

## Appendix A:

### Qualifications of Lead Assessor and Assessment Team

#### **Mr. Augustine Loh (AL) - Lead Assessor / Team Leader / Technical Expert**

(Palm Oil Mill, Environment, OHSAS, Social, HCV, Land Use and Supply Chain)

– Master in Business Administration and Diploma in Maritime Studies

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 Programs and Integrated Management System in Intertek Moody. 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 (RSPO P&C), RSPO Supply Chain Certification (RSPO SCC) and the International Sustainable Carbon Certification (ISCC) Lead Auditor courses. He is currently the Intertek Moody RSPO Program Manager 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 Assessment Team Leader / Member which audited several RSPO certified Plantation Management Units in 2009 to 2012. He was the CB Team Leader in the stakeholder consultation and development of the RSPO Cambodian Local Indicators.

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

(Palm Oil Mill and POM Supply Chain)

- PhD in Welding, Cranfield University, UK
- M.Sc. (Engineering) in Metallurgy, University of Birmingham, UK
- B.App.Sc (Hons), Science 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 is also involved in auditing in other integrated management systems. He has successfully completed the RSPO Lead Assessor Course for Principles and Criteria (RSPO P&C) and the RSPO Supply Chain Certifications (RSPO SCC). He is currently involved in the management of all types of system and process/product certification in Intertek Moody Malaysia. He has more than 32 years work experience in product and process specifications, research & development, inspection and testing, quality assurance, engineering development, training, product certification, auditing and quality management system certification. 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 General Manager in Moody International Certification (M) Sdn. Bhd. He is a member of the Internal Review Panel for RSPO Assessment reports since May 2011.

He was part of the RSPO Assessment team which audited several RSPO certified Plantation Management Units in 2012.

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

(Good Agriculture Practice, Integrated Pest Management and Social)

– 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 RSPO P&C MY-NI Lead Assessor course. He was part of the RSPO Assessment team which audited several RSPO certified Plantation Management Units in 2009 to 2012.

**Mdm. Ham Fin Lan – Assessor / Technical Expert**

(Social)

– Bachelor Science in Nursing Science

Madam Ham Fin Lan has over 30 years experience in nursing including public health, maternal and child health and mental health. She was a Chief Nursing Administrator cum Matron and Clinical Instructor with a government hospital. She has successfully completed the IRCA accredited Lead Auditor course in ISO 9001:2000. She has also completed the necessary training in SA8000 auditing and upgrading of auditor course in ISO 9001:2008 and was trained on the RSPO P&C MY-NI assessment requirements. She has performed over 60 auditing days on areas relating to health care and services in various hospitals and clinics. Other auditing experiences include auditing in area covering domestic violence, sexual harassment, sexual crime and child abuse. She was part of the RSPO Assessment team which audited several RSPO certified Plantation Management Units in 2009 and 2012. She was a CB Team member in the stakeholder consultation and development of the RSPO Cambodian Local Indicators.

**Mr. Reaksa Rous (RR) - Technical Expert**

(Local Technical Expert cum Interpreter)

– Master in Political Science & International Relations, Diploma in Criminology & Crime Administration, BBA in Management

Mr. Reaksa Rous (RR) had held several work positions since 1991 till to date as a Teacher, Lecturer, Trainer, Interpreter and Consultant. He has over 10 years experience and knowledge of Cambodian laws and regulations including Agriculture, Social and Environmental related laws. His experiences include specialization in Khmer Literature, Drug Enforcement Law, Nature Crime Investigation on Wildlife and Labor Migration Policies and Management. He was a CB Local Technical Expert cum Interpreter in the stakeholder consultation and development of the RSPO Cambodian Local Indicators in 2012.

**Appendix B:  
Assessment Plan (Actual)**

Date	Time	Assessors and Assessment Activity	
		Assessment Team	
22/04/2013 Day 1	9.00 – 11.00 am	Flight from KLIA to Phnom Penh	
	11.00 – 1.30 pm	Travel of Sihanoukville	
	1.30 pm -2.30 pm	Lunch Break	
	2.30 pm – 3.00 pm	<b>Opening Meeting and Briefing at MRICOP – POM Office</b>	
	3.00 pm – 6.00 pm	Review of Documentation and Follow up Issues based the Previous Assessment	
	6.00 – 7.00 pm	Break	
	7.00 –10.00 pm	Team meeting and discussion	

