

**RSPO – FOURTH ANNUAL ASSESSMENT****Sime Darby Plantation Sdn. Bhd.**

Head Office: Level 3A, Main Block,  
Plantation Tower,  
No 2 Jalan P.J.U 1A/7  
47301 Ara Damansara, Selangor,  
Malaysia.

Certification Unit: Elphil Palm Oil Mill  
Sungai Siput Utara, Sungai Siput, Perak, MALAYSIA

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## Section 1 Scope of the Certification Assessment

1. Company Details			
<b>RSPO Membership Number</b>	1-0008-04-000-00	<b>Date</b>	Member since: 6 September 2004
<b>Company Name</b>	Sime Darby Plantation Sdn Bhd		
<b>Address</b>	Certification Unit: Elphil Palm Oil Mill, Sungai Siput Utara, 31100 Sungai Siput, Perak, Malaysia		
<b>Subsidiary of (if applicable)</b>	N/A		
<b>Contact Name</b>	Pn. Sabarinah Marzuki (Head Office) En. Azman Talkah (Mill Manager)		
<b>Website</b>	<a href="http://www.simedarby.com">www.simedarby.com</a>	<b>E-mail</b>	<a href="mailto:sabarinah.marzuki@simedarby.com">sabarinah.marzuki@simedarby.com</a> <a href="mailto:kks.elphil@simedarby.com">kks.elphil@simedarby.com</a>
<b>Telephone</b>	03 – 78484371 (Head Office) 05 – 5940177 (Mill)	<b>Facsimile</b>	03 – 78484363 (Head Office) 05- 5940167 (Mill)

2. RSPO Certification Information			
<b>Certificate Number</b>	SPO 550180	<b>Certificate Issued Date</b>	18/06/2011
<b>Scope of Certification</b>	Elphil Palm Oil Mill Elphil Estate Kamuning Estate Kinta Kellas Estate		
Other Certifications			
<b>Certificate Number</b>	<b>Standard(s)</b>	<b>Certificate Issued by</b>	<b>Expiry Date</b>
AC3337	Quality Environment Management System (5S)	Malaysian Productivity Corporation	18/3/2016
MPOB-CoP/NN/0163	Code Of Good Nursery Practice	Malaysian Palm Oil Board	16/4/2016

101 ° 537' N 4 ° 53'

3. Location (s) of Mill & Supply Bases			
Name (Mill / Supply Base)	Location [Map Reference #]	GPS	
		Easting	Northing
Elphil Oil Mill	Sungai Siput Utara, 31100 Sungai Siput, Perak, Malaysia.	101 ° 5' 37"	4 ° 53' 24"
Elphil Estate	Ladang Elphil, Jalan Lintang, 31100 Sungai Siput, Perak, Malaysia.	101 ° 5' 37"	4 ° 53' 24"
Kamuning Estate	Ladang Kamuning/Changkat Salak, 31100 Sungai Siput, Perak, Malaysia.	101 ° 3' 35"	4 ° 50' 41"
Kinta Kellas Estate	Ladang Kinta Kellas, PO Box 7, 31007 Batu Gajah, Perak, Malaysia	101 ° 4' 59"	4 ° 28' 0"

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4. Description of Supply Base						
Estate	Mature (ha)	Immature (ha)	Total Planted (ha)	Infrastructure & Other (ha)	Total Hectarage	% of Planted
Elphil Estate	1,600	76	1,676	200	1,876	89%
Kamuning Estate	3,049	511	3,560	329	3,889	92%
Kinta Kellas Estate	731	219	950	111	1,061	90%
Total	5,380	806	6,186	640	6,826	91%

5. Plantings & Cycle								
Estate	Age (Years) & Ha.					Tonnage / Year		
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30	Estimated (ASA3) 01/04/14-31/03/15	Actual (ASA3) 01/04/14-31/03/15	Forecast (ASA4) 01/04/15-31/03/16
Elphil Estate	76	136	1,081	277	106	41,988	32,089	39,197
Kamuning Estate	511	60	2,896	60	33	79,122	50,699	68,526
Kinta Kellas Estate	219	5	558	135	33	21,218	15,881	19,435
Total						142,328	98,669	127,158

6. Certified Tonnage									
Mill	Estimated (ASA3) 01/04/14-31/03/15			Actual (ASA3) 01/04/14-31/03/15			Forecast (ASA4) 01/04/15-31/03/16		
	FFB	CPO	PK	FFB	CPO	PK	FFB	CPO	PK
Elphil Palm Oil Mill	142,328	30,515	7,671	98,669	20,770	5,210	127,158	27,975	7,629
*FFB from Trader	40,000	8,576	2,156	33,596	7,072	1,774	40,000	8,800	2,360

Note: \*FFB received and processed from Trader is not included in the certified tonnage.

**Section 2 Assessment Process****Certification Body:**

PT BSI Group Indonesia,  
(ASI Accreditation Number: RSPO-ACC-19)  
Menara Bidakara 2, 17th Floor,  
Unit 5, Jalan Jend. Gatot, Subroto Kav 71-73, Pancoran,  
12870 Jakarta Selatan, Indonesia.  
Tel +62 8379 3174 Fax +62 8379 3287  
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BSI is a leading global provider of management systems assessment and certification, with more than 60,000 certified locations and clients in over 100 countries. BSI Standards is the UK's National Standards Body. BSI provides independent, third-party certification of management systems. BSI is RSPO Accredited (RSPO-ACC-19) since 31/10/2014 with accredited office located at Jakarta, Indonesia and an office at Singapore, Kuala Lumpur, Bangkok and Australia which involve in RSPO Certification Program.

**Assessment Methodology, Programme, Site Visits**

The on-site assessment was conducted from 25 - 28 March 2015. The audit programme is included as Appendix D. The approach to the audit was to treat the mill and its supply bases as a RSPO Certification Unit. Mill was audited together with the sample estates (Kamuning and Elphil). A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HCVs, declared conservation areas and local communities.

The methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interviews of staff, workers and their families, review of documentation and monitoring data. RSPO P&C MYNI-2014 was used as checklists and questionnaires were used to guide the collection of information. The comments made by external stakeholders were also taken into account in the assessment.

Structured worker interviews with male and female workers and staff were held in private at the workplace in the mill and the estates. Fieldworkers were interviewed informally in small groups in the field. In addition, the wives of workers and staff were interviewed in informal group meetings at their housing. Separate visits were made to each of the local communities to meet with the village head and residents. Company officials were not present at any of the internal or external stakeholder interviews. A list of Stakeholders contacted is included as Appendix E.

The nonconformities that were assigned during the third annual surveillance audit (ASA3) which was closed during the last assessment was followed up to ensure it is remaining closed. Previous nonconformities remains closed except for nonconformity against indicator 5.3.3 which has been upgraded from minor to major nonconformity during this assessment. The assessment findings are detailed in Section 3.3.

This report is structured to provide a summary of assessment finding as attached in the Appendix A. The assessment was based on random samples and therefore nonconformities may exist that have not been identified.

This report was internally reviewed by A. Senniah prior to certification decision by BSI.

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**Assessment Program: The following table would be used to identify the locations to be audited each year in the next 5 year cycle (from recertification onwards).**

<b>1.Assessment Program</b>					
<b>Name (Mill / Supply Base)</b>	<b>Recertification</b>	<b>ASA 1-1</b>	<b>ASA 1-2</b>	<b>ASA 1-3</b>	<b>ASA 1-4</b>
Elphil Palm Oil Mill	√	√	√	√	√
Elphil Estate		√	√		√
Kamuning Estate	√		√	√	
Kinta Kellas Estate	√	√		√	√

**Tentative Date of Next Visit:** 20<sup>th</sup> March 2016

**Total No. of Mandays:** 10.5 Man-days

**BSI Assessment Team:**

**Mohamed Hidhir – Lead Assessor**

He holds Bachelor Degree in Chemical Engineering, graduated from National University of Malaysia on 2006. He has 7 years working experience in palm oil industry specifically on palm oil milling for 5 years. He also has the experiences as auditor for several standards including ISO 9001, ISO 140001, OHSAS 18001, MSPO and RSPO in his previous certification body. He completed the ISO 9001 Lead Auditor Course, ISO 14001 Lead Auditor Course and OHSAS 18001 Lead Auditor Course in 2012, Endorsed RSPO P&C Lead Auditor Course in 2013, MSPO Awareness Training in 2014 and Endorsed RSPO SCCS Lead Auditor Course in 2015. He had been involved in RSPO auditing since May 2012 in more than various companies in Malaysia. During this assessment, he assessed on the aspects of legal, mill best practices, supply chain, safety and health, environmental and workers and stakeholders consultation.

**Muhammad Haris B. Abdullah – Team member**

He graduated from the Open University Malaysia with a Bachelor of Business Administration (Hons) Majored in Human Resource Development and completed his Master’s Degree in Business Administration from the University Utara Malaysia in January 2014. He has more than 3 years working experience in oil palm plantation and conducting social impact assessments of agriculture, agriculture best practices, and environmental impact assessment and workers welfare. He completed the RSPO Lead Auditor Training in April 2013 and passed the course. He is also passed the ISO 14001 Lead Auditor Training, OHSAS 18001 Lead Auditor Training Course and qualified as EICC auditor. He has completed International Sustainable and Carbon Certification (ISCC) Lead Auditor Training Courses. Recently he has attended the RSPO P&C Social and Labour Standards and the Mechanics of Social Auditing Workshop on 17 – 19 September in Bangkok, Thailand. He had assisted with conducting audits of oil palm plantation for more than 7 companies against the RSPO P&C in Indonesia and in Malaysia for the past 4 years. During this assessment, he assessed on the aspect of environment, Safety and Health, Legal, Social and community engagements, Stakeholders consultation, and workers welfare. He is able to speak and understand Bahasa Malaysia, English, Tamil and Bahasa Indonesia.

**Hafriazhar Mohd Mohktar – Team member**

Hafriazhar Mohd. Mokhtar is a Chemical Engineer by qualification. He has more than five years of direct work experience in the upstream processes of palm oil within the plantation industry. He is a qualified Lead Auditor for CDM, ISO 14001, ISO 50001 and ISO 9001 and has accumulated more than 500 audit days throughout his current career as the auditor for multiple disciplines covering Malaysia, Indonesia and Thailand. He has been trained in the RSPO P&C and SCCS standards and recently completed his RSPO P&C Lead Assessor training and has been involved in RSPO audits within Malaysia, Papua New Guinea and Solomon Islands. During assessment, he covered the mill and estate best practices, legal issues, social issues, workers consultation, stakeholder consultation, environmental and occupational safety & health. He is fluent in Bahasa Malaysia and English languages.

**Accompanying Persons:** Not Applicable

## Section 3 Summary of Assessment Findings

### 3.1 Details of audit results are provided in the following Appendix:

- ☒ RSPO P&C NYNI 2014 Checklist – **Appendix A:** Summary report of the Assessment.
- ☒ Sime Darby Plantation Sdn Bhd – **Appendix B:** Time Bound Plan.
- ☒ RSPO Supply Chain Certification Checklist – **Appendix F:** CPO Mill Supply Chain Assessment Report.

### 3.2 Progress against Time Bound Plan

Sime Darby Time Bound Plan (TBP) is included as Appendix B. Sime Darby has achieved RSPO certification for 34 management units in Malaysia and 24 Management Units in Indonesia. There are no any changes in the existing certified units in Malaysia. All units' certifications are valid.

There was a change of the Time Bound Plan (TBP) under Sime Darby Indonesia Operation due to the on-going mediation and DSF facilitation Process by RSPO DSF at PT Mitra Austral Sejahtera (PT MAS). This was the result from the mediation meeting held on 22 July 2014. PT MAS was audited as per the original TBP by RSPO accredited Certification Body in 2011. Due to the on-going mediation process, the CB that assessed PT MAS is yet to issue the certificate. BSI has accepted the revision as justified revision due to the commitment shown by all parties involves resolving the community issue. This is also accepted by the CB that assessed PT MAS. Discussion was held with the CB that assessed the PT MAS and Sime Darby.

Due to the present mediation process, PT Mitra Austral Sejahtera TBP was revised to 2015 by Sime Darby pending on the resolution and mediation process which is acknowledged by RSPO. The final decision of issuing the certificate is under the CB that audited the PT MAS. BSI has contacted the CB and consultation was held. The CB that audited

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PT MAS accepted the revision of the TBP. BSI accepted the feedback from the CB that audited PT MAS as per the RSPO Certification System requirement "Where the Certification Body conducting the surveillance audit is different from that which first accepted the time-bound plan, the later Certification Body shall accept the appropriateness of the time-bound plan at the moment of first acceptance and shall only check continued appropriateness". BSI understands that there are community issue still under negotiation through agreed process. The improvement is in progress and acknowledge by RSPO and all parties as mutually agreed process. Latest meeting among the community, RSPO and the Sime Darby was held on 22 July 2014. BSI has consider that Sime Darby still comply with the RSPO requirement for partial certification and has justified the revision to TBP.

1. There is no any other isolated lapse in Time Bound Plan.
2. No systematic failures to proceed with implementation of the Time Bound Pan since first certified.
3. The changes in the Time bound Plan for PT Mitra Austral Sejahtera was justified and appropriate.

