit Estate)	Block 44 Lot 19, Kemena Land District, 97000 Bintulu, Sarawak	3°03'26.2''	113°0.3'34.0''	2,069.53	2,069.53
OPP 2	Almabumi Plantation Sdn Bhd (Sungai Estate)	Block 44 Lot 19, Kemena Land District, 97000 Bintulu, Sarawak	2°59'1.39''	113°6'3.28''	2,028.33	2,028.33
OPP 3	BBC Pelita Plantation (Jepak) Sdn Bhd	Sungai Setiam Estate, Lot 356 & 357, Kemena Land District, Sungai Setiam & Sungai Lupak, 97000 Bintulu, Sarawak	3°55.201'	102°41.319''	1,297.40	1,297.40
OPP 4	BBC Pelita (Nyalau) Plantation Sdn Bhd	Lot 2, Block 51 Kemena Land District 97000 Bintulu, Sarawak	3°57.202'	102°43.959'	2,825.03	2,255.09
OPP 5	BBC V	Lot 27 of Block 34 Kemena Land District in Bintulu Division, Sarawak	9°49.88" - 3°13'8.02"	113° 6'54.99" - 113°14'6.99"	566.3	566.3
OPP 6	BBC VI	Lot 27 of Block 34 Kemena Land District in Bintulu Division, Sarawak	9°49.88" - 3°13'8.02"	113° 6'54.99" - 113°14'6.99"	808.78	808.78
OPP 7	BBC VII	Lot 27 of Block 34 Kemena Land District in Bintulu	9°49.88" - 3°13'8.02"	113° 6'54.99" - 113°14'6.99"	769.62	769.62

		Division, Sarawak				
<b>OPP 8</b>	Majrany Plantation Sdn Bhd	Lot 696 & 697, Block 51, Kemena Land District, 97000 Bintulu, Sarawak	3°36'58.1''	113°29'0.7''	3,416.92	3,416.92
<b>TOTAL</b>					<b>13,781.91</b>	<b>13,211.97</b>

#### 1.6.4 Statistics of the Supply Base and Estimated Tonnes of FFB produced per year

<b>OPP</b>	<b>Oil Palm Plantation</b>	<b>Estimated FFB/Year (MT)</b>	<b>Planting Years</b>	<b>Cycle (Years)</b>
<b>OPP 1</b>	Almabumi Plantation Sdn Bhd (Bukit Estate)	45,000	2007	<b>25</b>
<b>OPP 2</b>	Almabumi Plantation Sdn Bhd (Sungai Estate)	52,000	2007	<b>25</b>
<b>OPP 3</b>	BBC Pelita Plantation (Jepak) Sdn Bhd	35,050	2007	<b>25</b>
<b>OPP 4</b>	BBC Pelita (Nyalau) Plantation Sdn Bhd	24,349	2005	<b>25</b>
<b>OPP 5</b>	Majrany Plantation Sdn Bhd	60,367	1995	25
<b>OPP 6</b>	BBC V Plantation Sdn Bhd	10,650	2004	25
<b>OPP 7</b>	BBC VI Plantation Sdn Bhd	16,350	2004	25
<b>OPP 8</b>	BBC VII Plantation Sdn Bhd	17,000	2004	25
<b>TOTAL</b>		<b>260,766</b>		

#### 1.6 Location Map for this Certification Unit (See Annex1)



PART 2 : AUDIT PROCESS	
2.1 Audit Team	
<b>Lead auditor:</b>	<b>Dominic Retan Giah</b>
Team member 1:	Wilfred S. Landong (Auditor)
Team member 2:	Charles Tibok (Auditor)
Team member 3:	Douglas Alau Tayan (Auditor)

2.1.1 Qualifications of the Lead Auditor : Dominic Retan Giah	Compliance
<b>REQUIREMENTS</b>	
Education: A minimum of post high school (post-secondary school) training in either agriculture/forestry, environmental science or social sciences;	
<b>QUALIFICATIONS</b>	
Graduated with a Bachelor of Science in Wood Science & Technology, Colorado State University, Fort Collins; 1987, Diploma in Wood Technology, Institut Teknologi MARA (UiTM), Shah Alam; 1983, St Joseph School, Kuching, Sarawak; 1963-1975	YES
<b>REQUIREMENTS</b>	
Experience: At least 5 years professional experience in area of work relevant to the assessment (e.g., palm oil management; agriculture/forestry; ecology; social science)	
<b>QUALIFICATIONS</b>	
Implementation of QHSE MS (ISO 18001) in Saytech General Inspection Services Sdn Bhd in Oct, 2013.  ISO14001 in Borneo Pulp & Paper Sdn Bhd (1997-2002) and in Sarawak Planted Forest Sdn Bhd (2008-2012).  Course to attain competency on Scrubber Operation at Master Jaya Environmental Sdn Bhd training center, Selangor in collaboration with the Environment Institute of Malaysia (EiMAS) from Feb. 29 to March 4, 2016 .  HSE Leadership Training conducted in Sipitang SAMUR Project site by Petronas Project Management Team on October 8, 2015.  Seminar on Scheduled Waste Management by DOE Selangor , Shah Alam, Selangor on April 2, 2015.  Seminar on Malaysian Sustainable Palm Oil at the Malaysian Palm Oil Board HQ in Bangi, Selangor; March 2014.  Basic Offshore Safety Induction and Emergency Training (OPITO Approved), Miri; 29-31 May 2013  Briefing on Malaysian Criteria & Indicators for Forest Management Certification (Forest Plantation) [MC&I (Forest Plantations)], SPF	

<p>Training Centre, Bintulu; 22-23 Feb, 2011.</p> <p>Industrial Coaches Training Course for the Implementation of National Dual Training System; by German Malaysian Institute &amp; Jabatan Pembangunan Kemahiran; in Kuching; March 2010.</p> <p>Basic First Aid by Malaysian Red Crescent (Sarawak Branch); in Bintulu; 22<sup>nd</sup> Nov. 2009.</p> <p>Induction Course for EIA Consultants organized by Environment Institute of Malaysia &amp; Department of Environment; in Kuching; 28-29 Oct. 2009.</p> <p>Requirements for Chain-of-Custody by Malaysian Timber Certification Council; in KL; March 2005.</p> <p>ROC Corporate Directors Training Programme (inclusive of seminar on K-economy Finance), in Kuching; 25 October 2001.</p> <p>Managing Work Processes and Performance for Supervisors conducted by the Centre for Modern Management; in Bintulu; 6 – 7 September 2001.</p> <p>Training course for Sarawak Volunteer Service Corps conducted by the Chief Minister's Office and Camp Damai, Santubong; 3 – 29 September 1990.</p> <p>Graduate Entrepreneurial Development Programme (conducted by SEDC &amp; the National Productivity Centre), in Kuching; Nov. 27, 1989 – Feb. 24, 1990.</p>	
<b>REQUIREMENTS</b>	
Training: Training in the practical application of the MSPO criteria, and MSPO certification systems;	
<b>QUALIFICATIONS</b>	<b>Compliance</b>
<ol style="list-style-type: none"> <li>MSPO Lead Auditor Course by DQS (Malaysia) in Setia Alam, Selangor from 26<sup>th</sup> to 30<sup>th</sup> Jan. 2015</li> <li>Application of HSE requirements on a construction site at Sabah Ammonia Urea (SAMUR) plant, Sipitang, Sabah, and the constant need to observe safety SOPs and to adhere to the PTW (Permit to Work).</li> <li>Seminar on Round-table on Sustainable Palm Oil in Bintulu organized by QA Plus Asia-Pacific S/B, held in Bintulu; 16 – 17 July 2009</li> <li>Application of HSE requirements on a construction site at Sabah Ammonia Urea (SAMUR) plant, Sipitang, Sabah, and the constant need to observe safety SOPs and to adhere to the PTW (Permit to Work).</li> </ol>	YES
<b>REQUIREMENTS</b>	
Special Expertise: Successfully completion of an ISO 9000:19011 lead auditor course;	
<b>QUALIFICATION</b>	<b>Compliance</b>

