



**PUBLIC SUMMARY REPORT**  
**ANNUAL SURVEILLANCE ASSESSMENT (ASA1)**

**SIME DARBY PLANTATION Sdn Bhd**  
**Management Unit SOU7**  
**Jeram, Selangor Darul Ehsan, Malaysia**

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## SUMMARY

BSi Group Singapore Pte Ltd (BSi) has conducted an Annual Surveillance Assessment (ASA1) of Sime Darby Plantation Sdn Bhd Management Unit SOU7 (SOU7) operations comprising the Bukit Kerayong Mill, supply base, support services and infrastructure. BSi concludes that SOU7 operations comply with the requirements of RSPO Principles & Criteria: 2007; MY-NI Indicators and Guidance : 2010; and RSPO Supply Chain Certification Standard : November 2011 (Mass Balance Mechanism).

BSi recommends the continuation of the approval of SOU7 as a producer of RSPO Certified Sustainable Palm Oil.

## ABBREVIATIONS

AMESU	All Malayan Estates Staff Union
BOD	Biological Oxygen Demand
CHRA	Chemical Health Risk Assessment
CPO	Crude Palm Oil
DOE	Department of Environment
DOSH	Department of Occupational Safety & Health
EFB	Empty Fruit Bunch
ERP	Emergency Response Plan
FFB	Fresh Fruit Bunch
HCV	High Conservation Value
HIRAC	Hazard Identification Risk Assessment Control
MAPA	Malayan Agricultural Producers Association
MPOA	Malaysian Plantation Owners Association
MPOB	Malaysian Palm Oil Board
MSDS	Material Safety Data Sheet
MY-NI	Malaysian National Interpretation
NUPW	National Union of Plantation Workers
OSH	Occupational Safety & Health
PK	Palm Kernel
POME	Palm Oil Mill Effluent
PPE	Personal Protective Equipment
SIA	Social Impact Assessment
SOP	Standard Operating Procedure

## 1.0 SCOPE OF SURVEILLANCE ASSESSMENT

### 1.1 Identity of Certification Unit

The SOU7 Mill and Estates are located at Selangor, Malaysia (Figure 1). Additional maps are included (Figures 2 and 3) showing the boundaries and layout of infrastructure at the two Estates that were assessed. The GPS location of the Mill is shown in Table 1.

**Table 1: Mill GPS Location**

MILL	EASTING	NORTHING
Bukit Kerayong (30 t/ha Capacity)	101° 22'36-66" E	3° 11' 24-58"N

## 1.2 Production Volume

The production tonnages for CPO and PK for the 12 months prior to ASA1 (01/04/2011– 31/03/2012) and projections for the next twelve months are listed in Table 2. The Mill has advised that higher OER is forecast but lower PK extraction is anticipated.

**Table 2: Production Tonnages**

Bukit Kerayong Palm Oil Mill	CPO	PK
Estimate at Certification 01/07/2010 – 30/06/2011	36,605	7,639
Actual 01/04/11 – 31/03/12	31,707	9,117
Projected 01/04/12 – 31/03/13	32,960	8,979

## 1.3 Certification Details

Sime Darby RSPO Membership No: 035-04(O)  
BSi RSPO Certificate No: SPO 550181  
Initial Certification Assessment: 28 and 31 July 2009  
Date of Certification: 15/04/2011

## 1.4 Description of Supply Base

The supply base consists of FFB from three (3) Company owned Estates and a small quantity of crop that was diverted from adjacent Sime Darby Estates. The FFB production from the SOU7 Estates and adjacent Sime Darby Estates, for the 01 April 2011 to 31 March 2012 reporting period, is listed in Table 2.

**Table 3: FFB Tonnages Processed**

Source	Estimate at Certification	Actual 01/04/11 – 31/03/12	Projected 01/04/12 – 31/03/13
<b>SOU7 Estates</b>			
Bukit Kerayong	52,186	47,311	38,275
Bukit Cheraka	78,723	78,570	85,134
Elmina	34,494	35,812	39,848
<b>Sub Total</b>	<b>165,403</b>	<b>161,693</b>	<b>163,257</b>
<b>Adjacent Certified Sime Darby Estates</b>			
Bukit Talang	–	98	–
Sungai Buloh	–	101	–
<b>Sub Total</b>		<b>199</b>	
<b>OVERALL TOTAL</b>	<b>165,403</b>	<b>161,892</b>	<b>163,257</b>