Date	Time	Assessors and Assessment Activity				
		Assessment Team				
23/04/2013 Day 2	9.00 am – 10.00 am	<b>Opening Meeting &amp; Briefing at IOI MRICOP Palm Oil Mill Office</b>				
	10.00 am – 1.00 pm	<b>Augustine Loh (AL)</b>	<b>Dr Ooi Cheng Lee (OCL)</b>	<b>Chen Fai Kok (CFK)</b>	<b>Matron Ham Fin Lan (HFL)</b>	<b>Reaksa Rous</b>
		<b>Site assessment at MRICOP Palm Oil Mill &amp; Estate A (RSPO P&amp;C: Details as per Appendix)</b>	<b>Site assessment at MRICOP Palm Oil Mill &amp; Estate A (RSPO P&amp;C: Details as per Appendix)</b>	<b>Site assessment at MRICOP Estate A (RSPO P&amp;C: Details as per Appendix)</b>	<b>Site assessment at MRICOP Estate A (RSPO P&amp;C: Details as per Appendix)</b>	<b>Site assessment at MRICOP Estate A (RSPO P&amp;C: Details as per Appendix)</b>
		<ul style="list-style-type: none"> <li>Documentation &amp; Review of changes</li> <li>P5 Environmental, Conservation &amp; Mill including HCV</li> <li>P8 Continual Improvement</li> <li>Interviews with Staff &amp; Workers</li> </ul>	<ul style="list-style-type: none"> <li>Documentation &amp; Review of changes</li> <li>P1 Transparency</li> <li>P2 Laws &amp; regulations</li> <li>P3 Economic &amp; Financial Viability</li> <li>P8 Continual Improvement</li> <li>SCC for POM</li> <li>Interviews with Staff &amp; Workers</li> </ul>	<ul style="list-style-type: none"> <li>Documentation &amp; Review of changes</li> <li>P4 Best Practices at Estates &amp; Mill</li> <li>P7 New Plantings</li> <li>P8 Continual Improvement</li> <li>Interviews with Staff &amp; Workers</li> </ul>	<ul style="list-style-type: none"> <li>Documentation &amp; Review of changes</li> <li>P6 Employees, Individuals &amp; Communities incl. Gender Issues</li> <li>P8 Continual Improvement</li> <li>Interviews with Staff &amp; Workers</li> </ul>	<ul style="list-style-type: none"> <li>Assisting as Local Expert in Legal, Social, environmental, Agricultural indicators</li> </ul>
	1.00 pm – 2.00 pm	Lunch				
	2.00 pm - 6.00 pm	<b>Continue Site assessment at MRICOP Palm Oil Mill &amp; Estate A</b>	<b>Continue Site assessment at MRICOP Palm Oil Mill &amp; Estate A</b>	<b>Continue Site assessment at MRICOP Estate A</b>	<b>Continue Site assessment at MRICOP Estate A</b>	<b>Continue Site assessment at MRICOP Estate A</b>
	6.00 pm– 7.00 pm	Break				
7 – 10 pm	Team meeting and discussion					

Date	Time	Assessors and Assessment Activity				
		Assessment Team				
24/04/2013 Day 3	9.00 am – 1.00 pm	<b>Augustine Loh (AL)</b>	<b>Dr Ooi Cheng Lee (OCL)</b>	<b>Chen Fai Kok (CFK)</b>	<b>Matron Ham Fin Lan (HFL)</b>	<b>Reaksa Rous</b>
		<b>Site assessment at MRICOP Estate C (RSPO P&amp;C: Details as per Appendix)</b>	<b>Site assessment at MRICOP Estate C (RSPO P&amp;C: Details as per Appendix)</b>	<b>Site assessment at MRICOP Estate C (RSPO P&amp;C: Details as per Appendix)</b>	<b>Site assessment at MRICOP Estate C (RSPO P&amp;C: Details as per Appendix)</b>	<b>Site assessment at MRICOP Estate C (RSPO P&amp;C: Details as per Appendix)</b>
	<ul style="list-style-type: none"> <li>Documentation &amp; Review of changes</li> <li>P5 Environmental, Conservation &amp; Mill including HCV</li> <li>P8 Continual Improvement</li> <li>Interviews with Staff &amp; Workers</li> </ul>	<ul style="list-style-type: none"> <li>Documentation &amp; Review of changes</li> <li>P1 Transparency</li> <li>P2 Laws &amp; regulations</li> <li>P3 Economic &amp; Financial Viability</li> <li>P8 Continual Improvement</li> <li>SCC for POM</li> <li>Interviews with Staff &amp; Workers</li> </ul>	<ul style="list-style-type: none"> <li>Documentation &amp; Review of changes</li> <li>P4 Best Practices at Estates &amp; Mill</li> <li>P7 New Plantings</li> <li>P8 Continual Improvement</li> <li>Interviews with Staff &amp; Workers</li> </ul>	<ul style="list-style-type: none"> <li>Documentation &amp; Review of changes</li> <li>P6 Employees, Individuals &amp; Communities incl. Gender Issues</li> <li>P8 Continual Improvement</li> <li>Interviews with Staff &amp; Workers</li> </ul>	<ul style="list-style-type: none"> <li>Assisting as Local Expert in Legal, Social, Environmental, and Agricultural indicators</li> </ul>	
	1.00 – 2.00 pm	Lunch				
	2.00 – 6.00 pm	<b>Continue Site assessment at MRICOP Palm Oil Mill &amp; Estate C</b>	<b>Continue Site assessment at MRICOP Palm Oil Mill &amp; Estate C</b>	<b>Continue Site assessment at MRICOP Estate C</b>	<b>Continue Site assessment at MRICOP Estate C</b>	<b>Continue Site assessment at MRICOP Estate C</b>
6.00 – 7.00 pm	Break					
7 – 10 pm	Team meeting and discussion					