MSPO Annual Auditor Exchange 2018 (March 19-23, 2018) in Shah Alam, Selangor.	Yes
MSPO Auditor Exchange 2016 (Aug. 29-30, 2016), Shah Alam, Selangor.	
<b>REQUIREMENTS</b>	
Practical Training: A supervised period of training in practical auditing against the MSPO criteria or similar sustainability standards, with a minimum of 15 days audit experience and at least 3 audits at different organizations.	
<b>QUALIFICATION</b>	<b>Compliance</b>
<p>Conducted more than 15 days audit for MSPO since year 2016. Completed 15 days on-site audits as Lead Auditor for MSPO P&amp;C scheme.</p> <p>Auditing:</p> <ol style="list-style-type: none"> <li>1. SPOCs (where MSPO Standard MS 2530-2:2013 is applicable): independent smallholders under MPOB (in Sabah, Sarawak and Peninsular Malaysia) &amp; Syarikat Peladang dan Perusahaan Minyak, Perak (a private family run business).</li> <li>2. Plantations (applicable MSPO Standard MS 2530-3:2013) – SALCRA (organized smallholders), SOP Bhd, Ta Ann Holdings Bhd, WTK Holdings Bhd, JC Chang Bhd (Sabah), Genting Plantations (Sabah), BBC Plantation Sdn Bhd</li> <li>3. Palm Oil Mills (applicable MSPO Standard MS 2530-4:2013) - SALCRA, Ta Ann Holdings Bhd, JC Chang (Sabah), SOP SPOCs (where MSPO Standard MS 2530-2:2013 is applicable): independent smallholders under MPOB (in Sabah, Sarawak and Peninsular Malaysia) &amp; Syarikat Peladang dan Perusahaan Minyak, Perak (a private family run business).</li> <li>4. Plantations (applicable MSPO Standard MS 2530-3:2013) – SALCRA (organized smallholders), SOP Bhd, Ta Ann Holdings Bhd, WTK Holdings Bhd, JC Chang Bhd (Sabah), Genting Plantations (Sabah), BBC Plantation Sdn Bhd</li> <li>5. Palm Oil Mills (applicable MSPO Standard MS 2530-4:2013) - SALCRA, Ta Ann Holdings Bhd, JC Chang (Sabah), SOP Bhd</li> <li>6. Conducted more than 15 days audit for MSPO since year 2016. Completed 15 days on-site audits as Lead Auditor for MSPO P&amp;C scheme.</li> <li>7. SPOCs (where MSPO Standard MS 2530-2:2013 is applicable): independent smallholders under MPOB (in Sabah, Sarawak and Peninsular Malaysia) &amp; Syarikat Peladang dan Perusahaan Minyak, Perak (a private family run business).</li> <li>8. SPOCs (where MSPO Standard MS 2530-2:2013 is applicable): independent smallholders under MPOB (in Sabah, Sarawak and Peninsular Malaysia) &amp; Syarikat Peladang dan Perusahaan Minyak, Perak (a private family run business).</li> <li>9. Plantations (applicable MSPO Standard MS 2530-3:2013) – SALCRA (organized smallholders), SOP Bhd, Ta Ann Holdings Bhd, WTK Holdings Bhd, JC Chang Bhd (Sabah), Genting Plantations (Sabah), BBC Plantation Sdn Bhd.</li> <li>10. Palm Oil Mills (applicable MSPO Standard MS 2530-4:2013) - SALCRA, Ta Ann Holdings Bhd, JC Chang (Sabah), SOP Bhd</li> </ol>	Yes
MSPO endorsed lead auditor course.	

QUALIFICATION		Compliance
Attended and successfully completed and passed the MSPO Lead Auditor Course by DQS (Malaysia) in Setia Alam, Selangor from 26 <sup>th</sup> to 30 <sup>th</sup> Jan 2015.		YES
Signed code of conduct.	Yes	
<b>General knowledge of:</b>		
• MSPO P&C standards.	Yes	
• BQAS organizational structure.	Yes	
• BQAS quality systems.	Yes	
• Lead auditor role.	Yes	
• Report writing.	Yes	
• Stakeholder consultation.	Yes	
• Certification decision process.	Yes	
• BQAS filing systems.	Yes	
• CV available.	Yes	
<b>2.1.2 Qualifications of the Audit Team</b>		
<b>WILFRED LANDONG</b> <b>Part 3: Principle 1-6</b>		
<b>QUALIFICATIONS</b>		<b>Compliance</b>
Graduate qualification in Adv. Diploma in Business & Management UK, Degree in Marketing (CIM) UK, Masters in Marketing (UNN) UK.		
Successfully Completed the MSPO Lead Auditor Course and Passed the Examination In Conjunction With This Course Conducted by DQS Certification (M) Sdn. Bhd. On the 26 <sup>th</sup> to 30 <sup>th</sup> January 2015. (Pioneer LA Course).		YES
<b>2003-2012 GENERAL MANAGER</b>		
Sarawak Forestry Corporation SFC is a Sarawak Gov't owned GLC principally involved in managing Sarawak Forests & Forests products.		
Principal accountabilities:		
Led a 500+ strong staff headcount		
Manage Protected Areas / Biodiversity Conservation / Timber trade / logging activities		
Develop/market ecotourism products		
Manage local communities / issues • Enforcement of state ordinances, rules & regulations. • Revenue management • 9th/10 <sup>th</sup> Malaysian Plan planning & implementation Project management.		

