



# Assessment Report

Date: 24 NOV to 24 NOV

# 2018



*[Disclaimer: The audit report has been generated to reflect the compliance of the company toward the MSPO standard and every criterion's have been in every effort taken to ensure the accuracy of the assessment and reporting produced. As the assessment is been carried out based on sampling, certain areas or processes may not be able to verified on its compliances. ]*

MSPO 2530:2013  
Part 4

Company name	YPJ PLANTATION SDN BHD (ALAF PALM OIL MILL)
Address	KM17, JALAN KULAI - KOTA TINGGI, KB 510, 81900, KOTA TINGGI, JOHOR.
Report no	MS18MM020
Status of audit	Main Assessment If surveillance NA

Thank you for your trustful cooperation during our audit of your organization. This report has been prepared of every effort to ensure the accuracy of the information recorded. The assessment is based on sampling on the records, practice, documents and personnel, therefore the final results of the assessment is of representative towards the system implementation of the organization. This report may generated to record as much of the system implementation information but may still limited due to the sampling .This report details the assessment results including strengths, opportunities, and weaknesses. These results were presented to your management at the closing meeting of the audit. You can use these results to improve the effectiveness of your management system. We look forward to continuing our partnership towards sustainable business success. This report has been prepared in compliance to the ISO 17021:2011 requirements.

To ensure the next assessment will be carry out in compliance to the ISO 17021:2011, please remember to immediately notify CARE Certification International about any significant change to your company at any point of time. Together we will then coordinate appropriate measures to maintain your current certification. Such circumstances include, for example, changes relating to the legal, commercial, organizational status or ownership, organization and management (e.g. key managerial, decision making or technical staff), contact address and sites, scope of operations under the certified management system, and major changes to the management system and processes. Together we CARE and will then ensure the smoothness of the upcoming assessment. Thank you for your persistence of support.

	Signed for on behalf of CCI	Signed for on behalf of client
Sign		 <b>Name:</b> MOHD AZNAWI BIN MOHD SAMIN <b>Designation:</b> YPJP MSPO GROUP MANAGER <b>NRIC:</b> 710615-01-6057
Name	Mohamad Zulkefli bin Md. Isa	Company stamp  <b>YPJ PLANTATIONS SDN. BHD</b> <b>(252373V)</b>
Date	24/11/2018	
Email	admin@cciglobe.com	
Fax no	038073 2688	

## Section A General Information

General	
Audit objectives	<input checked="" type="checkbox"/> To verify that the system initial implementation is in accordance to requirements of the standard adopted. <input type="checkbox"/> To verify that the system implementation is continuously in accordance to the requirements of the standards adopted. <input type="checkbox"/> To verify that the system implementation is continuously after and in third years of implementation is in accordance to the standards adopted. <input type="checkbox"/> Other, (please specify)
Integrate Assessment	No
Issue of certificate	Yes

Scope of Certification	
Scope of certification in English	The provision of Fresh Fruits Bunch (FFB) processing by palm oil mill
Requirement not being applicable	NA
Justification	-
Other language than above	NA
Changes from Previous registration	No
Extension/changes of scope date	NA

Contact Details	
Management Representative	Sharudin bin Othman
Alternate contacts	Mohamad Saufi bin Mohamad Zainury
Management Representative contact no.	019-7744376
E-mail address	sharudin_ypj@yahoo.com
Fax Number	07-897 6562
Fixed Line Number	07-897 6551
NO OF GROUP MEMBERS	1

## Section B Previous Audit Result

The result of the last audit system have been reviewed, in particular to ensure appropriate correction and corrective action has been implemented to address any nonconformities identified. This review has concluded that:

<input type="checkbox"/>	No nonconformities have been raised during last assessment.
<input type="checkbox"/>	Any nonconformities identified during last previous audit have been corrected and the corrective action continuous to be effective.
<input type="checkbox"/>	The management system has not adequately addressed non conformity identified during previous audit activities and the specific issue has been re-defined in the nonconformity section of this report.

## Section C Conclusion

The audit team conducted a process based audit focusing on significant aspects/risk objectives required by the standard(s). The audit methodology used is based on 3P which were People, Paper and Practice.