BSI has continued involvement with assessments of Sime Darby Management Units during the 2014 period and beginning 2015. BSI is also communicating with other Certification Bodies that auditing Sime Darby's other operating units to identify any noncompliance with rules of partial certification as per requirement in RSPO Certification System. During this assessment BSI has contacted the certification body that audited PT MAS to get the latest update of the progress. Sime Darby consistently has kept BSI informed of any emerging issues and claims made against it. Other than the PT MAS issue, at the time of preparation of this Report, BSI is not aware of any new issues involving:

- a. Any unresolved significant land disputes;
- b. Any replacement of primary forest or loss of HCVs;
- c. Any labour disputes that are not being resolved through an agreed process;
- d. Any evidence of noncompliance with any law at any of the landholdings.

BSI considers that Sime Darby complies with the RSPO requirements for Partial Certification rules.

**3.3 Details of findings**

The nonconformity during this assessment is listed below. The summary report of the findings by criteria is listed in Appendix A.

During the fourth annual surveillance assessment there was a Major nonconformity raised. Elphil Palm Oil Mill and Supply Base Estates have submitted Corrective Action Plan for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted. The evidence of implementation for the major nonconformities was verified. The major nonconformity was closed on 16/5/2015. Following are the details of the nonconformity:

Non-Conformity		
NCR No:	Description	Category (Major / Minor)
1171760M1	<b>Requirements:</b> 5.3.3: A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented.	Major
	<b>Evidence of Nonconformity:</b> Traces of diesel oil contaminated the soil at the water outlet of the diesel storage	



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	<p>tank oil interceptor within the facilities complex of main division for Kamuning Estate.</p> <p>This nonconformity was already raised during the last assessment. The operating units have not addressed the issue appropriately. As per the RSPO Annual Surveillance Assessment Procedure, the nonconformity was upgraded to major nonconformity.</p>	
	<p><b>Statement of Nonconformity:</b>          Pollution avoidance activity for significant environmental impact (land contamination) not effectively implemented.</p>	
	<p><b>Close out Evidence:</b></p> <ol style="list-style-type: none"> <li>1. Clean up the spillages by scraping the contaminated soil.</li> <li>2. Install new valve at the oil trap.</li> <li>3. Schedule maintenance by foreman/store clerk.</li> <li>4. Re-constructed appropriate oil trap to ensure effective trapping.</li> <li>5. Re-drain the outlet from the oil trap to the nearest drainage.</li> </ol> <p>Based on the submitted evidences, the audit team have reviewed and accepted the evidences to close out the nonconformity.</p> <p>The Major NC was closed on 16/05/2015.</p>	

<b>Positive Findings</b>	
<b>PF #</b>	<b>Description</b>
1	The Elphil management unit has maintained a very good relationship with the local community and other stakeholders.
2	The palm oil mill has maximized the use of renewable energy by consuming shell and fibre produced internally.
3	KAIZEN projects have been initiated to improve on safety working environment and process efficiency to maximize output and minimize lost time incident on human and machinery.

**Issues raised by Stakeholders**

Stakeholder consultation involved internal and external stakeholders. External stakeholders were contacted by telephone to arrange meetings at a location convenient to them to discuss Elphil Palm Oil Mill Certification Unit's environmental and social performance, legal and any known dispute issues.

Meetings were conducted with stakeholders to seek their views on the performance of the company with respect to the RSPO requirements and aspects where they considered that improvements could be made. At the start of each meeting, the interviewer explained the purpose of the audit followed by an evaluation of the relationship between the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and later was verified with the management team. These have been incorporated into the assessment findings.

Structured worker interviews with male and female workers and staff were held in private at the workplace in the mill and the estates. Fieldworkers were interviewed informally in small groups in the field. In addition, the wives of workers and staff were interviewed in informal group meetings at their housing. Separate visits were made to each

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of the local communities to meet with the village head and residents. Company officials were not present at any of the internal or external stakeholder interviews. A list of Stakeholders contacted is included as Appendix E.

IS #	Description
1	<b>Issues</b> Mosque committee: Requested to update the status of the land allocation for the mosque.
	<b>Management Responses</b> The management is waiting for the reply from Sime Darby (HQ) Land management department and local Land department authority and will update the committee accordingly.
	<b>Audit Team Findings</b> Communication letters from the estate to the HQ, local land department and replies were sighted. No other issues.
2	<b>Issues</b> Foreign workers representative: No issue regarding pay and condition of work. The representative highlighted that they are treated equally. All foreign workers have access to all facilities similar to local workers.
	<b>Management Responses</b> The management treat all employees equally and no discrimination.
	<b>Audit Team Findings</b> No disputes were highlighted by foreign workers interviewed during field visit.
3	<b>Issues</b> School headmaster: It was re-confirmed that the management always support school activities. The relationship is good. No other issues.
	<b>Management Responses</b> Management assists wherever possible.
	<b>Audit Team Findings</b> No other issues.
4	<b>Issues</b> Contractors: Contractors confirm payment is prompt as per agreed contract.
	<b>Management Responses</b> Payment is made as per the agreed terms.
	<b>Audit Team Findings</b> No other issues.

**3.3.1 Status of Nonconformities Previously Identified and Observations**

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1028800N1	<b>Requirements:</b> Indicator 5.3.2: Having identified wastes and pollutants, an operational plan should be developed and implemented, to avoid or reduce pollution.	Minor
	<b>Evidence of Nonconformity:</b> Pollution prevention plan has been developed. However, during the visit to the diesel storage tank on 19/3/2014, diesel spillage was found at the filling area ground and inside the monsoon drain beside the storage area.	
	<b>Statement of Nonconformity:</b>	

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	<p>Kinta Kellas Estate: Implementation of pollution prevention plan at the diesel storage area is not effective.</p> <p><b>Action:</b>          Corrective action plan sent during ASA3:          1. Immediate action has been carried out after the audit to clean all the spillage at the ground area and monsoon drain.          2. Drain at the diesel filling area also has been installed with cemented drain cover to enhance safety during refueling and to avoid scattered spillages.          3. The oil trap at the diesoline tank will be reconstructed as it is show not so effective in trapping the spillage oil.</p> <p><b>Status:</b> This issue was not fully addressed. Similar issue was found at Kamuning estate. Therefore, it has been upgraded as Major non-conformity as per RSP0 Annual Surveillance Assessment Procedure.          The Minor non-conformity was upgraded to Major non-conformity -refer Major non-conformity number 1171760M1</p>	
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Observation	
OBS #	Description
1	<p>Indicator 4.3.3: Kamuning Estate: During the document audit it was noted that road maintenance program available and covers all aspects of road maintenance. Progress of the completion is recorded and mapped. There was some delay in updating the map after completion.</p> <p><b>Action:</b> The road maintenance for the year 2015 was checked. Total of 10,203 meters road repair and grading work has been completed since January 2015. Field map indicating the work completed and in progress were updated on weekly basis by staff.</p>

**3.3.2 Summary of the Nonconformities and Status**

CAR Ref.	CLASS	ISSUED	STATUS
CR01	Minor	12/3/2011	Closed out on 12/4/2012
CR02	Minor Major	12/3/2011 Upgraded on 12/4/2012	Closed out on 29/5/2012
CR03	Minor	12/4/2012	Closed out on 11/04/2013
911210NO	Minor	12/4/2012	Closed out on 19/3/2014
1028800M0	Major	18/3/2014	Closed out on 2/4/2014
1028800N1	Minor	19/3/2014	Upgraded to Major on 28/3/2015 (Refer NC #1171760M1)
1171760M1	Major	28/3/2015	Closed out on 16/5/2015

<b>Assessment Conclusion and Recommendation:</b>	
Based on the findings during the assessment of Elphil Palm Oil Mill Certification Unit and supply bases complies with the RSPO P&C Malaysian National Interpretation (MY-NI 2014) and the RSPO Supply Chain Certification Standard (Nov 2014) for CPO Mill. It is recommended that the certification of Elphil Palm Oil Mill Certification Unit is approved and continued.	
<b>Acknowledgement of Assessment Findings</b>	<b>Report Prepared by</b>
<b>Name:</b> Azman Talkah	<b>Name:</b> Mohamed Hidhir Bin Zainal Abidin
<b>Company name:</b> Sime Darby Plantation Sdn Bhd, (SOU 3) Elphil . Certification Unit	<b>Company name:</b> BSI Services Malaysia Sdn. Bhd.
<b>Title:</b> Mill Manager	<b>Title:</b> Lead Auditor
<b>Signature:</b> SIME DARBY PLANTATION SDN. BHD. (Company No. 647266-V) KILANG KELAPA SAWIT ELPHIL 	<b>Signature:</b> 
<b>Date:</b> AZMAN TALKAH PENGURUS	<b>Date :</b> 18/5/2015

**Appendix A: Summary of Findings**

Criterion / Indicator		Assessment Findings	Compliance
<b>Principle 1: Commitment to Transparency</b>			
<b>Criterion 1.1:</b> Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.			
1.1.1	There shall be evidence that growers and millers provide adequate information on (environmental, social and/or legal) issues relevant to RSPO Criteria to relevant stakeholders for effective participation in decision making. - Minor compliance -	Adequate information covering on environmental, social and legal issues which are relevant to RSPO Criteria and relevant to stakeholders is shared for effective participation and decision making. Requests for information from the Regulatory Department such as DOSH during compliance visit were attended and no noncompliance or complaints were noted.	Complied
1.1.2	Records of requests for information and responses shall be maintained. -Major compliance	All operating units maintain records of information request and response. Request for information are attended promptly and confirmed by stakeholders interviewed.	Complied
<b>Criterion 1.2:</b> 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.			

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Criterion / Indicator	Assessment Findings	Compliance	
<p>1.2.1 Publicly available documents shall include, but are not necessary limited to:</p> <ul style="list-style-type: none"> <li>• Land titles/user rights (Criterion 2.2);</li> <li>• Occupational health and safety plans (Criterion 4.7);</li> <li>• Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8);</li> <li>• HCV documentation (Criteria 5.2 and 7.3);</li> <li>• Pollution prevention and reduction plans (Criterion 5.6);</li> <li>• Details of complaints and grievances (Criterion 6.3);</li> <li>• Negotiation procedures (Criterion 6.4);</li> <li>• Continual improvement plans (Criterion 8.1);</li> <li>• Public summary of certification assessment report;</li> <li>• Human Rights Policy (Criterion 6.13).</li> </ul> <p>- Major compliance –</p>	<p>There was no restriction noted as to the documents made available to the public except those prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.</p> <p>Sime Darby Plantations Sdn Bhd continued to use the internet for disseminating public information. Information relating to land titles, safety and health plans, pollution prevention plans was made available at all operating units. Procedure for complaints and grievances were available through Sime Darby Plantations Sdn Bhd website at <a href="http://www.simedarbyplantation.com/Sustainability.aspx">http://www.simedarbyplantation.com/Sustainability.aspx</a></p> <p>Among the documents that were made available for viewing are:</p> <ul style="list-style-type: none"> <li>• Good Agricultural Practices</li> <li>• Social Enhancement</li> <li>• Sustainability Management Programmes</li> <li>• Complaint and Grievances procedure.</li> <li>• Environmental Conservation</li> </ul> <p>These documents highlight current Sime Darby Plantations Sdn Bhd practices and their continual improvement plans. Besides the above document Sime Darby Plantations Sdn Bhd policy on the followings are also available at the same website:</p> <ol style="list-style-type: none"> <li>1) Social</li> <li>2) Quality</li> <li>3) Food Safety</li> <li>4) Occupational Safety &amp; Health</li> <li>5) Environment &amp; Biodiversity</li> <li>6) Slope Protection and Buffer Zone</li> <li>7) Lean Six Sigma</li> <li>8) Gender</li> </ol> <p>In addition to the website, the policies were also displayed at various locations including the main notice boards of the estates, mill offices and muster ground notice boards for employees and visitors to view.</p>	<p>Complied</p>	
<p><b>Criteria 1.3:</b>            Growers and millers commit to ethical conduct in all business operations and transactions.</p>			
<p>1.3.1</p>	<p>There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions, which shall be documented and communicated to all levels of the workforce and operations.</p> <p>-Minor compliance</p>	<p>Sime Darby plantation has established policy on code of ethical conduct and integrity which covers all operations in the plantation operation. Policy displayed on the notice board and communicated to employees. Interview with employees reveal that they are aware of the policy.</p>	<p>Complied</p>
<p><b>Principle 2: Compliance with applicable laws and regulations</b></p>			
<p><b>Criterion 2.1:</b>            There is compliance with all applicable local, national and ratified international laws and regulations.</p>			