<p>The job is very public in nature with very active interaction with gov't legislators, state and federal civil servant, private sector / industry players / stakeholders; also work in conjunction and active networking with both local and global NGO's. Led and manage the implementation of ISO 9001 / 14001.</p> <p>He was the General Manager of Sarawak Forestry Corp S/B (SFC) from 2003 to 2012. This job is 2<sup>nd</sup> in command to the CEO/MD of the company.</p> <p>SFC was established by the Sarawak Gov't through the SFC Ordinance in 1995 with the objective of positioning Sarawak at the forefront of sustainable forest management and conservation; the company was only made operational in 2003.</p> <p>As a pioneer staff and hold leadership responsibilities in formulating and implementing the company's organization structure, policies, regulations and policies. In particular he was the custodian of accreditation and certification related to management of protected areas and biodiversity conservation. During his tenure of office the following certification were accomplished: ISO 9001 in 2004, ISO 14001 in 2004 and OHSAS 18001 in 2007.</p> <p>These certifications were from Department of Standards Malaysia, United Kingdom Accreditation Services and Moody International Certification. These certifications propelled SFC on a fast forward track to be recognized and respected as a responsible conservation organization not only in Malaysia but also in the global fraternity.</p> <p>The learning acquired has helped and led to appointment to a number of positions in the global committees governing protected areas; most decorated one being a member of World Heritage Committee for Malaysia that led to the inscription of Lenggong Valley in Ipoh as Malaysia 4<sup>th</sup> World Heritage Site during the WHM in St Petersburg Russia in 2012.</p> <p>His job in SFC involves working in conjunction and collaboration with a very broad spectrum of public organization as well as private sectors; in particular NREB (environmental board), DOE, NRE Ministry, timber companies, Palm oil institutions and planters etc.</p> <p>As such he is conversant with principal policies of the government related to EIA, wildlife regulations; at times my service and expertise was used for conflict resolutions.</p> <p>With regards to MSPO, he was qualified as a Lead Auditor in 2015 (as pioneer group)</p> <p>Since then he has been involved in various forums and led briefing to especially the smallholders' community on the implementation of MSPO 2530.</p>	
<p><b>CHARLES TIBOK</b> <b>Part 3: Principle 1-6</b></p>	<p><b>Compliance</b></p>
<p>Graduated with B.Sc (Hons) Quantity Surveying, UK.</p> <p>Training as MSPO Lead Auditor-in-Training by BQAS Sdn. Bhd. (present).</p> <p>1. MSPO Lead Auditor Training Course (2017)</p>	<p>YES</p>

<ol style="list-style-type: none"> <li>2. External Auditor Training for MEAT Malaysia(Management Effectiveness</li> <li>3. Assessment Tools) for Marine Protected Areas by Universiti Utara Malaysia/Lembaga Taman Laut Malaysia / Sabah Parks (2017).Auditor / Assessor, Laboratory Management Award, Universiti Malaysia Sabah (2012)</li> <li>4. Quality Management System of MS-ISO 9001-2008 course (2009)</li> <li>5. Quality Management System of MS-ISO 9001:2000 course (2007).</li> </ol>	
<b>DOUGLAS ALAU TAYAN                      Part 3: Principle 1-6</b>	<b>Compliance</b>
<p>Graduated with Diploma Agric.(UPM, M'sia), B. Agr. Sc. (USA) and M.Sc. Agr. Sc. (USA).</p> <p>Plantation &amp; Management with more than10 years working experience in oil palm plantation company as estate owner, responsible for crop production, documentation, general estate appearance, man power sufficiency, costing, good agricultural practices, security, mechanization, special project and OSH.</p> <p>Passed the Certified ISO 14001:2015 Lead Auditor and currently doing Lead Auditor-in-Training for several oil palm plantations and mills. Sufficiently competent due to:</p> <p><b>a) Training</b> - MSPO Lead Auditor &amp; MSPO Peer Reviewer Training (14-15/06/2017) by MPOCC, &amp; ISO/IEC 17021-1:2015. Conformity Assessment -Requirements for Bodies providing Audit &amp; Certification of Mgm. Systems (5-6/12/2017) by DSM.</p> <p><b>b) Auditing Experience - as mentioned above.</b></p> <p>c) Training course for Peer Reviewers 2-2017 on Oil Palm Management Certification by MPOCC 25-26 October, 2017.</p> <p>d)ISO/IEC 17021-1:2015 Conformity Assessment – Requirements for Bodies Providing Audit and Certification of Management Systems organized by Saytech General Inspection Services Sdn. Bhd. 5<sup>th</sup> – 6<sup>th</sup> December, 2017.</p> <p><b>Has conducted Internal Auditing Training on MSPO Certification Scheme to:</b></p> <p>a) Beetuah Agroventures SB, Bau (400 ha), since June 2018 &amp; on-going.</p> <p>b) East West Horizon Plantation Berhad, Keningau Region, Sabah (5,287 ha) since July 2018 &amp; on going.</p> <p>c) East West One Consortium Berhad, Ranau Region, Sabah (3,296 ha) since July 2018 &amp; on-going.</p> <p><b><u>Peer Reviewer Experience</u></b></p> <p>a) Audit Report of MSPO and RSPO Certification (P &amp; C Part 3 &amp; 4);m Stage 2 of 5 Oil Palm Plantations and 4 Palm Oil Mills since 2017.</p>	<p>YES</p>

## 2.2 Audit Methodology

### 2.2.1 General Overview

The Audit was carried out in conformity with the procedures as laid down in the BQAS Procedure Manual and the MSPO Program Manual for the auditors and Certifier. During the Audit the qualified BQAS auditors used the MSPO standard as endorsed for the country in which the audit took place and recorded their findings.

Workers and local communities were interviewed and evidence sought to confirm ongoing compliance to include:

- **Chemical stores.** Storage, MSDS leaflets, Herbicide mixing areas, PPE, Ventilation, Security.
- **Field inspections.** Herbicide application programs. Harvesting sites and efficiency. Fertilizing operations. SOP's. Soil maps. Land preparation. Ground cover. IPM. First aiders and boxes. Ground cover. Soil erosion. Field observations of all operations.
- **Worker interviews.** OSH. Sexual, religious, racial harassment. Pay and contracts. Child labor. First aid. Awareness.
- **Re-planting sites.** Zero burning.
- **Water management.** Water courses. Water monitoring.
- **Road maintenance.** Run off.
- **Social amenities.** Social Impact Audits.
- **Local communities.** Contributions made. Employment opportunities. Social impacts. Complaints procedures.
- **Workshops.** Oil traps. Safe working environment. PPE. Diesel tanks. Environmental waste management.
- **Line sites.** Interviews with householders. Inspection of water discharge points. Water improvement plans. Waste disposal.
- **Documentation review.**

#### Verification:

Verification of implementation was done through field observations, workshop and chemical store inspections, worker and community interviews and mill inspections as summarized above.

Verification of effectiveness of taken corrective actions regarding previously identified nonconformities

## PART 3 ASSESSMENT FINDINGS

### 3.1 Lead Auditor's Summary and Recommendation for Certification

During the audit process, the auditors had extensive interviews session with Estate Managers, stakeholders and local communities that took place in both formal and informal environments.

The interviews of workers were conducted at the supply base and the mill. The management is highly committed to be certified under the MSPO principles and criteria.

There were no complaints received during the field assessment and during interviews with the external stakeholders. Up to the time of writing this report, there were neither feedbacks nor comments received from the other external stakeholders and community leaders.

It is observed that the management is continually monitoring the established KPI / objectives that significantly rule the achievement of company's corporate policy on MSPO.