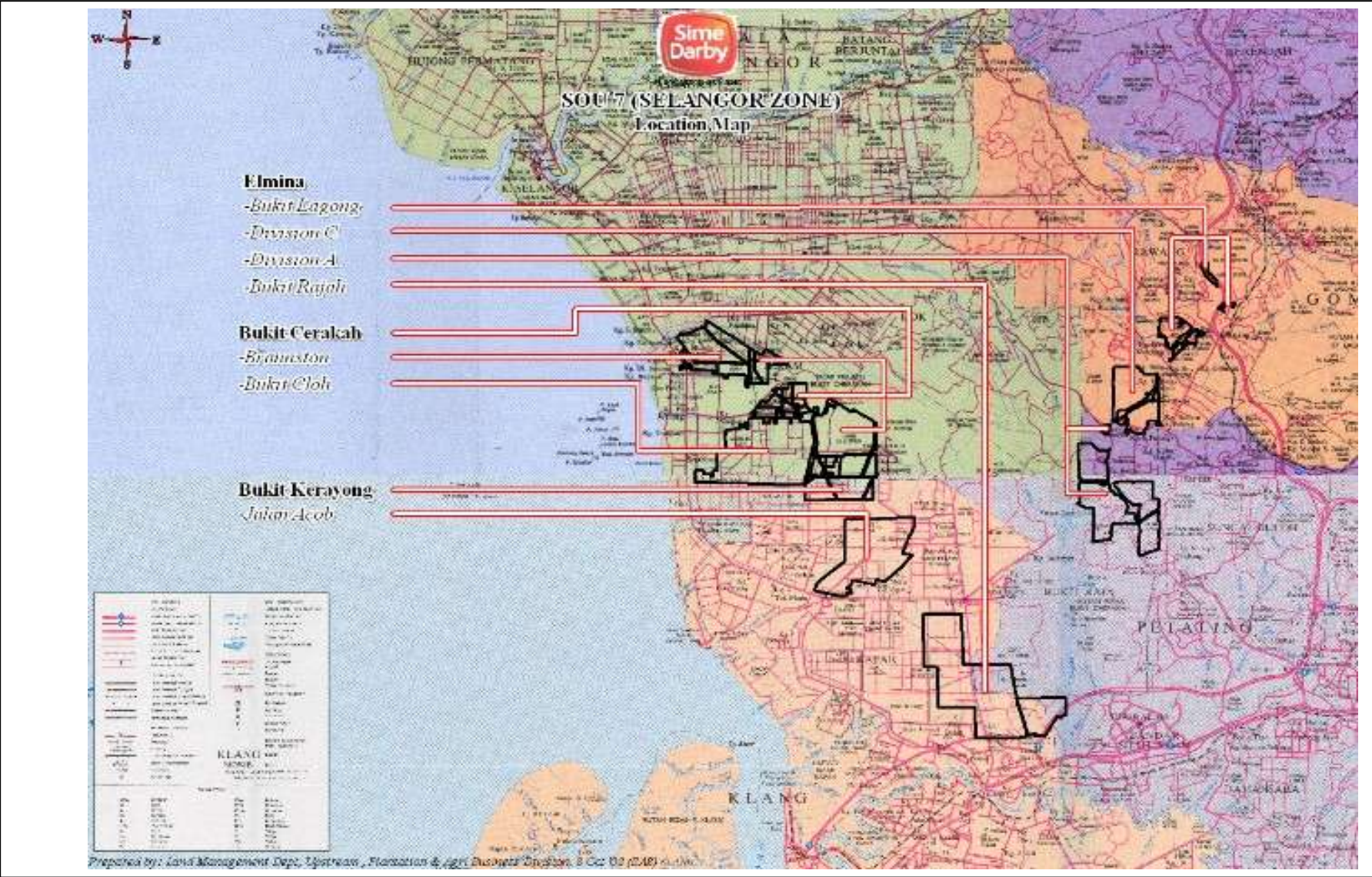


Figure 1: SOU7 Location Map



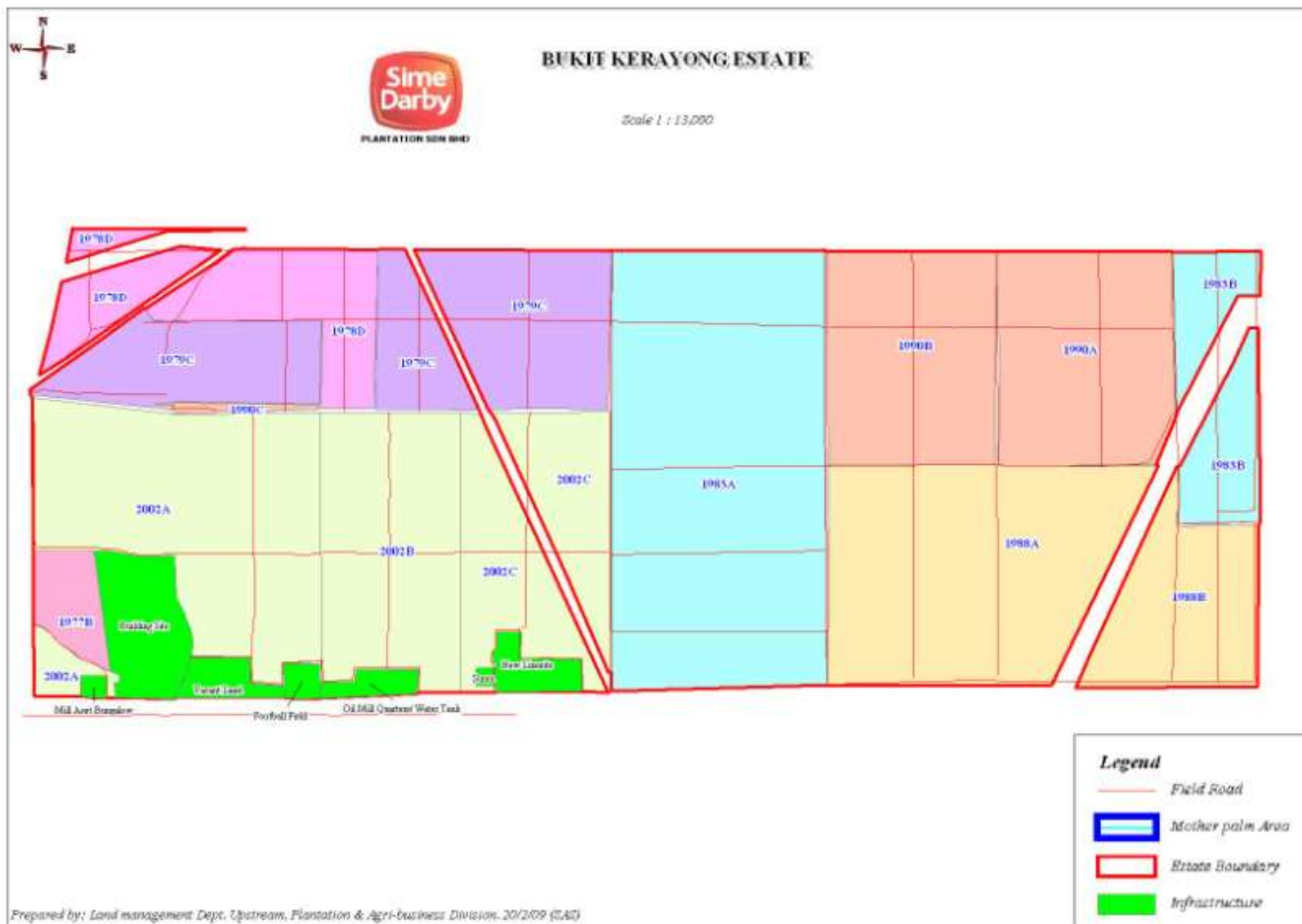


Figure 2: Bukit Kerayong Estate Layout

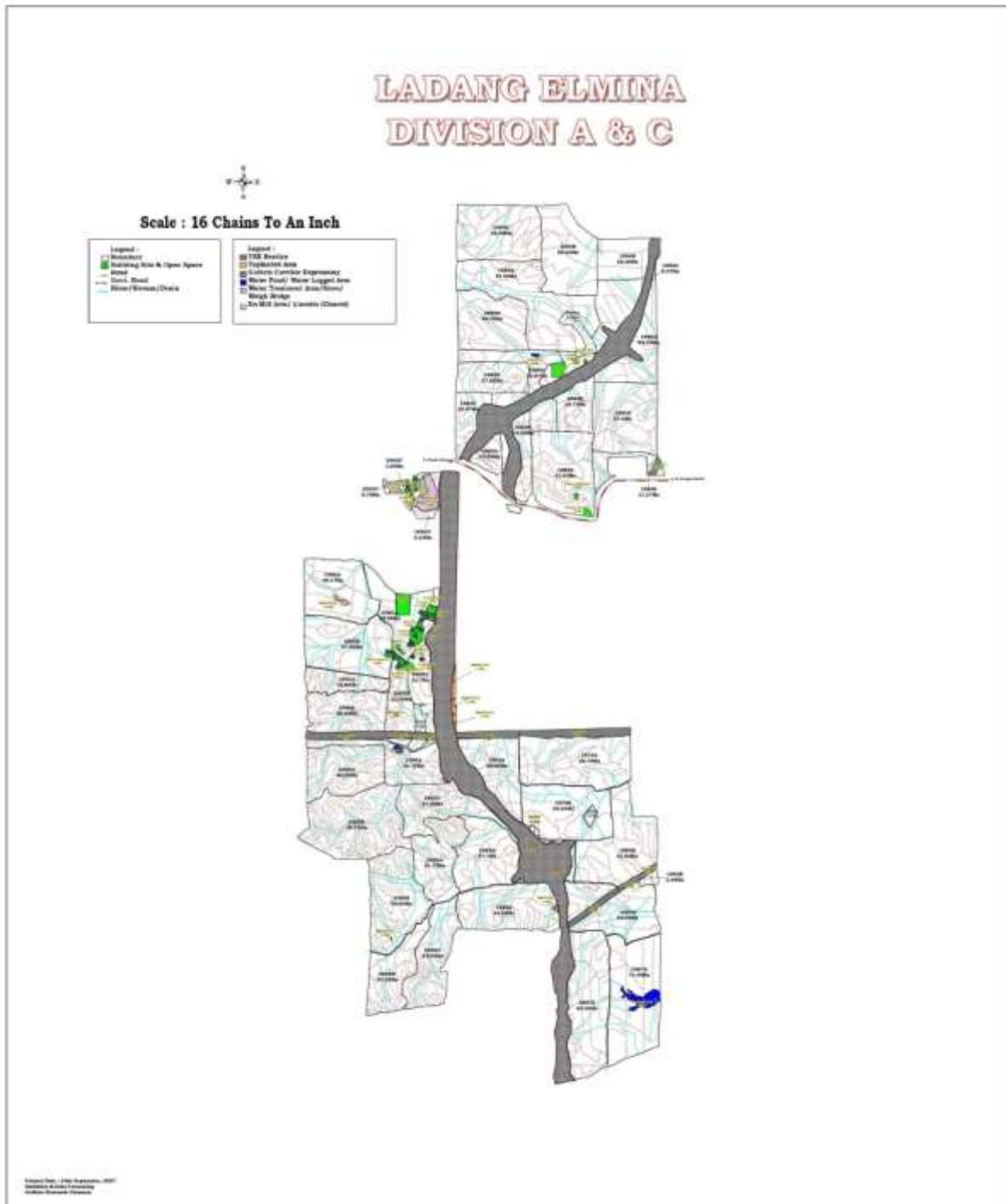


Figure 3: Elmina Estate Layout



# LADANG BUKIT CHERAKA

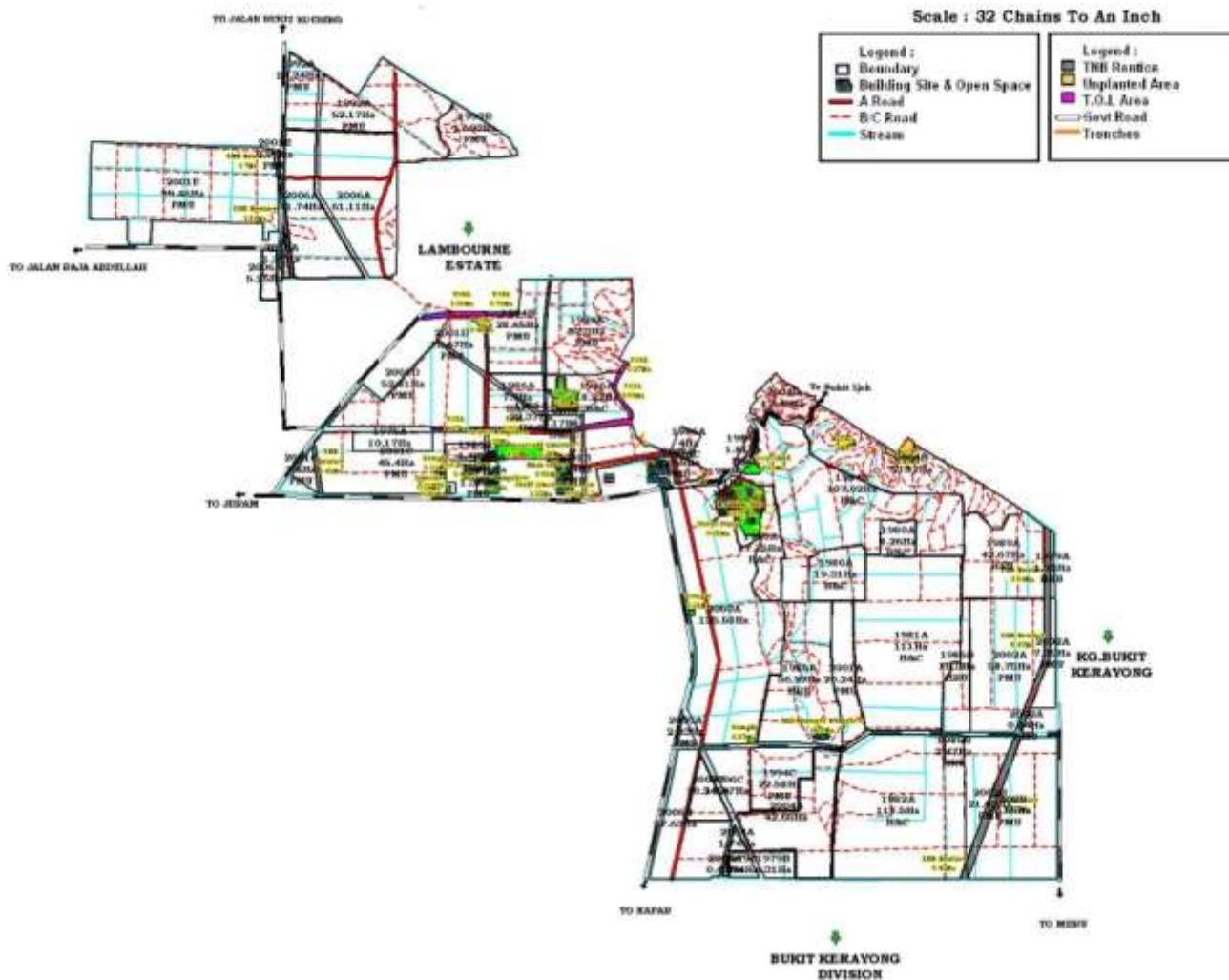


Figure 4: Bukit Cheraka Estate Layout

The Company owned Estates were developed to oil palm in 1916 and the palms are in their third cycle. The age profile of the palms is shown in Table 4a.

**Table 4a: Age Profile of SOU7 Palms**

ESTATE	AGE (years)	% PLANTED AREA
Bukit Kerayong	21 +	14
	11 – 20	10
	4 – 10	16
	0 – 3	60
Elmina	21 +	42
	11 – 20	23
	4 – 10	18
	0 – 3	17
Bukit Cheraka	21 +	13
	11 – 20	41
	4 – 10	32
	0 – 3	14

The areas of mature and immature palms at SOU7 are detailed in Table 4b for each of the Estates. At Bukit Kerayong Estate the area planted is 35 ha less as the incorrect hectareage was provided at the Initial Certification Assessment. At Elmina Estate (Bukit Lagong Division) 424 ha previously planted to rubber was replanted to oil palm. At Bukit Cheraka Estate the area planted is 98 ha less than at Initial Certification Assessment due to reclaim for roads.

**Table 4b: SOU7 Estates and Areas Planted**

Estate	Mature (ha)	Immature (ha)	Total Area Planted
Bukit Kerayong	1,538	2,266	3,804
Bukit Cheraka	2,991	495	3,486
Elmina	2,064	435	2,499
<b>TOTAL</b>	<b>6,593</b>	<b>3,196</b>	<b>9,789</b>

### Supply Chain

SOU7 uses the Mass Balance mechanism for the supply chain. All deliveries of FFB to the Mill are issued with a weighbridge docket that records the details of the supplier, truck registration number, driver's name and the tonnage. The weighbridge system is computerised and the FFB delivery and product despatch records are used as the basis for payment for deliveries and invoicing for shipments, respectively. Inspection of documents confirmed that SOU7 maintains all of the documentation required for verification of implementation of the RSPO Supply Chain Certification Standard : November 2011 (Mass Balance Mechanism) – Refer to Appendix A for details.

### 1.5 Progress against Time Bound Plan

Sime Darby Time Bound Plan (updated March 2012) is included as Appendix B. Sime Darby has achieved RSPO Certification for all 39 of the Management Units in Malaysia, and 12 of the 23 in Indonesia. Sime Darby has completed the Initial Certification Assessments for the remaining 11 Management Units in Indonesia and the assessment reports are pending review by the RSPO. Upon certification of the remaining 11 Management Units, Sime Darby will have achieved the Time Bound Plan.

BSi has continued involvement with assessments of 14 of the Sime Darby Management Units during the 2011/12 period. During this time, Sime Darby has kept BSi informed of issues and claims made against it, as indicated in Appendix B. At the time of preparation of this Report, BSi is not aware of:

- (1) any unresolved significant land disputes;
- (2) any replacement of primary forest or loss of HCVs;
- (3) any labour disputes that are not being resolved through an agreed process;
- (4) any evidence of noncompliance with any law at any of the landholdings.

BSi considers that Sime Darby meets the RSPO requirements for Partial Certification.

### 1.6 Progress of Associated Smallholders/ Outgrowers towards RSPO Compliance

SOU7 does not purchase any crop from Smallholders or Outside Suppliers.

### 1.7 Organisational Information / Contact Person

Sime Darby Plantation Sdn Bhd  
Management Unit SOU7  
Ladang Bukit Cheraka  
45800 Jeram  
SELANGOR DARUL EHSAN MALAYSIA

Contact Person: Mr Anuar bin Zakaria  
Title : Manager Bukit Kerayong Mill  
Phone: 03-32647144  
Fax: 03-32647666  
Email: anuar.zakaria@simedarby.com

### 2.0 ASSESSMENT PROCESS

#### 2.1 Assessment Team Members

**Charlie Ross** – Lead Assessor RSPO  
B.App.Sc. M.Sc (Env.Studies)  
Topics assessed: Legal, Environment, Agricultural Practices, Social, Sustainability



**Iman Nawireja** – Assessor RSPO

B.Ag.Sc. M.Sc. (Comm)

Topics assessed: Legal, Environment, Agricultural Practices, Social, Sustainability

**Robyn Ross** – Social Assessor RSPO

Topics assessed: Legal, Social, Women and Families, Sustainability

**Noryati Hambali** – Facilitator (Women and Families)

## 2.2 Assessment Programme

The ASA1 was carried out 13 – 14 April 2012. The Assessment Programme is included as Appendix C.

The Programme included assessments of Bukit Kerayong Palm Oil Mill, Bukit Kerayong and Elmina Estates against all of the RSPO P&C, Supply Chain Standard: 2011 and applicable indicators.

The Nonconformities that were assigned and the Observations that were identified during the Initial Certification Assessment were followed up to check the effectiveness of corrective actions – refer Section 3.3 Page 16 for details.

The methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interview of staff, workers and their families and external stakeholders, review of documentation and monitoring data. Checklists and questionnaires were used to guide the collection of information – refer Section 3.2 Page 14.

This report is structured to provide a summary for each Principle, together with details for selected indicators. The assessment was based on random samples and therefore nonconformities may exist that have not been identified.