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<p>2.1.1 Evidence of compliance with relevant legal requirements shall be available.                      - Major compliance -</p>	<p>SOU 3 had continued to comply with legal requirements as per indicator. Compliance to each applicable law and regulation is monitored by the operating units and PSQM sustainability team. SOU 3 had obtained and renewed license and permits as required by the law. Sample of licenses or permit viewed were :</p> <p><b><u>Elphil Palm Oil Mill</u></b></p> <ul style="list-style-type: none"> <li>a) DOE Licence/ <i>Jadual Pematuhan</i> : JPKKS 001845 (validity period 1/7/2014 - 30/6/2015) for 45 MT/hr and method of POME discharge is land application</li> <li>b) MPOB: 540132004000, processing capacity 150,000 Mt, valid until 15/3/16</li> <li>c) Licenses for Steam Boiler (SB)(PK PMD 745 (valid until 26/6/15), unfired pressure vessel (UPV) (sterilizers PK PMT 3878, back pressure receiver , steam separator, air receiver and found to be valid until 26/6/15</li> <li>d) License for electricity generation from Electrical Commission (No. ST(PIP)647766V/SGSP/0001-P) validity period (19/12/14 to 20/12/15)</li> <li>e) Electrical Charge man license – A4 registration number (PJ-T-4-B-2559-1996 ) valid until 21/1/16</li> <li>f) Confined space competence person license – AESP (NW-HQ-AE-R-4119-M) valid until 29/9/2016, 3 person attended level 2 training (AGT Training) on 10/10/14.</li> <li>g) Competent Person for ETP – CePPOME (Certified Professional in Palm Oil Mill Effluent) Part I &amp;2, Mohd Jamil Ismail , EiMAS training on 2/1/2014.</li> <li>h) Competent Person for Scheduled Waste – CePSWaM (Certified Professional in Scheduled Waste Management) by EiMAS, Muhammad Zulhanafi Yahya, CSWM/00553 valid until 8/6/15 EiMAS</li> <li>i) Fire Certificate (28479) (JBPM:PK/7/3/2013) valid until 4/12/15</li> <li>j) Steam Engineer, Ruhaizie Bin Rohaizat (128/2013) 2<sup>nd</sup> Grade Steam Engineer.</li> </ul> <p><b><u>Kamuning Estate</u></b></p> <ul style="list-style-type: none"> <li>i) MPOB, 524034002000, valid until 30/9/15 total ha 2018.</li> <li>ii) Diesel &amp; Fertilizer SK/20/B.PGK.KK, A004927 Diesel : 10,000 liter, fertilizer : 450 tonne valid Until 23 Nov 2015.</li> <li>iii) Certificate of registration, Q1899, grade1 (6/1/06) for Estate Hospital Assistant</li> <li>iv) “Permit Menggunakan Bekalan Air Persendirian” Section 6(1)(a), serial number 20014/008 valid until 9/12/15 signed by Director General Labour Department dated 9/12/14</li> </ul> <p><b><u>Elphil Estate</u></b></p> <ul style="list-style-type: none"> <li>i) “Permit Menggunakan Bekalan Air, Persendirian” Section 6(1)(a), serial number 0001/2014 valid until 20/5/15 signed by Director General Labour Department dated 20/5/14</li> </ul>	<p>Complied</p>



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2.1.2	A documented system, which includes written information on legal requirements, shall be maintained. - Minor compliance -	List of applicable legal and other requirements was made available during the assessment and compiled in the QSHE/04/5.2.4 folder. Documented procedure has been established and implemented; refer to Estate/Mill Quality Management System, Level 2: Standard Operating Manual, Appendix 5.2.4: Procedure for Legal and Other Requirements dated 10 December 2008.	Complied
2.1.3	A mechanism for ensuring compliance shall be implemented. - Minor compliance -	A mechanism to ensure compliance to legal and other requirement has been documented in EQMS & MQMS (Estate & Mill Quality Management System) under Standard Operation Manual distributed to all operating units under SOU3. PSQM Department and respective operating units will undertake the responsibility of identifying, managing, updating and tracking the legal requirement as well as monitoring the status of legal compliance. Refer to Estate/Mill Quality Management System, Level 2: Standard Operating Manual, Appendix 5.2.4: Procedure for Legal and Other Requirements dated 10 December 2008.	Complied
2.1.4	A system for tracking any changes in the law shall be implemented. - Minor compliance -	Tracking system available to identify changes in the relevant regulations through head office, website information and the information are communicated from the Group Head Office. On the site verification, interviews with office personnel and records indicate that the system is appropriate to the operations. Tracking system on any changes in the law been well implemented. E.g. regular notification by Head Office and regular updates from the DOE/DOSH websites as well as from MAPA circulars.	Complied
<b>Criterion 2.2:</b>			
The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights.			
2.2.1	Documents showing legal ownership or lease, history of land tenure and the actual legal use of the land shall be available. - Major compliance -	The Estates and Mill are on freehold land and they hold copies of Land Titles. The oil palm operations are consistent with the land title for agricultural purposes.	Complied
2.2.2	Legal boundaries shall be clearly demarcated and visibly maintained. - Minor compliance -	During the field visit it was noted that legal boundaries are clearly demarcated and visibly maintained throughout the estate. Sample boundary marker checked at Kamuning estate field No.: 90A bordering with Kledang Saiong forest reserve was visibly maintained.	Complied
2.2.3	Where there are or have been disputes, additional proof of legal acquisition of title and evidence that fair compensation has been made to previous owners and occupants shall be available, and that these have been accepted with free, prior and informed consent (FPIC). - Minor compliance -	Sime Darby did not acquire land from landowners, but leased it directly from the government. There were no issues of land disputes noted during the stakeholder interview and documents check.	Complied
2.2.4	There shall be an absence of significant land conflict, unless requirements for acceptable conflict resolution processes (see Criteria 6.3 and 6.4) are implemented and accepted by the parties involved. -Major compliance	There is no land dispute in the SOU3 at the time of audit. The land belongs to Sime Darby and land ownership documents verified.	Complied



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2.2.5	For any conflict or dispute over the land, the extent of the disputed area shall be mapped out in a participatory way with involvement of affected parties (including neighbouring communities where applicable). -Minor compliance	There is no land dispute in the SOU3 at the time of audit. The land belongs to Sime Darby and land ownership documents verified.	Complied
2.2.6	To avoid escalation of conflict, there shall be no evidence that palm oil operations have instigated violence in maintaining peace and order in their current and planned operations. -Major compliance	There is no land dispute in the SOU3 at the time of audit. The land belongs to Sime Darby and land ownership documents verified.	Complied
<b>Criterion 2.3:</b> Use of the land for oil palm does not diminish the legal rights, customary or user right of other users without their free, prior and informed consent.			
2.3.1	Maps of an appropriate scale showing the extent of recognized legal, customary or user rights (Criteria 2.2, 7.5 and 7.6) shall be developed through participatory mapping involving affected parties (including neighbouring communities where applicable, and relevant authorities).. - Major compliance -	There is no land dispute in the SOU3 at the time of audit. The land belongs to Sime Darby and land ownership documents verified.	Complied
2.3.2	Copies of negotiated agreements detailing the process of free, prior and informed consent (FPIC) (Criteria 2.2, 7.5 and 7.6) shall be available and shall include: a) Evidence that a plan has been developed through consultation and discussion with all affected groups in the communities, and that information has been provided to all affected groups, including information on the steps that shall be taken to involve them in decision making; b) Evidence that the company has respected communities' decisions to give or withhold their consent to the operation at the time that this decision was taken; c) Evidence that the legal, economic, environmental and social implications for permitting operations on their land have been understood and accepted by affected communities, including the implications for the legal status of their land at the expiry of the company's title, concession or lease on the land. - Minor compliance -	There is no land dispute in the SOU3 at the time of audit. The land belongs to Sime Darby and land ownership documents verified.	Complied
2.3.3	All relevant information shall be available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements. -Minor compliance	There is no land dispute in the SOU3 at the time of audit. The land belongs to Sime Darby and land ownership documents verified.	Complied

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2.3.4	Evidence shall be available to show that communities are represented through institutions or representatives of their own choosing, including legal counsel. -Major compliance	There is no land dispute in the SOU3 at the time of audit. The land belongs to Sime Darby and land ownership documents verified.	Complied
<b>Principle 3: Commitment to long-term economic and financial viability</b>			
<b>Criterion 3.1:</b>			
There is an implemented management plan that aims to achieve long-term economic and financial viability.			
3.1.1	A business or management plan (minimum three years) shall be documented that includes, where appropriate, a business case for scheme smallholders. - Major compliance -	Sime Darby has continued its commitment to long term sustainability and improvements through a capital expenditure programme. . Elphil Palm Oil Mill and supply bases have made progress towards achieving their performance production targets for the current financial year.  Noted gazetted CAPEX for Elphil Palm Oil Mill for process efficiency as follows: i) Installation of 35 ton/hr boiler to cater steam demand for mill operation. ii) TNB substation to replace the use of genset for start-up and non-processing hours.	Complied
3.1.2	An annual replanting programme projected for a minimum of five years (but longer where necessary to reflect the management of fragile soils, see Criterion 4.3), with yearly review, shall be available. - Minor compliance -	Kamuning estate: Replanting programme until FY 2019/20. FY 2014/15: 201ha  Elphil Estate: Next replanting will be in FY 2016/17 for palm older than 25 years old.	Complied
<b>Principle 4: Use of appropriate best practices by growers and millers</b>			
<b>Criterion 4.1:</b>			
Operating procedures are appropriately documented, consistently implemented and monitored.			
4.1.1	Standard Operating Procedures (SOPs) for estates and mills are documented - Major compliance -	SOP available for the Palm Oil Mill and the Estates. Palm Mill holds two SOPs: Sustainability Plantation Management System (MQMS/SOM/08 v.1 dated 1/11/2008) includes mill SOP and Mill Quality Management Manual v.1 2008/MQMS/QMM/08 as a guidance document to operate the mill. SOP for the Composting Plant dated 15/8/2011: Composting Management System version 1:2011 Estates have a separate SOP (Sime Darby SOP issued 2/1/2008 and Agricultural reference Manual) covers land preparation, planting material, upkeep, harvesting, transport etc.	Complied
4.1.2	A mechanism to check consistent implementation of procedures shall be in place. - Minor compliance -	Mill Advisor and a Planting Advisor inspect and report on the operations on annual basis. The on-site managers develop Action Plans from the Advisory Reports for improvement of the operations. Review of Advisory Reports, Action Plans and site inspections confirmed consistent records of implementation of SOPs. During mill visit it was noted that that operating parameters were consistently recorded by the operators.	Complied

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4.1.3	Records of monitoring and any actions taken shall be maintained and available, as appropriate. - Minor compliance -	Mill advisor latest visit: 28-31/10/14 (report No.: KedahPerak/Elphil/01/14-15). Planting Advisor visited the Kamuning estate on 22/8/14 (Report No.: LadangKamuning/SOU3/01/14-15) Records of monitoring  Drinking water analysis conducted on daily, quarterly & 6 monthly basis. Latest sample on 26/1/15 for domestic water quality still waiting for the results. 3 <sup>rd</sup> party lab has been appointed to conduct quarterly analysis (BP Food Env Industrial Testing). Health Department visit every half-yearly to conduct water analysis.  Sample of results from Health Department : i) Changkat Salak point 2, sample number BAG1260 dated 19/11/14 ii) Kamuning Domestic 3, sample number BAG1258 dated 19/11/14  From the results, it was noted that all tested parameter comply with National Water Quality Standard (NWQS) for Malaysia.	Complied
4.1.4	The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB). - Major compliance -	Elphil mill maintains a daily record of all FFB received. The records show the origin, weight, transporters details and etc of the FFB received.	Complied
<b>Criterion 4.2:</b> Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.			
4.2.1	There shall be evidence that good agriculture practices, as contained in Standard Operating Procedures (SOPs), are followed to manage soil fertility to a level that ensures optimal and sustained yield, where possible. - Minor compliance -	Elphil Mill and estates operates in accordance with the Sime Darby management systems and standard operating procedures. The practices consistently monitored by mill and plantation advisors and recommendations for improvements are given to maintain the sustainable practices.	Complied
4.2.2	Records of fertiliser inputs shall be maintained. - Minor compliance -	Fertilizers are applied as per agronomist recommendation. Record shows application date, filed number, dosage applied per palm, type of fertilizer and number of applicators. Elphil Estate: Agronomist visit: 25/7/14	Complied
4.2.3	There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status. - Minor compliance -	The Sime Darby R&D Department located at "Carey Island" has maintained an active interest in the management of soil fertility and optimisation of FFB yields and it also monitors the changes in nutrient status through periodic soil and leaf sampling. Kamuning est: Leaf sampling: May 2014. Elphil estate: Soil sampling: 21/10/14 (report No.: S53/2014)	Complied
4.2.4	A nutrient recycling strategy shall be in place, and may include use of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), and palm residues after replanting. - Minor compliance -	All palm by-products including fronds, EFB, and expeller are recycled. EFB is applied at the rate of 40mt/ha on selected area close to the mill.	Complied
<b>Criterion 4.3:</b> Practices minimise and control erosion and degradation of soils.			

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4.3.1	Maps of any fragile soils shall be available. - Major compliance -	Soil series map available for both estate visited. There are no peat soils or soil categorised as problematic or fragile soil at all estates. Mostly are Malacca series.	Complied
4.3.2	A management strategy shall be in place for plantings on slopes above a certain limit (this needs to be soil and climate specific). - Minor compliance -	Landscapes of Elphil estate are mostly flat and undulating. As for Kamuning estate, the hilly area more than 25 degree is being conserved as conservation area.	Complied
4.3.3	A road maintenance programme shall be in place. - Minor compliance -	Estates has implemented annual road maintenance programme. Example of programme checked at Elphil and Kamuning estates shows the map indicating road repairs and maintenance for the whole estate roads includes grading, compacting and stone application to strengthen the road surface.	Complied
4.3.4	Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover management programme shall be in place. - Minor compliance -	There are no peat soils or soil categorised as problematic or fragile soil at all estates.	Complied
4.3.5	Drainability assessments shall be required prior to replanting on peat to determine the long-term viability of the necessary drainage for oil palm growing. - Minor compliance -	There are no peat soils or soil categorised as problematic or fragile soil at all estates.	Complied
4.3.6	A management strategy shall be in place for other fragile and problem soils (e.g. sandy, low organic matter, acid sulphate soils). - Minor compliance -	There are no peat soils or soil categorised as problematic or fragile soil at all estates.	Complied
<b>Criterion 4.4:</b> Practices maintain the quality and availability of surface and ground water.			