### 3.2 Assessment Outcome: Certification Recommendation

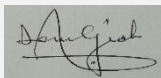
In reference to **MS 2530-4:2013**, the audit team recommends for:

- Issuance of the certificate.
- Issuance of the certificate as soon as implementation of corrective action(s) has been demonstrated.
- Maintenance of the certificate.
- Maintenance of the certificate as soon as implementation of corrective action has been demonstrated.
- Not applicable, due to extraordinary type of report.

It is therefore the recommendation of the lead assessor that:

Issuance of the certificate as soon as implementation of corrective action(s) has been demonstrated.

Signed:



Name: Dominic Retan Giah

Date: 20 August 2018



### 3.3 Summary of the findings by Principles and Criteria

- Over the 5-year Certification period there will be four (4) annual surveillance audits.
- Identified Non-Conformities and noteworthy Positive and Negative Observations shall be noted.
- Each finding is tabulated by each principle and criteria with sighted evidence. Details as per Annex : Principles and Criteria Audit Report (Checklists) attached.

### 3.4 Certification Assessment

#### 3.4.1 Introduction

BBC Palm Oil Mill Sdn Bhd is located at Lot 19, Block 44, Kemena Land District, 97000 Bintulu, Sarawak, Malaysia. As a subsidiary of the BBC Plantations Sdn Bhd, it had been desirous of obtaining MSPO accreditation to comply with the government aspiration for all planters (smallholdings and plantations) and millers to achieve this certification by 31<sup>st</sup> Dec. 2019. The certification for BBC Palm Oil Mill Sdn Bhd shall be as an individual unit certification.

This report is prepared by BQAS to describe the preparedness of BBC Palm Oil Mill Sdn Bhd to be certified by Malaysian Sustainable Palm Oil in accordance to the MS 2530-4:2013, Malaysian Sustainable Palm Oil (MSPO) Part 4: General Principles for Palm Oil Mills (MS2530-4:2013).

Stage 1 had been carried out on 15<sup>th</sup> May 2018 to meet with the requirement of MSPO certification procedure. The result showed that the organization had demonstrated their readiness to go for certification.

Stage 2 audit was conducted on 17<sup>th</sup> July 2018 according to MS 2530- 3:2013 standard reference. The satisfactory resolution of Stage 2 audit findings indicated that BBC Palm Oil Mill Sdn Bhd is running and operating under a sustainability management system.

The audit criteria used are the certification standards as documented in the audit schedule as well as the current management system documentation of the company.

#### 3.4.2 Report Summary

BBC Palm Oil Mill Sdn Bhd, is participating in the certification scheme at the behest of the holding company BBC Plantations Sdn Bhd. After the Stage 1 Audit, there was a general awareness on commitment toward improving transparency and the need to follow up on the continual improvement plans. The management, staff and workers were generally supportive and eager to participate in the management system toward sustainability through MSPO.

Commitment shown by the management of BBC Palm Oil Mill Sdn Bhd toward MSPO was evident through the display of MSPO Policy documents at strategic places in the plantation office, stores and workshops. There was a general awareness on the need for legal compliance and continual improvement plans were in place to cover both environmental aspects as well as social ones.

There was an understanding on the need to maintain proper records and to communicate information to all stakeholders. Up to the time of the Stage 2 Audit, no complaints and grievances had been recorded. This might be attributed to the company's commitment to local sustainable development. BBC Palm Oil Mill Sdn Bhd showed that it was involved in the local community through its corporate social responsibility program such as the one conducted at Rumah Jefri, Sepadok. It also made a contribution towards the SOPPOA industrial training programme.

Staff and workers had been given awareness briefing on safety and health including usage of proper PPE. Good compliance was noted towards worker safety and health and employment conditions. Training programs were implemented for workers to attain competency.

The BBC Environmental Policy indicated an awareness to comply with the relevant country and state environmental laws. The Environmental Risk Assessment, last carried out on 12<sup>th</sup> March 2018, was based on work stations such as the FFB Loading Ramp and Threshing Station, and activities such as Grading and Receiving, and Sterilizing of FFB.

Environmental issues were also discussed for resolution at regular OSH meetings and eventual implementation. There was generally a good adherence to proper waste management and disposal. An admirable feature of the BBC Palm Oil Mill Sdn Bhd is the establishment of a biogas plant within its palm oil mill using technology from Kubota, Japan. The biogas plant can treat 936 tonnes of mill effluent per day. The biogas plant operator is however, a different entity from the mill.

Overall BBC Palm Oil Mill Sdn Bhd is implementing a management system that is fulfilling the requirement of the MSPO standards with some improvement areas as outlined in Section 5 below.

### 3.4.3 Stakeholders' Consultation

This was conducted by the selection of 2 samples (one at BBC Estate VII Sdn Bhd and another at Majrany Plantation Sdn Bhd) to represent the BBC Plantations Sdn Bhd as a group. For details, refer to Attachment 2.

### 3.4.4 Additional strengths and improvement potential

Listing of strengths, as presented in the closing meeting;

1. Strong top management commitment to support compliance to MSPO requirements.
2. Presence of experienced plantation managers and dedicated supervisors to implement the certification programme.
3. Generally, good compliance to the MSPO requirements.

Listing of improvement potential, as presented in the closing meeting

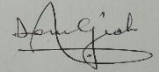
1. **Principle 4: Complaints and grievances**  
Sighted only draft incomplete documentation on complaints and grievances. No complete system yet.
2. **Principle 4: Complaints and grievances**  
Sighted only draft incomplete documentation on complaints and grievances. No complete system yet.
3. **Principle 4: Employees safety and health**  
The first aid box in the workshop area contained an itemised inventory which was not updated.
4. **Principle 4: Employment conditions**  
Contractors are to be officially informed that their employees are to be paid based on legal or industry minimum standards according to the employment contract agreed between the contractor and his employee.
5. **Principle 4: Training and competency**  
BBC POM Training Matrix 2018 sighted. However, it is undated and no training implementation dates are included. Training activities appear to be on an ad hoc basis. A regular assessment of training needs and recording of all training activities is required.