The audit team concludes and express

CONGRATULATION and has

- CONGRATULATION however some processes need to address non-compliance(s) but others has
- SORRY and the organization has not established and maintained its management system in line with the requirements of the standard and

- demonstrated
- not demonstrated

the ability of the system to systematically achieved agreed requirements within the scope of the organizations.

Base on the record, there is/are   NIL   unresolved issue.

Therefore the audit team recommends that based on the results of this audit and the system's demonstrated state of development and maturity, management system certification be:

- Granted (initial certification or recertification)
- Granted upon the acceptance of the noncompliance(s)
- Continued (surveillance)
- Continued (surveillance) upon the acceptance of the noncompliance(s)
- Withheld
- suspend until satisfactory corrective action(s) is completed
- Others (please specify)

Note :

*The assessment and recommendation for the initial or continue was based on random samples and therefore nonconformities may exist which have not been identified. All the pages should be attached if the organization wishes to copy and delivered to the interested party.*

### Section D (For Recertification only)

1	The company has demonstrated effective implementation and maintenance/improvement on its management system	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	The internal audit program has been fully implemented and demonstrates its effectiveness as a tool for maintaining and improving the management system.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	The management review process demonstrates its capability to ensure the continuing suitability, adequacy and effectiveness of the management system	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	The management review process demonstrates its capability to ensure the continuing suitability, adequacy and effectiveness of the management system	<input type="checkbox"/> Yes <input type="checkbox"/> No
4	Throughout the audit process, the management system demonstrates overall conformance with the requirements of the audit standard	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Section E Auditor and Auditees Names

CCI Assessors	Attendance during opening and closing meeting	
Team leader	Name	Designation

Mohamad Zulkefli bin Md. Isa (ZU)	Sharudin Bin Othman Mohamad Saufi Bin Mohamad Zainury	Mill Manager Assistant Manager
Team member		
Badrul Hisham (BH)		
Mohamad Hafizuddin (HF)		
Mohamad Hafis (MH)		
Trainee auditor		
NA		
Observer		
Nik Mohd Syazwan bin Nik Mohd Zamri		
Hafanizam bin Hassan		

## Section F Audit Process Matrix

**Next Audit Matrix (legend "☒" plan to cover & covered, "☐" for uncover)**

Planned month & year	11/2018	11/2019	11/2020	11/2021	11/2021
Internal Audits	☒	☒	☒	☒	☒
Stakeholder consultation / survey	☒	☒	☒	☒	☒
Use of logo	☒	☒	☒	☒	☒
Follow-up from previous audit finding	☒	☒	☒	☒	☒
<b>4.1 Management Commitment &amp; Responsibility</b>					
4.1.1 MSPO Policy	☒	☒	☒	☒	☒
4.1.2 Internal audit	☒	☒	☒	☒	☒
4.1.3 Management Review	☒	☒	☒	☒	☒
4.1.4 Continual Improvement	☒	☒	☒	☒	☒
<b>4.2 Transparency</b>					
4.2.1 Transparency of information and documents relevant to MSPO requirements	☒	☒	☒	☒	☒
4.2.2 Transparent method of communication and consultation	☒	☒	☒	☒	☒
4.2.3 Traceability	☒	☒	☒	☒	☒
<b>4.3 Compliance to legal requirements</b>					
4.3.1 Regulatory requirements	☒	☒	☒	☒	☒
4.3.2 Land use rights	☒	☒	☒	☒	☒
4.3.3 Customary land rights	☒	☒	☒	☒	☒
<b>4.4 Social responsibility, health, safety and employment condition</b>					
4.4.1 Social impact assessment (SIA)	☒	☒	☒	☒	☒
4.4.2 Complaints and grievances	☒	☒	☒	☒	☒
4.4.3 Commitment to contribute to local sustainable development	☒	☒	☒	☒	☒
4.4.4 Employees safety and health	☒	☒	☒	☒	☒

4.4.5 Employment conditions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.4.6 Training and competency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>4.5 Environment, natural resources, biodiversity and ecosystem services</b>					
4.5.1 Environmental management plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.2 Efficiency of energy use and use of renewable energy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.3 Waste management and disposal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.4 Reduction of pollution and emission including green house gas	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.5 Natural water resources					
<b>4.6 Best Practices</b>					
4.6.1 Mill management	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.6.2 Economic and financial viability plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.6.3 Transparent and fair price dealing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.6.4 Contractor					