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<p>4.4.1 An implemented water management plan shall be in place.                      - Minor compliance -</p>	<p>Mill:                      Establishment of water management plan: Contingency plan during water shortage for financial year 2014/2015:</p> <ul style="list-style-type: none"> <li>• Water shortage/dry spell                             <ol style="list-style-type: none"> <li>1) Purchase water from LAP</li> <li>2) Train staff/workers to conserve water</li> <li>3) Propose tube well application</li> </ol> </li> <li>• Severe water pollution                             <ol style="list-style-type: none"> <li>1) Purchase water from LAP</li> <li>2) Perform treatment of polluted water</li> </ol> </li> </ul> <p>Action plan for reduction of water usage – rainwater harvesting</p> <p>Estate:                      Establishment of water management plan: Contingency plan during water shortage for financial year 2013/2014:</p> <ul style="list-style-type: none"> <li>• No rain / prolonged dry period - planting area                             <ol style="list-style-type: none"> <li>1) Fill up drain with water from catchment area</li> <li>2) Fill up drain with water from waterway</li> </ol> </li> <li>• No rain / prolonged dry period - line site                             <ol style="list-style-type: none"> <li>1) Purchase water from LAP</li> </ol> </li> <li>• Emergency condition / Severe water pollution / contamination – planting area                             <ol style="list-style-type: none"> <li>1) Fill up drain with water from catchment area</li> <li>2) Use mobile water tank</li> <li>3) Purchase water supply from LAP</li> </ol> </li> </ul>	<p>Complied</p>
<p>4.4.2 Protection of water courses and wetlands, including maintaining and restoring appropriate riparian and other buffer zones (refer to national best practice and national guidelines) shall be demonstrated.                      - Major compliance -</p>	<p>Buffer zones had been maintained on both sides of streams in the estate as verified during on-site field inspection. There was no evidence of spraying around palms marked as boundary for the buffer zones. There was no construction of bunds/ weirs/dams across the main rivers or waterways passing through the estates.</p>	<p>Complied</p>
<p>4.4.3 Appropriate treatment of mill effluent to required levels and regular monitoring of discharge quality, especially Biochemical Oxygen Demand (BOD), shall be in compliance with national regulations (Criteria 2.1 and 5.6).                      - Minor compliance -</p>	<p>Anaerobic POME treatment with polishing plant. Limit DOE Licence/ Jadual Pematuhan : JPKKS 001845 (validity period 1/7/2014 - 30/6/2015) for 45 MT/hr and method of POME discharge is land application. Limit for BOD is 50mg/l.                      Effluent monitoring records: Monthly Effluent Analysis Test Report; Test Report no. EP600/2014 dated 16 Dec 2014 by Sime Darby Research Sdn. Bhd.; parameter monitored:- pH, Total Alkalinity, VFA, BOD, COD, TS, SS, VSS, TN, AN, O&amp;G. Other sampled records of BOD Analysis for the month of January 2015, December, November, October and September 2014 shown that the mill effluents were in compliance with license regulations.                      River (Sungai Kerdah) water monitoring (source for mill reservoir) as per Interim National Water Quality Standard (INWQS) by Sime Darby Research Sdn. Bhd. – R&amp;D Centre Carey Usland – Downstream –Report ref.: IE145/2015; parameters as per NWIQS – SS, pH, COD, AN, P, Cl, NTU, O&amp;G, E-Coli, Total Coli.</p>	<p>Complied</p>

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4.4.4	Mill water use per tonne of Fresh Fruit Bunches (FFB) (see Criterion 5.6) shall be monitored. - Minor compliance -	Water consumption for FY Jul 2013 – Jun 2014: <ul style="list-style-type: none"> <li>Reservoir: 0.38m<sup>3</sup>/mt FFB</li> <li>Mill process: 0.25 m<sup>3</sup>/mt FFB</li> <li>Boiler: 0.70 m<sup>3</sup>/mt FFB</li> <li>Fire hydrant: 8675.41 m<sup>3</sup>/mt FFB</li> <li>Domestic: 0.29 m<sup>3</sup>/mt FFB</li> </ul> Overall/grand total: 0.96 m <sup>3</sup> /mt FFB  Water consumption for FY Jul 2014 – Dec 2014: <ul style="list-style-type: none"> <li>Reservoir: 1.08m<sup>3</sup>/mt FFB</li> <li>Mill process: 0.11 m<sup>3</sup>/mt FFB</li> <li>Boiler: 0.72 m<sup>3</sup>/mt FFB</li> <li>Fire hydrant: 970.66 m<sup>3</sup>/mt FFB</li> <li>Domestic: 0.30 m<sup>3</sup>/mt FFB</li> </ul> Overall/grand total: 0.72 m <sup>3</sup> /mt FFB	Complied
<b>Criterion 4.5:</b> Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.			
4.5.1	Implementation of Integrated Pest Management (IPM) plans shall be monitored. - Major compliance -	IPM Plan includes the planting of beneficial plants and control of damage by rodents. Beneficial plants such as Turnera subulata and Casia are grown in the estates. Records of planting of new areas and maintenance of existing areas of beneficial plants and location maps are available. Records of rat baiting and barn owl census are available. No reported infestation by other pests (bagworms and rhinoceros beetle).	Complied
4.5.2	Training of those involved in IPM implementation shall be demonstrated. - Minor compliance -	Training records for staff on IPM implementation were available and verified to be satisfactory during on-site assessment.	Complied
<b>Criterion 4.6:</b> Pesticides are used in ways that do not endanger health or the environment			
4.6.1	Justification of all pesticides used shall be demonstrated. The use of selective products that are specific to the target pest, weed or disease and which have minimal effect on non-target species shall be used where available. - Major compliance -	Justification of pesticides applied is available in the Sime Darby Agriculture Reference Manual Section 15 item 3.4. The use of pesticide is specific to the target pest, weed and disease. Justification takes consideration to minimize effect on non-target species.	Complied
4.6.2	Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) shall be provided. - Major compliance -	Records of pesticides use (including active ingredients used and their LD 50, area treated, amount of a.i. applied per ha and number of applications) had been maintained and kept by the estate for a minimum of 5 years (2010 to 2015). Verified that records of monitoring were satisfactorily.	Complied
4.6.3	Any use of pesticides shall be minimised as part of a plan, and in accordance with Integrated Pest Management (IPM) plans. There shall be no prophylactic use of pesticides, except in specific situations identified in national Best Practice guidelines. - Major compliance -	The quantity of agrochemicals required for various field conditions are documented and justified in Sime Darby Plantation Agriculture Reference Manual Section 16.5. The implementation in the field is consistent with the Agriculture Reference Manual Section 16.5.	Complied

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4.6.4 Pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat, are not used, except in specific situations identified in national Best Practice guidelines. The use of such pesticides shall be minimised and eliminated as part of a plan, and shall only be used in exceptional circumstances. - Minor compliance -	Paraquat was eliminated. At the time of assessment there was no class 1a or 1b pesticide. Alternatives such as Glyphosate were used with the elimination of Paraquat.	Complied
4.6.5 Pesticides shall only be handled, used or applied by persons who have completed the necessary training and shall always be applied in accordance with the product label. Appropriate safety and application equipment shall be provided and used. All precautions attached to the products shall be properly observed, applied, and understood by workers (see Criterion 4.7). - Major compliance -	Pesticide operators given training on the safe handling and application of the pesticides. Suitable personal protective equipment's and application equipment provided to the operators. All precautions attached to the products explained to operators and understood by them. This was noted during the interview with workers.	Complied
4.6.6 Storage of all pesticides shall be according to recognised best practices. All pesticide containers shall be properly disposed of and not used for other purposes (see Criterion 5.3). - Major compliance -	The operating units comply with Regulation 9 of the Pesticides Act 1974 requiring balance of remaining solution to be kept under lock and key. During visit it was noted that all the remaining pesticides are kept in the store and securely locked and comply with regulation.	Complied
4.6.7 Application of pesticides shall be by proven methods that minimise risk and impacts. - Minor compliance -	The quantity of agrochemicals required for various field conditions are documented and justified in Sime Darby Plantation Agriculture Reference Manual Section 16.5. The implementation in the field is consistent with the Agriculture Reference Manual Section 16.5.	Complied
4.6.8 Pesticides shall be applied aurally only where there is documented justification. Communities shall be informed of impending aerial pesticide applications with all relevant information within reasonable time prior to application. - Major compliance -	No aerial spraying.	Complied
4.6.9 Maintenance of employee and associated smallholder knowledge and skills on pesticide handling shall be demonstrated, including provision of appropriate information materials (see Criterion 4.8). - Minor compliance -	No associated smallholders. Employees handling pesticide given knowledge and skill required by the R&D Department and OSH Department to cover safe handling practices and standard operating procedures.	Complied
4.6.10 Proper disposal of waste material, according to procedures that are fully understood by workers and managers shall be demonstrated (see Criterion 5.3). - Minor compliance -	Proper disposal of waste material are carried out as per the company procedures. The procedures are fully understood by workers and managers. Workers interview reveal that they are aware of the zero burning policy including domestic waste are not allowed to be burned. Management disposes waste material as per regulation for schedule waste and domestic waste.	Complied

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4.6.11	Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated. - Major compliance -	Medical surveillance carried out once a year for all chemical handlers. Last medical check-up was conducted on 28/4/2015 by DOSH registered doctor, Dr Balakumaran A/L Sinnasamy from Klinik Tweedie, HQ/11/DOC/00/200. 37 workers from Salak Division and Kamuning Estate were sent for check-up and fit to work.	Complied
4.6.12	No work with pesticides shall be undertaken by pregnant or breast-feeding women. - Major compliance -	No female pesticide operators. However, interview with female workers confirmed knowledge of the policy of transfer to alternative duties if they wished to continue working when pregnancy was confirmed or breast-feeding.	Complied
<b>Criterion 4.7:</b> An occupational health and safety plan is documented, effectively communicated and implemented. The health and safety plan shall cover the following:			



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<p>4.7.1 A health and safety policy shall be in place. A health and safety plan covering all activities shall be documented and implemented, and its effectiveness monitored.                      - Major compliance -</p>	<p>SOU3 has maintained an approved Health and Safety Policy dated April 2008 that is displayed prominently on notice boards in English and local language Bahasa Malaysia. The Policy is implemented through the OSH activities by the on-site safety officers and monitored by OSH Manager from Head Office. Environment safety and health (ESH) management plan for each operating unit had been established. The ESH management plan sighted addressed issues related to hazards and risks, legal register and its requirements for compliance, OSH awareness and training programme, accident and emergency procedures, treatment of illness/injury during the job, use of PPE, OSH Committee meetings, etc. The latest ESH plan FY2014/2015 was made available during this assessment. Sample of Elphil Oil Mill ESH programme for FY2014/2015 were :</p> <p><b><u>Audiometric Testing</u></b>                      Based on the last audiometric testing dated 20/3/2014, there were 5 workers affected with HI and 4 with STS. Follow up was done on 28/4/14 for the affected workers was sent to ENT Hospital Fatimah on 28/1/2015. Latest audiometric testing was done on 3/3/15. Full report is still not yet complete and will be verified in the next audit.</p> <p><b><u>Medical Surveillance Programme</u></b>                      As per CHRA recommendation dated July 2011 by (JKKP IH 127/171-(2)124, medical surveillance programme has to be conducted for those exposed to N-hexane, Benzene and welding fumes (manganese etc). The latest medical surveillance was carried out by registered OHD, (HQ/11/DOC/00(200) under Klinik Tweedie for 16 workers from laboratory and workshop personnel. From the results, all workers sent for medical surveillance are fit to work with no detrimental of heath. For 2015, medical surveillance programme will be conducted on 15/4/15.</p> <p><b><u>LEV Examination &amp; Testing</u></b>                      Annual LEV examination and testing was conducted on 1/4/14 by Procoma Environmental (M) Sdn Bhd, JKKP HIE 127/171-3/2(23). Based on the result, face velocity and flow rate complied with the minimum velocity specified by ACGIH.</p> <p><b><u>Personal Chemical Exposure Monitoring (PCEM)</u></b>                      Baseline (PCEM) was done in 2012 for chemical listed under schedule I, USECHH 2000 Regulation (manganese, Hexane, Benzene &amp; IPA. Quotation by Procoma dated 24/3/15 was sighted and plan to conduct the PCEM in 2015. Status will be verified in the next audit.</p>	<p>Complied</p>