<p><b>6. Principle 4: Training and competency (training needs)</b> Training activities appear to be on ad hoc basis. A regular assessment of training needs and recording of all training activities is required.</p> <p><b>7. Principle 4: Training and competency (continuous training programme)</b> As above - Training activities appear to be on ad hoc basis. A regular assessment of training needs and recording of all training activities is required. The management is in the process of completing the training matrix.</p> <p><b>8. Principle 5: Environmental management plan (programme to promote positive impacts)</b> The obvious evident is the utilisation of mill effluents in the production of biogas for firing kilns for bricks (in an associate company). But these positive impacts are omitted in the Environmental Improvement Plan 2018.</p> <p><b>9. Principle 5: Environmental management plan (awareness and training programme)</b> Safety Training Programme for Year 2018 viewed; prepared by Robert Anyie (Employer Representative) and verified by Ir Raymond Lau (Chairman of the OSH Committee) but not dated.</p> <p><b>10. Principle 5: Efficient energy use and use of renewable energy</b> Viewed Fuel Issue Listing for April 2018 - July 2018 containing daily records of diesel issued. No summary available to reveal trending in fuel consumption.</p> <p><b>11. Principle 5: Reduction of pollution and emission including greenhouse gas</b> This is shown in the BBC Palm Oil Mill's Environmental Risk Assessment report. The latest report was done on 12 March 2018, access and prepared by Production Clerk, Mr. Robert Anyie and reviewed by Mill manager, Ir. Raymond Lau. However, the Managing Director has not signed the Approval.</p> <p><b>12. Principle 6: Contractor</b> Planned engagement (for understanding of MSPO) needs to be carried out immediately.</p>
--

3.5 Assessment Results	
Current scope of registration:	Individual unit certification
The management system is effective and fulfills the requirements:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> Only partly – see corrective action plans <input type="checkbox"/> No – see corrective action plans
Number of findings & corrective actions:	<p><b>Major non-conformities</b> (by operating units as follows):</p> <ul style="list-style-type: none"> <li>BBC Palm Oil Mill Sdn Bhd: 0</li> </ul> <p><b>Minor non-conformities</b> (by operating units):</p> <ul style="list-style-type: none"> <li>BBC Palm Oil Mill Sdn Bhd: 4</li> </ul> <p><b>Opportunities for Improvement (OFI)</b> by operating units:</p> <ul style="list-style-type: none"> <li>BBC Palm Oil Mill Sdn Bhd: 13</li> </ul> <p><input type="checkbox"/> Corrective action will be implemented &amp; reviewed for effectiveness as agreed by <b><u>28/09/2018</u></b></p>

On-site verification of non-conformities needed via follow-up/ special assessment:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
The agreed corrective actions of the previous assessment are:	<input checked="" type="checkbox"/> effectively implemented <input type="checkbox"/> not effectively implemented Remark: <input type="checkbox"/> not applicable
The current registration certificate was reviewed and found to be accurate.	<input type="checkbox"/> Yes <input type="checkbox"/> No Expiry date: _____ Remark: <input checked="" type="checkbox"/> not applicable
The registered firm mark and accreditation body mark are being used appropriately.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable Remark: <input checked="" type="checkbox"/> not applicable
The overall system performance for the past certification cycle demonstrates the continued effectiveness of the system. (two criteria for evaluation)	<input type="checkbox"/> Yes, records indicate achievement of established objectives and continuous improvement <input type="checkbox"/> Yes, trends of corrective action records indicate effectiveness and continuous improvement <input type="checkbox"/> No, see remarks and corrective action plan Remark: <input checked="" type="checkbox"/> not applicable
Internal audits and corrective action records show continued conformance of the management system to selected standard.	<input type="checkbox"/> Yes <input type="checkbox"/> No, see remarks Remark: <input checked="" type="checkbox"/> not applicable
In the past certification period, similar findings were identified repeatedly.	<input type="checkbox"/> Yes, see remarks <input type="checkbox"/> No Remark: <input checked="" type="checkbox"/> not applicable
In the past certification period, the certification was placed under probation or suspension or special audits were performed to address deficiencies.	<input type="checkbox"/> Yes, see remarks <input type="checkbox"/> No Remark: <input checked="" type="checkbox"/> not applicable

### 3.6 Audit Report Detail

Report prepared on 20/08/2018, by:  <b>Dominic Retan Giah</b> <b>Lead Auditor</b>	Lead Auditor: Dominic Retan Giah Standard: MS 2530-4: 2013  
For combined/ integrated audit <i>[more audit team member]</i>	Auditor:  Standard:
Date :	_____ Technical Reviewer on behalf of BQAS
<b>Confidentiality</b>	
The content of this report and all information received in association with the audit of the subject organization will be maintained in the strictest confidence by the members of the audit team and by BQAS, in accordance with prior agreement.	

### 3.7 Non-conformity Raised During this Audit and Any from the Previous Year, if applicable

This section gives an over view of new or revised non-conformities raised during this audit and of action taken to close out non-conformities raised during the previous audits, if applicable

- If a minor-non-conformity raised at the last audit, is not closed out, then this will be raised to Major status and the company given 60 days to close this out.
- The NC numbering is comprised of 2 parts that denote the year in which the NC was raised and the sequential number.

#### 3.7.1 Non-Conformities Identified during this Audit

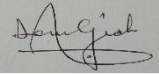
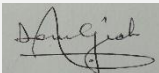
NC number:	<b>NC-01</b>		
Client name:	BBC Palm Oil Mill Sdn. Bhd.		
Date raised:	20th July 2018		
Major or Minor:	<b>Minor Non-Conformity</b>	Site:	Palm Oil Mill
Raised by:	Wilfred Stephen Landong	Deadline:	Next surveillance audit

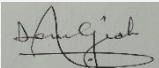
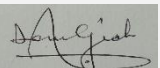
<b>Aspect of standard:</b> P4C4I2b: Employees safety and health			
b) The risk of all operations shall be assessed and documented.			
<b>Evidence of non-conformity:</b>			
During the mill visit, noted that:			
1. The risks posed by the damaged drain cover at the boiler area have not been documented and attended to.			
2. Steam area not barricaded or posted with a warning sign.			
3. Pit for motors for effluent pump - no access for maintenance crew.			
<b>2. Classification Auditor</b>		<b>to be completed by</b>	
Minor nonconformity <b>nc2</b>	<input checked="" type="checkbox"/>	Major nonconformity <b>NC1</b>	<input type="checkbox"/>
Type of follow up	<input checked="" type="checkbox"/> Document review (off-site audit and may be charged) <input type="checkbox"/> On site audit (effort required will be charged)		
Date: 20/07/2018	Lead Auditor: Dominic Retan Giah 		
<b>Review of evidences submitted to BQAS:</b>			
Action plan accepted. To be verified during next surveillance audit.			
<b>Conclusion by BQAS:</b>			
N/A			
<b>NC Status:</b> Yes <input type="checkbox"/> (CLOSED) No <input checked="" type="checkbox"/> (OPEN)			
<b>ON SITE VERIFICATION REQUIRED</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
<b>Lead Auditor signature:</b>		<b>Date:</b> 20/07/2018	
			

### 3.7.2 Non-Conformities Identified during this Audit

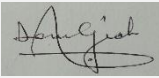
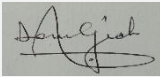
The following NC's were raised for this audit.