Mr Aryo Gustomo, BSi RSPO Scheme Manager, has reviewed this report for conformance with BSi Procedures and the RSPO Certification System requirements.

## 2.3 Stakeholder Consultation

Internal and external stakeholders were consulted to obtain their views on SOU7 environmental and social performance and any issues of concern that they may have. External stakeholders were interviewed at their premises where practical or they were invited to the Mill or the Estate. Internal stakeholders were interviewed in groups in the workplace or at their housing. Company officers were not present at any of the meetings. A list of stakeholders contacted is included at Appendix D.

## 3.0 ASSESSMENT FINDINGS

### 3.1 Summary of Findings

During this ASA1, Nonconformities were assigned against Major Compliance Indicator 4.6.3 and Minor

Compliance Indicators 5.2.3 and 6.1.3. Thirteen (13) Observations/Opportunities for improvement were identified – Refer Section 3.2 Page 15 for details. SOU7 prepared a Corrective Action Plan for addressing the identified Nonconformities, which BSi reviewed and accepted.

SOU7 carried out corrective action and provided photographic evidence and documents for closing the Major Nonconformity CR012, which BSi accepted and the NC was closed on 14 May 2012 – refer Section 3.2 Page 14.

The Nonconformities that were assigned during the Initial Certification Assessment and the eight (8) Observations/Opportunities for Improvement identified were followed up to check the effectiveness of corrective actions. Refer Section 3.3 Page 16 for details.

BSi recommends continuation of Certification for SOU7 as a producer of RSPO Certified Sustainable Palm Oil.

### **PRINCIPLE 1: Commitment to Transparency**

SOU7 has continued to document communications with stakeholders and has provided information in a timely manner when requested.

**Criterion 1.1: Oil palm growers and millers provide adequate information to other stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages & forms to allow for effective participation in decision making.**

The Mill and Estates have maintained records on individual files for information requests received, for example, the Mill received a request on 10 January 2012 from MPOB to complete a survey on POME & Biogas for Renewable Energy Application in Palm Oil Mills, to which the Mill replied on 20 January 2012.

**Criterion 1.2: Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.**

The Mill and Estates have maintained up to date copies of documents that are required to be publicly available and these were confirmed as held at the offices.

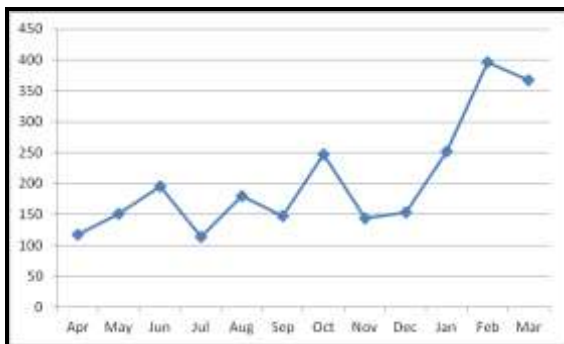
### **PRINCIPLE 2: Compliance with Applicable Laws and Regulations**

Internal audit reports, DOSH visit reports, DOE visit report and other documents held at the Mill and Estates were inspected to confirm legal compliance. The Mill was found in compliance with the licenses and requirements, such as the Factories & Machinery Act 1967, the OSH Act 1994, the Environmental Quality (Clean Air Regulation) 1978 and the Employment Act 1955. The Mill and Estates are on freehold land and no land boundary issue was identified and boundary stones were clearly marked.

**Criterion 2.1: There is compliance with all applicable local, national and ratified international laws and regulations.**

The Mill maintains copies of all Permits and Licences on file, for example, MPOB Licence No 500324804000 current to 31 August 2012. The most recent DOSH mill visit and machinery inspection was 12 March 2012 which did not identify any regulatory issues.

Mill effluent is tested monthly by an external laboratory. The previous 12 months results (Figure 5) confirmed compliance with the land application limit and all of the results were <400mg/L BOD.



**Figure 5: BOD (mg/L) of Treated Mill Effluent April 2011 – March 2012**

Mill boiler emissions were tested 18 January 2012 and the results indicated particulate dust concentrations were well within the limit of 0.4 g/m<sup>3</sup>N stipulated in the Malaysian Environmental Quality (Clean Air) Regulations, 1978. At the time of inspection the smoke density meter was operational and had been calibrated 28 October 2011 by ST Tech Engineering Sdn Bhd.

Domestic Water to Mill and Estate housing is from the Government supply direct to individual houses. Electricity to Mill housing is supplied by the Mill with supply to Estate houses from the Government.

The Mill and Estates hold copies of licences for plant and equipment operators and drivers and examination of a sample confirmed these were current.

SOU7 has an extension to overtime hours approved by a letter from Labour Department current to 30 November 2013. Inspection of pay records found that payments were made in accordance with NUPW Agreement and overtime was within the monthly Labour Department limit.

The Mill Advisor and the Plantation Advisor carry out twice-yearly site visits and assess legal compliance with statutory requirements.

MAPA, MPOA, AMESU, NUPW and Sime Darby Regional Office provide legal updates on changes to labour laws and worker pay and conditions. Sime Darby Standards and Compliance Unit provide legal updates on all applicable legislation throughout Sime Darby.

**Criterion 2.2: The right to use the land can be demonstrated and is not legitimately contested by local communities with demonstrable rights.**

The Mill and Estates are on freehold land titles and a copy of each is held on site. The original land titles were issued for rubber. Following the merger of the 3 plantation companies to form Sime Darby, the land titles have been amended to land use for oil palm.

Inspection of Field P85 at Bukit Kerayong Estate confirmed the boundary stones have been maintained and marked with red and white Polyvinyl Chloride (PVC) pipe filled with concrete. There was no land dispute at SOU7 Estates. **Observation 01 – At Elmina Estate, the boundary survey has been carried out at the replanting area but has not been completed for the remainder of the Estate – refer Section 3.2 Page 15.**

**Criterion 2.3: Use of the land for oil palm does not diminish the legal rights, or customary rights, of other users without their free, prior and informed consent.**

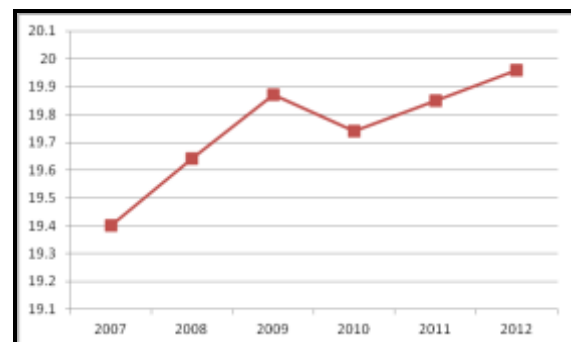
All of the Estate operations are on Freehold land. The Estates do not restrict access through the area, except in relation to trucks, which must obtain permission first. There are Government roads through the Estates, which provide unrestricted public access.

**PRINCIPLE 3: Commitment to Long Term Economic and Financial Viability**

The company has continued its commitment to improving the economic performance of the mill and estates and this is evidenced by the increasing OER and FFB Yields. In addition to investment in replanting, the company is improving the housing for workers.

**Criterion 3.1: There is an implemented management plan that aims to achieve long-term economic and financial viability.**

The Mill and Estates have an Annual budget for 2011-12. The Mill Budget includes production projections for four years, together with targets for oil extraction rate of 20.52 for the 2011/12 year. The Mill is aware of the low oil extraction rate and is working with the estates to improve the FFB quality delivered to the mill and to reduce oil losses. The annual OER (Figure 6) has increased from 19.4 in 2007 to 19.96 for 2012 year to date.



**Figure 6: Average Annual OER (%) 2007-2012**

The Estates have an annual replanting programme, revised November 2011, through to 2018/19. The replanting programme includes the schedule and

hectare for each field. The replanting programme affects the overall FFB yields (Figure 7), which are expected to increase in the coming years as the palms mature and become more productive.

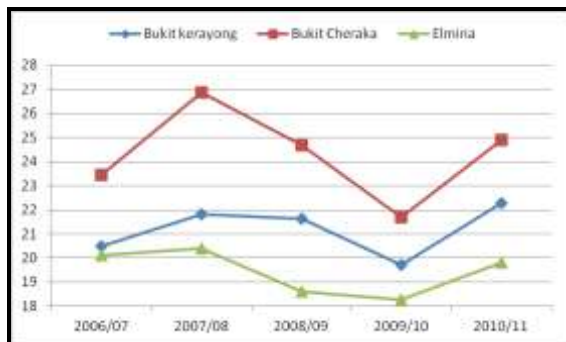


Figure 7: Average Annual FFB (t/ha/yr) Yield 2006-2011

**PRINCIPLE 4: Use of Appropriate Best Practices by Growers and Millers**

SOU7 has continued to implement the Sime Darby SOPs and management system that is based on best practices and includes periodic monitoring by Mill and Plantation Advisors. The Sime Darby Agronomists supervised monitoring of palm nutrients and development of a fertiliser programme for optimisation of soil fertility and palm yields.

The replanting programme continued and reinstatement of riparian buffer zones is being carried out progressively. In spite of implementing IPM, it was necessary to treat an outbreak of bagworm. Handling and application of pesticides was carried out safely, although a nonconformity was assigned due to inadequate control of empty pesticide containers at Elmina estate. Safety continued to be a high priority for the Mill and Estates, although there was little reduction of the lost time accident rate.

**Criterion 4.1: Operating procedures are appropriately documented and consistently implemented and monitored.**

The Mill has continued to use the Mill Quality Management System SOPs issued 1 November 2008. Copies of the Mill SOPs are posted at each workstation in Bahasa Malaysia and were revised and reissued 12 June 2009.

The Estate Quality Management System SOPs issued 1 November 2008 cover all operations from nursery through to mature palms. In addition, Bukit Kerayong Estate has prepared pictorial work instructions for each of the tasks. The Estates display SOPs on the notice board at the Muster areas.

The Mill Manager and Mill Advisor monitor implementation of SOPs, for example the Mill Advisor most recent visit was 22-24 February 2012. The Mill Advisor identified a number of causes for the low OER and recommendations for improvement. The Mill Manager has replied to the issues raised and identified corrective actions.

The Plantation Advisor visits the Estates twice yearly and had just recently visited Elmina Estate between 09 and 12 April 2012 but a report was not yet available. The Advisor visited Bukit Kerayong Estate between 10 and 14 October 2011 and issues raised have been addressed.

**Criterion 4.2: Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.**

Sime Darby Agronomy Section of R&D Department carries out annual inspection of the palms and leaf sampling to monitor nutrient status (Bukit Kerayong report from site visit 08-09 August 2011). The information from the nutrient status assessment and FFB yield are used to develop the fertiliser programme for the coming year (2012 calendar year).

**Criterion 4.3: Practices minimise and control erosion and degradation of soils.**

All of Bukit Kerayong Estate is flat. Field inspection confirmed groundcover vegetation was well maintained, with roto slashing used for harvesting paths in all mature palm areas. Inspection of terracing at Bukit Cheraka confirmed soil conservation practices continued to be consistently implemented, including placement of pruned fronds along contours.

Inspection of Bukit Kerayong and Bukit Cheraka Estates showed groundcover vegetation was maintained through a spray programme using knapsack sprayers for weeding only palm circles. LCC was well established at the 2011 replanted areas.

Inspections at the three Estates confirmed roads were well maintained and all areas visited were readily accessible.

**Criterion 4.4: Practices maintain the quality and availability of surface and groundwater**

All of the land was cleared during the original development. The Estates have prepared Plans showing re-instatement of buffer zones, for example at an area replanted along part of Sungai Sembilang and the main collection drains. **Observation 02 – The Elmina Estate buffer zone map for replanting needs to be improved to show clearly the demarcated areas as at Block 96 it was not consistently marked for replanting – refer Section 3.2 Page 15.**

The Mill stormwater drain discharges into the adjacent Estate and outflow occurs only during the wet season.

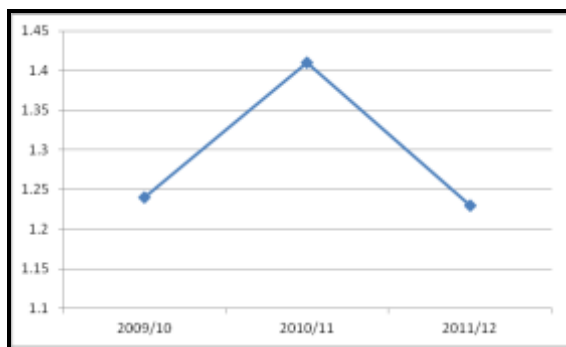
Bukit Kerayong Estate has continued to sample four small streams within the Estate. The most recent sampling (January 2012) showed less than 10% difference between the upstream and downstream water quality, such as total suspended solids and BOD. The waters entering the Estate generally had low pH (<4.0 standard units).