Assessment man days for the next assessment : 4\_md. Recertification: 2024

Note: Recertification should be carry out minimum 2 months prior to the expiry of the certificate

## Section G Audit Note

### Summary of Area Audited

BUSINESS AREAS	DETAILS OF AUDITED SUMMARY	
Auditor	Date	Time
ZU	24/11/2018	9.30
<p>Opening Meeting</p> <ul style="list-style-type: none"> <li>a) introduction of the participants, including an outline of their roles;</li> <li>b) confirmation of the scope of certification;</li> <li>c) confirmation of the audit plan (including type and scope of audit, objectives and criteria), any changes, and other relevant arrangements with the client, such as the date and time for the closing meeting, interim meetings between the audit team and the client's management;</li> <li>d) confirmation of formal communication channels between the audit team and the client;</li> <li>e) confirmation that the resources and facilities needed by the audit team are available;</li> <li>f) confirmation of matters relating to confidentiality;</li> <li>g) confirmation of relevant work safety, emergency and security procedures for the audit team;</li> <li>h) confirmation of the availability, roles and identities of any guides and observers;</li> <li>i) the method of reporting, including any grading of audit findings;</li> <li>j) information about the conditions under which the audit may be premature terminated;</li> <li>k) confirmation that the audit team leader and audit team representing the certification body is responsible for the audit and shall be in control of executing the audit plan including audit activities and audit trails;</li> <li>l) confirmation of the status of findings of the previous review or audit, if applicable;</li> <li>m) methods and procedures to be used to conduct the audit based on sampling;</li> <li>n) confirmation of the language to be used during the audit;</li> <li>o) confirmation that, during the audit, the client will be kept informed of audit progress and any concerns;</li> <li>p) opportunity for the client to ask questions.</li> </ul> <p>Closing Meeting</p> <ul style="list-style-type: none"> <li>a) informing the client that the audit evidence collected was based on a sample of the information; thereby introducing an element of uncertainty</li> <li>b) the method and timeframe of reporting, including any grading of audit findings;</li> <li>c) the certification body's process for handling nonconformities including any consequences relating</li> </ul>		

- to the status of the client's certification;
- d) the timeframe for the client to present a plan for correction and corrective action for any nonconformities identified during the audit;
- e) the certification body's post audit activities;
- f) information about the complaint handling and appeal processes.
- g) Any diverging opinion that are not resolved.
- h) opportunity for the client to ask questions.

#### Executive Summary

The audit was based on the MSPO2503:2013 Part 4 Standard, procedure and applicable requirements. There is no issue, only 4 observation raise during the 1st Stage Audit conducted on 04/06/2018 and found all the required document, procedure and form are available.

The audit were done one whole day with total mandays for audit at APOM is four (4) mandays. meanwhile the stakeholders consultation was held with one (1) mandays.

The audit was lead by Mr Mohamad Zulkefli who are have almost 8 years in the sustainable certification and other management system certification such as RSPO, ISCC, ISO 14001, ISO9001 etc and also attended the MSPO Lead Assessor Course conducted by SIRIM.

The stakeholders consultation was conducted by Mr Badrul Hisham who are having experince in palm oil industry for almost 8 years and attended the MSPO Lead Assessor conducted by SIRIM.

Co auditor is Mohammad Hafizuddin Bin Rossley who are having experince in palm oil industry for almost 6 years and attended the MSPO Lead Assessor conducted by SIRIM.

Co auditor is Mohamad Hafis Bin Mustafa who are having experience in palm oil industry for almost 5 years with background education in biodiversity and working experience as safety and sustainability practitioner.

#### Audit Summary

##### Principle 1: Management Commitment & Responsibility

Sighted management establish 7 policy such as Sustainability Policy, Sexual Harassment Policy, Safety and health Policy etc. All the policies were signed by En Mohd Sukri Bin Ismail, managing director, dated 01/04/2018.

Communication of the policy sighted done by display at the notice board, briefing during MSPO awareness training and explain the policy to the stakeholder during the stakeholder meeting. APOM already done the Internal Audit on 25,26 & 27/08/2018 as per email Internal Audit notification dated 18/08/2018 and Internal Assessment report dated on 25/08/2018. Sighted the audit scheduled, audit planed and audit report were in place as per internal audit procedure. Sighted the 1 NC and 25 OFI as a result from the internal audit. APOM conducted the 4th MRM for MSPO on 30/10/2018 chaired by Tn. Hj Kamisan (GM) and attended by all managers and asst. managers.

