

Appendix A:**Qualifications of Lead Assessor and Assessment Team****Mr. Augustine Loh (AL) Lead Assessor/ Team Leader / Technical Expert**

(Palm Oil Mill, Environment, Social, HCV area, Land Use and Supply Chain)
– Master in Business Administration, USA and Diploma in Maritime Studies, Singapore

Mr. Augustine Loh is an IRCA Third Party Assessment (TPA) Lead Auditor and IRCA Lead Tutor for IRCA ISO 9001 and OHSAS 18001 Lead Auditor Courses as well as Tutor for RSPO Certification Programs and Integrated Management System in Intertek, Malaysia. He has over 25 years of fieldwork and experience in Palm based product survey, supply chain monitoring, inspection and testing. He has successfully completed the IRCA accredited Lead Auditor course in ISO 9001:2008, ISO 14001:2004, OHSAS 18001:2007, ISO 22000, RSPO Principles and Criteria Lead Assessor Course, RSPO Supply Chain Certification and International Sustainable Carbon Certification (ISCC) Lead Auditor course. He has also completed the RSPO training on RSPO P&C (2013), RSPO Palm GHG tool and RSPO RED requirements. He has conducted assessments of organizations in Malaysia, Singapore, Indonesia, Brunei, Thailand and Cambodia. He is currently the RSPO Program Manager in Intertek, Malaysia and has performed over 700 auditing days on quality, environmental and safety & health assessments in various sectors including oil palm plantations. He was the RSPO CB Assessment Team Leader / Member which audited several RSPO certified Plantation Management Units since in 2009. He was the CB Team Leader in the stakeholder consultation and development of the RSPO Cambodian Local Indicators. He is a member of the Internal Review Panel for RSPO Assessment reports since 2010.

Dr. Ooi Cheng Lee (OCL) – Assessor / Technical Expert

(Palm Oil Mill, Land Use and Supply Chain)

- Ph.D. Cranfield University, UK, M.Sc. (Engineering), University of Birmingham, UK, B.App.Sc (Hons), University of Malaysia, Diploma in Translation for Science and Technology, Malaysia Translation Society

Dr. Ooi Cheng Lee is an IRCA Lead Auditor and Lead Tutor for ISO 9001. He has successfully completed the RSPO Lead Assessor Course. He is currently involved in the management of all types of system (ISO 14001, ISO 9001 and OHSAS 18001 etc.) and process/product certification in Intertek, Malaysia. He has more than 32 years work experience in product and process specifications, research and development, inspection and testing, quality assurance, engineering development, training, product certification, auditing and quality management system certification. He has successfully completed the IRCA accredited Lead Auditor course in ISO 9001:2008, OHSAS 18001:2007, RSPO Principles and Criteria Lead Assessor Course, RSPO Supply Chain Certification Lead Auditor course. He has also completed the RSPO training on RSPO RED requirements. He has conducted assessments of organizations in Malaysia, Singapore, Indonesia, Vietnam, Philippines, China, Myanmar, Cambodia and other regional countries. Assessments include those of rubber and oil palm plantations in Malaysia and Indonesia. His previous position as the General Manager of Lloyd's Register Quality Assurance (LRQA) Malaysia include the management of all types of systems certification, including that of environmental (ISO 14001), safety & health (OHSAS 18001) and Clean Development Mechanisms (CDM). He is currently the Deputy General Manager in Intertek, Malaysia. He is a member of the RSPO CB Assessment team which audited several RSPO certified Plantation Management Units since 2012. He is a member of the Internal Review Panel for RSPO Assessment reports since 2011.

Mr. Chen Fai Kok (CFK) – Assessor / Technical Expert

(Good Agriculture Practice and Integrated Pest Management)

– Diploma in Agriculture

Mr. Chen Fai Kok has over 30 years work experience in the plantation sector. He has held a Senior Management role in the estate field operations including GAP and IPM. He had also served as the Branch Chairman of the Incorporated Society of Planters (ISP) in several branches for over 20 years. He has successfully completed training in Estate Management and the Intertek In House RSPO P&C, MYNI and Cambodian LI Assessor courses. He is a member of the RSPO CB Assessment team which audited several RSPO certified Plantation Management Units in since 2009.

Mr. Jumat bin Majid (JMD) – Assessor / Technical Expert

(Good Agriculture Practice, Integrated Pest Management and Social)

– Bachelor Degree with Honors in Social Science (International Studies)

Mr Jumat bin Majid (JMD) has over 15 years work experience in the agriculture sector. He has successfully completed the IRCA accredited Lead Auditor course in ISO 9001:2008 and the Intertek In House training on RSPO P&C and MYNI Assessor courses. He has also successfully completed training programs in Organic Agriculture Development and had performed organic agriculture inspections and assessments for more than 6 years. He has been involved in NGO work in the areas of social impact assessments within the South East Asia region. He was part of the RSPO Assessment team which audited a RSPO certified Plantation Management Unit since 2010.