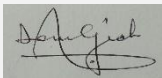
NC number: **NC-02**

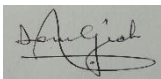
Client name:	BBC Palm Oil Mill Sdn. Bhd.		
Date raised:	20 <sup>th</sup> July 2018		
Major or Minor:	<b>Minor Non-Conformity</b>	Site:	Palm Oil Mill
Raised by:	Wilfred Stephen Landong	Deadline:	Next surveillance audit
<b>Aspect of standard: Part 4, P4C4I2c: Employees safety and health</b>			
<p>c) An awareness and training programme which includes the following requirements for employees exposed to chemicals used at the palm oil mill</p> <p>i. All employees involved are adequately trained on safe working practices;</p> <p>ii. All precautions attached to products should be properly observed and applied;</p>			
<b>Evidence of non-conformity:</b>			
<p>During the mill visit, noted that:</p> <ol style="list-style-type: none"> <li>1. A worker at the kernel drum was not wearing ear protection despite a safety warning to do so.</li> <li>2. A worker removing bricks and rocks from a drain cover conducted his work in a non-ergonomic manner.</li> </ol> <p>Obviously, safety training is required.</p>			
			
<p><b>Dominic R. Giah</b></p> <p><b>Lead Auditor</b></p> <p><b>Date:</b> 20<sup>th</sup> July 2018</p>			
<b>Corrective/Preventive Actions: (To be filled by Auditee)</b>			
<b>Evidence of Conformity:</b>			
Action plan accepted. To be verified during next surveillance audit.			
<b>Review of evidences submitted to BQAS:</b>			
Action plan accepted. To be verified during next surveillance audit.			
<b>Conclusion by BQAS:</b>			
N/A			
<p><b>NC Status:</b> Yes <input type="checkbox"/> (CLOSED) No <input checked="" type="checkbox"/> (OPEN)</p> <p><b>ON SITE VERIFICATION REQUIRED</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>			
<b>Lead Assessor signature:</b>		<b>Date:</b> 20/07/2018	
			

3.7.3 Non-Conformities Identified during this Audit			
The following NC's were raised for this audit.			
NC number:	<b>NC-03</b>		
Client name:	BBC Palm Oil Mill Sdn. Bhd.		
Date raised:	20th July 2018		
Major or Minor:	<b>Minor Non-Conformity</b>	Site:	Palm Oil Mill
Raised by:	Wilfred Stephen Landong	Deadline:	Next surveillance audit
<b>Aspect of standard: P4C4I2c: Employees safety and health</b>			
d) The management shall provide the appropriate PPE at the place of work to cover all potentially hazardous operations as identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC).			
<b>Evidence of non-conformity:</b>			
Workers at the boiler station were seen not wearing dust mask and eye protection despite the dusty condition at the work place and safety signage to do so.			
<b>2. Classification</b>		<b>to be completed by Auditor</b>	
Minor nonconformity <b>nc2</b>	<input checked="" type="checkbox"/>	Major nonconformity <b>NC1</b>	<input type="checkbox"/>
Type of follow up	<input checked="" type="checkbox"/> Document review (off-site audit and may be charged) <input type="checkbox"/> On site audit (effort required will be charged)		
Date: 20/07/2018	Lead Auditor: Dominic Retan Giah 		
<b>Review of evidences submitted to BQAS:</b>			
Action plan accepted. To be verified during next surveillance audit.			
<b>Conclusion by BQAS:</b>			
N/A			
NC Status: Yes <input type="checkbox"/> (CLOSED) No <input checked="" type="checkbox"/> (OPEN)			
ON SITE VERIFICATION REQUIRED Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Lead Auditor signature:		Date: 20/07/2018	
			



3.7.4 Non-Conformities Identified during this Audit			
The following NC's were raised for this audit.			
NC number:	<b>NC-04</b>		
Client name:	BBC Palm Oil Mill Sdn. Bhd.		
Date raised:	20th July 2018		
Major or Minor:	<b>Minor Non-Conformity</b>	Site:	Palm Oil Mill
Raised by:	Wilfred Stephen Landong	Deadline:	Next surveillance audit
<b>Aspect of standard: P4C4I2c: Employees safety and health</b>			
e) The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labeling) Regulation 1997 Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000.			
<b>Evidence of non-conformity:</b>			
Unattended spillage was noticed on the floor of the workshop area.			
<b>2. Classification</b>		<b>to be completed by Auditor</b>	
Minor nonconformity <b>nc2</b>	<input checked="" type="checkbox"/>	Major nonconformity <b>NC1</b>	<input type="checkbox"/>
Type of follow up	<input checked="" type="checkbox"/> Document review (off-site audit and may be charged) <input type="checkbox"/> On site audit (effort required will be charged)		
Date: 20/07/2018	Lead Auditor: Dominic Retan Giah		
<b>Review of evidences submitted to BQAS:</b>			
Action plan accepted. To be verified during next surveillance audit.			
<b>Conclusion by BQAS:</b>			
N/A			
NC Status: Yes <input type="checkbox"/> (CLOSED) No <input checked="" type="checkbox"/> (OPEN)			
ON SITE VERIFICATION REQUIRED Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Lead Auditor signature:		Date: 20/07/2018	
 <b>Dominic Retan Giah</b>			

3.8 Observations Raised During this Audit			
Nil			
Client name:	BBC Palm Oil Mill		
Date raised:	20 <sup>th</sup> July 2018		
Raised by:			
Aspect of standard	Not Applicable		
Assessors Signature		Date	20 <sup>th</sup> July 2018

Report prepared on 18/08/2018, by  <b>Dominic Retan Giah Lead Auditor</b>	Lead Auditor: Dominic Retan Giah Standard: MS 2530-3: 2013  
For combined/ integrated audit	Auditor: Standard:
<i>[more audit team member]</i>	
_____	_____
Date:	Technical Reviewer on behalf of BQAS
<p><b>Confidentiality</b></p> <p>The content of this report and all information received in association with the audit of the subject organization will be maintained in the strictest confidence by the members of the audit team and by BQAS, in accordance with prior agreement.</p>	

## PART 4: CERTIFIED ORGANISATION'S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY

### 4.1 Date of next audit

The provisional date for the next audit is: June 2019

### 4.2 Date for Closure of Non-Conformities

See sections above for details of NC's, if any (only for stage 2)

### 4.3 Issues that were raised during the Stakeholder Consultation, if any

Stakeholders were either informed by the client or by BQAS.

Subject raised	Company response and proposed action to be taken	Audit team findings
<ul style="list-style-type: none"> <li>No negative impact from the Bukit operation activities to the villagers.</li> <li>Give job opportunities to his community.</li> </ul>	N/A	All are positive findings and client has been briefed on the interview output after the stakeholder meeting
<ul style="list-style-type: none"> <li>All major NCs to be closed by:</li> </ul>	Not applicable	
<ul style="list-style-type: none"> <li>All minor NCs to be closed by:</li> </ul>	Next surveillance audit.	

### 4.4 Signing by the Client

I the undersigned, being the most senior relevant management representative of the operation seeking or holding certification, agree with the contents and audit findings as presented in this document.

I also confirm:

- Acceptance of liability in execution of the instructions given.
- That this company was made aware that the findings of the audit team are tentative; pending review and decision making by the duly designated representatives of BQAS Certifications.
- That during the closing meeting all agenda items was covered by the Lead Auditor.