APOM has plan a new technology in the plant for the continual improvment. Sighted the list in the Pelan Pengurusan Alam Sekitar & Pelan Pencegahan Pencemaran YPJ Plantations Sdn Bhd.; 1. Pemasangan boiler baharu, 2. Pemasangan sistem Vorsep, 3. Kemasukan bahan api secara automatik pada boiler, 4. Mengurangkan boiler dengan kapasiti yang besar bagi mengelakkan penggunaan maksimum (kurang dari 70%), 4. Memasang sistem pemantauan asap boiler seperti CEMS dan CCTV.

Sighted the training programme; 1. Course basic knowledge of boiler water treatment & chemical safety training - dated 01/08/2018, 2. Training for Vorsep operation - dated 26/09/2018.

Sighted the Capital Expenditure Budget For Year 2018 and start commence in this financial year.

##### Principle 2: Transparency

Generally, APOM communicate the information with stakeholders and public through meeting with stakeholders. The mill management annually organize get together with local communities as part of promoting MSPO requirements as per SOP for Prosedur Rundingan Pihak Berkepentingan Doc No: YJPJ-SOP-60 dated 05/04/2018. For every issue raised the Mill management has prepared management plan on social impact assessment. The SIA Plan were indicating inside the SIA report. APOM has established procedure for stakeholder and procedure Complaints Aduan/Complaint). Other than complaint through filling the form, The company has their own website. External stakeholders may do any complaint thru the website. This SOP has been communicated to all stakeholders during stakeholder meeting dated 25/11/2018 held at Alaf Club, Ladang Alaf. So far there is no issue related to external stakeholder. Sighted the appointment letter PIC for stakeholder's consultation matters, En. Sharudin Bin Othman dated 13/03/2018.

#### Principle 3: Compliance to legal requirements

Verified all the available license and permit required for the Alaf Palm Oil Mill operation as below:

- a) Lesen JAS: Lesen No: 004533 valid until 30/06/2019
- b) Perakuan Pendaftaran: Akta Bekalan Elektrik 1990- No Siri: 006988/2018- issue date on 30/09/2018
- c) Refer to "Senarai Nama Mesin-Mesin Untuk Pemeriksaan JKPP" and found still valid as below:
  - i) Sterilizer: PMT 48131, PMT 48132, PMT 48133 valid until 04/05/2019
  - ii) Vacum Dearator: PMT 56321 valid until 04/05/2019
  - iii) Monorail Hoist: PMA 21826, PMA 21827 valid until 04/05/2019
  - d) Horizontal Air Receiver: JH PMT 80125 valid until 10/12/2018
  - e) Boiler No. 2: PMD 6810 valid until 29/11/2018
  - f) Lesen MPOB: No: 50031410400 valid until 31/12/2018

Verified the surveyor map, APOM operation was sighted operated in the Ladang Alaf area at Lot 10113 & 10114 with 8.442 ha.

However, during site visit found no any procedure was available at the workplace as per OSHA 1994 Section 15 (2) (c) the provision of such information, instruction, training and supervision as is necessary to ensure, so far as is practicable, the safety and health at work of his employees (CAR-02)

#### Principle 4: Social responsibility, health, safety and employment condition

##### 1) Social

Verified the Social Impact Assessment Final Report with assessment date on 14-15 & 22-22 July 2018.

Refer to the SIA Report noted the report contain of the data collections method, demography information, finding and recommendation action plan. The issue was raised for APOM are:

- a) Management emphasize the safety & health culture at workplace
- b) Workers happy with the management
- c) Management provides subsidies for school bus fare and made yearly contribution for employees
- d) Workers expressed their gratitude on the social initiative by the management.

Refer to SIA Summary Analysis identifid the significant relationship between management and internal/ external stakeholders as below:

- a) Social background: Impact: Co-existence of Malaysian and non-Malaysian workers would create any differential treatment
- b) Education: Both primary and secondary school are available within or near the estate area
- c) Living Condition: Pleasant housing condition and amenities
- d) Infrastructure and amenities: Workers used the amenities for recreational activities.