Daily rainfall is recorded and the information is used for water table management at low-lying areas and crop forecasting. The Estates maintain approximately 10 years

of rainfall records and earlier records are held by R&D Department.

The Mill monsoon drain is fitted with an oil trap and a sediment trap and records are kept of the weekly drain inspections. **Observation 03** – *The effectiveness of sediment removal from the Mill Clay-bath drain could be improved by cleaning the drain more frequently than weekly – refer Section 3.2 Page 15.* Bukit Kerayong and Bukit Cheraka have installed pollution control devices (oil and sediment traps) at the workshop and vehicle wash-down bays. Inspection showed the PCDs were being maintained.

The Mill installed new water meters at the end of 2009 for separating Mill consumption from housing usage. The annual average water usage (Figure 8) since that time, shows an increase in 2010/11 followed by reduction from 1.41 t/t FFB in 2010/11 to 1.23 t/t FFB for the 2011/12 year to date because steriliser condensate is now used for dilution water in the clarification system. **Observation 04** – *The occurrence of leaking taps at the Bukit Kerayong Workshop indicated lack of awareness of water conservation – refer Section 3.2 Page 15.*



**Figure 8: Annual Mill Water Usage (t/t FFB) 2009/10-2011/12**

Inspection indicated the Mill effluent ponds were well managed with consistent achievement of BOD < 400 mg/L for land disposal. Inspection confirmed the land application system for treated POME was well managed for containment of effluent.

The Estates have continued to maintain the “screw-gates” for managing water levels at low-lying areas by controlling inflow and outflow.

**Criterion 4.5: Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management (IPM) techniques.**

The major palm pest is Bagworm and the Estates have a team who carry out a census fortnightly to monitor pest numbers. Records are held of areas planted to beneficial plants, such as *Turnera subulata*, *Antigonon leptopus* and *Cassia cobanensis*.

The Estates have continued to record chemical usage on the Stores Issues Form for the particular field where applied.

**Criterion 4.6: Agrochemicals are used in a way that does not endanger health or the environment. There is no prophylactic use of pesticides, except in specific situations identified in national Best Practice guidelines. Where agrochemicals are used that are categorised as World Health Organisation Type 1A or 1B, or are listed by the Stockholm or Rotterdam Conventions, growers are actively seeking to identify alternatives and this is documented.**

Sime Darby Central Purchasing Department controls the purchase of pesticides. Inspection of the Pesticide Stores confirmed only pesticides registered by the Pesticides Board were held. The Estates hold approval from the Pesticides Board for use of Methamidophos, for example, Bukit Kerayong holds a letter issued 03 March 2012 – approval reference SG/ METHA(GL)/12/009.

Inspection of the Estates Pesticide Stores confirmed storage was in accordance with regulations with adequate security, ventilation, separation of chemicals, spill containment and labelling. All chemicals were labelled in Bahasa Malaysia. **Observation 05** – *There was no Work Instruction at the Elmina Estate chemical mixing area defining the quantity of the concentrate to be measured for each spray application – refer Section 3.2 Page 15.*

**CR12** – *A Nonconformity was issued against this Major Compliance Indicator because at Elmina Estate there is inadequate control of empty pesticide containers to prevent their use for inappropriate purposes – refer Section 3.2 Page 14.*

SOU7 has a programme of conducting medical surveillance of pesticide operators. For example, Elmina Estate CHRA medical surveillance was carried out by Klinik Saujana Sdn Bhd for 33 sprayers on 18 January 2012 with all confirmed fit for work.

When a female pesticide operator is confirmed pregnant and wishes to continue working she is transferred to other duties and is not allowed to return to work as a pesticide operator until she has ceased breast-feeding.

Inspection of the pesticide stores confirmed there was no Class 1A or Class 1B chemical held at the Pesticide Stores as all stock of Methamidophos had been used. SOU7 ceased Paraquat usage in March 2004.

**Criterion 4.7: An occupational health and safety plan is documented, effectively communicated and implemented.**

The Sime Darby Occupational Health and Safety Policy signed by top management provides guidance and is communicated to staff and workers during morning musters and shift briefings.

The annual review of the Mill HIRAC was carried out for each work station on 04 January 2012 and the Elmina Estate on 02 July 2011.

The Mill and Estates have prepared a Safety Training Matrix and a schedule that lists the safety training to be carried out for each workstation during the 2011/12 year.



The Mill carries out safety awareness training at the Monday morning briefings and maintains records of specific safety training courses, including topic, trainer and attendee details. For example the Mill carried out training in PPE use for chemical hazards on 09 March 2012 for 36 employees. The Estates also have maintained records of worker training, including signatures.

**Observation 06** – *At the Elmina Estate Workshop, the oxyacetylene pressure regulators were damaged – refer Section 3.2 Page 15.*

**Observation 07** – *The identification of a contractor's damaged electrical extension lead within the mill indicates the workplace inspections need improving – refer Section 3.2 Page 15.*

Observation of spraying at both Estates indicated a good awareness of safety by workers when handling pesticides, spray equipment and application of pesticides.

The Mill supplies workers with PPE that includes safety shoes, helmet, hearing protection, high visibility vest plus additional PPE specific to work stations. The Estates supply workers with safety shoes, helmet, high visibility vest plus additional PPE specific to tasks.

Inspection of the Mill showed that boiler operators were wearing hearing PPE and eye protection. Field inspection of both Estates confirmed PPE were being used correctly for each of the tasks.

**Observation 08** – *The location of the safety sign for hearing protection at the Kernel Station could be improved by displaying it at both entrances to the building – refer Section 3.2 Page 15.*

The Assistant Manager is the person responsible for OSH coordination at the Mill. Assistant Managers are OSH coordinators for the Estates.

Mill OSH Meetings are held quarterly and minutes are kept of meetings, including a list of attendees and their signatures. The most recent Mill OSH meeting was held on 14 February 2012. The Estates also hold quarterly OSH meetings (Bukit Kerayong 17 March 2012), with 23 attendees.

The Mill has a documented ERP that was reviewed on 25 November 2011 and updated for staff changes and contact details. Mill emergency contacts are displayed on notice boards and on the "Visitors Card". The Estates also have ERPs, such as the Bukit Cheraka ERP prepared 1 July 2007. The Mill carried out ERP training and fire fighting on 08 November 2011, involving 46 staff and workers, with instruction by the local Fire Department.

The Mill engaged Red Cross to carry out first-aid training for 13 staff and supervisors trainees on 14 February 2012.

Inspections at the Mill and Estates confirmed first aid kits were available at workstations and were appropriately stocked.

The Mill and Estates investigate and report all accidents and records are maintained. The accident records

showed the last lost time accident at the Mill was as recent as 11 April 2012 and before that was 02 September 2011.

Malaysian staff and workers are covered by Social Security Organisation (SOCSO) Insurance. Foreign workers are covered under "RHB Insurance Berhad" Master Policy D08WFWC8606982KL with expiry 30 June 2012.

**Criterion 4.8: All staff, workers, smallholders and contractors are appropriately trained.**

The Mill and Estates have prepared an annual training plan 2011/12 that details the training to be carried out for each work station. In addition, the Mill carries out informal on-the-job instruction to improve skill levels. An example was the laboratory assistant attended training in effluent treatment at Sime Darby Laboratory on Carey Island On 09 March 2012. The Mill and Estates maintain records of training for workers and staff.

**Observation 09** – *Safety Training was stated to be carried out during morning muster at Elmina Estate but records of training have not been kept – refer Section 3.2 Page 15.*

**PRINCIPLE 5: Environmental Responsibility and Conservation of Natural Resources and Biodiversity**

SOU7 environmental improvements continue to be directed towards the reduction of waste, such as oil losses at the Mill and the efficient use of natural resources such as water. Practically all of the natural vegetation was cleared during the initial development of the land many decades ago and reinstatement of riparian buffer strips is being carried out progressively during replanting.

Waste management has improved at housing areas, although there is need for improvement of the landfill near the Mill. There was a slight reduction in non-renewable energy use over the past several years. The chipping of felled palms for mulch at replanting was observed being carried out consistently.

**Criterion 5.1: Aspects of plantation and mill management, including replanting, that have environmental impacts are identified, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continuous improvement.**

The Mill and Estates have reviewed the Environmental Improvement Plans for the significant aspects and impacts. The Mill continues to focus on reducing the water usage, reducing oil losses from processing and control of scheduled wastes.

**Criterion 5.2: The status of rare, threatened or endangered species and high conservation value habitats if any, that exist in the plantation or that could be affected by plantation or mill management, shall be**

**identified and their conservation taken into account in management plans and operations.**

SOU7 has maintained the boundaries of conservation areas, such as riparian buffer zones and the Forest Reserve adjoining Elmina Estate.

**CR13** – A Nonconformity was issued against this Minor Compliance Indicator because caged birds were observed at a house, including the Jungle Myna “*Acridotheres fuscus*”, which appeared to have been captured in the field – refer Section 3.2 Page 15.

The Estates have maintained the signboards at the entrances to the Estates prohibiting hunting and fishing.

**Criterion 5.3: Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.**

The Estates are located near urban areas and have engaged contractors to collect refuse from housing twice weekly for disposal at the Local Council landfill.

**Observation 10** – The appearance of the former ash disposal landfill could be improved by levelling the area, removal of litter and planting of groundcover vegetation – refer Section 3.2 Page 15.

The Mill and Estates have engaged Aliran Segar Sdn Bhd (DOE Licence No 000394) for spent lubricants and Chem Specialities Sdn Bhd (DOE Licence No 000505) for disposal of used pesticide containers.

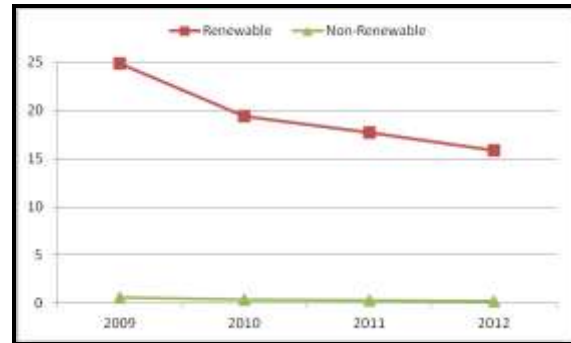
The Storeman has maintained monthly stock-takes of scheduled wastes and copies were available of manifests for waste collection, for example, Chem Specialities Sdn Bhd collection of waste isopropyl alcohol on 09 April 2012, Lorry Registration No BHG1754.

**Observation 11** – At Elmina Estate the oil/water separator at the Workshop needs weekly inspection and cleaning for sediment removal; Improved control and storage of oil and grease are required at the Workshop; and there is an opportunity to re-use the rinsate from rinsing empty containers for spraymix – refer Section 3.2 Page 15.

EFB is recycled to the field with the majority applied to immature palms. Treated mill effluent is applied to palms in furrows. Inspection of the area confirmed a well managed system with two full-time operators in attendance.

**Criterion 5.4: Efficiency of energy use and use of renewable energy is maximised.**

Energy use is recorded and reported monthly to Sime Darby Head Office. The data (Figure 9) show reduction in usage from 24.85 kWh per tonne FFB in 2009 to 15.89 kWh per tonne FFB in 2012.



**Figure 9: Renewable and Non-renewable Energy Usage (kWh/t FFB) 2009-2012**

**Criterion 5.5: Use of fire for waste disposal and for preparing land for replanting is avoided except in specific situation, as identified in the ASEAN guidelines or other regional best practice.**

Inspection of replanting areas at the Estates confirmed consistent implementation of the zero burning policy. At replanting, palms are felled, chipped and windrowed as mulch.

Inspection of the housing areas for the Mill, Bukit Kerayong and Bukit Cheraka Estates found no evidence of fire being used for waste disposal. **Observation 12** – Evidence of fire being used for disposal of domestic refuse was observed at the Elmina housing area – refer Section 3.2 Page 15.

**Criterion 5.6: Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.**

Since the Initial Certification Assessment, the new Mill boiler has resulted in decreased particulate emissions, as indicated by the stack sampling test results detailed under Criterion 2.1 (Page 8). Bukit Kerayong Estate has sealed the road leading to the entrance of the Estate, which has eliminated the dust emissions from vehicle traffic.