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<p>4.7.2 All operations where health and safety is an issue shall be risk assessed, and procedures and actions shall be documented and implemented to address the identified issues. All precautions attached to products shall be properly observed and applied to the workers.            - Major compliance -</p>	<p>SOU 3 had identified and reviewed significant hazards and risks and determined appropriate risk control measures. The hazard identification, risk assessment and risk control (HIRARC) records, as well as CHRA reports were verified during the assessment. Refer to CHRA report for Elphil POM, (JKKP IH 127/171-(2)124 dated July 2011. All recommended under form F have been implemented based on site review. Chemical register dated 7/5/14 was shown to the auditor with the latest list of chemical used for mill's activities.</p> <p><b><u>Kamuning Estate</u></b>            CHRA dated July 2010 by IHT(JKKP IHT 127/171-2(124) &amp; JKKP IH 127/171-2(257) and in progress for renewal. New CHRA will be verified in the next audit. Based on the last CHRA, it was recommendation to carry out medical surveillance for chemical mixer, WTP and Sprayer. Refer to indicator 4.6.11 for further details.</p>	<p>Complied</p>
<p>4.7.3 All workers involved in the operation shall be adequately trained in safe working practices (see Criterion 4.8). Adequate and appropriate protective equipment shall be available to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, and land preparation, harvesting and, if it is used, burning.            - Minor compliance -</p>	<p>OSH awareness and various OSH training courses had been identified for each category of workers. This to ensure all workers involved have been adequately trained in safe working practices.</p> <p>Sample of specific training identified are:</p> <p><b><u>Kamuning Estate</u></b>            a) Fire Demonstration Training – 7/5/14 (BOMBA)            b) Sprayer Training (8/8/14) – My Crop            c) Town hall ESH (4/9/14) by Management            d) First Aid Training (12/11/14) – EHA            f) Chemical Safety Handling Training (23/12/14) -0 Management            g) Tractor Driver Competency Course (8-14/2/15) Sime Darby Plantation &amp; Jabatan Pertanian            h) Schedule Waste Training (16/2/15) – PSQM-ESH (Nuqman Ismail)</p> <p><b><u>Elphil Estate</u></b>            a) 5S workshop training –(8/4/14) PSQM 5S team            b) Fire Prevention and Fire Fighting Training (5/1/15)</p>	<p>Complied</p>

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<p>4.7.4 The responsible person/persons shall be identified. There shall be records of regular meetings between the responsible person/s and workers. Concerns of all parties about health, safety and welfare shall be discussed at these meetings, and any issues raised shall be recorded. - Major compliance -</p>	<p>Assistant manager at each of the operating units are appointed as OSH Coordinators and Estate Hospital Assistant as Safety and Health Committee Secretary. OSH Committees meeting conducted quarterly and meeting minutes includes issues raised and action taken from workplace inspection report etc.</p> <p><b><u>Elphil Palm Oil Mill</u></b> SHC organization chart FY15/16 i) Chairman – Azman Talkah (Mill Manager) effective 14/8/13 ii) Secretary – Mohd Aini Shariff (QA) effective 21/4/14</p> <p>Date of SHC meeting carried out</p> <ul style="list-style-type: none"> <li>- 1/14 – 12/3/14</li> <li>- 2/14 – 13/6/14</li> <li>- 3/14 – 12/9/14</li> <li>- 4/14 – 18/12/14</li> </ul> <p><b><u>Kamuning Estate</u></b> SHC organization chart FY15/16 i) Chairman – Mr Simon AK Thomas Daud(Estate Manager) effective 1/1/15. ii) Secretary – Mr Asmadey Saidin (SA) effective 1/1/15.</p> <p>Date of SHC meeting carried out</p> <ul style="list-style-type: none"> <li>- 1/14 – 11/2/14</li> <li>- 2/14 – 29/4/14</li> <li>- 3/14 – 11/8/14</li> <li>- 4/14 – 16/3/14</li> </ul>	<p>Complied</p>
<p>4.7.5 Accident and emergency procedures shall exist and instructions shall be clearly understood by all workers. Accident procedures shall be available in the appropriate language of the workforce. Assigned operatives trained in First Aid should be present in both field and other operations, and first aid equipment shall be available at worksites. Records of all accidents shall be kept and periodically reviewed. - Minor compliance -</p>	<p>Emergency Response Plan (ERP) has been established and defined in procedure, Level 2, Standard Operation Manual, Sub Section 5.5, Management Responsibility, Appendix 5.5.3.3 Emergency Preparedness and Response Procedure, version:1, issue :1 dated 1/11/2008. Emergency response activities were also included in the ESH plan FY 14/15. The following were Emergency Response Plan were addressed: Fire Outbreak, Accident and incident occurrence, Oil Spillage and etc. Last fire evacuation drill was conducted on 13/3/2015 in collaboration with Fire Department at Elphil Palm Oil Mill.</p> <p>Accident and emergency procedures have been communicated to employees, contractors and visitors. Workers trained in First Aid were present in the mill and field operations. Records on all accidents kept and summary sent to Head Office via SMS-IT system. All operating units keeping all the JKKP 6 &amp; 8 forms.</p>	<p>Complied</p>
<p>4.7.6 All workers shall be provided with medical care, and covered by accident insurance. - Minor compliance -</p>	<p>Medical care is provided to all the employees. Local workers are covered under SOCSO scheme while foreign workers are covered under foreign workers compensation scheme. Mill: RHB Insurance Berhad Policy No.: FW070142 valid till 30/6/2015 covering 17 workers.</p>	<p>Complied</p>

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4.7.7	Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics - Minor compliance -	<p>Records on Lost Time Accident (LTA) metrics displayed at the operating units through Safety Statistic Billboard and reported to PSQM-ESH department using new online system called SMS-IT. Sample of accident statistic as shown below :</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Elphil POM</th> <th>Kamuning Estate</th> <th>Elphil Estate</th> </tr> </thead> <tbody> <tr> <td>2014</td> <td>0</td> <td>6 (9 LTA)</td> <td>3( 22 LTA)</td> </tr> <tr> <td>2015</td> <td>0</td> <td>1 (0 LTA)</td> <td>0</td> </tr> </tbody> </table> <p>*LTA is equivalent to lost man days (MC)</p> <p>154844 LTih as at 24/3/15 (Elphil POM)            2832 LTih as at 25/3/15 ) (Kamuning Estate)            116,944 LTih ast at 28/2/15(Elphil Estate)</p>	Year	Elphil POM	Kamuning Estate	Elphil Estate	2014	0	6 (9 LTA)	3( 22 LTA)	2015	0	1 (0 LTA)	0	Complied
Year	Elphil POM	Kamuning Estate	Elphil Estate												
2014	0	6 (9 LTA)	3( 22 LTA)												
2015	0	1 (0 LTA)	0												
<p><b>Criterion 4.8:</b>            All staff, workers, smallholders and contract workers are appropriately trained.</p>															
4.8.1	A formal training programme shall be in place that covers all aspects of the RSPO Principles and Criteria, and that includes regular assessments of training needs and documentation of the programme. - Major compliance -	<p>A formal training programme on all aspects of RSPO principle and Criteria has been established and implemented. The training program FY14/15 includes:</p> <ul style="list-style-type: none"> <li>• SOP training for Sterilizer &amp; Laboratory Operator</li> <li>• Fire Drill and Emergency / Response Team Training</li> <li>• Safety Manuring Training</li> <li>• Vehicle and Tractor Driver Training</li> <li>• Safety Training for Harvester</li> <li>• Safety Training for Sprayer</li> <li>• Accident Investigation Training</li> <li>• First Aid Training</li> </ul>	Complied												

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4.8.2 Records of training for each employee shall be maintained. - Minor compliance –	<p>Records of training for employees available and maintained. Records verified on a sampling basis at the Mill and estates visited covers all aspect of training and RSPO P&amp;C.</p> <table border="1" data-bbox="647 506 1302 1496"> <thead> <tr> <th data-bbox="647 506 775 573">Date Training</th> <th data-bbox="775 506 967 573">Title</th> <th data-bbox="967 506 1142 573">Trainer(s)</th> <th data-bbox="1142 506 1302 573">Participants</th> </tr> </thead> <tbody> <tr> <td data-bbox="647 573 775 741">1/12/14</td> <td data-bbox="775 573 967 741">SOP training for Kernel Plant Recovery</td> <td data-bbox="967 573 1142 741">Management</td> <td data-bbox="1142 573 1302 741">Sterilizer Operator/ Kernel Plant Operator</td> </tr> <tr> <td data-bbox="647 741 775 887">16/4/14</td> <td data-bbox="775 741 967 887">SOP training for Bearing Installation</td> <td data-bbox="967 741 1142 887">Consultant</td> <td data-bbox="1142 741 1302 887">Workshop Helpers</td> </tr> <tr> <td data-bbox="647 887 775 987">4/4/14</td> <td data-bbox="775 887 967 987">PPE training</td> <td data-bbox="967 887 1142 987">Management</td> <td data-bbox="1142 887 1302 987">34 workers</td> </tr> <tr> <td data-bbox="647 987 775 1088">7/5/14</td> <td data-bbox="775 987 967 1088">Fire Demonstration Training</td> <td data-bbox="967 987 1142 1088">BOMBA</td> <td data-bbox="1142 987 1302 1088">Mill staff</td> </tr> <tr> <td data-bbox="647 1088 775 1189">8/8/14</td> <td data-bbox="775 1088 967 1189">Sprayer Training</td> <td data-bbox="967 1088 1142 1189">MyCrop</td> <td data-bbox="1142 1088 1302 1189">Estate workers</td> </tr> <tr> <td data-bbox="647 1189 775 1290">23/12/14</td> <td data-bbox="775 1189 967 1290">Chemical Handling Training</td> <td data-bbox="967 1189 1142 1290">Management</td> <td data-bbox="1142 1189 1302 1290">Estate workers</td> </tr> <tr> <td data-bbox="647 1290 775 1391">14/2/15</td> <td data-bbox="775 1290 967 1391">Tractor Driver Competency Course</td> <td data-bbox="967 1290 1142 1391">SDP and Agriculture Department</td> <td data-bbox="1142 1290 1302 1391">Estate Workers</td> </tr> <tr> <td data-bbox="647 1391 775 1496">16/2/15</td> <td data-bbox="775 1391 967 1496">Scheduled waste training</td> <td data-bbox="967 1391 1142 1496">PSQM-ESH</td> <td data-bbox="1142 1391 1302 1496">Estate Staff</td> </tr> </tbody> </table>	Date Training	Title	Trainer(s)	Participants	1/12/14	SOP training for Kernel Plant Recovery	Management	Sterilizer Operator/ Kernel Plant Operator	16/4/14	SOP training for Bearing Installation	Consultant	Workshop Helpers	4/4/14	PPE training	Management	34 workers	7/5/14	Fire Demonstration Training	BOMBA	Mill staff	8/8/14	Sprayer Training	MyCrop	Estate workers	23/12/14	Chemical Handling Training	Management	Estate workers	14/2/15	Tractor Driver Competency Course	SDP and Agriculture Department	Estate Workers	16/2/15	Scheduled waste training	PSQM-ESH	Estate Staff	<p>Complied</p>
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<b>Principle 5: Environmental responsibility and conservation of natural resources and biodiversity</b>			
<b>Criterion 5.1:</b> 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 continual improvement.			
5.1.1	An environmental impact assessment (EIA) shall be documented. - Major compliance -	Plans and impact assessments relating to environmental impacts based on documents as following: <ul style="list-style-type: none"> <li>Appendix 5.4.1b - Environmental Aspect and Impact Evaluation Procedure, Version 1; Year 2008 Issue no. 1; Dated 1 April 2009; Register</li> <li>Appendix 5.4.1c - Environmental Aspect and Impact Identification form, Version 1; Year 2008 Issue no. 1; Dated 1 April 2009; MR-01/EAI</li> <li>Appendix 5.4.1d – Environmental Impacts Evaluation form, Version 1; Year 2008 Issue no. 1; Dated 1 April 2009; MR-02/EIE</li> </ul>	Complied
5.1.2	Where the identification of impacts requires changes in current practices, in order to mitigate negative effects, a timetable for change shall be developed and implemented within a comprehensive management plan. The management plan shall identify the responsible person/persons. - Minor compliance -	Elphil Mill: Environmental Aspect Identification (EAI) and Environmental Evaluation (EIE) reviewed and updated on 15 January 2015. Kamuning Estate: Environment Aspect and Impact Identification review meeting on 12 January 2015. No changes identified. Elphil Estate: Environment Aspect and Impact Identification review meeting on 13 January 2015. No changes identified It was observed that the reviewing and updating on the registers were done annually if there's no any new activity within respective sites. Next reviews are due on January 2016.	Complied
5.1.3	This plan shall incorporate a monitoring protocol, adaptive to operational changes, which shall be implemented to monitor the effectiveness of the mitigation measures. The plan shall be reviewed as a minimum every two years to reflect the results of monitoring and where there are operational changes that may have positive and negative environmental impacts. - Minor compliance -	The monitoring was based on Sustainable Plantation Management System version 1, year 2008, and issue no. 1, dated 1 October 2008. Register of Environmental Aspects and Impacts Elphil Oil Mill – Pollution Prevention Plan ~ FY 2014/2015 KKS Elphil – reviewed but no changes since FY 2012/2013 Kamuning Estate: Environment Aspect and Impact Identification for various activities- construction work, compound, dispensary, field, harvesting and collection, main entrance, pest and disease control, petrol and diesel, power station, replanting, road, schedule waste store, workshop.	Complied
<b>Criterion 5.2:</b> The status of rare, threatened or endangered species and other 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 and operations managed to best ensure that they are maintained and/or enhanced.			
5.2.1	Information shall be collated in a High Conservation Value (HCV) assessment that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). - Major compliance -	As reported during ASA3, estate lands were cleared during the original land development in the early 1920s and remnant vegetation is limited to small areas of steep limestone hills. HCV4 which was assigned to remnant vegetation and riparian buffer zones are continuously maintained.	Complied