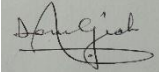
#### Acknowledged by:


Name:

Position:

Date:

Signature

4.5 Signing by the Lead Auditor	
<p>I the undersigned, being the Lead Auditor, confirm that this report is an accurate record of the findings and of the closing meeting. I further confirm that the summary of the findings as presented in this report are a true representation of the actual findings of the audit team.</p>	
<b>Acknowledged by:</b>	
Name:	<b>Dominic Retan Giah</b>
Position:	Lead Auditor
Date:	20 <sup>th</sup> July, 20128
	
<b>Signature</b> <b>Dominic Retan Giah</b>	

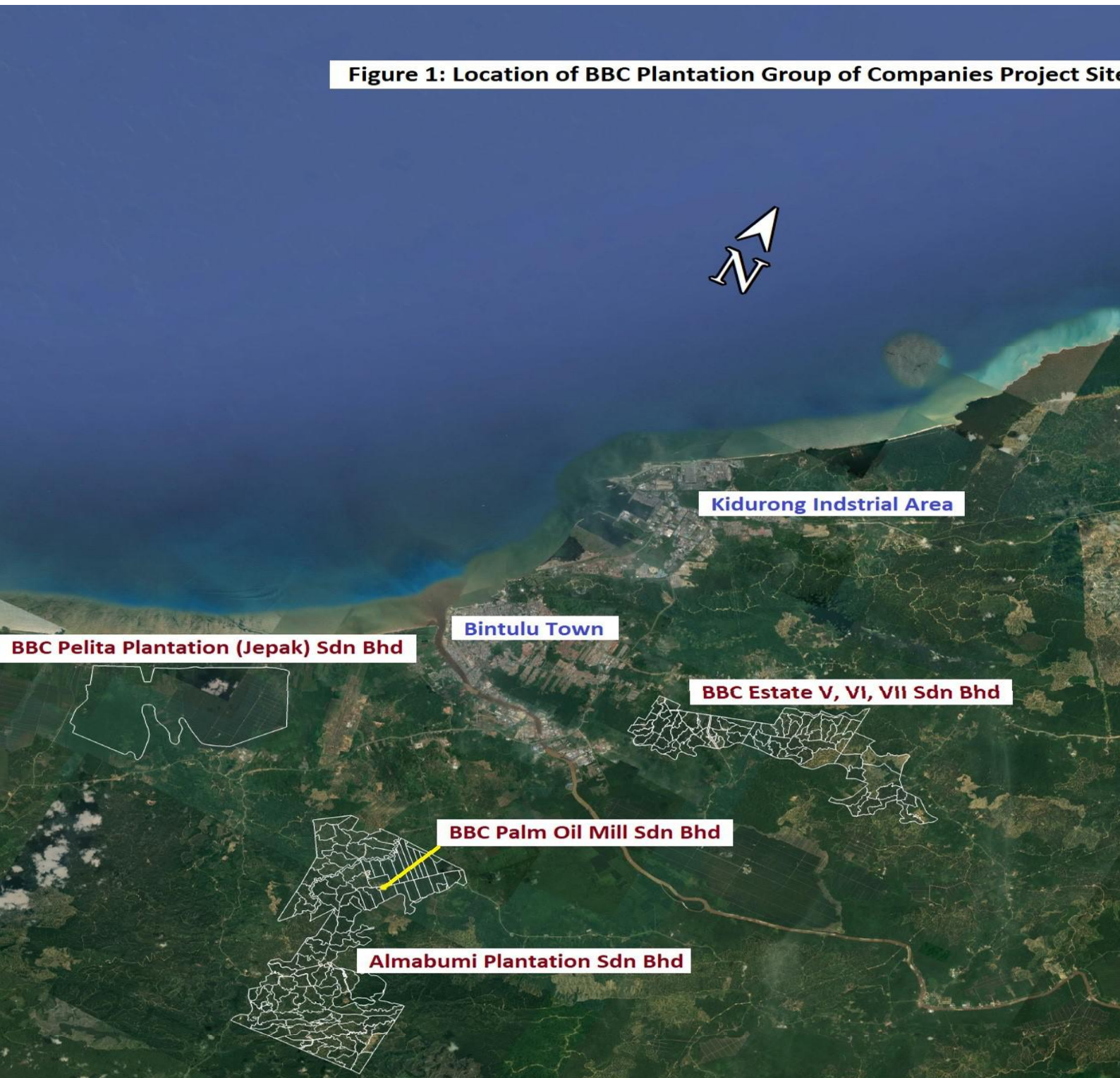
4.3 Signing by the Certifier	
<p>I the undersigned, being the Certifier, confirm that the information and conclusions included in this report have been prepared in good faith and that the certification decision has been based upon this information. I hereby certified that this audit report is in accordance with the requirement of the MSPO Certification Standard and that Almamubi Plantation Sdn Bhd is approved for MSPO Certification.</p>	
<b>Acknowledged by:</b>	
Name:	<b>Patrick Sibat Sujang</b>
Position:	<b>Certifier</b>
Date:	26 <sup>th</sup> July, 2019
	
<b>Signature</b>	

Confidentiality	
<p>The content of this report and all information received in association with the audit of the subject organization will be maintained in the strictest confidence by the members of the audit team and by BQAS, in accordance with prior agreement.</p>	
Annex / Enclosures	
Annex/corresponding audit documentation	✓ P&C Audit Report / Checklist(s) ✓ Audit Plan – Additional annexes, number