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Appendix B:

Certification Assessment Plan (Actual)

Date	Time	Assessors and Assessment Activity	
		Assessment Team	
20/08/2013 Day 1	9 am – 1 pm	Travel to Sandakan, Sabah	
	1 pm -2 pm	Lunch Break	
	2 pm – 3 pm	Opening Meeting and Briefing at Mayvin Grouping– POM Office	
	3 pm – 6 pm	Review of Documentation and Follow up Issues based the Previous Assessment <ul style="list-style-type: none"> • Review of changes for compliance to revised RSPO P&C 2013 • Review of Time Bound Plan • Verification for compliance with Rules on partial certification • Verification on the use of RSPO trademarks and logo 	
	6 pm – 7 pm	Break	
	7 pm – 10 pm	Team meeting and discussion	

Date	Time	Assessors and Assessment Activity			
		Augustine Loh (AL)	Dr. Ooi Cheng Lee (OCL)	Chen Fai Kok (CFK)	Jumat bin Majid (JMD)
21/08/2013 Day 2	9 am – 10 am	Meeting & Briefing at IOI Mayvin (Palm Oil Mill Office)			
	10 am – 1 pm	Site Assessment at Tangkulap Estate (RSPO P&C: 1 ~ 8) <ul style="list-style-type: none"> • P5 Environmental, Conservation including HCV • Stakeholder Consultations - Environmental • P8 Continual Improvement 	Site assessment at Mayvin Palm Oil Mill (RSPO P&C: 1 ~ 8) & SCC for CPO Mill <ul style="list-style-type: none"> • P1 Transparency • P2 Laws & regulations • P3 Economic & Financial Viability • P8 Continual Improvement • SCC for POM 	Site Assessment at Tangkulap Estate (RSPO P&C: 1 ~ 8) <ul style="list-style-type: none"> • P4 Best Practices at Estates & Mill • P7 New Plantings • P8 Continual Improvement 	Site Assessment at Tangkulap Estate (RSPO P&C: 1 ~ 8) <ul style="list-style-type: none"> • P6 Employees, Individuals & Communities incl. Gender Issues • Stakeholder Consultations - Social • P8 Continual Improvement
	1 pm – 2 pm	Lunch			
	2 pm - 6 pm	Continue... Site Assessment at Tangkulap Estate (RSPO P&C: 1 ~ 8) <ul style="list-style-type: none"> • P5 Environmental, Conservation & Mill including HCV • Stakeholder Consultations - Environmental • P8 Continual Improvement 	Continue... Site assessment at Tangkulap Estate (RSPO P&C: 1 ~ 8) <ul style="list-style-type: none"> • P1 Transparency • P2 Laws & regulations • P3 Economic & Financial Viability • P8 Continual Improvement 	Continue... Site Assessment at Tangkulap Estate (RSPO P&C: 1 ~ 8) <ul style="list-style-type: none"> • P4 Best Practices at Estates & Mill • P7 New Plantings • P8 Continual Improvement 	Continue... Site Assessment at Tangkulap Estate (RSPO P&C: 1 ~ 8) <ul style="list-style-type: none"> • P6 Employees, Individuals & Communities incl. Gender Issues • Stakeholder Consultations - Social • P8 Continual Improvement
	6 pm – 7 pm	Break			
	7 pm – 10 pm	Team meeting and discussion			