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5.2.2	Where rare, threatened or endangered (RTE) species, or HCVs, are present or are affected by plantation or mill operations, appropriate measures that are expected to maintain and/or enhance them shall be implemented through a management plan. - Major compliance -	Regular patrols within the operating unit estates were carried out and findings recorded by the respective Estate executives to monitor the Conservation / buffer zone areas. Mechanism for reporting the sightings of various types of wildlife, were found to have been in place. Monitoring and control of any illegal hunting, fishing or collecting activities was also implemented. Signage's that prohibit hunting, fishing and water polluting activities were verified on-site at the west estate found to have been satisfactorily maintained.	Complied
5.2.3	There shall be a programme to regularly educate the workforce about the status of these RTE species, and appropriate disciplinary measures shall be instigated in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect or kill these species. - Minor compliance -	Staff and workers were given briefing on company policies that prohibit disturbance of designated protected areas. Signages are maintained at the entrance to the estates prohibiting illegal hunting, fishing and the use of fire. Posters are displayed on the notice boards at muster areas.	Complied
5.2.4	Where a management plan has been created there shall be ongoing monitoring: • The status of HCV and RTE species that are affected by plantation or mill operations shall be documented and reported; • Outcomes of monitoring shall be fed back into the management plan. - Minor compliance -	On-going monitoring of the management plan on the status of any RTE species at the plantation areas is done. Reports are collated and reviewed by the HQ Sustainability team for the operating units situated within the region. The updated reports available indicated that there have been no sightings of any RTE species at the operating units.	Complied
5.2.5	Where HCV set-asides with existing rights of local communities have been identified, there shall be evidence of a negotiated agreement that optimally safeguards both the HCVs and these rights. - Minor compliance -	It is verified that there has been no instance of HCV set-aside that conflicts with the rights of local communities at the estates visited. Thus negotiated agreement of such nature is not applicable.	Complied
<b>Criterion 5.3:</b>			
Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.			
5.3.1	All waste products and sources of pollution shall be identified and documented. - Major compliance -	KKS Elphil – Identified wastes: • Scheduled waste • Domestic waste • Industrial waste Kamuning/Elphil Estate – Identified wastes: • Scheduled waste – SW 102, SW103, SW305, SW 306, SW 307, SW 311, SW 312, SW 410, SW 425, SW 409, SW 404 • Domestic waste – rubbish, sewage Industrial waste – scrap iron	Complied
5.3.2	All chemicals and their containers shall be disposed of responsibly. - Major compliance -	All chemical containers are disposed as per the company procedures. Most of the agrochemical containers are recycled for pre-mixing agrochemicals. Recycling is only for the same purpose.	Complied

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5.3.3	A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented. - Minor compliance -	The waste management and disposal plan were in place at the Mill and estate. However, Traces of diesel oil contaminated the soil at the water outlet of the diesel storage tank oil interceptor within the facilities complex of main division for Kamuning Estate.  There was a minor nonconformity raised against this indicator during the previous audit (ASA3).  <i>Therefore, this nonconformity has been upgraded to Major as per RSPO annual surveillance assessment procedure.</i>	<i>Major Non-compliance</i>
<b>Criterion 5.4:</b> Efficiency of fossil fuel use and the use of renewable energy is optimised.			
5.4.1	A plan for improving efficiency of the use of fossil fuels and to optimise renewable energy shall be in place and monitored. - Minor compliance -	All plans established mainly focused on reducing the consumption of fossil fuel and fully optimize the FFB processing to its maximum capacity. Mill: TNB kWh monitoring ~ daily kWh record Renewable energy source ~0.73 mt biomass/mt FFB processed.	Complied
<b>Criterion 5.5:</b> Use of fire for preparing land or replanting is avoided, except in specific situations as identified in the ASEAN guidelines or other regional best practice.			
5.5.1	There shall be no land preparation by burning, other than in specific situations as identified in the 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Major compliance -	Zero open burning policy as per SOP Section B2 - Felling/Land Clearing & Land Preparation dated November 2008. Management complying with the Malaysian environmental law -EQA and Regulations 1974. No open burning noted during the field visit.	Complied
5.5.2	Where fire has been used for preparing land for replanting, there shall be evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Minor compliance -	No use of fire for land preparation during replanting.	Complied
<b>Criterion 5.6:</b> Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.			



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<p>5.6.1 An assessment of all polluting activities shall be conducted, including gaseous emissions, particulate/soot emissions and effluent (see Criterion 4.4).                      - Major compliance -</p>	<p>Mill: pollution prevention plan base on environmental issue:                      1) Black smoke emission from boiler – control operational, regular black smoke monitoring and calibrate smoke chart recorder, preventive maintenance of all fins and damper’s to ensure in good condition                      2) Effluent discharge/overflow/leakage – op. cont.                      3) Oil leakage/spillage – op. cont., collect spillage and handle as scheduled waste, clean spillage using rags and handled as scheduled waste, provide spill kits                      Waste water discharge from mill cleaning/processing – op. cont.                      Estates: pollution prevention plan 2014/2015                      1) Minimize use of certain pesticide/herbicide                      • Controlled purchased of pesticide                      • IPM implementation                      2) Waste management                      • Zero open burning                      • SW handling as per regulations                      • Land applications for EFB                      3) Maximizing recycling                      • Organic fertilizer (EFB)                      • Collaboration with chemical supplier – Dupont through G-planter to collect empty container                      4) Oil spillage                      • Secondary containment                      • Concrete bunding                      5) Domestic waste management                      • Waste segregation                      • Recycle bin</p>	<p>Complied</p>
<p>5.6.2 Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented.                      - Major compliance</p>	<p>Plans and impact assessments relating to environmental impacts based on documents as following:                      • Appendix 5.4.1b - Environmental Aspect and Impact Evaluation Procedure, Version 1; Year 2008 Issue no. 1; Dated 1 April 2009                      • Appendix 5.4.1c - Environmental Aspect and Impact Identification form, Version 1; Year 2008 Issue no. 1; Dated 1 April 2009                      • Appendix 5.4.1d – Environmental Impacts Evaluation form, Version 1; Year 2008 Issue no. 1; Dated 1 April 2009                      An additional plan to reduce or minimized the impacts for the identified GHG emissions has been established at the HQ level for all mills under the group company. It was noted that the plan was to install the methane capture facilities in the POME treatment that were projected for each nominated mills under the group to be completed by the year 2020. However no any confirmation on the kick-off of the plan in Elphil Palm Oil Mill.</p>	<p>Complied</p>
<p>5.6.3 A monitoring system shall be in place, with regular reporting on progress for these significant pollutants and emissions from estate and mill operations, using appropriate tools.                      - Minor compliance -</p>	<p>The proposed monitoring system will be tabled upon finalization of the methane capture system design to be installed. Basically, it was noted that it will involve the monitoring of captured methane volume and its utilization. The company is in comunication with RSPO on GHG emission reporting.</p>	<p>Complied</p>

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<b>Principle 6: Responsible consideration of employees and of individuals and communities affected by growers and millers.</b>			
<b>Criterion 6.1:</b> Aspects of plantation and mill management that have social impacts, including replanting, 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 continual improvement.			
6.1.1	A social impact assessment (SIA) including records of meetings shall be documented. - Major compliance -	Plantation Sustainability and Quality Management (PSQM) Department has conducted the baseline social impact assessment in 2010 for Elphil operating unit. The assessment has been done with the participation of internal and external stakeholders. The attendance records are available.	Complied
6.1.2	There shall be evidence that the assessment has been done with the participation of affected parties. - Major compliance -	Meeting attendance and interview with stakeholders found they were invited for the meeting and the issues highlighted by them have been included in the management plan. Latest stakeholder meeting was done on 12/3/2015 attended by 12 people.	Complied
6.1.3	Plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts identified, shall be developed in consultation with the affected parties, documented and timetabled, including responsibilities for implementation. - Major compliance -	Social management plan has been included in the SIA assessment to mitigate the negative impacts with time frame and person in charge. There were no negative impacts raised by any external stakeholders. Internal stakeholders raised mainly issues on housing repair and other facilities.	Complied
6.1.4	The plans shall be reviewed as a minimum once every two years and updated as necessary, in those cases where the review has concluded that changes should be made to current practices. There shall be evidence that the review includes the participation of affected parties. - Minor compliance -	Annual SIA improvement plans reviewed in April 2014. The assessment was through meeting with the effected parties and stakeholders.	Complied
6.1.5	Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme). - Minor compliance -	No smallholder schemes at Elphil Certification Unit.	Complied
<b>Criterion 6.2:</b> There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.			
6.2.1	Consultation and communication procedures shall be documented. - Major compliance -	Consultation and communication procedure is similar to the procedure reported during the previous assessments.	Complied
6.2.2	A management official responsible for these issues shall be nominated. - Minor compliance -	The mill and estates have appointed the assistant managers as the management official for any social issues. Appointment letters dated 2/1/15 sighted during the audit.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
6.2.3	A list of stakeholders, records of all communication, including confirmation of receipt and that efforts are made to ensure understanding by affected parties, and records of actions taken in response to input from stakeholders, shall be maintained. - Minor compliance -	The mill and estates have an updated list of stakeholders. It includes internal and external stakeholders such as government departments, contractor, suppliers and workers representatives.	Complied
<b>Criterion 6.3:</b> There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all effected parties.			
6.3.1	The system, open to all affected parties, shall resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistleblowers, where requested. - Major compliance -	A documented dispute resolution procedure is available in Mill and Estate Quality Management System Manual which is effective, timely, appropriate and open to any affected parties. The complaint and grievances is open to effected parties including internal and external stakeholders.	Complied
6.3.2	Documentation of both the process by which a dispute was resolved and the outcome shall be available. - Major compliance –	SOP to resolve social disputes “Handling Social Issues” SOP dated 01 Nov 2008 has been established. Stakeholder meetings are held regularly to identify and give opportunity to stakeholders to complaint or raise disputes. Issues are discussed and consensual agreements reached during stakeholder meetings. Follow-up actions had timelines, responsibilities, and details of actions were included in the social action plan and monitored by managers for satisfactory conclusion. Minutes of meetings are maintained and reviewed.	Complied
<b>Criterion 6.4:</b> Any negotiations concerning compensation for loss of legal, customary or user 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.			
6.4.1	A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be in place. - Major compliance -	SOP to identify legal and customary rights as well as people entitled to compensation has been established- titled “Handling Land Disputes” SOP dated 01 Nov 2008. There have been no issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders.	Complied
6.4.2	A procedure for calculating and distributing fair compensation (monetary or otherwise) shall be established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation. This procedure shall take into account: gender differences in the power to claim rights, ownership and access to land; differences of transmigrants and long-established communities; and differences in ethnic groups’ proof of legal versus communal ownership of land. - Minor compliance -	SOP is as per in 6.4.1 above.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
6.4.3	The process and outcome of any negotiated agreements and compensation claims shall be documented, with evidence of the participation of affected parties, and made publicly available. - Major compliance -	No issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders to date.	Complied
<b>Criterion 6.5:</b> Pay and conditions for employees and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.			
6.5.1	Documentation of pay and conditions shall be available. - Major compliance -	Workers contract and payment follow the MAPA/NUPW Agreement. Payslip and contract of mill workers and plantation workers are as per the contract signed by them and follow the NUPW and MAPA agreement. All the workers earn more than RM 900. Inspection on (Employees No.: 0000110348, 0000110349 and 0000110346) for the month of February 2015 shows that pay is RM 950.00 which is more than the minimum wage of RM 900.00 set by the government.	Complied
6.5.2	Labour laws, union agreements or direct contracts of employment detailing payments and conditions of employment (e.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.) shall be available in the languages understood by the workers or explained carefully to them by a management official. - Major compliance -	The contract agreement clearly stated that is in accordance with the MAPA / NUPW provisions. Interviews of staff and workers confirmed that they understood the terms and conditions of their contract of employment and received benefits accordingly.	Complied
6.5.3	Growers and millers shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible. - Minor compliance -	All the housing meets the government standard and interview of staff and workers raised no issues related to housing and facilities provide by the company. Schools are within close proximity such as the Primary School (SJKT Ladang Elphil) is located at Elphil mill and Estate.	Complied
6.5.4	Growers and millers shall make demonstrable efforts to monitor and improve workers' access to adequate, sufficient and affordable food. - Minor compliance -	Accesses to food for the workers are considered adequately and sufficiently.	Complied
<b>Criterion 6.6:</b> The employer respects the rights 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.			
6.6.1	A published statement in local languages recognising freedom of association shall be available. - Major compliance -	Workers have freedom to join the workers union. Policy on Freedom of Association dated April 2008.	Complied
6.6.2	Minutes of meetings with main trade unions or workers representatives shall be documented. - Minor compliance -	Local and foreign workers are represented in the NUPW. Latest meeting was conducted on 12/9/2014 attended by 10 workers representatives. The objective of the meeting was to discuss any outstanding issues/disputes related to workers.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
<b>Criterion 6.7:</b> Children are not employed or exploited.			
6.7.1	There shall be documentary evidence that minimum age requirements are met. - Major compliance -	Elphil operating units are complied with the minimum age requirement. No employees below the age of 18.	Complied
<b>Criterion 6.8:</b> Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.			
6.8.1	A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment shall be documented. - Major compliance -	A policy on equal opportunity available and displayed at the offices along with the other policies.	Complied
6.8.2	Evidence shall be provided that employees and groups including local communities, women, and migrant workers have not been discriminated against. - Major compliance -	Migrant workers are recruited with 3 years contract. Local workers are on a long term employment. No any kind of discrimination was noted. Job opportunities and amenities such as free housing, water and electricity supplies, medical care are given to all employees without discrimination. All employees are aware of the grievance procedures through the various Committees such as Gender Committee for women, foreign workers representation and union committee to highlight their concerns and grievances if any. No grievances were highlighted to the audit team by internal and external stakeholders.	Complied
6.8.3	It shall be demonstrated that recruitment selection, hiring and promotion are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available. - Minor compliance -	Recruitment selection, hiring and promotion are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available. It was noted during the audit that there is no discrimination based on nationality, race, gender, age, etc.	Complied
<b>Criterion 6.9:</b> There is no harassment or abuse in the work place, and reproductive rights are protected.			
6.9.1	Policy to prevent sexual and all other forms of harassment and violence shall be implemented and communicated to all levels of the workforce. - Major compliance -	Policy on protection against Sexual Harassment and other forms of harassment available and implemented. There is no any reported case of harassment in the operating units.	Complied
6.9.2	A policy to protect the reproductive rights of all, especially of women, shall be implemented and communicated to all levels of the workforce. - Major compliance -	Reproductive rights of the female workers are protected. Female employees are aware that they are entitled for two months paid maternity leave.	Complied
6.9.3	A specific grievance mechanism which respects anonymity and protects complainants where requested shall be established, implemented, and communicated to all levels of the workforce. - Minor compliance -	Sime Darby has developed a Handbook for gender committee in 2014. Mill has formed gender committee. Latest meeting was done on 18/2/15 attended by 16 members together for mill and Elphil estate. No issues were highlighted during the meeting.	Complied
<b>Criterion 6.10:</b> Growers and mills deal fairly and transparently with smallholders and other local businesses.			
6.10.1	Current and past prices paid for Fresh Fruit Bunches (FFB) shall be publicly available. - Minor compliance -	Current and past prices paid for Fresh Fruit Bunches (FFB) has been displayed at the mill weighbridge counter.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
6.10.2	Evidence shall be available that growers/millers have explained FFB pricing, and pricing mechanisms for FFB and inputs/services shall be documented (where these are under the control of the mill or plantation). - Major compliance -	Elphil mill have only purchased outside FFB from trader. The traders have been briefed on the FFB pricing mechanisms.	Complied
6.10.3	Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent. - Minor compliance -	Interview with the contractors confirmed that he understand the terms and conditions of the contract.	Complied
6.10.4	Agreed payments shall be made in a timely manner. - Minor compliance -	Interview with contractors also confirmed that the payments are made on time. E.g: 15 <sup>th</sup> / 30 <sup>th</sup> of the following month as per contract.	Complied
<b>Criterion 6.11:</b> Growers and millers contribute to local sustainable development where appropriate.			
6.11.1	Contributions to local development that are based on the results of consultation with local communities shall be demonstrated. - Minor compliance -	Elphil mill and estates contribute to local development through donations to local schools, temples and mosques, which are considered an appropriate form of assistance.	Complied
6.11.2	Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve smallholder productivity. - Minor compliance -	No scheme smallholders.	Complied
<b>Criterion 6.12:</b> No forms of forced or trafficked labour are used.			
6.12.1	There shall be evidence that no forms of forced or trafficked labour are used. - Major compliance -	Workers, staff and stakeholder interview confirm that there is no any form of forced labour or trafficked labour in the operating units. All employees have employment contract and paid the agreed national minimum wages.	Complied
6.12.2	Where applicable, it shall be demonstrated that no contract substitution has occurred. - Minor compliance -	No contract substitution was noted.	Complied
6.12.3	Where temporary or migrant workers are employed, a special labour policy and procedures shall be established and implemented. - Major compliance -	Equal opportunity and non-discriminatory policy is implemented. No temporary workers. Migrant workers are treated equally as per the locals.	Complied
<b>Criterion 6.13:</b> Growers and millers respect human rights.			
6.13.1	A policy to respect human rights shall be documented and communicated to all levels of the workforce and operations (see Criteria 1.2 and 2.1). - Major compliance -	The existing policy covers the necessary aspects of human rights. Employees are aware of their rights and workers and staff union monitor to ensure no violations.	Complied
<b>Principle 7: Responsible development of new plantings</b> Elphil Palm Oil Mill Certification unit and supply base did not carry out any new plantings since November 2005. Therefore, Principle 7 is not applicable during this assessment. The immature areas are replanted area.			
<b>Principle 8: Commitment to continual improvement in key areas of activity</b>			