Date	Time	Assessors and Assessment Activity
		Assessment Team
25/04/2013 Day 4	9.00 am – 1.00 pm	<b>Stakeholder Consultations with Local Contractors, Local Community &amp; Other Interested Parties /Stakeholders</b>
	1.00 pm – 2.00 pm	Lunch
	2.00 pm -4.00 pm	Preparation of Closing Meeting
	4.00 – 5.00 pm	Team Meeting and Discussions with IOI MRICOP Management Representative
	5.00 pm – 6.00 pm	<b>Closing Meeting &amp; Briefing at MRICOP Palm Oil Mill Office</b>
26/04/2013 Day 5	9 am onwards	Travel from Sihanoukville to Phnom Penh and flight back to Kuala Lumpur

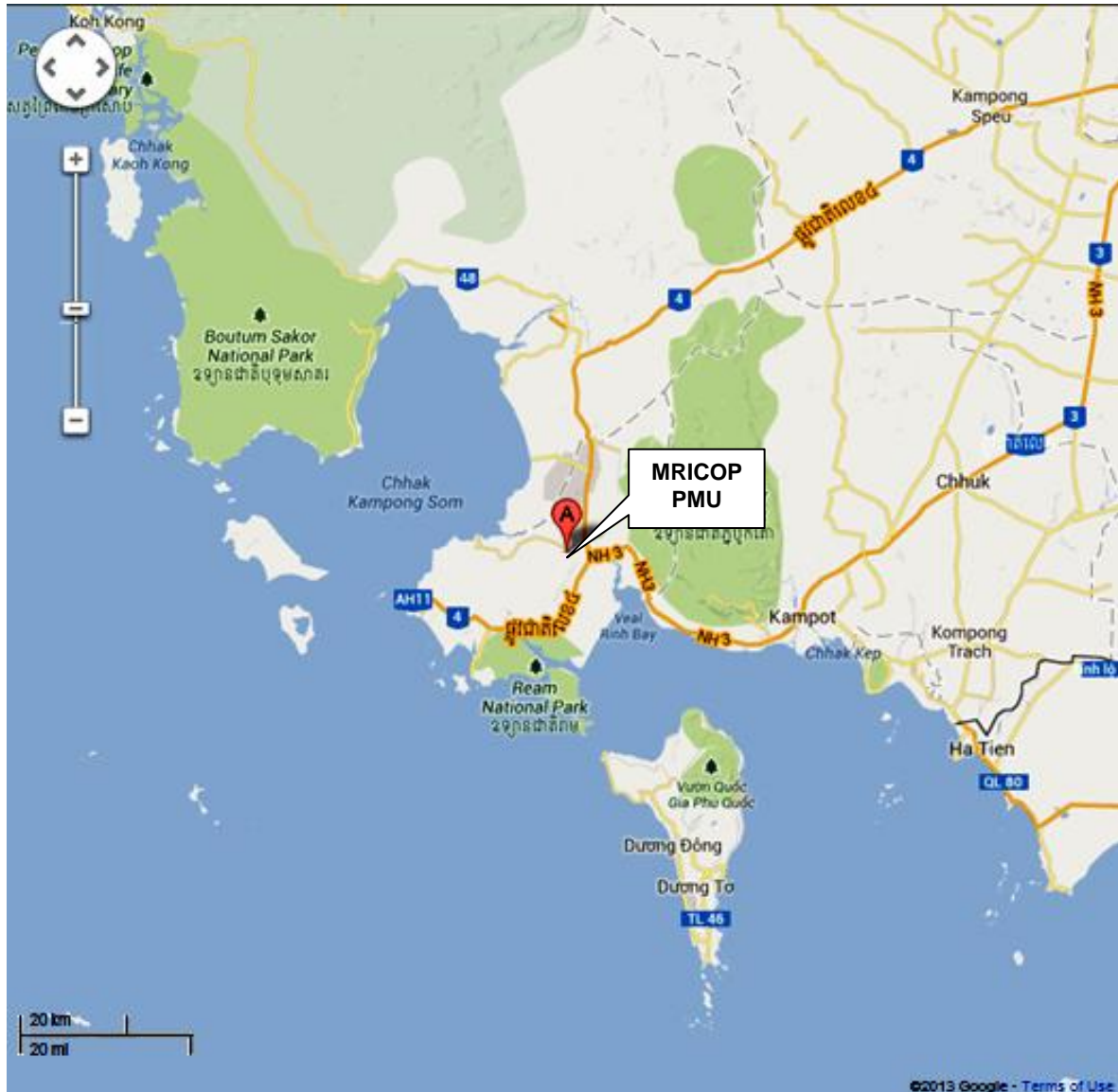
### Appendix C-1:

#### Location Map of MRICOP, Cambodia (Map Scale 1:100km)

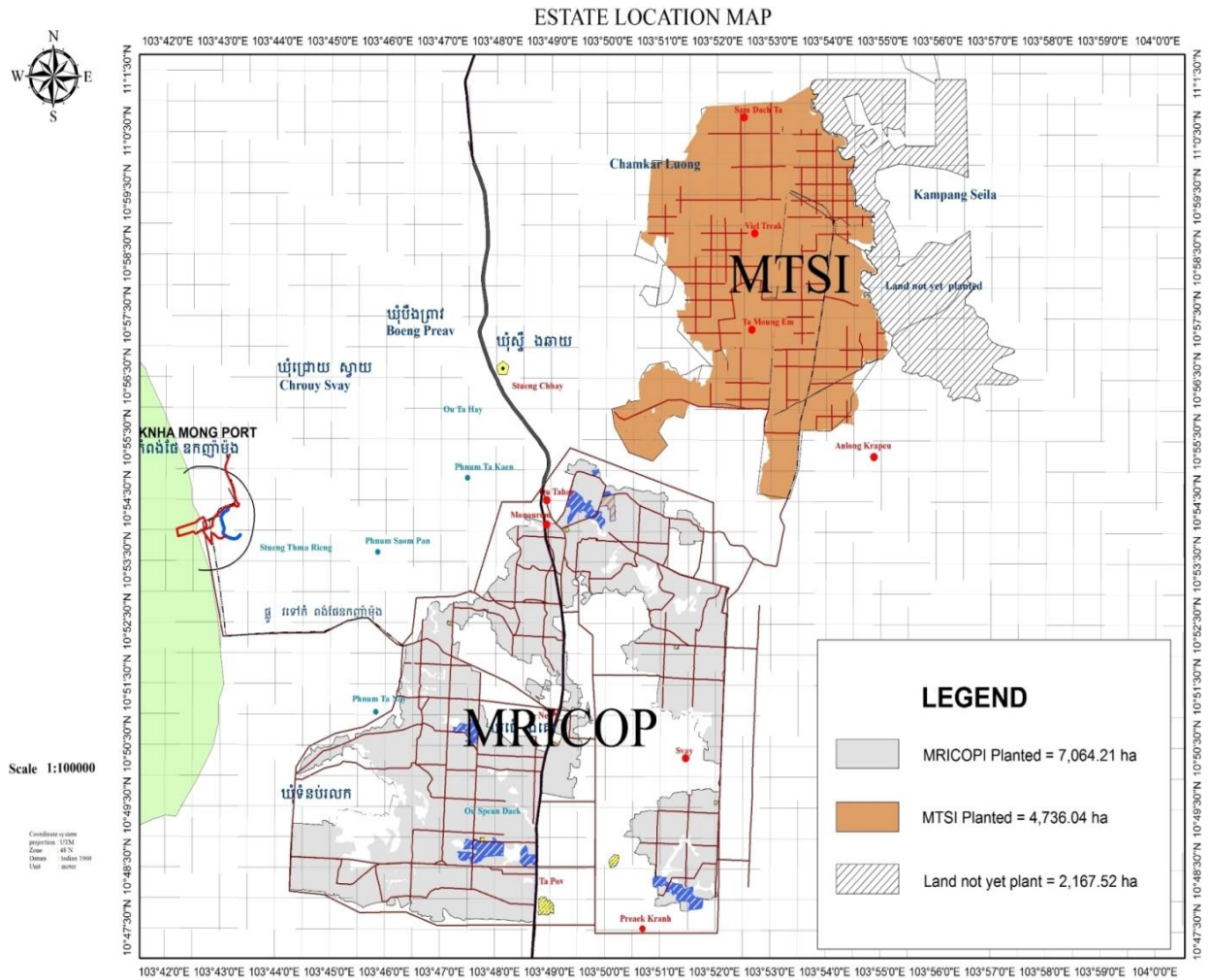


**Appendix C-1-2:**

**Location Map of MRICOP Choeng Kor Commune, Prey Nop