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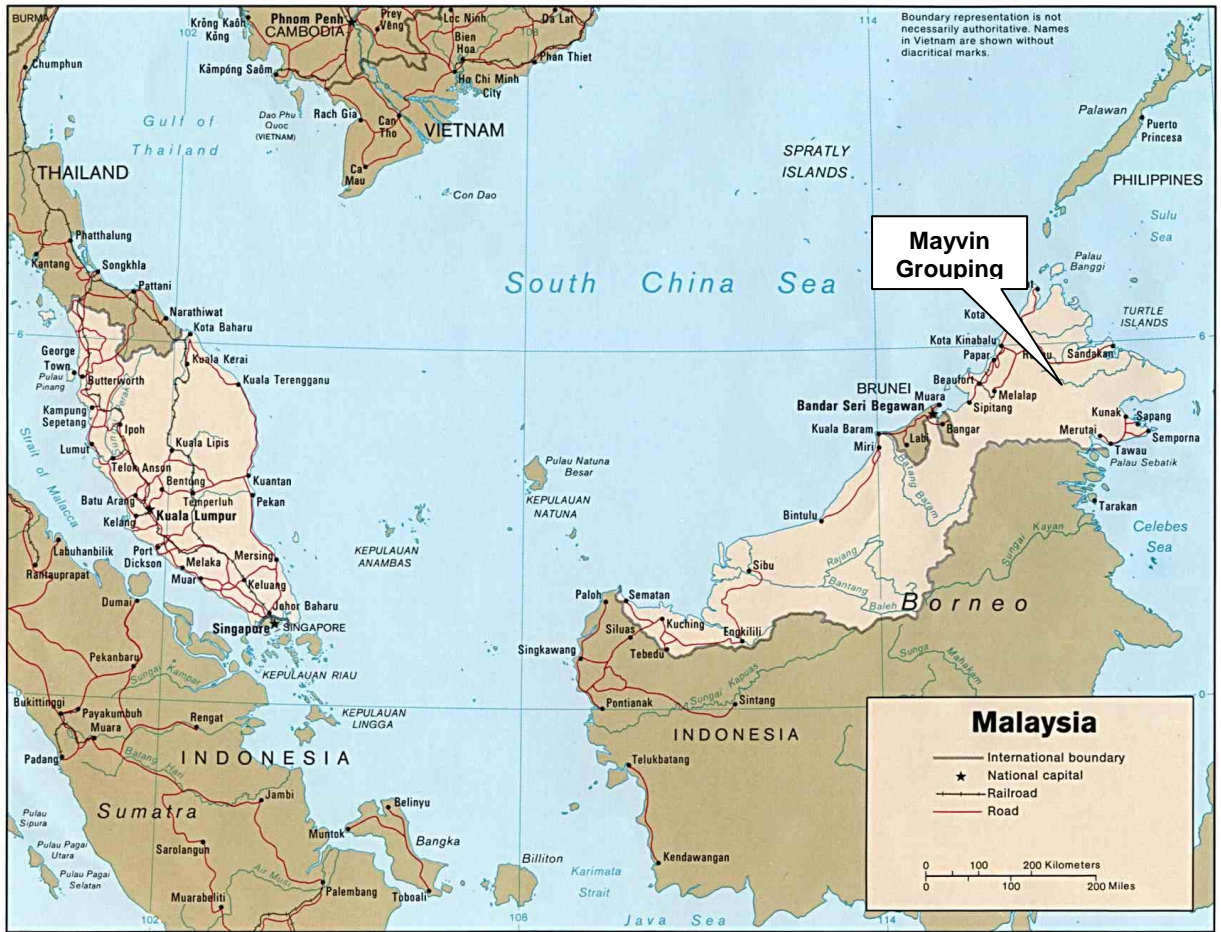
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Date	Time	Assessors and Assessment Activity			
		Augustine Loh (AL)	Dr. Ooi Cheng Lee (OCL)	Chen Fai Kok (CFK)	Jumat bin Majid (JMD)
22/08/2013 Day 3	9 am – 10 am	Meeting & Briefing at IOI Mayvin (Palm Oil Mill Office)			
	10 am – 1 pm	Site assessment at Mayvin Palm Oil & Estate RSPO P&C: 1 ~ 8) <ul style="list-style-type: none"> • P5 Environmental, Conservation & Mill including HCV • Stakeholder Consultations - Environmental • P8 Continual Improvement 	Site assessment at Mayvin Palm Oil & Estate RSPO P&C: 1 ~ 8) <ul style="list-style-type: none"> • P1 Transparency • P2 Laws & regulations • P3 Economic & Financial Viability • P8 Continual Improvement • SCC for POM 	Site assessment at Mayvin Palm Oil & Estate RSPO P&C: 1 ~ 8) <ul style="list-style-type: none"> • P4 Best Practices at Estates & Mill • P7 New Plantings • P8 Continual Improvement 	Site assessment at Mayvin Palm Oil & Estate RSPO P&C: 1 ~ 8) <ul style="list-style-type: none"> • P6 Employees, Individuals & Communities incl. Gender Issues • Stakeholder Consultations - Social • P8 Continual Improvement
	1 pm – 2 pm	Lunch			
	2 pm - 6 pm	Continue... Site assessment at Mayvin 2 Estate (RSPO P&C: 1 ~ 8) <ul style="list-style-type: none"> • P5 Environmental, Conservation & Mill including HCV • P8 Continual Improvement 	Continue... Site assessment at Mayvin 2 Estate (RSPO P&C: 1 ~ 8) & SCC for CPO Mill <ul style="list-style-type: none"> • P1 Transparency • P2 Laws & regulations • P3 Economic & Financial Viability • P8 Continual Improvement • SCC for POM 	Continue... Site Assessment at Mayvin 2 Estate (RSPO P&C: 1 ~ 8) <ul style="list-style-type: none"> • P4 Best Practices at Estates & Mill • P7 New Plantings • P8 Continual Improvement 	Continue... Site Assessment at Mayvin 2 Estate (RSPO P&C: 1 ~ 8) <ul style="list-style-type: none"> • P6 Employees, Individuals & Communities incl. Gender Issues • P8 Continual Improvement
	6 pm – 7 pm	Break			
	7 pm – 10 pm	Team meeting and discussion			

Date	Time	Assessors and Assessment Activity
		Assessment Team
23/08/2013 Day 4	9 am - 10 am	Meeting & Briefing at IOI Mayvin (Palm Oil Mill Office)
	10 am - 1 pm	Follow up items including Stakeholder Consultations – Local Government, NGO, Community etc
	1 pm - 2 pm	Lunch
	2 pm - 3 pm	Preparations for Closing Meeting
	3 pm - 4 pm	Team Meeting and Discussions with Mayvin Grouping Management Representative
	5 pm - 6 pm	Closing Meeting & Briefing at Palm Oil Mill Office

Appendix C-1:

Location Map of IOI Mayvin Grouping, Sandakan, Sabah, Malaysia



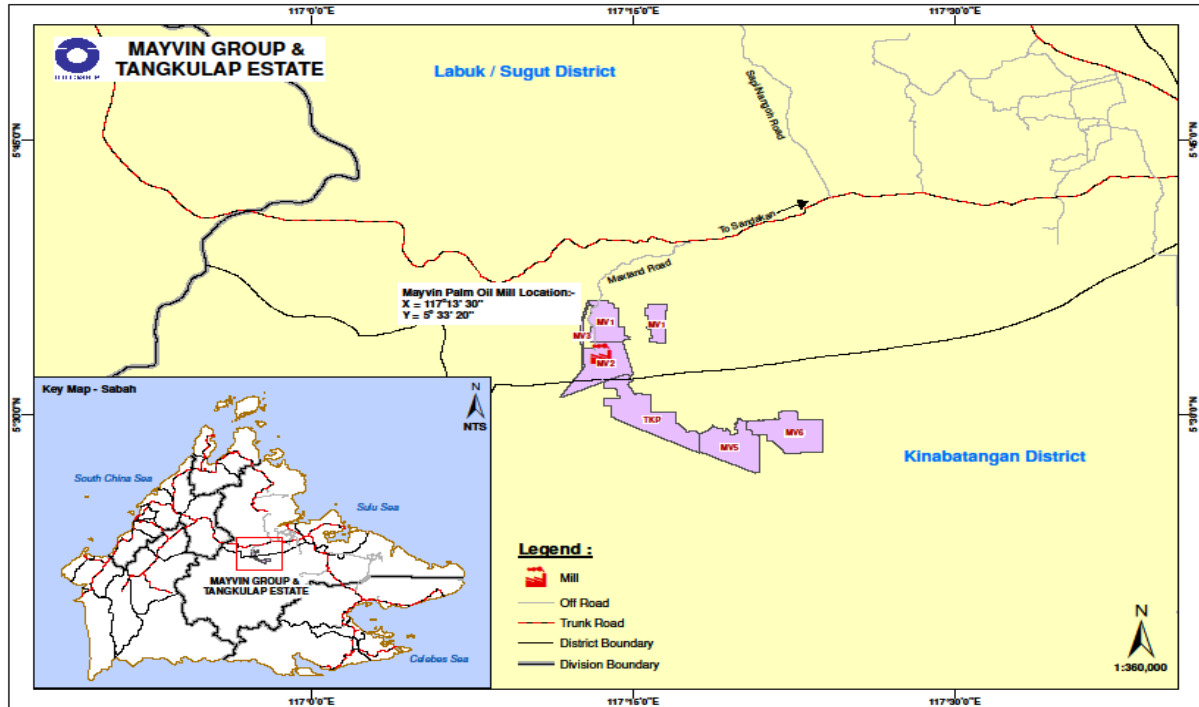
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Appendix C-2:

Location Map of IOI Mayvin Grouping, Sandakan, Sabah, Malaysia (Close up)



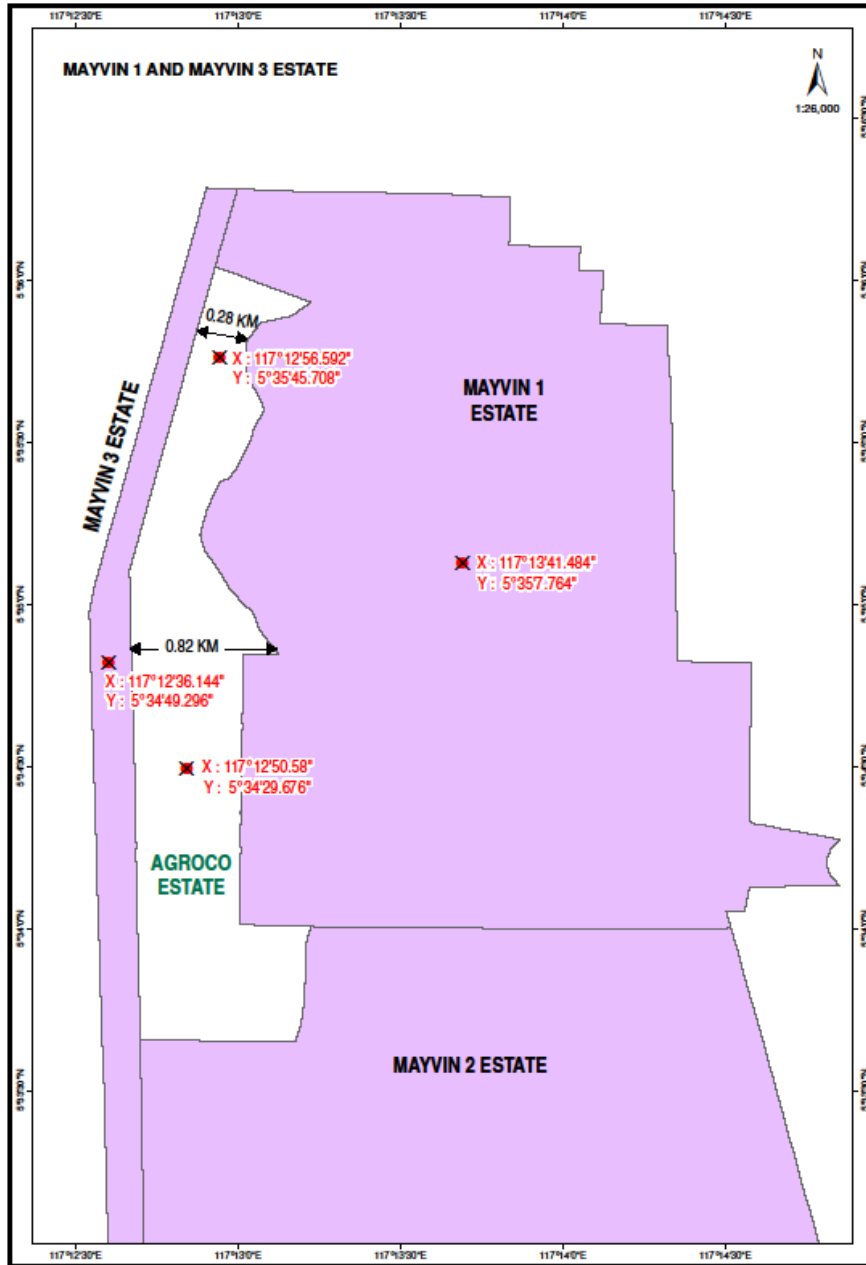
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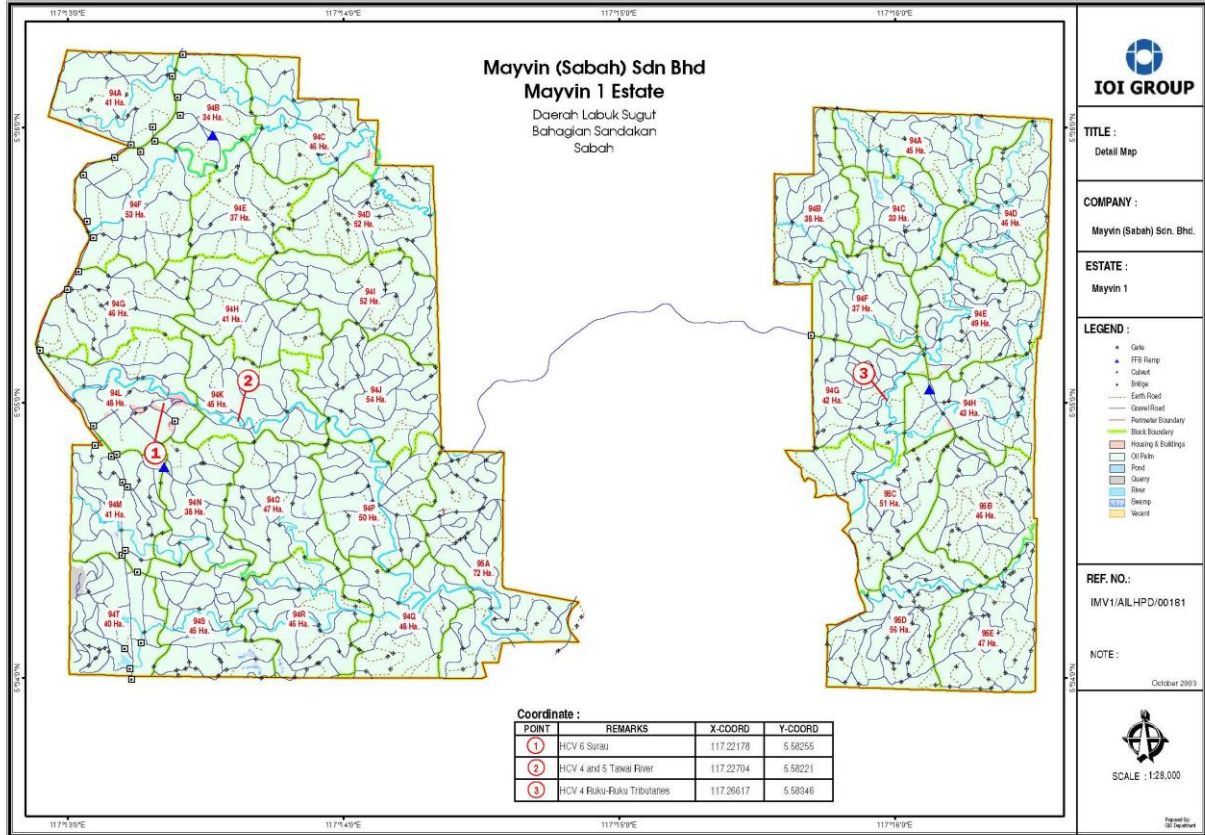
Appendix C-3:

Map of MAYVIN GROUPING-PMU surrounding the 'Agroco estate' which is independently owned by Golden Land Sdn Bhd.



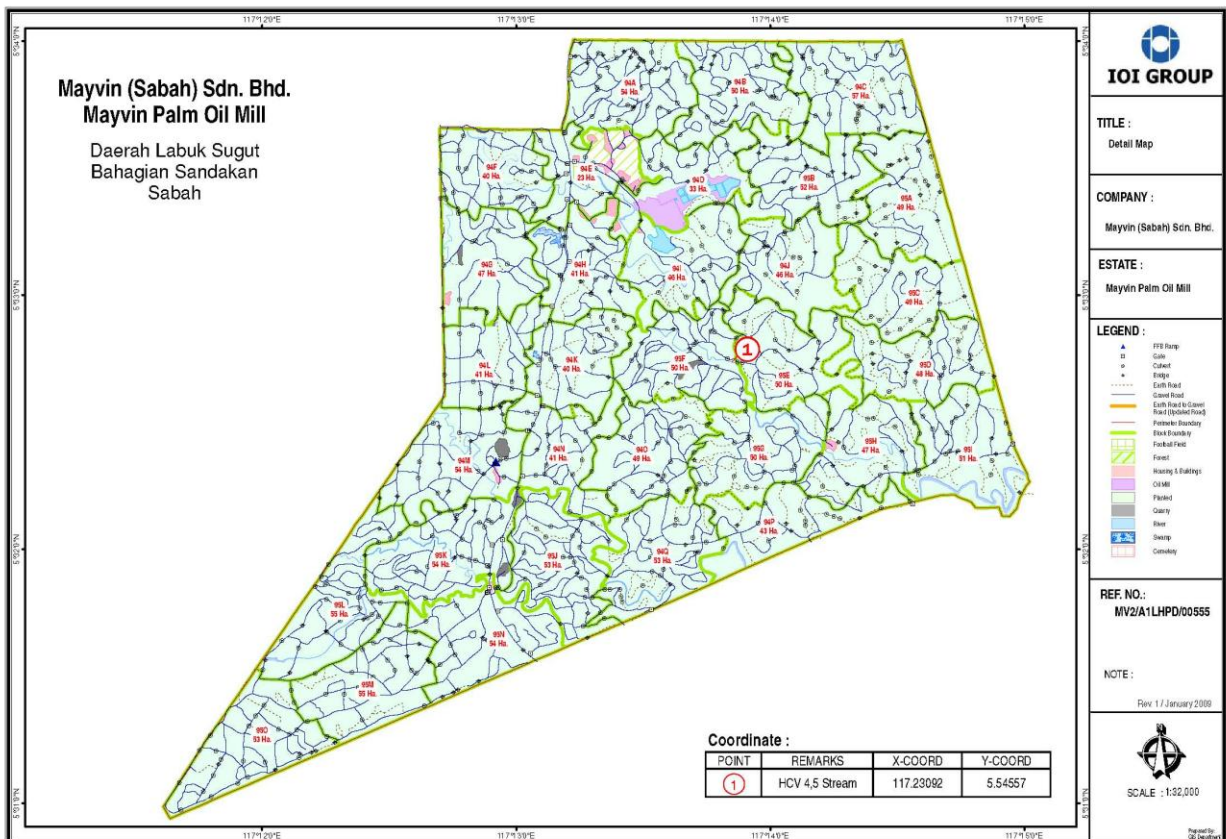
Appendix C-4:

Layout of Estates and HCV Areas near Mayvin 1 Estate



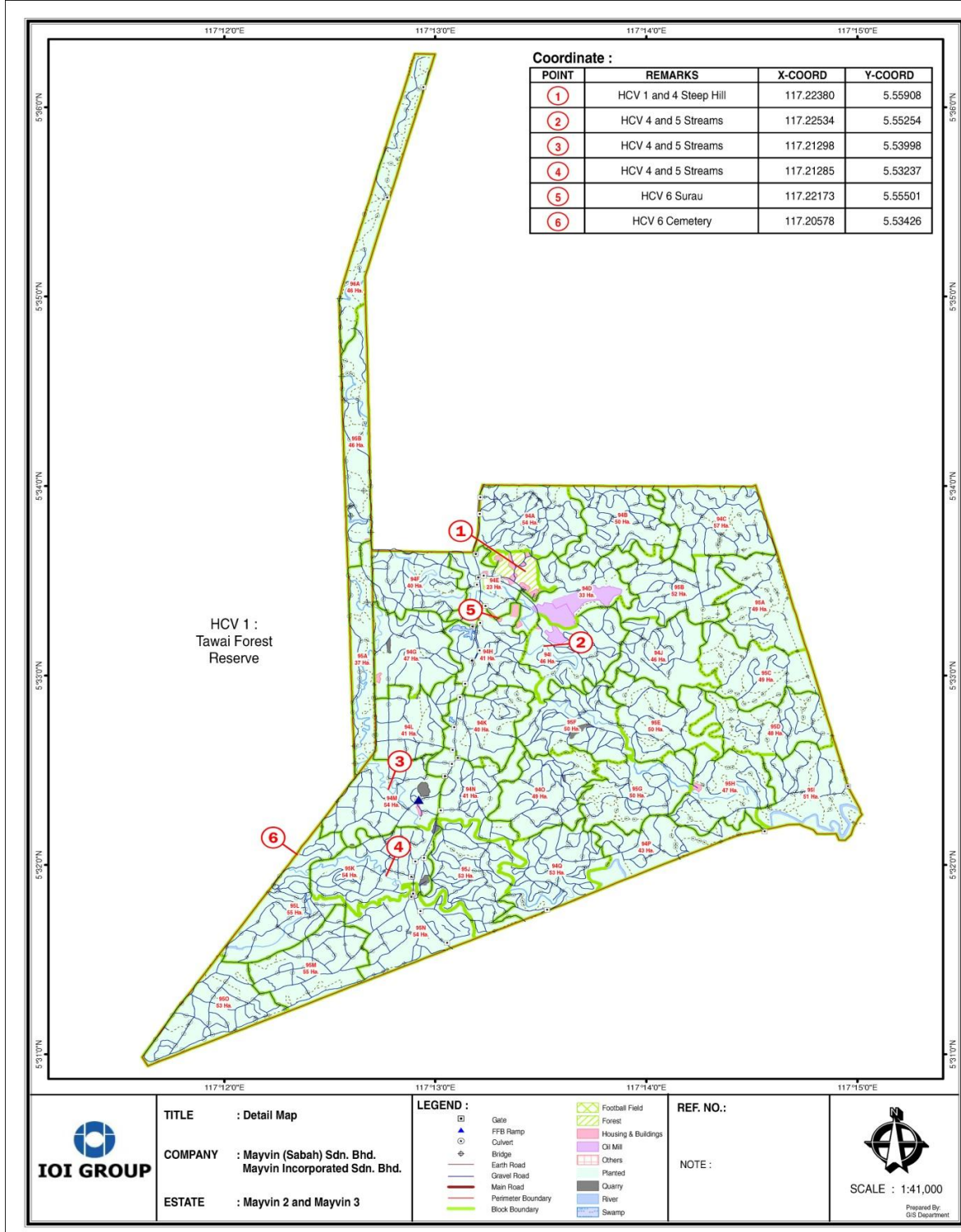
Appendix C-5:

Layout of Estates and HCV Areas near Mayvin 2 Estate



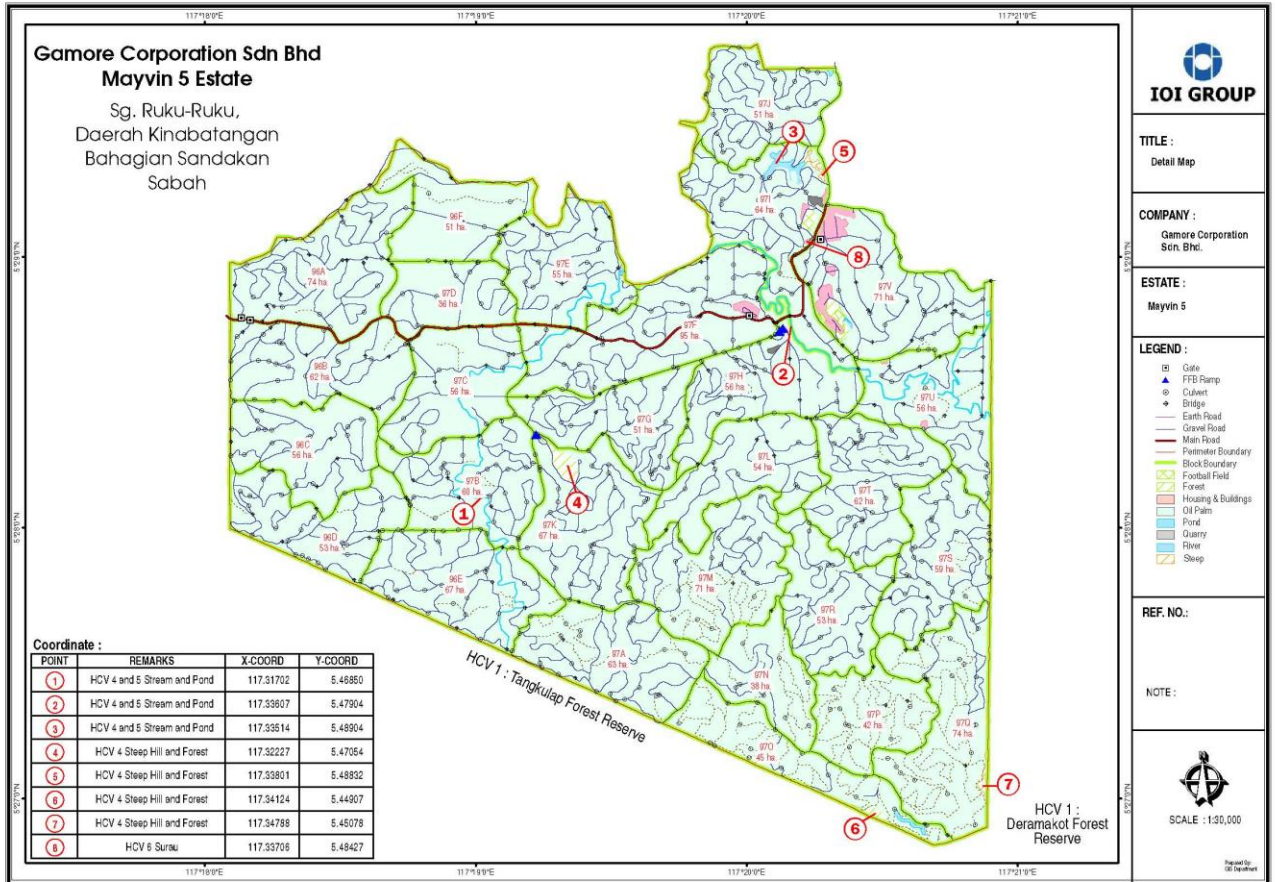
Appendix C-6:

Layout of Estates and HCV Areas near Mayvin 2/3 Estate



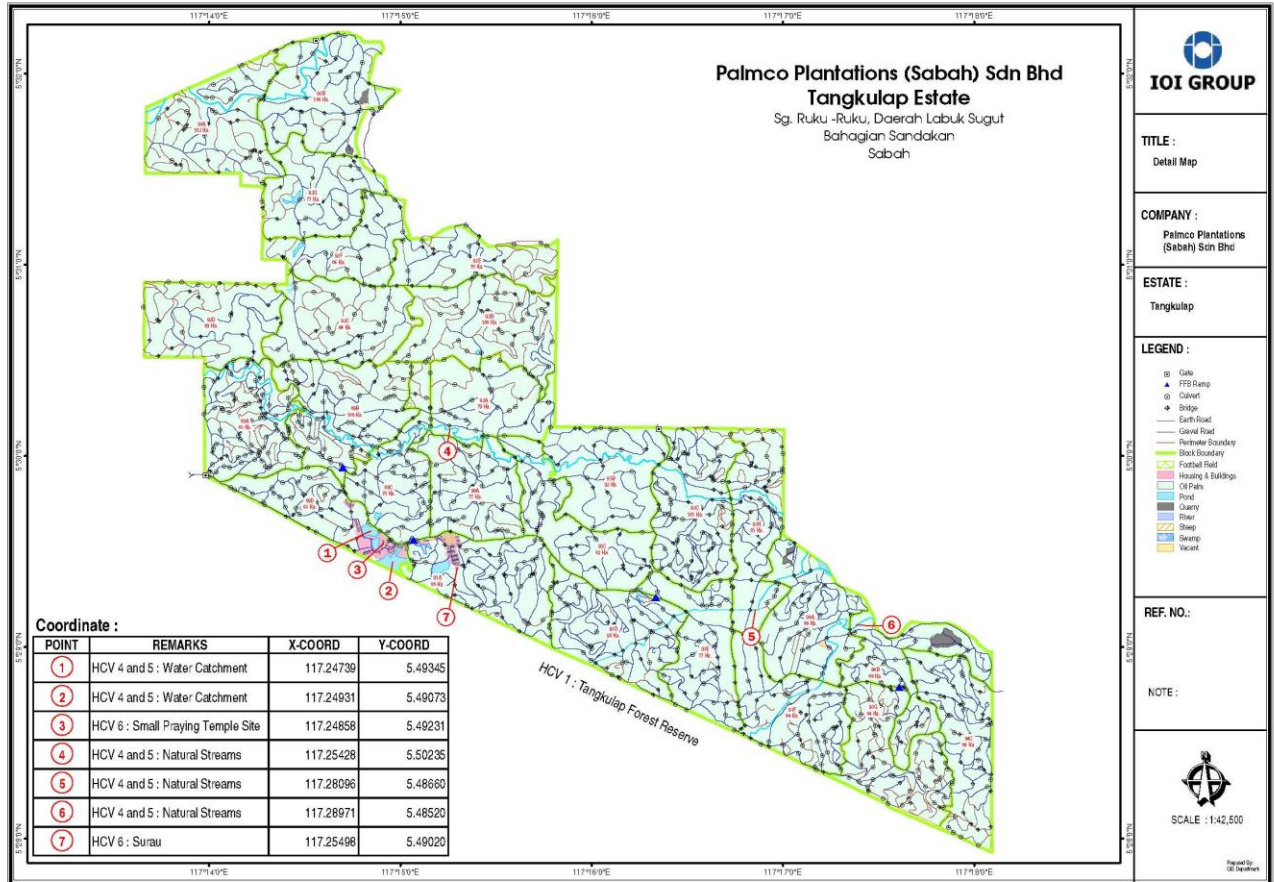
Appendix C-7:

Layout of Estates and HCV Areas near Mayvin 5 Estate



Appendix C-8:

Layout of Estates and HCV Areas near Tangkulap Estate



Appendix D:
Photographs of Assessment findings at Mayvin Grouping



Safety briefing provided to visitors



Safety briefing provided to visitors



PPE worn by manuring field workers



Contents of First aid kit available at field site



Storage and containment of diesel tanks



Storage and safety signages at pesticides mixing area

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Conservation signages maintained at Mayvin PMU estates



Maintenance of HCV Areas at Tangkulap estate



Landfill maintenance at the Mayvin PMU estates



Maintenance of HCV Areas at Mayvin PMU estates



Maintenance of HCV Areas at Mayvin PMU estates



Maintenance of HCV Areas at Mayvin PMU estates



Basic firefighting training done at housing line-site



First Aid training for workers at children's crèche



Blood donation drive at the Mayvin PMU in May 2013



Humana school for the children of migrant workers



Signages and oil trap at the POM






Use of pods of vertiver grass at effluent pond

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On-site Verification for follow up on Major NC (27 August 2013)

	
<p>Location at Field 13A, Tangkulap estate where the young replant palms had been removed.</p>	<p>New buffer markers erected at replanting area for maintenance of Buffer zone at Tangkulap estate</p>
	
<p align="center">New buffer markers erected replanting area for maintenance of Buffer zone.</p>	

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Appendix E:

Time Bound Plan as submitted by IOI Corporation Berhad (updated for 2012/2013)

Financial Year	PMU	Main Assessment	Certification Status	Surveillance Assessment	Current Status
PLANTATIONS - MALAYSIA					
2012 / 2013	Pamol Sabah POM	Done in May 2008	Certified in Feb 2009	ASA-04 done in 2013	Recertification planned for 2014
	Sakilan POM	Done in Nov 2008	Certified in March 2010	ASA-03 done in 2013	ASA-04 planned for 2014
	Pamol Kluang POM	Done in March 2009	Certified in March 2010	ASA-03 done in 2013	ASA-04 planned for 2014
	Gomali POM	Done in August 2009	Certified in August 2010	ASA-03 done in 2013	ASA-04 planned for 2014
	Baturong POM	Done in Sept 2009	Certified in October 2010	ASA-03 done in 2013	ASA-04 planned for 2014
	Bukit Leelau POM	Done in April 2010	Certified in November 2010	ASA-03 done in 2013	ASA-04 planned for 2014
	Mayvin POM	Done in August 2010	Certified in December 2010	ASA-03 done in 2013	ASA-04 planned for 2014
	Pukin POM	Done in Dec 2010	Certified in June 2012	ASA-02 done in 2013	ASA-03 planned for 2014.
	Leepang POM	Audited in Aug 2012	Pending Report submission and RSPO Certification	-	-
	Syarimo POM	Audited in Sept 2012	Certified in March 2013	-	ASA-01 planned for 2014.
	Ladang Sabah POM	Audited in Oct 2012	Certified in April 2013	-	ASA-01 planned for 2014.
	Morisem POM, Sabah	Planned – Sept 2013	-	-	-
	IOI-Pelita, Sarawak	Planned – June 2014	-	-	Mediation process is on-going between IOI and local community on land dispute issue. New certification for IOI, Pelita (Sarawak) is suspended by RSPO Complaints Panel pending resolution.
PLANTATIONS - INDONESIA					
2012 / 2013	PT SKS	Planned – Dec 2016	-	-	-
	PT BNS	Planned – Dec 2016	-	-	-

---End---