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Criterion / Indicator	Assessment Findings	Compliance
<b>Criterion 8.1:</b> Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.		
8.1.1 The action plan for continual improvement shall be implemented, based on a consideration of the main social and environmental impacts and opportunities of the grower/mill, and shall include a range of Indicators covered by these Principles and Criteria.  As a minimum, these shall include, but are not necessarily be limited to: <ul style="list-style-type: none"> <li>• Reduction in use of pesticides(Criterion 4.6);</li> <li>• Environmental impacts (Criteria 4.3, 5.1 and 5.2);</li> <li>• Waste reduction (Criterion 5.3);</li> <li>• Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8);</li> <li>• Social impacts (Criterion 6.1);               <ul style="list-style-type: none"> <li>• Optimising the yield of the supply base.</li> </ul> </li> </ul> - Major compliance -	Elphil Palm Oil Mill and supply base estates have carried out annual review of the environmental and social aspects of its operations to identify improvements. The Social Action Plan has continued to work towards improving stakeholder relationship through engagement and dialogue besides further improving the workers housing. Initiative on KAIZEN project at Elphil Palm Oil Mill showed commitment towards continual improvement to improve plant safety and process performance.  Pesticide use is limited to use only when there is outbreak and justified with census prior to application. IPM is continuously implemented as part of efforts to reduce pesticide usage. Paraquat is completely eliminated. Recycling awareness is progressively implemented and evidence of recycling was noted during the assessment. Yield is optimized.	Complied



**Appendix B: Sime Darby Plantation Sdn. Bhd. Time Bound Plan**

<b>TIME BOUND PLAN – Certification Units in Malaysia</b>			
<b>No.</b>	<b>MANAGEMENT UNIT</b>		<b>LOCATION</b>
	<b>P O M</b>	<b>Time Bound</b>	
1	Sg Dingin	Certified 2010 – Recertification in June 2015	Kedah
2	Chersonese	Certified 2011	Perak
3	Elphil	Certified 2011	Perak
4	Flemington	Certified 2011	Perak
5	Seri Intan	Certified 2011	Perak
6	Selaba	Certified 2011	Perak
7	Tennamaram	Certified 2011	Selangor
8	Bkt Kerayong	Certified 2011	Selangor
9	East	Certified 2010 – Recertification Completed in February 2015	Selangor
10	West	Certified 2010– Recertification Completed in March 2015	Selangor
11	Bukit Puteri	Certified 2011	Pahang
12	Kerdau	Certified 2011	Pahang
13	Jabor	Certified 2011	Pahang
14	Labu	Certified 2011	N. Sembilan
15	Tanah Merah	Certified 2010 – Recertification Completed in February 2015	N. Sembilan
16	Sua Betong	Certified 2014	N. Sembilan
17	Kok Foh	Certified 2011	N. Sembilan
18	Kempas	Certified 2010 – Recertification in 2015	Malacca
19	Diamond Jubilee	Certified 2011	Malacca
20	Bukit Kerayong	Certified 2014	Johor
21	Chaah	Certified 2010 – Recertification in August 2015	Johor
22	Gunung Mas	Certified 2010 – Recertification in 2015	Johor
23	Bukit Benut	Certified 2011	Johor
24	Ulu Remis	Certified 2011	Johor
25	Hadapan	Certified 2011	Johor
26	Sandakan Bay	Certified 2008. Recertification completed.	Sabah
27	Melalap	Certified 2011	Sabah
28	Binuang	Certified 2009. Recertification completed.	Sabah
29	Giram	Certified 2009. Recertification completed.	Sabah
30	Merotai	Certified 2009. Recertification completed.	Sabah
31	Lavang	Certified 2011	Sarawak
32	Rajawali	Certified 2011	Sarawak
33	Derawan	Certified 2011	Sarawak
34	Pekaka	Certified 2011	Sarawak

<b>TIME BOUND PLAN – Certification Units in Indonesia</b>			
<b>No.</b>	<b>MANAGEMENT UNIT</b>		<b>LOCATION</b>
	<b>P O M</b>	<b>Time Bound</b>	
1	Sekunyir (PT. Indotruba Tengah)	Certified 2010	Seruyan and West Kotawaringin District – Central Kalimantan
2	Manggala (PT. Tunggal Mitra Plantations)	Certified 2010	Rokan Hilir District – Riau
3	Bk. Ajong (PT. Sime Indo Agro)	Certified 2010	Sanggau District –West Kalimantan
4	Teluk Siak (PT Aneka Inti Persada)	Certified 2011	Pekanbaru, Siak District – Riau
5	Sungai Pinang (PT. Bina Sains Cemerlang)	Certified 2012	Musi Rawas District – South Sumatera
6	Sukamandang (PT. Kridatama Lancar)	Certified 2011	Seruyan and East Kotawaringin District – Central Kalimantan
7	Pematang (PT. Teguh Sempurna)	Certified 2011	Seruyan and East Kotawaringin District – Central Kalimantan
8	Alur Dumai (PT Lahan Tani Sakti)	Certified 2011	Rokan Hilir District – Riau
9	Teluk Bakau (PT. Bhumireksa Nusa Sejati)	Certified 2011	Indra Giri Hilir District – Riau



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10	Mandah (PT. Bhumireksa Nusa Sejati)	Certified 2014	Indra Giri Hilir District – Riau
11	Angsana Mini (PT Sajang Heulang)	Certified 2011	Tanah Bumbu District – South Kalimantan
12	AngsanaPT Ladangrumpun Suburabadi	Certified 2011	Tanah Bumbu District – South Kalimantan
13	Mustika (PT Sajang Heulang)	Certified 2013	Tanah Bumbu District – South Kalimantan
14	Gunung Aru (PT Bersama Sejahtea Sakti)	Certified 2011	Kotabaru District – South Kalimantan
15	Bebunga (PT. Langgeng)	Certified 2011	Kotabaru District – South Kalimantan
16	Blang Simpo (PT Padang Palma Permai)	Certified 2013	Aceh Tamiang, Nangroe Aceh Darussalam
17	Pondok Labu (PT Paripurna Swakarsa)	Certified 2012	Kotabaru District – South Kalimantan
18	Selabak (PT Swadaya Andhika)	Certified 2012	Kotabaru District – South Kalimantan
19	Rantau (PT Laguna Mandiri)	Certified 2012	Kotabaru District – South Kalimantan
20	Betung (PT Laguna Mandiri)	Certified 2014	Kotabaru District – South Kalimantan
21	Ungkaya (PT Tamaco Graha Krida)	Certified 2012	Morowali District – Sulawesi Tengah
22	Ladang Panjang (PT Bahari Gembira Ria)	Certified 2012	Muaro Jambi District - Jambi
23	Rantau Panjang (PT Guthrie Pecconina Indonesia)	Certified 2012	Musi Banyuasin District – South Sumatera

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24	<p>MAS (PT Mitra Austral Sejahtera)          The certification body for PT MAS has considered that Sime Darby Plantation still meets the requirements of the RSPO for Partial Certification and the report has been submitted for EB review. A verification audit was conducted by the Certification Body in early 2013 and Sime Darby Plantation will proceed with the next steps of certification upon satisfactory resolution of the matter. Regular discussions is ongoing between Sime Darby Plantation and the project affected communities.</p> <p><b>RSPO Certification Target Date for PT MAS</b></p> <ul style="list-style-type: none"> <li>The target date for certification is by end 2015. However, this is subject to the progress of the matter being resolved.</li> </ul> <p><b>Progress Update (Sept 2014 – March 2015)</b></p> <ul style="list-style-type: none"> <li>Regular discussions is ongoing between Sime Darby Plantation and the project affected communities (PAC). The most recent SDP-PAC meeting was held on 23 Feb 2015.</li> <li>SDP will maintain to liaise with the communities via 'Tim Kerja Perwakilan Petani (TKPP) and direct discussion with Kerunang/ Entapang communities.</li> <li>On the community request for DSF mediation (from 2 out of 9 villages), ref letter to RSPO 12 June 2014. SDP visited the communities on 27 August 2014 to listen and have a better understanding on the requests from these two communities and the subsequent meeting with the communities of Entapang and Kerunang was held on 12 Dec 2014 where the communities highlighted that they will not join the current SDP-PAC committee meetings and will continue to engage directly with SD.</li> <li>SDP is continuing to work on direct engagement with PAC – working towards a consensus with the PAC to withdraw their complaint.</li> <li>RSPO Secretariat is well informed on the progress of this matters through regular briefing and progress reports.</li> <li>To-date, 12 out of 14 demands from the other 7 communities have been resolved, another two remaining demands are related to land matters.</li> </ul>	2015	Sanggau District – West Kalimantan
25	Lembiru (PT Sandika Nata Palma)	Certified 2014	Ketapang District – West Kalimantan

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**Appendix C: Sime Darby Plantation Sdn Bhd – SOU 3 Elphil Certification Unit RSPO Certificate Details**