**PRINCIPLE 6: Responsible Consideration of Employees and of Individuals and Communities by Growers and Millers**

SOU7 has maintained good relations with internal and external stakeholders including local communities and contractors. The company has made progress on the construction of new housing with new units recently completed at Bukit Kerayong Estate and ready for occupation. Social policies have been consistently implemented and no complaints or grievances have been received since the Initial Certification that require addressing through a formal process. SOU7 is located adjacent to urban areas and makes donations to assist local schools and places of worship that are appropriate for the socio-economic setting.

**Criterion 6.1: Aspects of plantation and mill management, including replanting, that have social impacts are identified in a participatory way, and plans**

**to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continuous improvement.**

SOU7 has reviewed the SIA and revised the Social Action Plans for the 2011/12 year, but these appear to have been prepared without appropriate stakeholder consultation and a nonconformity was assigned.

**CR14 – The 2011/12 Social Action Plans appeared to have been prepared without Stakeholder consultation and do not define clearly the action to be taken, responsibility and target completion date – refer Section 3.2 Page 15.**

**Criterion 6.2: There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.**

The Mill and Estates have maintained dialogue with local communities and stakeholders. The Mill and Estates have maintained up to date lists of Stakeholders that includes suppliers, contractors, local village heads, government departments and other interested parties. Records of communications are held on file together with company response.

**Criterion 6.3: There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all parties.**

SOU7 has adopted the Sime Darby Grievance Procedure, but there has not been an issue at the Mill or the Estates that has required resolution by this process. Complaints from workers were stated to be raised verbally and handled by the Assistant Managers. Workers also make complaints via the NUPW and the Estates hold copies on file.

Inspection of records and interview of workers and contractors did not identify any significant issue that required addressing by the Sime Darby Grievance Procedure.

**Criterion 6.4: Any negotiations concerning compensation for loss of legal or customary rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.**

All of the SOU7 land is on freehold title and there has been no land dispute or claim for compensation that has had to be addressed.

**Criterion 6.5: Pay and conditions for employees and for employees of contractors always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.**

Pay and conditions are documented in MAPA/AMESU Agreement and MAPA/NUPW Field and Other General Employees and Fringe Benefits Agreement.

Similar to the Certification Assessment, interview of Mill and Estate female Staff confirmed they understand Terms and Conditions of their employment contracts and receive correct entitlements. All stated they understand deductions outlined on their pay slips. The audit team confirmed by means of payroll checks that correct remuneration was paid for standard hours as well as for any overtime hours worked.

Mill housing meets the government standard and interview of staff and workers raised no issues. At Bukit Kerayong Estate, two new housing blocks have been completed and are waiting for electricity to be connected. SOU7 applied to TNB in March and are waiting for them to respond. Another two blocks have been budgeted for construction and are still under the tender process.

Schools are within close proximity. For example, a Tamil school is located at Bukit Kerayong Estate, and Primary and Secondary Schools are located at Kapar Town approximately 7km distance.

A Crèche is available for children of staff and workers and SOU7 provides milk and biscuits at no cost.

Water to all housing is from the Government supply. Electricity to Mill houses is supplied by the Mill and Estates housing electricity is from the Government supply.

SOU7 provides medical treatment at the company clinics to staff, workers and their families free of charge.

**Criterion 6.6: The employer respects the right of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.**

Similar to the Certification Assessment, interviews of staff and workers confirmed they were allowed to join a union of their choice. The Mill and Estates have maintained records of meetings with union officials and the Mill had a meeting with NUPW representatives on 22 March 2012.

**Criterion 6.7: Children are not employed or exploited. Work by children is acceptable on family farms, under adult supervision, and when not interfering with education programmes. Children are not exposed to hazardous working conditions.**

The minimum working age is 18 under the Labour Ordinance 1969. At time of hire age is checked by examination of ID Card for local persons. Check of Passports of foreign workers is carried out prior to hire. Similar to the Certification Assessment, children and under-age workers were not observed at any of the Mill or Estate operational areas during ASA1. (6.7.1)

**Criterion 6.8: Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual**

**orientation, union membership, political affiliation or age, is prohibited.**

Inspection of pay records and interviews of Staff and Workers at the Mill and Estates did not identify any issues related to discrimination.

**Criterion 6.9: A Policy to prevent sexual harassment and all other forms of violence against women and to protect their reproductive rights is developed and applied.**

A statement to prevent sexual harassment and violence is documented in the Sime Darby Social Policy approved by Top Management April 2008. Similar to the Certification Assessment, interview of female Staff and Workers confirmed their knowledge of the Policy and as advised there were no outstanding issues.

**Criterion 6.10: Growers and mills deal fairly and transparently with smallholders and other local businesses.**

The Mill does not purchase any “outside crop”. Interviews of contractors at the Mill and Estates confirmed they understood terms and conditions. Some of the contractors had worked for SOU7 for more than a decade and did not have any complaints or issues of concern, and indicated payments are made in a timely manner.

**Criterion 6.11: Growers and millers contribute to local sustainable development wherever appropriate.**

Infrastructure in the area is well developed and government services are readily available. SOU7 has continued to make donations to local schools, temples and mosques, which are considered an appropriate form of assistance.

**PRINCIPLE 7: Responsible Development of New Plantings**

*SOU7 has not carried out any new oil palm developments and there are no plans for expansion of plantings. Principle 7 is therefore not applicable to this Assessment.*

**PRINCIPLE 8: Commitment to Continuous Improvement in Key Areas of Activity**

SOU7 and Sime Darby Management have continued to demonstrate commitment to the principle of continuous improvement of environmental and social performance. While maintaining focus on the core business and improving the productivity and efficiency of the operations, the company has also paid attention to environmental protection measures and improvements to worker housing involving substantial capital investment.

**Criterion 8.1: Growers and millers regularly monitor and review their activities and develop and implement action plans that allow demonstrable continuous improvement in key operations.**

SOU7 has continued to make improvements in the IPM programme and has not used paraquat since March 2004. Environment improvements continue to focus on the reinstatement of riparian buffer strips along streams during replanting and the establishment of adequate groundcover vegetation for erosion protection. The efficient use of natural resources such as water and energy are high priorities, together with waste reduction such as oil losses at the Mill, which has seen improvement in OER over the past 5 years. The operation of the new boiler has reduced particulate gaseous emissions and associated pollution. The company has demonstrated its commitment to social improvements by completing the construction of new housing at Bukit Kerayong Estate.

**3.2 Identified Nonconformities and Noteworthy Positive and Negative Observations (ASA1)**

Nonconformities were assigned to Major Compliance Indicator 4.6.3 and Minor Compliance Indicators 5.2.3 and 6.1.3. Twelve (12) Observations/Opportunities for Improvement were identified.

SOU7 has prepared a Corrective Action Plan for addressing the identified Nonconformities, which BSi has reviewed and accepted.

SOU7 has made a commitment to implement corrective action for addressing the Nonconformities immediately following the ASA1.

The effectiveness of corrective action for the Nonconformities will be checked at the next Surveillance Assessment that will be scheduled within twelve months of RSPO approval of continuation of Certification.

**CR12: 4.6.3 Pesticides shall be stored in accordance to the Occupational Safety and Health Act 1994 (Act 514) and Regulations and Orders and Pesticides Act 1974 (Act 149) and Regulations**

*A Nonconformity was issued against this Major Compliance Indicator because there is inadequate control of empty pesticide containers at Elmina Estate to prevent their use for inappropriate purposes.*

SOU7 has prepared a Corrective Action Plan for addressing the identified nonconformity that involves:

- The empty pesticide containers will be relocated to the Schedule Waste Store.
- All containers shall be painted with “poison signage”.
- All containers shall be triple rinsed and punctured to avoid usage for inappropriate purposes.

*SOU7 provided photographic evidence that confirmed the corrective actions had been implemented (refer Appendix E). SOU7 engaged the licensed scheduled waste contractor Tex Cycle Sdn Bhd who collected all of the empty pesticide containers and removed them from site on 26 April 2012.*



BSi Assessors considered the corrective actions satisfactory and appropriate. **The Nonconformity was closed 31/05/2012.**

**CR13: 5.2.3 Evidence of a commitment to discourage any illegal or inappropriate hunting fishing or collecting activities, and developing responsible measures to resolve human wildlife conflicts**

A Nonconformity was issued against this Minor Compliance Indicator because caged birds were observed at a house, including the Jungle Myna “*Acridotheres fuscus*”, which appeared to have been captured in the field.

SOU7 has prepared a Corrective Action Plan for addressing the identified nonconformity that involves:

- Monitoring of caged fauna at line site.
- To eliminate all cages at line site area and free all caged birds.
- To conduct an awareness briefing on discouraging of hunting and fishing

The BSi Assessors considered that the corrective action was satisfactory and appropriate. Progress toward resolution of the issue will be followed up at the next Annual Surveillance Assessment (ASA2).

**CR14: 6.1.3 A timetable with responsibilities for mitigation and monitoring is reviewed and updated as necessary**

A Nonconformity was issued against this Minor Compliance Indicator because the 2011/12 Social Action Plans appeared to have been prepared without Stakeholder consultation and do not define clearly the action to be taken, responsibility and target completion date.

SOU7 has prepared a Corrective Action Plan for addressing the identified nonconformity that involves revising the Social Action Plan for FY2011/2012 to include any current issues.

The BSi Assessors considered that the corrective action was satisfactory and appropriate. Progress toward resolution of the issue will be followed up at the next Annual Surveillance Assessment (ASA2).

**Observations/Opportunities for Improvement (ASA1)**

Twelve (12) Observations/Opportunities for Improvement were identified. The progress with these will be checked at the next Annual Surveillance Assessment (ASA2).

**OBS 01 (2.2.3)** At Elmina Estate, the boundary survey has been carried out at the replanting area but has not been completed for the remainder of the Estate.

**OBS 02 (4.4.1)** The Elmina Estate map of buffer zone for replanting needs to be improved to show clearly the demarcated areas and at Block 96 it was not consistently marked for replanting.

**OBS 03 (4.4.1)** The effectiveness of sediment removal from the Mill Clay-bath drain could be improved by cleaning the drain more frequently than weekly.

**OBS 04 (4.4.7)** The occurrence of leaking taps at the Bukit Kerayong Workshop indicated lack of awareness of water conservation.

**OBS 05 (4.6.4)** There was no Work Instruction at the Elmina Estate chemical mixing area defining the quantity of the concentrate to be measured for each spray application.

**OBS 06 (4.7.1)** At the Elmina Estate Workshop, the oxyacetylene pressure regulators were damaged.

**OBS 07 (4.7.1)** The identification of a contractor’s damaged electrical extension lead within the mill indicates the workplace inspections need improving.

**OBS 08 (4.7.1)** The location of the safety sign for hearing protection at the Kernel Station could be improved by displaying it at both entrances to the building.

**OBS 09 (4.8.1)** Safety Training was stated to be carried out during morning muster at Elmina Estate but records of training have not been kept.

**OBS 10 (5.3.2)** The appearance of the former ash disposal landfill could be improved by levelling the area, removal of litter and planting of groundcover vegetation.

**OBS 11 (5.3.2)** At Elmina Estate:

- The oil/water separator at the Workshop needs weekly inspection and cleaning for sediment removal.
- Improved control and storage of oil and grease are required at the Workshop.

**OBS 12 (5.5.3)** Evidence of fire being used for disposal of domestic refuse was observed at one location at the Elmina housing area.

**Noteworthy Positive Components**

- Visit to local communities and interviews of residents found there is a good relationship because of regular informal meetings and employment of local people.
- Gradual improvement in OER over the past 5 years.
- The maintenance and upkeep of the oil palm was well implemented and consistent with the Sime Darby internal standards.

### 3.3 Status of Nonconformities (Major and Minor) Previously Identified (Initial Certification)

Corrective actions for the Nonconformities (CR01 to CR10) assigned during the Initial Certification Assessment were found to be consistently implemented and the Nonconformities remain closed.

#### CR11: 5.5.3 No evidence of burning waste (including domestic wastes)

A Nonconformity was assigned because inspection of the Mill, Bukit Kerayong and Bukit Cheraka Estate housing areas showed instances where fire has been used for disposal of domestic wastes.