##### 2) Health & Safety

Policy was established and approved by the Executive Director, Mr Mohd Sukri bin Ismail dated

01/04/2018. Communication of the policy sighted done by display at the notice board, briefing during tool



box meeting and explain the policy to the stakeholder during the stakeholder meeting.  
APOM establish the Safety Plan which has planned for Safety Training & briefing, OSH Committee meeting, Chemical Handling etc. HIRARC for mill operation such as laboratory, loading ramp, sterilizer, threshing etc. was established in order to assess the risk in order to provide the control for the medium and higher risk level. Verified the HIRARC and required PPE such as hand glove, ear plug, safety shoe, safety helmet etc. were implemented as in HIRARC.  
However, no evidence of the SOP are in place at the work station as per HIRARC current control and the evidence on the monitoring of n-Hexane exposure and medical surveillance for year 2018. (CAR-01)

### 3) Employee condition

Sighted management establish the MSPO policy, has mention on 'Menghormati Hak-hak Pekerja', dated 01/04/2018 displayed at the strategic area such as notice board, guard post and conducted a briefing during roll call to APOM employees. The stakeholder also been explained on the policies available during the stakeholder meeting. Refer to Social and Human Right, has mentioned of no discrimination allowed and to provide equal opportunity regardless of race, colour, sex, nationality etc. The company seek to maintain a workplace free from discrimination. Verified the employee pay slip and found the calculation of the OT and basic salary was comply with the minimum standards with sufficient employee contract agreement. This discrimination-free was further strengthened by an employee representative during interviews at the 2nd stage of stakeholder consultation.

### Principle 5:Environment, natural resources, biodiversity and ecosystem services

Sighted management establish Environmental Policy dated 01/04/2018 and approved by the Executive Director, Mohd Sukri Bin Ismail. The policy mention on the management commitmenet on sustain the environmental and parallel with the legislation. The objectives such commitment to avoid the pollution, educate the employees, encourage awareness on environmental. Communication of the policy policy sighted done by display at the notice board.

Environmental management plan dated 01/04/2018 available with 10 Objective to environmental issues. The plan included the Objective, action plan, PIC, Endorsed date. Sample as below:

1. Objective: Untuk Mengurangkan pelepasan asap hitam ke udara.

Action plan: Pemasangan boiler baru, pemasangan sistem vorsep & etc.

2. Objective: Untuk mengurangkan pelepasan asap hitam ke udara

Action plan: Melaksanakan polisi pembakaran sifar & Mengurangkan penggunaan bahan kimia bagi yang berkenaan dan mengurangkan teknik penggantian.

Also, APOM establish the Environmental Aspect Impact Assessment and evaluation for year 2018, dated of preparation 01/04/2018 by Assistant manager with total 23 process covered such Pintu masuk utama, jambatan timbang, pejabat, pengedan BKS, Ramp BKS & etc. The assessment covered the processes, activities, aspect, weightage, quantity, impact evaluation, legal, Evaluation of impact, Operation condition, criteria (frequency, impact, duration, preservation action), total marks, potential of compliance. Noted minute meeting of "Jawatankuasa Pengurusan Alam Sekitar 02/2018" dated 05/09/2018 attended by manager, assistant manager, technical department, s.w. coordinator & etc. The meeting of environment discuss issues such scheduled waste, 3R program, zero burning inspection & etc and the PIC of each issues discussed.

### Scheduled Waste:

APOM has established scheduled waste procedure #27.0, ver1.0 dated 01/04/2018.

Sighted scheduled waste inventory are updated monthly basis in eswis,

31/10/2018 - SW322 (IPA), Balance 0.1165MT, SW324 (Spent hexane), balance 0.0380MT, SW409 (Chemical glass container), 0.0008MT,

31/09/2018 - SW322 (IPA), Balance 0.00MT, SW324 (Spent hexane), balance 0.0180MT, SW409

(Chemical glass container), 0.00MT

Sighted record of disposal

i) 16/10/2018 - Consignment Note for Spent Hexane (SW324) #2018101616WEH9G8, transporter - Kualiti Alam, receiver - Kualiti alam, Quantity disposed - 0.00380MT

ii) 16/10/2018 - Consignment Note for Spent IPA (SW322) #2018101616U8TISJ, transporter - kualiti alam, receiver - kualiti alam, quantity disposed - 0.1165MT

Principle 6: Best practices

Sighted that POM Alaf Baru had established SOP (Prosedur Kerja Selamat) with latest review on 27/10/2018 to ensure the milling process is systematically implemented. Sighted that there is a total of 34 sop's. Verified the POM Alaf year 2019 budget as a) Budget Processing Expenditure For Year 2019 consist of budget for fruit reception, threshing station, nut & kernel plant, boiler house etc. and b) Sighted Capital expenditure 2019, and c) Sighted in the budget report 2019 had crop projection for next five years (tonnes) from year 2020 until 2024.