District,  
Sihanoukville, Cambodia (Map Scale 1: 20km)**

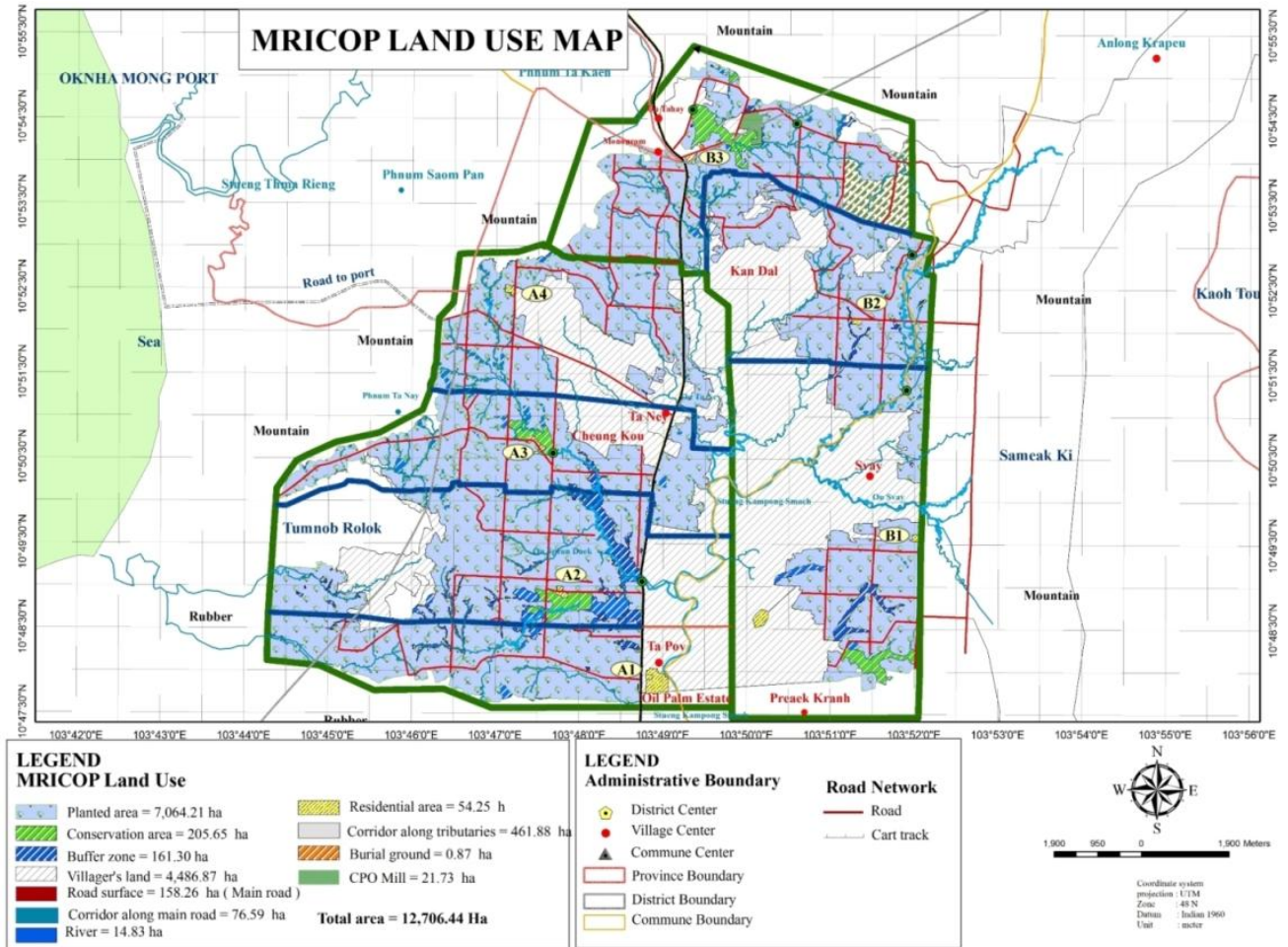


**Appendix C-2:**  
**Layout of Estates and HCV Areas near Estates**



Appendix C-3:

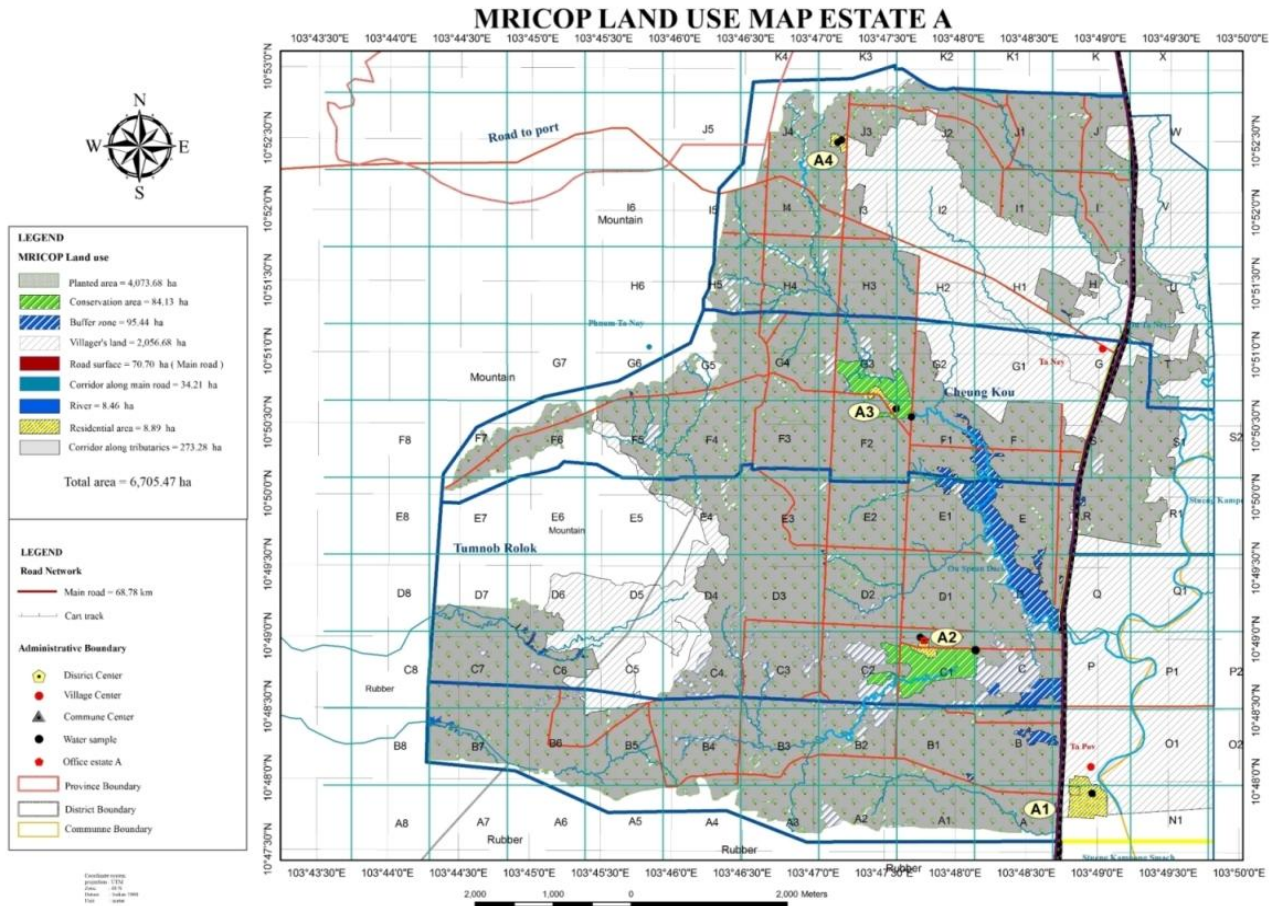
Layout of Estates and HCV Areas near Estates (MRICOP Land Use Map)





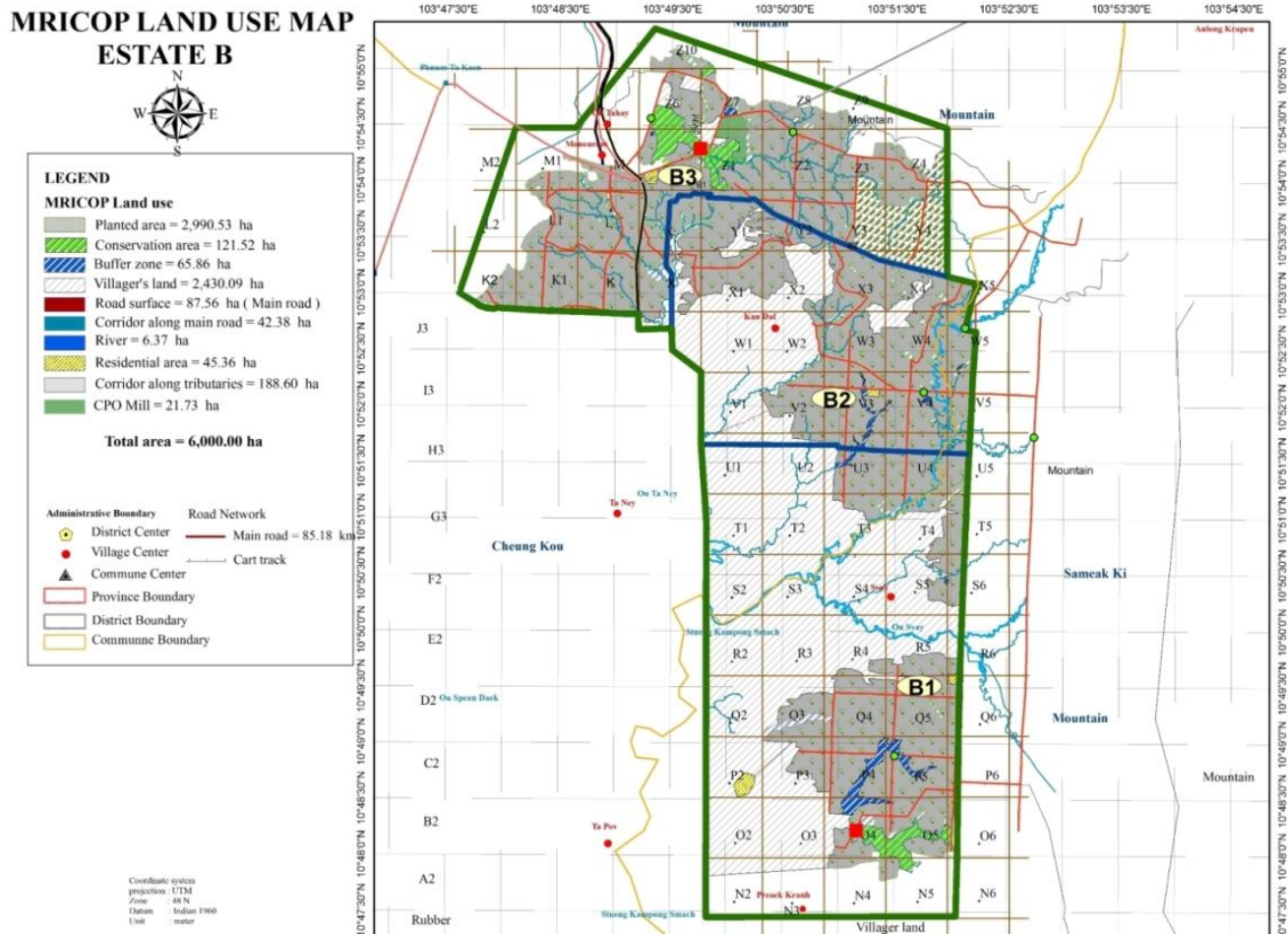
Appendix C-4:

Layout of Estates and HCV Areas near Estates (MRICOP Land Use Map – Estate A)



Appendix C-5:

Layout of Estates and HCV Areas near Estates (MRICOP Land Use Map – Estate B)

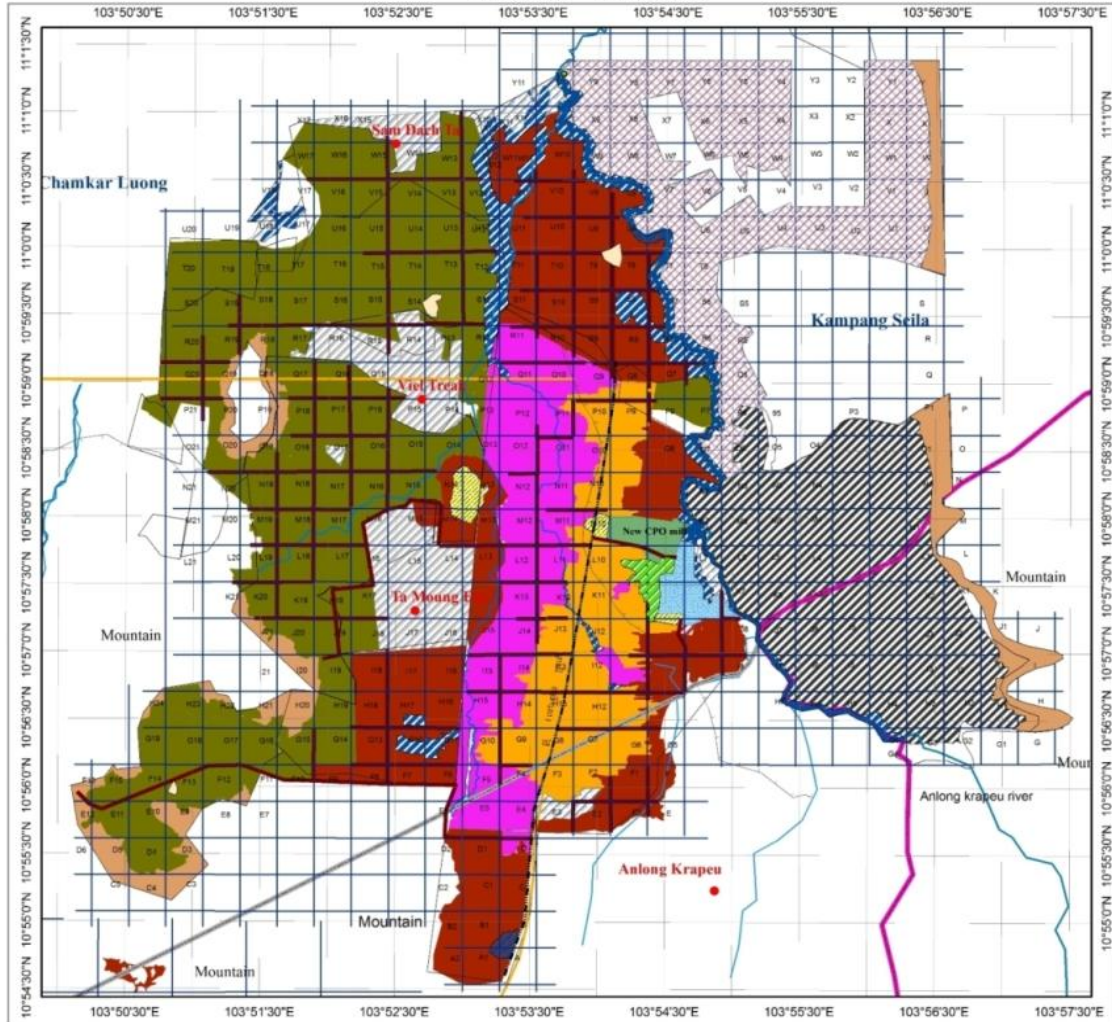


Appendix C-6:

Layout of Estates and HCV Areas near Estates (MRICOP Land Use Map – Estate C)

MTSI LAND USE MAP (ESTATE C)

Total area = 8,287.58 ha



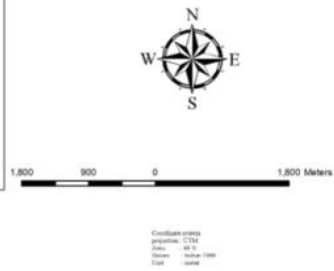
**LEGEND**

**MTSI Land use**

	Planted area 2008 = 599.86 ha
	Planted area 2009 = 625.64 ha
	Planted area 2010 = 1415.54 ha
	Planted area 2011 = 2095.00 ha
Total = 4,736.04	
	Conservation area = 27.18 ha
	Buffer zone = 487.29 ha
	HCV = 2.32 ha
	Corridor along the hill side = 415.72 ha
	Road surface = 146.04 ha
	River = 7.02 ha
	Residential area = 9.60 ha
	CPO Mill = 50.00 ha
	Nursery = 34 ha
	Laterite and rock = 204.85 ha
	Land clearing = 1,182.56 ha
	Land not yet clearing = 984.96 ha
<b>Total area = 8,287.58 Ha</b>	

**LEGEND**

	District Center		Road
	Village Center		Cart track
	Commune Center		
	Province Boundary		
	District Boundary		
	Commune Boundary		



**Appendix D:**

**Photographs taken during ASA-01 at MRICOP PMU (22 -25 April 2013)**



At POM office, assessors were given a briefing and presentation on the overall performance and changes at the PMU.



Stakeholder consultations conducted with the local Community and Village heads.



At POM Chemical store, safety wear and storage conditions for the pesticides and agrochemicals.



At POM Chemical store, CSDS/MSDS available in English and 'Khmer' languages.



At Estate C (MTSI), checking on the location of water sampling points.



At Estate C (MTSI), verification of location of water sampling points with GPS and location map.

<p>At Estate C (MTSI), landfill for domestic was identified with signage and location marked.</p>	<p>At Estate C (MTSI), checking on the locations of New Planting area which was declared since May 2012.</p>
<p>At Estate C (MTSI), boundary signages between plantation and adjacent villagers land.</p>	<p>At Estate C (MTSI), boundary markers and signages between plantation and adjacent villagers land.</p>
<p>At field visit, noted manurers wearing their PPE.</p>	<p>At field visit, noted sprayers wearing their PPE.</p>

<p>At Estate A, partly completed construction of stores for pesticides and chemical mixing area.</p>	<p>At Estate C (MTSI), noted condition of new fertilizer store, stacking and PPE used.</p>
<p>Conservation signages and buffer zones for riparian areas.</p>	<p>At Estate C (MTSI), EFB mulching and selective spraying of weeds.</p>
<p>At Estate C (MTSI), field 'N'6, palms had been planted less than 3 metres to the stream. A Major Nonconformance was issued (See also Corrective action &amp; On-site Verification follow up taken below).</p>	<p>At Estate C (MTSI), in field blocks 'O'5 - new palms noted to be planted too close to the stream. A Major Nonconformance was issued (See also Corrective action &amp; On-site Verification follow up taken below).</p>

**Verification On-site for Major NCR follow up and closure (3 - 4 June 2013)**

<p>On-site Verification conducted on: 3-4 June 2013</p> <p>At Estate C, field 'N'6, a buffer zone of 30 meters had been demarcated with 278 palms in the area. Only mechanical or manual weeding is allowed to be carried out.</p>	<p>On-site Verification conducted on: 3-4 June 2013</p> <p>At Estate C, in field blocks 'O'5- Buffer zone signage and area of 10 meters wide from the sides of stream had been maintained. 13 palms had been removed.</p>
<p>On-site Verification conducted on: 3-4 June 2013</p> <p>First Aid kits and contents had been sighted and verified in the field operation.</p>	<p>On-site Verification conducted on: 3-4 June 2013</p> <p>First Aid kits and contents had been sighted and verified in the estate main office.</p>

**Appendix E:**

**Time Bound Plan**

At present, there are no other management units owned under MRICOP.

However, MRICOP has included MTSI (Estate C), being part of the supply base, into its 3-year Time Bound Plan for certification which is to be realized by 2015. However, it is commendable that this has been completed ahead of schedule through this current assessment in 2013.

---End of Report--