**ASA1 Findings:** Inspection of the Mill, Bukit Kerayong and Bukit Cheraka Estates did not find any evidence of fire used for waste disposal. However, At Elmina Estate housing there was evidence found at one location of fire used for waste disposal. **The Nonconformity was closed 14/04/2012. However "Observation 12" was raised for Elmina Estate Housing.**

#### Review of Progress with Observations/Opportunities for Improvement Previously Identified

**01 (2.2.3)** Bukit Cheraka has an approved budget for 2009/10 to re-survey and locate missing boundary stones.

**ASA1 Findings:** A registered Land Surveyor (Subramaniam) has carried out a boundary survey to locate missing boundary stones but at the time of ASA1 the final Report had not been received by the Estate.

**02 (4.3.3)** At Bukit Cheraka (1986 planting) terraced and sloping areas, there were inadequate "turn-out" drains for channelling rainfall runoff from roadsides into the adjacent terraces and palms. Corrective work is scheduled for Field 86A in November 2009.

**ASA1 Findings:** Inspection of terraced areas confirmed sufficient turnout drains have been installed.

**03 (4.4.3)** Bukit Cheraka has prepared a Water Sampling Programme and collected initial samples from the main collection drain outlet. Laboratory test results were not available at the time of the assessment.

**ASA1 Findings:** There are no streams flowing through the Estate and follow-up sampling was not considered necessary following the initial monitoring.

**04 (4.6.1)** At Bukit Cheraka Estate, a Work Instruction was not displayed at the chemical mixing area to show the quantities of chemicals to be measured for each spray application.

**ASA1 Findings:** At the time of the visit a Work Instruction had not been displayed but the Estate immediately prepared and posted it on the Notice Board at the chemical mixing area.

**05 (4.6.4)** At Bukit Cheraka Estate MSDSs were in English, which may not be understood by some local workers.

**ASA1 Findings:** Inspection found six of the MSDSs were in Bahasa Malaysia but two were in English. Bukit Kerayong Estate assisted by providing copies in Bahasa Malaysia to complete the set of MSDSs.

**06 (4.6.5)** CHRA medical surveillance has not yet been carried out for pesticide operators at Bukit Kerayong Estate but is scheduled for August 2009.

**ASA1 Findings:** Most recent Medical Surveillance was carried out 27 March 2012 for 77 pesticide operators by Klinik Dharan (Dr RM Dharan DOSH Registered HQ/08/DOC/00/636). Inspection of Report indicated all operators were confirmed fit for duties.

**07 (5.2.1)** The HCV Assessment Report prepared by Sime Darby Department in June 2009 could be improved by including additional information on the Forest reserve adjoining Elmina Estate.

**ASA1 Findings:** Enquiry with Forestry Department found there was no specific information available on the Forest Reserve.

**08 (5.2.3)** Spotted Dove were observed in cages at one house at the Mill Workers housing, which indicates these birds may have been captured from the Estate.

**ASA1 Findings:** Inspection of Mill housing found no evidence of caged birds.

### 3.4 Issues Raised by Stakeholders

The issues raised by stakeholders during the Initial Certification Assessment were followed up during this Assessment and found to have been actioned appropriately by the company.

Stakeholders interviewed, both internal and external, had mainly positive comments. Issues raised during the ASA1 interview process and the Company's response is detailed below.

Foreign workers stated they did not understand the English wording on their payslip.

**Company Response:** The Mill will translate an example payslip into Bahasa Malaysia, enlarge it and display it on the Notice Board at the Muster area as well as explaining it to the workers.

The BSi Audit Team considered SOU7 response to the issue to be acceptable and will be followed up during ASA2 to check on progress and satisfactory resolution.

## 4.0 CERTIFIED ORGANISATION'S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY

### 4.1 Date of Next Surveillance Visit

The next Surveillance Assessment (ASA2) will be scheduled within twelve months of RSPO approval of continuation of Certification.

**4.2 Date of Closing Nonconformities (Major and Minor)****Table 5: Status of Nonconformities**

CAR	CLASS	ISSUED	STATUS
CR01 1.2.5	Major	31/07/2009	Closed 20/09/2010
CR02 2.1.1	Major	31/07/2009	Closed 03/01/2011
CR03 4.7.1	Major	31/07/2009	Closed 03/01/2011
CR04 5.5.1	Major	31/07/2009	Closed 20/09/2010
CR05 2.1.3	Minor	31/07/2009	Closed 20/09/2010
CR06 4.4.6	Minor	31/07/2009	Closed 20/09/2010
CR07 4.4.7	Minor	31/07/2009	Closed 20/09/2010
CR08 4.5.4	Minor	31/07/2009	Closed 20/09/2010
CR09 5.3.2	Minor	31/07/2009	Closed 20/09/2010
CR10 5.4.2	Minor	31/07/2009	Closed 20/09/2010
CR11 5.5.3	Minor	31/07/2009	Closed 14/04/2010
CR12 4.6.3	Major	14/04/2012	Closed 31/05/2012
CR13 5.2.3	Minor	14/04/2012	"Open"
CR14 6.1.3	Minor	14/04/2012	"Open"

**4.3 Sign-off of ASA1 Findings**

SOU7 acknowledges and confirms acceptance of the Assessment Report contents, including assessment findings. SOU7 accepts the responsibility for implementing the corrective actions and addressing the opportunities for improvement detailed in the Assessment Report.

Signed for on behalf of  
Sime Darby Plantation Sdn Bhd (SOU7)



.....  
Mr Anuar bin Zakaria  
Manager  
Bukit Kerayong Palm Oil Mill

**Date: 22 June 2012**

Signed for on behalf of  
BSi Group Singapore Pte Ltd



.....  
Mr Charlie Ross  
Lead Auditor

**Date: 22 June 2012**

# ***Appendix “A”***

## ***Supply Chain Assessment***



**APPENDIX A – SUPPLY CHAIN ASSESSMENT REPORT – SOU7 – MASS BALANCE****BUKIT KERAYONG OIL MILL****Certified Mill Production – 01 April 2011 – 31 March 2012**

MILL	CAPACITY	CPO	PK
Bukit Kerayong	30 t/hr	31,707	9,117

**Sales of Certified Mill Products – 01 April 2011 – 31 March 2012**

MILL	CPO	PK
Bukit Kerayong	31,705.79	8,725.76

**Sales of Certified CPO 01/04/2011 to 31/03/2012**

BUYER	TONNES
Sime-Fima	998.83
Mewah	11,453.50
Poffchem	548.92
Southern Acids	248.03
Cargil KL	654.57
Sime Futures-Jomalina	6,253.49
Sime Futures-Nuri	7,047.83
Bimek'tuh Sawit Raya	499.27
BMD	4,001.35
<b>TOTAL</b>	<b>31,705.79</b>

**Sales of Certified PK 01/04/2011 to 31/03/2012**

BUYER	TONNES
Hup Lee	1,911.7
Sin Huat Hin	586.49
Lee Oil Mill	26.05
Sang Kee	1,053.41
KCP	5,048.11
S.P.K Minyak	100
<b>TOTAL</b>	<b>8,725.76</b>

**Certified FFB Received Monthly - 01 April 2011 – 31 March 2012**

Month	Bukit Kerayong	Bukit Cheraka	Elmina	Sungai Buloh	Bukit Talang	Total FFB/Month
April '11	3,604.02	4,855.32	2,823.18	–	–	11,282.52
May	3,976.67	6,264.03	3,002.47	–	44.59	13,287.76
June	4,320.08	6,830.47	3,089.14	–	–	14,239.69
July	4,334.3	7,410.22	3,257.63	–	–	15,002.15
August	4,539.6	7,497.21	2,909.60	–	–	14,946.41
Sept	4,657.69	7,962.68	3,208.5	–	–	15,828.87
Oct	3,714.08	6,676.96	2,940.06	–	–	13,331.10
Nov	3,629.89	6,220.67	3,380.46	–	–	13,231.02
Dec	3,598.53	8,914.94	2,926.33	–	–	15,439.80
Jan '12	3,674.78	5,625.23	2,596.15	–	–	11,896.16
Feb	3,824.27	5,377.07	3,131.34	–	–	12,332.68
March	3,437.01	4,934.54	2,547.46	101.19	53.50	11,073.70
<b>TOTAL</b>	<b>47,310.92</b>	<b>78,569.34</b>	<b>35,812.32</b>	<b>101.19</b>	<b>98.09</b>	<b>161,891.86</b>

**Certified Company Details**

Sime Darby Plantation Sdn Bhd  
 Management Unit SOU7  
 Ladang Bukit Cheraka  
 45800 Jeram  
 SELANGOR DARUL EHSAN MALAYSIA

RSPO Membership No: 035-04(O)

Contact Person: Mr Anuar bin Zakaria  
 Manager Bukit Kerayong Mill  
 Phone: 03-32647144  
 Fax: 03-32647666  
 Email: [bcrmgr@simedarby.com](mailto:bcrmgr@simedarby.com)

**RSPO Supply Chain Certification System for Sime Darby Plantation (SDP)**

No	Business Unit	RSPO SCCS Certification Y/N	Trading Option	Certification Body	Date of Certification
1	Unimills B.V., Netherlands	Yes	SG, MB	Control Union (CUC)	Interim self assessment in Mac 2009. Certified by CUC on 28 June 2011
3	SD Biodiesel, Malaysia	Yes	SG, MB	SIRIM	Interim self assessment in Mac 2010. Certified by SIRIM on 25 March 2011
4	SD Jomalina, Malaysia	Yes	SG, MB	SIRIM	Certified on 10 March 2011
5	SD Kempas, Malaysia	Yes	MB	SIRIM	Certified on 19 Aug 2011
6	SD Austral, Malaysia	In Progress	MB	SIRIM	Awaiting Certification by CB. Main Assessment carried out in Feb 2012.
7	NURI Edible Oil Refinery, Malaysia	In Progress	MB	SIRIM	Awaiting Certification by CB. Main Assessment carried out in Jan 2012.
8	NURI Edible Oil Kernel Crushing Plant, Malaysia	In Progress	SG, MB	SIRIM	Awaiting Certification by CB. Main Assessment carried out in Jan 2012.

**Certification Body Details**

BSi Group Singapore Pte Ltd  
 (Co. Reg. 1995 02096-N)  
 3 Lim Teck Kim Road #10-02  
 Genting Centre  
 SINGAPORE 088934

Contact Person: Mr Aryo Gustomo  
 BSi RSPO Scheme Manager  
 Phone: +65 6270 0777  
 Fax: +65 6270 2777  
 Email: [Aryo.Gustomo@bsigroup.com](mailto:Aryo.Gustomo@bsigroup.com)

**Summary**

Supply Chain assessment was made at Bukit Kerayong Mill that is owned and operated by Sime Darby. The assessment included site visits to Bukit Kerayong Oil Mill and Bukit Kerayong and Elmina Estates, review of records and interviews of staff. SOU7 consigned the CPO and PK to 9 and 6 buyers, respectively during the previous 12 months. The assessor concluded SOU7 has implemented an appropriate management system for controlling the purchase of certified FFB, processing of same and sales of certified CPO and PK. SOU7 maintains adequate records for confirming compliance with the RSPO Supply Chain requirements and staff were able to demonstrate an appropriate knowledge of the requirements.

**Conclusion**

The SOU7 management system and records meet the requirements of the RSPO Supply Chain requirements, November 2011 for the Mass Balance Mechanism.

## Certificate Details

### Background to the Report

(a) **Report authors**

**Assessor**

Mr Charlie Ross, BSi RSPO Lead Auditor

**CB Management Representative**

Mr Aryo Gustomo, BSi RSPO Scheme Manager

(b) **Previous assessments** *Not Applicable*

(c) **On-Site Visits**

**Visit Itinerary**

Monday 9 April 2012 – Bukit Kerayong Mill – Opening Meeting held at Mill Meeting Room; Weighbridge Station; examined weighbridge records; daily records of FFB deliveries, CPO and PK production; CPO Bulk Tank and PK Silo records; shipments of CPO and PK.

People consulted: Anuar bin Zakaria (Mill Manager); Zahariman (Mil Supervisor); Sahuri (Mill Assistant Manager); Weighbridge Operator

### Scope

The scope of the assessment covered the Bukit Kerayong Oil Mill and the supply base of Sime Darby owned Bukit Kerayong and Elmina Estates. The Supply Chain mechanism used is Mass Balance. The SOU7 operations were assessed against the requirements of the RSPO Supply Chain Standard : November 2011.

### Description of Operation's Management System

SOU7 uses the Mass Balance mechanism for the supply chain. All consignments of FFB despatched from the Estates to the Mill are accompanied by a Consignment Note with a unique consecutive number and includes details of: Field Number Harvested; block Number; No of Bunches; Date Harvested; Estimated Tonnage; Vehicle Registration Number; Driver's Name and Bin Number.