Verified the contract form for any job awarded which agreed with compliance of MSPO and be audited by auditor.

#### Stakeholder Consultation

1. Abd rashid - Representative form Kg Semanga

Worked at Alaf Palm Oil Mill since 2000 and stay in the housing quarters for APOM's workers. He currently a chariman for Kg Semanga Committee, as him the mill has organize the "gotong-royong" regularly for the cleanliness of housing quarters area. For time being, no complaint and grievance toward mill and estate and the contribution of company are highly appreciated such providing the benefit, facilities and amenities with a very nice income

2. Chiah - Contractor for Installation & maintainance of boiler.

He a representative from the company, according to him the APOM has ensure the safety, health and environmental friendly in the working environmental along working in the mill. As a contractor, he has been advised on the MSPO requirement and he found the MSPO was a good platform for palm oil industries to show the sustainable future. So far, the payment from mill are in time and no complaint was raised to APOM.

3. Osman - Emco sdn bhd (chemical supplier)

Verified the APOM management has inform on the MSPO requirement during visit the mill before. For time being, the payment are on time and as per agreed by both parties.

4. Hairunizam - Employees (Alaf Palm Oil Mill)

Worked as weighbridge operator for more than 5 years. Since employment, the welfare, safety, and other benefit and working environment are been well covered. The management has provide a good platform for raised any issues such in complaint form, OSHC meeting, and during morning briefing.

5. Noorakila - Quality Inspector (Pacific Edible Oil Sdn Bhd)

Her company are permanent buyer for CPO with amount 2000mt/month. Pacific Edible Oil's refinery located at Johor Bharu. She has confirmed the quality of APOM's CPO are high quality. So far, no complaint were raised to APOM.

6. Siti akinah - Women's Employees Representative (Alaf Palm Oil Mill)

Worked in APOM for more 10 years, so far no sexual harassment happened in the mill. Aware on the sexual harassment procedure on how to report the harassment. Company has organize the health talk for women committee in year 2018.

## Introduction

### 1. Location of mill

NAME OF MILL	LOCATION	COORDINATE
Kilang Sawit Alaf	KM 17, Jalan Kota Tinggi Kulai, 81900 Kota Tinggi, Johor.	1° 43' 8.8" U 103° 46' 53.16" T

### 2. Approximate tonnage certified

NAME OF MILL	CERTIFIED PALM OIL (MT)	PALM KERNEL (MT)
Kilang Sawit Alaf	24,727.21	7,158.22

### 3. Location of the supply base

NAME OF ESTATE/ SMALLHOLDERS	LOCATION	COORDINATE
Ladang Alaf	Kota Tinggi, Johor	1° 43' 00" U 103° 46' 17" T
Ladang Payamunis	Kota Tinggi, Johor	2° 24' 6.685" U 103° 43' 2.017" T
Ladang Ypjp Sedili	Kota Tinggi, Johor	2° 1' 7" U 103° 51' 7" T
Ladang Citra	Mersing, Johor	2.3027 N, 103.3944 E
Ladang YPJ	Kota Tinggi, Johor	1° 41' 59" U 103° 43' 58" E
Ladang PUJB Kambau	Kota Tinggi, Johor	1.954754, 104.028260

### 4. Statistic of the supply base

NAME OF ESTATE/ SMALLHOLDERS	AREA OF OIL PALM (HA)		ESTIMATE TONNES (FFB TON/ YEAR)
	OIL PALM	MATURED	
Ladang Alaf	3,045.59	2,624.65	41,570
Ladang Payamunis	3008.00	2816.18	39,465
Ladang Ypjp Sedili	942.80	942.80	20,740
Ladang Citra	655.33	655.33	9,205
Ladang YPJ	3201.33	3121.33	43,005
Ladang PUJB Kambau	628.00	618.00	6,383