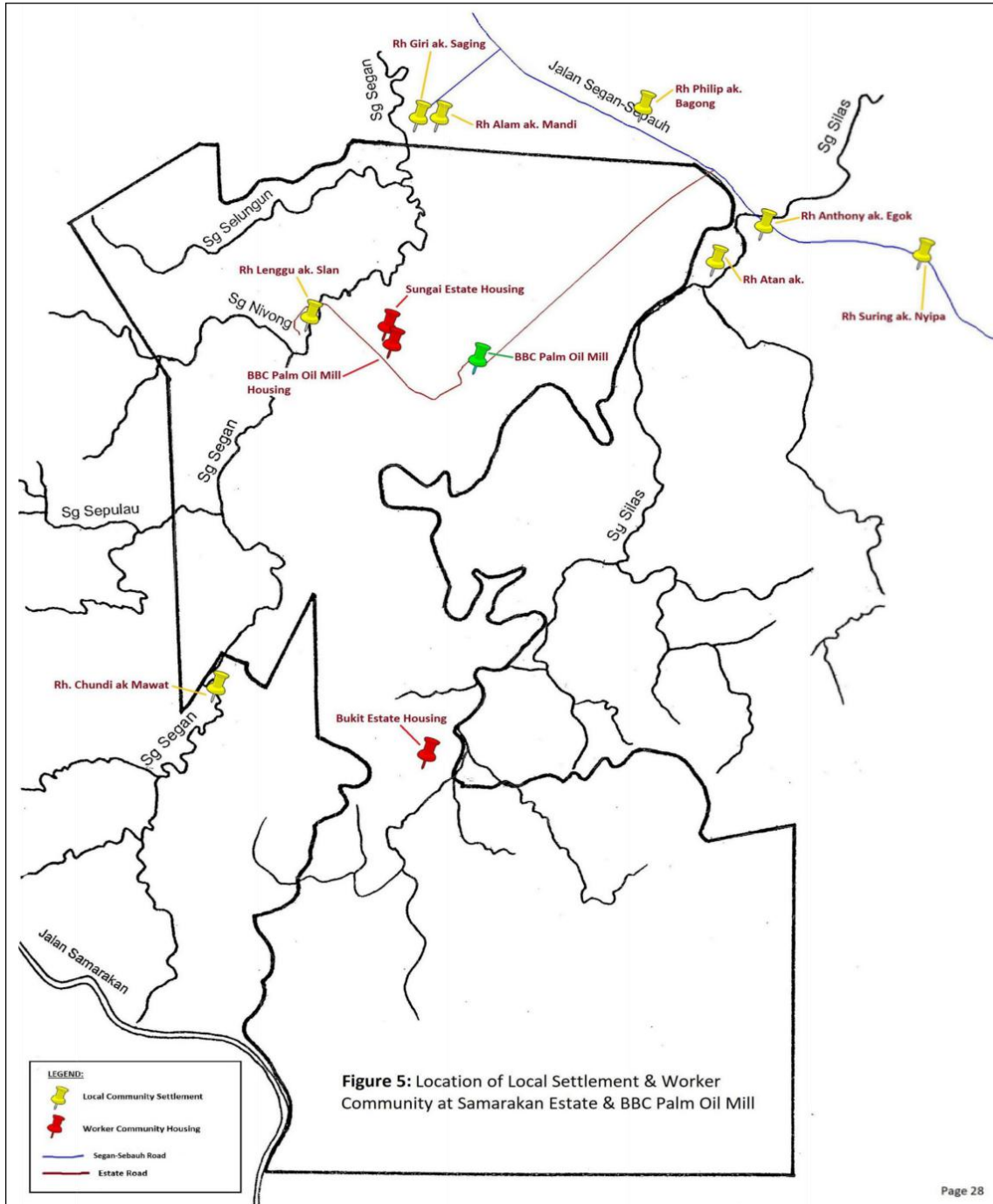
## PART 5: ANNEXES

### ANNEX 1 : Location Map for this Certification Unit

Figure 1: Location of BBC Plantation Group of Companies Project Site



**ANNEX 1 A: LOCATION OF WORKERS' SETTLEMENT AT  
ALMABUMI AND BBC PALM OIL MILL**



<b>ANNEX 2: List of Abbreviations</b>	
CHRA	Chemical Health Risk Assessment
CPO	Crude Palm Oil
CSR	Corporate Social Responsibility
CU	BQAS
BQAS	BQAS Certifications
DOE	Department of Environment
EFB	Empty Fruit Bunch
EIA	Environment Impact Assessment
ERT	Endangered Rare or Threatened species
EU	European Union
FFB	Fresh Fruit Bunch
FSC	Forest Stewardship Council
FSC COC	Forest Stewardship Council Chain of Custody
FSC FM	Forest Stewardship Council Forest Management
GGL	Green Gold Label
GMP	Good Manufacturing Practice
GOTS	Global Organic Textile Standard
GTP	Good Trading Practice
GPS	Global Positioning System
HACCP	Hazard Analysis and Critical Control Point
HCV	High Conservation Value
HCVF	High Conservation Value Forest
IPM	Integrated Pest Management
JAS	Japanese Agricultural Standard
MDC	MDC Publishers Sdn Bhd ( Company Name)
MPOB	Malaysian Palm Oil Berhad
MSDS	Material Safety Data Sheet
MSPO	Malaysian Sustainable Palm Oil
NC	Non Conformity
OE	Organic Exchange
OSH	Occupational Safety and Health
OSHAS	Occupational Safety and Health Assessment Scheme
P&C	Principle and Criteria
PEFC	Programme for the Endorsement of Forest Certification
PK	Palm Kernel
POME	Palm Oil Mill Effluent
PPE	Personal Protective Equipment
RSPO	Roundtable on Sustainable Palm Oil
SA8000	Social Accountability 8000
Sdn Bhd	Sendirian Berhad
SIA	Social Impact Assessment
SOCSSO	Social Security Organisation
SOP	Standard Operating Procedure
USDA/NOP	United States Department of Agriculture – National Organic Program
MT	Metric Tonnes
WHO	World Health Organization

## ANNEX 3 : Stakeholders' consultation

### MSPO Stakeholder Consultation Report

<b>Company Name:</b>	BBC Plantations Sdn Bhd (BBC Estate VII Sdn Bhd & Majrany Plantation Sdn Bhd)		
<b>Standard(s):</b>	<input type="checkbox"/> MS 2530-2:2013	<input checked="" type="checkbox"/> MS 2530-3:2013	<input type="checkbox"/> MS 2530-4:2013
<b>Assessment Type:</b>	Oil Palm Plantation		
<b>Consultation Date:</b>	20/07/2018		
<b>Consultation Technique:</b>	<input checked="" type="checkbox"/> Meeting (to submit list of participants if available) <input type="checkbox"/> Phone interview <input type="checkbox"/> Written views and comments (mail, email etc. based on pre-determined questions) <input type="checkbox"/> Research (internet, journal or other credible literature sources)		

1.	<b>Is this stakeholder register in the organization's stakeholder list?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Remarks : A sample from a grouping of external stakeholders
2.	<b>Based on input received, is transparency of information between organization and stakeholder justified? (clause 4.2.1 &amp; 4.2.2)</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Remarks : The driver had attended the MSPO awareness briefing by BBC Estate.
3.	<b>Any feedback, complaint or grievances raised by this stakeholder before? (If Yes, please briefly explain the nature of the feedback/ complaint/ grievance in Remarks)</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Remarks : 
4.	<b>If (3) above is Yes, is the organization handle the feedback/ complaint/ grievance appropriately?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Remarks : 
5.	<b>Any land issue being raised during against the organization? (if Yes, does the issue been, or in progress of being resolved?)</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Remarks : 
6.	<b>Any social issue being raised during against the organization? (if Yes, does the issue been, or in progress of being resolved?)</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Remarks : 
7.	<b>Any environmental issue being raised during against the organization? (if Yes, does the issue been, or in progress of being resolved?)</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Remarks : 
8.	<b>Is the issue stated above being brought to the audit?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Remarks : 

Remarks, comments and opportunities for improvement:

Mr Rahman bin Kadri, the BBC Estate driver for the delivery of FFB to the BBC mill, pointed out that sorting and grading took up waiting time at the mill grading yard, indicating a vigilant in-field checking of fruit bunches would greatly reduce his downtime and increase productivity. Rejected fruit bunches would have to be collected back.

The headman of Kpg Nyalau, Mr Sung bin Bakir, appreciated the establishment of the Majrany Plantation as it provided a sustainable alternative to fishing. Far from being seasonally employed as fishermen, 6 young men from his village and several others from nearby Kedayan villagers were able to be gainfully employed as plantation workers. Value-added training for these young people would help to improve their livelihood further. The headman looked forward to a briefing on MSPO to be conducted by Majrany Plantation soon.