All deliveries of FFB received at the Mill are issued with a Weighbridge Docket that records the Name of the supplier, Truck Registration No, Driver's Name and the Tonnage. The weighbridge system is computerised and delivery records are used as the basis for payment for FFB deliveries. A sample of weighbridge dockets was checked at the Mill against the summaries of FFB deliveries from each Sime Darby Estate supply source. This confirmed the details of the source and quantity of FFB were recorded accurately and could be verified by tracking. The source of the FFB can be traced back to the Estate and the oil palm block from which it was harvested.

The Mill summarises and reports daily to Sime Darby Head Office: the quantity of FFB received from the Estates; the tonnage of FFB processed; the tonnages of CPO and PK produced; shipment tonnages; and the quantities of materials held in storage. The Mill and Estates also report the above quantities monthly to Sime Darby Head Office.

Checks of records confirmed 100% of the RSPO Certified CPO and 95.7% of RSPO Certified PK produced by Bukit Kerayong Mill during the preceding 12 months (01 April 2011 – 31 March 2012) was sold to 9 and 6 buyers, respectively who are listed earlier in this Appendix. Inspection of documents confirmed that SOU7 maintains all of the documentation required for supply chain verification (RSPO Supply Chain Standard : November 2011).

### Certified Volume Purchased and Claimed

The following certified FFB material was received from SOU7 and adjacent Sime Darby Estates during the 01 April 2011 – 31 March 2012 year and processed at Bukit Kerayong Mill: 161,891.86 t/FFB

## Main Report Details

### 1. Documented procedures

- 1.1 The facility shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following:
- Complete and up to date procedures covering the implementation of all the elements in these requirements. *Complies – Procedures are current and include all elements of the Supply Chain for controlling the receipt, sale and dispatch of palm products. For example, SPMS: 2012 Draft/ Appendix 15 - Standard Operating Procedure for Traceability and RSPO Supply Chain Certification System.*
  - The name of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the facilities procedures for the implementation of this standard. *Complies – The Mill Manager has responsibility for the Supply Chain aspects of FFB receipts, processing and shipping of palm products. Interview confirmed their knowledge of the RSPO Supply Chain requirements for the respective areas of the operations.*
- 1.2 The facility shall have documented procedures for receiving and processing certified and non-certified FFB. *Complies – the Mills Weighbridge SOP covers the receiving of FFB and recording details of the Supplier and Transporter. All deliveries of FFB are subject to verification of documentation and quality checks. For example, MQMS/V1:2008/Level 3/Standard Operating Procedure/Station No. 1/Reception Station/1.3.1:Weighbridge MQMS/V1:2008/Level 3/Standard Operating Procedure/Section V:Introduction/Crop Quality Standards.*

### 2. Purchasing and goods in

- 2.1 The facility shall verify and document the volumes of certified and non-certified FFBs received. *Complies – the Mills record tonnages received at the weighbridge and these are reported daily to Head Office.*
- 2.2 The facility shall inform the CB immediately if there is a projected overproduction. *Complies – the company has a mechanism for advising the CB of production variations, which are monitored internally.*

### 3 Record keeping

- 3.1 The facility shall maintain accurate, complete, up-to-date and accessible records and reports covering all aspects of these requirements. *Complies – Inspection of records at the Mills and at Head Office confirmed these were updated daily.*
- 3.2 Retention times for all records and reports shall be at least five (5) years. *Complies – Records are archived and stored for > 5 years.*
- 3.3
- The facility shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO, PKO and palm kernel meal on a three-monthly basis. *Complies – these are updated monthly.*
  - All volumes of palm oil and palm kernel oil that are delivered are deducted from the material accounting system according to conversion ratios stated by RSPO. *Complies*
  - The facility can only deliver Mass Balance sales from a positive stock. However, a facility is allowed to sell short. *Complies – The company sold Certified CPO and PK only from positive stock during the 2011 year.*
- 3.4 The following trade names should be used and specified in relevant documents, e.g. purchase and sales contracts, e.g. \*product name\*/MB or Mass Balance. The supply chain model used should be clearly indicated. *Complies – The company uses the prefix MB on the Product Code.*
- 3.5 In cases where a mill outsources activities to an independent palm kernel crush, the crush still falls under the responsibility of the mill and does not need to be separately certified. The mill has to ensure that the crush is covered through a signed and enforceable agreement. *Complies – The company has signed contracts with PK Mill.*

### 4. Sales and good out

- 4.1 The facility shall ensure that all sales invoices issued for RSPO certified products delivered include the following information:
- The name and address of the buyer;
  - The date on which the invoice was issued;
  - A description of the product, including the applicable supply chain model (Segregated or Mass Balance)
  - The quantity of the products delivered;
  - Reference to related transport documentation.
- Complies – all of these items (a-e) are included in the company's invoices to buyers*

### 5 Training

- 5.1 The facility shall provide the training for all staff as required to implement the requirements of the Supply Chain Certification Systems. *Complies – The company maintains records of training. Interviews of Mill Staff and Sales Staff confirm knowledge of the Supply Chain requirements.*

### 6 Claims

- 6.1 The facility shall only make claims regarding the use of or support of RSPO certified oil palm products that are in compliance with the RSPO Rules for Communications and Claims. *Complies – To the best of the Assessor's knowledge, the company has not made claims outside of the RSPO rules for Communications and Claims.*

## ***Appendix “B”***

### ***Sime Darby Time Bound Plan***



**RSPO Certification Timebound Plan for Sime Darby Plantation (SDP)**

Financial year (July – June)	Targeted	Achieved
June 2008	5 SOUs	Sime Darby Plantation has had all its SOUs (Malaysian & Indonesian) completing the RSPO Main Assessment.
2008/2009	20 SOUs ( from Malaysia and Indonesia)	
2009/2010	20 SOUs ( from Malaysia and Indonesia)	
2010/2011	17 SOUs ( from Malaysia and Indonesia)	

As of March 2012, RSPO Certification status in Sime Darby Plantation are as follow:

- I. CSPO: To date (as of 1<sup>st</sup> March 2012) 51 SOUs have been certified with RSPO (39 Malaysian SOUs and 12 Indonesian SOUs).
- II. RSPO Certified volume as of 1<sup>st</sup> March 2012: 1,830,674 mt of CPO production claimed & 434,063 mt of kernel production claimed.

Status	Malaysia	Indonesia	Total	Remarks
Certified	39	12	51	• All SOUs in Malaysia have been certified.
RSPO EB Review	0	11	11	• Pending review by RSPO EB.
Assessed/Audited	0	0	0	
<b>Total SOUs</b>	<b>39</b>	<b>23</b>	<b>62</b>	

There were several claims made by NGOs against Sime Darby Plantation operations, and SDP has responded to their claims respectively as the media releases and updates as follow:

**i) Sime Darby's Response to New York Times Article (Jan 2012)**

[http://www.simedarbyplantation.com/Sime\\_Darby's\\_Response\\_to\\_New\\_York\\_Times\\_Article\\_.aspx](http://www.simedarbyplantation.com/Sime_Darby's_Response_to_New_York_Times_Article_.aspx)

**ii) False and Inaccurate Reports on Liberian Operations (Feb 2012)**

[http://www.simedarbyplantation.com/False\\_and\\_Inaccurate\\_Reports\\_on\\_Liberian\\_Operations.aspx](http://www.simedarbyplantation.com/False_and_Inaccurate_Reports_on_Liberian_Operations.aspx)

**iii) Sime Darby Plantation's Response To Oxfam's Press Release (Oct 2011)**

[http://www.simedarbyplantation.com/Sime\\_Darby\\_Plantation's\\_Response\\_To\\_Oxfam's\\_Press\\_Release.aspx](http://www.simedarbyplantation.com/Sime_Darby_Plantation's_Response_To_Oxfam's_Press_Release.aspx)

**iv) Complaints by Forest Peoples Programme on New Planting Procedure, Liberia (Oct 2011 – Feb 2012)**

Further to a bilateral discussion with the complainants held at site on 17th Dec 2011, the local communities have written a withdrawal letter to RSPO, for SDPL to proceed with any work in Stage III Gbarpulo areas, an official notification from RSPO is sent to complete the said NPP. Sime Darby is progressing with the Stage III new plantings including land development covering 20,000 ha in Gbarpolu County, Rep of Liberia.

# ***Appendix “C”***

## ***ASA1 Programme***

**ASA1 PROGRAMME – 13 – 14 April 2012**

**TEAM: CR: Charlie Ross; RR: Robyn Ross; IN: Iman Nawireja; NH: Noryati Hambali**

DATE	TIME	ACTIVITY	CR	RR	NH	IN
Friday 13 April 2012  <b>BUKIT KERAYONG MILL</b>  <b>TEAM 2 ELMINA ESTATE</b>	AM	Opening Meeting	√			
		Mill Documentation, including Supply Chain and Weighbridge	√			
		Interview Contractors	√		√	
		Interview Female Office Staff/Workers		√	√	
		Review Pay Documentation		√	√	
	PM	Inspect Mill, Effluent Ponds, Landfill, Land Application, Workshop, Stores	√			
		Visit Clinic Interview Staff		√	√	
		Inspect Housing (Mill and Estate) and Interview Residents		√	√	
		Closing Briefing				
		Opening Briefing				
Saturday 14 April 2012  <b>BUKIT KERAYONG ESTATE</b>	AM	Inspect Estate and any Buffer Zones				√
		Interview Male Fieldworkers				√
		Inspect Workshop, Stores, Landfill				√
		Interview Contractors/External Stakeholders				√
		Inspect Housing				√
		Contact Government Departments, NGOs and others				√
	PM	Visit any Local Communities				√
		Estate Documentation				√
	AM	Opening Briefing				
		Inspect Estate including Buffer Zones,	√			
		Interview Male Fieldworkers				√
		Interview Female Fieldworkers		√	√	
		Interview Contractors/External Stakeholders				√
		Inspect Stores, Landfill, Contractor's Workshop	√			
	PM	Interview Female Office Staff/Workers		√	√	
		Review Pay Documentation		√	√	
		Documentation	√			
		Visit any Local Communities				√
	PM	Prepare Visit Reports and Closing Presentation		√		
		Closing Meeting	√	√	√	√

## ***Appendix “D”***

### ***List of Stakeholders Contacted***

**STAKEHOLDERS CONTACTED**

<p><b><i>Internal Stakeholders</i></b>  5 Female Mill Staff/Workers  7 Male Mill Staff/Workers  4 Foreign Worker Mill Housing Residents  3 Female Mill Housing Residents  Hospital Assistant (Mill/Bukit Kerayong Estate)  Female Assistant at Clinic</p>	<p><b><i>Internal Stakeholders</i></b>  8 Male Harvesters (Foreign) (Elmina Estate)  4 Female Office Staff/Workers (Bukit Kerayong Estate)  4 Residents Bukit Kerayong Estate Housing</p>
<p><b><i>Contractors &amp; Consultants</i></b>  Construction Contractor  Electrical Contractor  General Supplier</p>	<p><b><i>Local Communities</i></b>  Kampung Merbuk Sempak Representatives</p>
<p><b><i>Government Departments</i></b>  Labour Department  Lands and Survey Department</p>	<p><b><i>Others</i></b>  AMESU  NUPW Selangor</p>



## ***Appendix “E”***

### ***Evidence for Closing Nonconformity CR12***

**ENVIRONMENTAL QUALITY (SCHEDULED WASTES)  
REGULATIONS 2005  
SIXTH SCHEDULE  
(Regulation 12)**

TC12-04706

**CONSIGNMENT NOTE FOR SCHEDULED WASTE**

**I. WASTE GENERATOR** Waste Generator Code : \_\_\_\_\_ **LADANG ELMINA/ B. BAWANG**

Name of Waste Generator: SIME DARBY PLANTATION SDN BHD  
 Address: LADANG ELMINA 47000 SUNGAI BULOH SELANGOR DARUL EHSAN MALAYSIA

Name Of Responsible Person: EN. TENGGU AMRI BIN TUAN ISMAIL  
 Telephone No: 03-60383215  
 Fax No: 03-60383215 / 035  
 Name Of Waste: Schedule Waste  
 Waste Code: SW409  
 Waste Component: Contaminated Containers  
 Waste Origin: Production  
 Waste Origin Code: \_\_\_\_\_  
 Type of Waste: Solid  
 Waste Packaging: PALLET

Quantity: \_\_\_\_\_ KG/M.TONNE  
 Cost of Treatment and Disposal (RM): \_\_\_\_\_ KG/M.TONNE

Delivery Date: 28-5-12  
 Name and Address of Final Destination: Tex Cycle Sdn Bhd & No.8, Jalan TPK 2/3, Taman Perindustrian Kinrara, 47100 Puchong Selangor Darul Ehsan

LADANG ELMINA/ B. BAWANG	
B.A.	A. Div.
C.C.	C. Div.
Store C	AD. Staff
H.A.	AD. Staff
DIST.	FILE / NOTE / ACT / VERIFY

1405 Lit Empty (cont) = 1329 pcs  
 17 to 28 Lit Empty (cont) = 574 pcs  
 SANGUINE (M) SDN. BHD. (179452-X)  
 47000 SUNGAI BULOH SELANGOR  
 TEL: 03-60383215 FAX: 03-60381035

Company Stamp And Signature of Responsible Person: \_\_\_\_\_

**II. CONTRACTOR** Contractor Code: 500.139.020.48 State Code: 03

Name of Contractor: Tex Cycle Sdn Bhd  
 Address: No.8, Jalan TPK 2/3, Taman Perindustrian Kinrara, 47100 Puchong Selangor Darul Ehsan

Name Of Responsible Person: Mr. Perry  
 Telephone No: 03-80763816 Fax No: 03-80763817  
 Vehicle Registration No: WPE8139 / BKB8139 / BKA8139 / WJX8139 / WUV8139 / WVC8139 / WNF2124 / WLU2807 / BJE3889 / BHM5679 / BHU6258 / WVT 8139

Name of Driver & NIRC No: S. Mchanchan  
 Temporary Storage: Yes 690108 07-6105  
 Date Received: 28-5-12

Stamp: **TEX CYCLE**  
 No. 8, Jalan TPK 2/3, Taman Perindustrian Kinrara, 47100 Puchong, Selangor Darul Ehsan, Malaysia.  
 Tel: 03-8076 3816, 603-8076 3819 Fax: 603-8076 3817

Signature of Driver: \_\_\_\_\_

**III. STORAGE/TREATMENT/RECOVER/DISPOSAL FACILITY OPERATOR** Contractor Code: 500.139.020.48 State Code: 03

Name of Contractor: Tex Cycle Sdn Bhd  
 Address: No.8, Jalan TPK 2/3, Taman Perindustrian Kinrara, 47100 Puchong Selangor Darul Ehsan

Name Of Responsible Person: Mr. Perry  
 Telephone No: 03-80763816  
 Fax No: 03-80763817  
 Type of Operation: Recycle

Quantity of Waste Received: \_\_\_\_\_ KG/M.TONNE  
 Date Received: \_\_\_\_\_ Signature: \_\_\_\_\_

Copy 1(White), to be kept by Waste Generator  
 Copy 2(Yellow), to be sent to the DOE by Waste Generator  
 Copy 3(Green), to be kept by Transporter  
 Copy 4(White), to be kept by Storage/Treatment/Recovery/Disposal Operator  
 Copy 5(Blue), to be sent to Waste generator by Storage/Treatment/Recovery/Disposal Facility Operator  
 Copy 6(Pink), to be sent to DOE by Storage/Treatment/Recovery/Disposal Operator

**TEX CYCLE SDN BHD** (127626-T)  
 NO. 8, JALAN TPK 2/3, TAMAN PERINDUSTRIAN KINRARA  
 47100 PUCHONG, SELANGOR DARUL EHSAN  
 Tel: 603-80763816 / 19, 603-80763821 / 23 Fax: 603-80763817  
 E-mail: texcycle@po.jaring.my Website: www.texcycle.com.my

DELIVERY / SERVICE ORDER: **85184**

CONSIGN NO: **TC-12-04706**

CUSTOMER: SINE DARY PLANTATION S/B

DATE: 28-5-12

Quantity	Waste Code			Remarks
	SW 410	Collection Contaminated Rags / Gloves :	Filters:	
			(kgs)	
<u>1329 pcs</u>	SW 409	Collection 1 ltr - 5 ltr plastic / metal container :	(kgs)	
<u>397 pcs</u>	SW 409	Collection 18 ltr - 25 ltr plastic / metal container :	(pcs)	(kgs)
	SW 409	Collection 200 ltr drums plastics / metal :	(pcs)	
	SW 411	Collection Activated Carbon / Sand :	(kgs)	
	SW 408	Collection Absorbent Material :	(kgs)	
	SW 416	Collection Sludge of Ink, Paint, Pigment :	(kgs)	
	SW 417	Collection Waste of Ink, Paint, Pigment :	(kgs)	
	SW 418	Collection Waste of Ink, Paint, Pigment :	(kgs)	
	SW 322	Collection Waste of Non - Halogenated Organic Solvent :	(kgs)	
	SW 323	Collection Waste of Halogenated Organic Solvent :	(kgs)	
	SW 324	Collection Waste of Residues from Organic Solvent :	(kgs)	
		Collection Uniforms / Overall :	Shirt :	Trouser :
		Delivery New TC Wiper :	Exchange TC Wiper :	Mop :
		Delivery Drums :	Containers :	Jumbo Bags :
		Delivery Padded Rags :	Boom Sorbent :	Pillow Sorbent :
		Delivery Cotton Gloves :	Leather / Rubber Gloves :	Nylon / Elect Gloves :
		Delivery Uniform / Overall :	Shirt :	Trouser :
<small>LABANG ELMINA, P.O. BOX 274          47100 PUCHONG, SELANGOR</small>				
Issued By :	<u>S. Mehanathan</u>	I.C. No. :	<u>69010901-6103</u>	Customer Chop & Sign :
Name :	<u>S. Mehanathan</u>	Lorry No. :	<u>WVT 9159</u>	Name :

CUSTOMER COPY

**TEX CYCLE SDN BHD** (127826-T)  
 NO. 8, JALAN TPK 2/3, TAMAN PERINDUSTRIAN KINRARA  
 47106 PUCHONG, SELANGOR DARUL EHSAN  
 Tel: 603-80763816 / 18, 603-80763821 / 23 Fax: 603-80763817  
 E-mail: texcycle@pcx.larling.my Website: www.texcycle.com.my

DELIVERY / SERVICE ORDER: **85602**  
 CONSIGN NO: **7612-04776**  
**SU409**

CUSTOMER: **SME PLANTATIONS S/B (BUKIT KERAYONG) ESTATE** DATE: **23-5-2012**

Quantity	Waste Code	Description	Unit	Remarks
	SW 410	Collection Contaminated Rags / Gloves	Filters	
<b>1076 pcs</b>	SW 409	Collection (1 or 5 ltr plastic / metal container)	(kgs)	
<b>523 pcs</b>	SW 409	Collection (18 or 25 ltr plastic / metal container)	(kgs)	
	SW 409	Collection 200 ltr drums plastics / metal	(kgs)	
	SW 411	Collection Activated Carbon / Sand	(kgs)	
	SW 406	Collection Absorbent Material	(kgs)	
	SW 416	Collection Sludge of Ink, Paint, Pigment	(kgs)	
	SW 417	Collection Waste of Ink, Paint, Pigment	(kgs)	
	SW 418	Collection Waste of Ink, Paint, Pigment	(kgs)	
	SW 322	Collection Waste of Non - Halogenated Organic Solvent	(kgs)	
	SW 323	Collection Waste of Halogenated Organic Solvent	(kgs)	
	SW 324	Collection Waste of Residues from Organic Solvent	(kgs)	
		Collection Uniforms / Overall : Shirt	Trouser	
		Delivery New TC Wiper : Exchange TC Wiper	Mop	
		Delivery Drums : Containers	Jumbo Bags : Filters	
		Delivery Padded Rags : Boom Sorbent	Pillow Sorbent : <b>S.M.E. DARBY PLANTATION SDN. BHD.</b>	
		Delivery Cotton Gloves : Leather / Rubber Gloves	Nylon / Elect Glove <b>BUKIT KERAYONG ESTATE</b>	
		Delivery Uniform / Overall : Shirt	Trouser	
Issued By : <i>[Signature]</i>	I.C. No : <b>73115 105121</b>	Customer Chop & Sign : <i>[Signature]</i>		
Name : <b>As retained</b>	Lomy No : <b>BH4 6258</b>	Name : <b>S. MAGESWARAN</b>	<b>ASSISTANT ESTATE MANAGER</b>	
		I.C. No :		

CUSTOMER COPY

ENVIRONMENTAL QUALITY (SCHEDULED WASTES)  
REGULATIONS 2005  
SIXTH SCHEDULE  
(Regulation 12)

TC12-04776

CONSIGNMENT NOTE FOR SCHEDULED WASTE

I. WASTE GENERATOR Waste Generator Code : \_\_\_\_\_ State Code : \_\_\_\_\_

Name of Waste Generator: SIME PLANTATIONS SDN BHD  
Address: (LADANG BUKIT KERAYONG) BUKIT KERAYONG ESTATE, KB 204, KAPAR, SELANGOR DARUL EHSAN  
MALAYSIA

Name Of Responsible Person: EN. HISSHAMUDIN SABIDIN  
Telephone No: \_\_\_\_\_  
Fax No: \_\_\_\_\_

Name Of Waste: Schedule Waste  
Waste Code: SW409

Waste Component: Contaminated Containers

Waste Origin: Production

Waste Origin Code: \_\_\_\_\_

Type of Waste: Solid

Waste Packaging: PALLET

(4 SLTR SLTR = 1076 PCS)  
(18 SLTR 25 SLTR = 523 PCS)

SIME DARBY PLANTATION SDN. BHD  
647766-V  
BUKIT KERAYONG ESTATE  
S. MAGESWARAN  
ASSISTANT ESTATE MANAGER

Quantity: \_\_\_\_\_ KG/M.TONNE

Cost of Treatment and Disposal (RM): \_\_\_\_\_ KG/M.TONNE

Company Stamp And Signature  
of Responsible Person: \_\_\_\_\_

Delivery Date: 23-5-2012

Name and Address of Final Destination: Tex Cycle Sdn Bhd & No 8, Jalan TPK 2/3, Taman Perindustrian Kinrara, 47100  
Puchong Selangor Darul Ehsan

II. CONTRACTOR Contractor Code: 500.139.020.48 State Code: 03

Name of Contractor: Tex Cycle Sdn Bhd  
Address: No 8, Jalan TPK 2/3, Taman Perindustrian Kinrara, 47100 Puchong Selangor  
Darul Ehsan

Name Of Responsible Person: Mr. Perry

Telephone No: 03-80763816

Fax No: 03-80763817

Vehicle Registration No: WPE8139 / BKB8139 / BKA8139 / WUX8139 / WUV8139 / WVC8139 / WNF2124 / WLU2807 /  
BJE3889 / BHM5679 / BHU6258 / WVT 8139

Name of Driver & NIRC No: ALI MOKHAMED  
Temporary Storage: Yes 731125 10 5121

Stamp: TEX CYCLE  
No. 8, Jalan TPK 2/3, Taman Perindustrian Kinrara, Puchong, Selangor Darul Ehsan, Malaysia.  
Tel: 03-8076 3816 Fax: 03-8076 3817

Date Received: 23-5-2012

Signature of Driver: \_\_\_\_\_

III. STORAGE/TREATMENT/RECOVER/DISPOSAL FACILITY OPERATOR Contractor Code: 500.139.020.48 State Code: 03

Name of Contractor: Tex Cycle Sdn Bhd  
Address: No 8, Jalan TPK 2/3, Taman Perindustrian Kinrara, 47100 Puchong Selangor  
Darul Ehsan

Name Of Responsible Person: Mr. Perry

Telephone No: 03-80763816

Fax No: 03-80763817

Type of Operation: Recycle

Quantity of Waste Received: \_\_\_\_\_ KG/M.TONNE

Date Received: \_\_\_\_\_

Signature: \_\_\_\_\_

Copy 1(White), to be kept by Waste Generator

Copy 2(Yellow), to be sent to the DOE by Waste Generator

Copy 3(Green), to be kept by Transporter

Copy 4(White), to be kept by Storage/Treatment/Recovery/Disposal Operator

Copy 5(Blue), to be sent to Waste generator by Storage/Treatment/Recovery/Disposal Facility Operator

Copy 6(Pink), to be sent to DOE by Storage/Treatment/Recovery/Disposal