Sime Darby Plantation Sdn. Bhd.  
 Strategic Operating Units (SOU 3) - Elphil Palm Oil Mill  
 Sungai Siput Utara,  
 31100 Sungai Siput,  
 Perak, MALAYSIA  
 RSPO Membership number: 1-0008-04-000-00

BSI RSPO Certificate N<sup>o</sup>: SPO 550180  
 Date of Initial Certificate Issued: 18 June 2011  
 Date of Expiry: 17 June 2016  
 Applicable Standards: RSPO P&C MY-NI 2014; RSPO Certification System June 2007 (revised March 2011); RSPO Supply Chain Certification Standard 21 November 2014 Module E - CPO Mills: Mass Balance

<b>Elphil Palm Oil Mill and Supply Base</b>					
Location Address	Strategic Operating Unit (SOU 3) - Elphil Palm Oil Mill, Sungai Siput Utara, 31100 Sungai Siput, Perak, MALAYSIA				
GPS Location	E 101° 5' 37" N 4° 53' 24"				
CPO Tonnage Total	36,775				
PK Tonnage Total	9,989				
CPO Claimed for Certification *	27,975				
PK Claimed for Certification *	7,629				
Own estates FFB Tonnage *	127,158				
Scheme Smallholder FFB Tonnage	-				
Non Certified FFB tonnage (Excluded from Certificate)	40,000				
Estates	Production Area		Other use (ha)	Certified Area / Total land lease (ha)	Annual FFB Production (mt)
	Mature (ha)	Immature (ha)			
Elphil	1,600	76	200	1,876	39,197
Kamuning	3,049	511	329	3,889	68,526
Kinta Kellas	731	219	111	1,061	19,435
<b>TOTAL</b>	<b>5,380</b>	<b>806</b>	<b>640</b>	<b>6,826</b>	<b>127,158</b>

\*Certified Production

**Appendix D: Assessment Plan**

<b>PRELIMINARY AGENDA</b>					
<b>Date</b>	<b>Time</b>	<b>Subjects</b>	<b>Mohd Hidhir</b>	<b>Hafri</b>	<b>Muhd Haris</b>
Tuesday 24/3/2015	PM	Audit Team travelling to the site.	√	√	√
Wednesday 25/3/2015  <b>Elphil Palm Oil Mill</b>	08.30 – 09.00	Opening Meeting: <ul style="list-style-type: none"> <li>Opening Presentation by Audit team leader.</li> <li>Confirmation of assessment scope and finalize Audit</li> </ul>	√	√	√
	09.00 – 13.00	<b>Elphil Palm Oil Mill</b> Inspection: FFB receiving, warehouse, workshop, wastes management & Landfill, Effluent Ponds, OSH & ERP, Environment issues, POME application, water treatment, staff, workers and contractor interview, housing and facility inspection, clinic, etc.	√	√	√
	10.00 – 13.00	<b>Meeting with stakeholders</b> (Government, village rep, smallholders, Workers Leader, contractor etc.)	-	-	√
	13.00 – 14.00	Lunch	√	√	√
	14.00 – 16.30	<b>Elphil Palm Oil Mill:</b> Visit to laboratory, weighbridge and palm product storage area. Document Review P1 – P8: SOPs, Supply chain for CPO mill, Review on SEIA documents and records, wage records, employee data, training records, legal permits, mill inspection and internal monitoring records, CIP & implementation etc.  Verify previous nonconformities.	√	√	√
	16.30 - 17.00	Interim Closing briefing.	√	√	√
Thursday 26/3/2015  <b>Kamuning Estate</b>	08.30 – 13.00	<b>Kamuning Estate</b>  Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, , etc.	√	-	√
	10.00 – 13.00	<b>Meeting with stakeholders</b> (Government, village rep, smallholders, Workers Leader, contractor etc.)	-	√	-
	13.00 – 13.00	Lunch	√	√	√
	13.00 – 16.30	<b>Kamuning Estate</b>  Document review P1 – P8: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc).	√	√	√
	16.30 - 17.00	Interim Closing Briefing	√	√	√

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Friday 27/3/2015  <b>Elphil Estate</b>	8.30 – 13.00	<b>Elphil Estate</b> Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill and etc.	√	√	√
	13.00 – 14.00	Lunch/Friday Prayer	√	√	√
	14.00 – 16.30	<b>Elphil Estate</b> Document review P1 – P8: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc).	√	√	√
	16.30 - 17.00	Interim Closing Briefing	√	√	√
Saturday 28/3/2015  <b>Elphil Palm Oil Mill</b>	8.30 – 10.30	Verify any outstanding issues & Preparation for closing meeting	√	√	√
	10.30 - 12.00	Closing Meeting	√	√	√

**Appendix E: Stakeholders Contacted**

<p><b>Internal Stakeholders</b></p> <p>Managers and Assistants  Male Mill Staff/Workers  Female Mill Staff/Workers  Foreign Workers  Male and Female Estate workers  Hospital Assistant  Female Assistant at Clinic  Union Representatives  Gender Committee Secretary</p>	<p><b>External Stakeholders</b></p> <p>Head of the Village  Mosque Committee  Join Consultative Committee at village  NUPW Representative  AMESU Representative</p>
<p><b>Contractors &amp; Consultants</b></p> <p>Electrical Contractor  General Supplier  Compost Plant Contractor</p>	<p><b>Government Departments</b></p> <p>School  Health Department  Labour Department</p>

**Appendix F: CPO Mill Supply Chain Assessment Report (Module E-CPO Mills: Mass Balance)**

Requirements	Compliance
<b>E.1 Definition</b>	
<p>E.1.1 Certification for CPO mills is necessary to verify the volumes of certified and uncertified FFB entering the mill and volume sales of RSPO certified producers. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own certified land base. In that scenario, the mill can claim only the volume of oil palm products produced from processing of the certified FFB as MB.</p>	<p>Elphil Palm Oil Mill receives and process both certified and non-certified FFB. Therefore, it uses the Mass Balance supply chain system and module. During the P&amp;C assessment, the audit team verified the volumes and sources of certified and non-certified FFB entering the mill, the implementation of processing controls and volume sales of RSPO certified Products.</p>
<b>E.2 Explanation</b>	
<p>E.2.1 The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the CB in the public summary of the P&amp;C certification report. This figure represents the total volume of certified palm oil product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced should then be recorded in each subsequent annual surveillance report.</p>	<p>The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill is recorded in this public summary report.</p>
<p>E.2.2 The mill must also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim).</p>	<p>The mill has met all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim).</p>
<b>E.3 Documented procedures</b>	
<p>E.3.1 The site 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:</p> <p>a) Complete and up to date procedures covering the implementation of all the elements in these requirements;</p> <p>b) 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 site procedures for the implementation of this standard.</p>	<p>Elphil Mill has procedures for the incoming FFB, processing and outgoing Crude Palm Oil and Palm Kernel for the traceability with Mass Balance model covering certified and non-certified FFB received.</p> <p>The mill manager and assistant manager have awareness of the supply chain system. The manager has overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements.</p>
<p>E.3.2 The site shall have documented procedures for receiving and processing certified and non-certified FFBs.</p>	<p>Elphil Mill has documented procedures for the incoming FFB, processing and outgoing palm products (CPO and PK). System available to make marking on the receiving documents to differentiate the certified and non-certified FFB received.</p>
<b>E.4 Purchasing and goods in</b>	
<p>E.4.1 The site shall verify and document the volumes of certified and non-certified FFBs received.</p>	<p>Daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the certified and non-</p>

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	certified FFB. Records verified by internal and external audit.
E.4.2 The site shall inform the CB immediately if there is a projected overproduction.	The facilities aware of this procedure.
<b>E.5 Record keeping</b>	
E.5.1 a) The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a three-monthly basis.  (b) 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.  c) The site can only deliver Mass Balance sales from a positive stock. Positive stock can include product ordered for delivery within three months. However, a site is allowed to sell short.(ie product can be sold before it is in stock.)	Daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the certified and non-certified FFB. Computerized system in place. Records verified by internal and external audit.  Computerized system in place with the delivery deducted accordingly.  The Mill aware that only positive stock can be delivered. No short selling.
E.5.2 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	No outsourcing activities.

**Actual Tonnage Certified Palm Production - 01 April 2014 – 31 March 2015 (ASA3)**

Mill	Capacity	CPO	PK
Elphil Palm Oil Mill	45 mt/hr	20,770mt	5,210mt

**Actual Tonnage Sales of Certified Palm Products - 01 April 2014 – 31 March 2015 (ASA3)**

Mill	Certified CPO Sales	Certified PK Sales	Remarks
Elphil Palm Oil Mill	1,000 Mt	0	Etrace system



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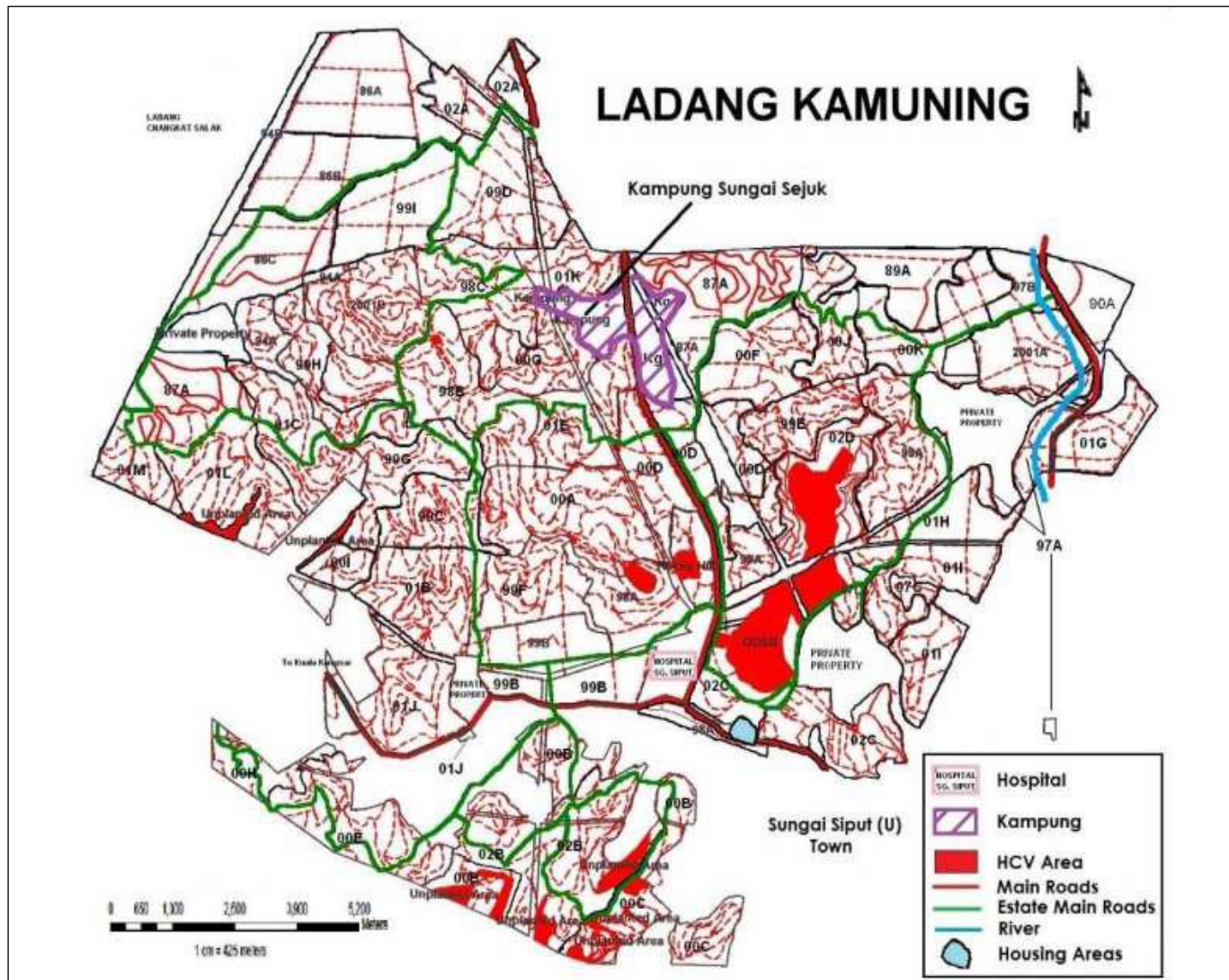
**Actual Tonnage Certified FFB Received Monthly - 01 April 2014 – 31 March 2015 (ASA3)**

Month	Elphil Estate	Kamuning Estate	Kinta Kellas Estate	Total FFB/Month
April 2014	1,349	2,086	643	4,078
May 2014	3,211	4,011	1,334	8,556
June 2014	2,947	4,496	1,491	8,934
July 2014	2,717	4,558	1,374	8,649
Aug. 2014	3,329	5,259	1,672	10,260
Sept. 2014	3,759	6,797	1,853	12,409
Oct. 2014	3,101	5,061	1,477	9,639
Nov. 2014	3,014	4,714	1,196	8,924
Dec. 2014	2,371	4,367	1,290	8,028
Jan. 2015	1,917	2,913	1,163	5,993
Feb. 2015	1,882	2,970	1,063	5,915
Mar. 2015	2,492	3,467	1,325	7,284
Total	32,089	50,699	15,881	98,669

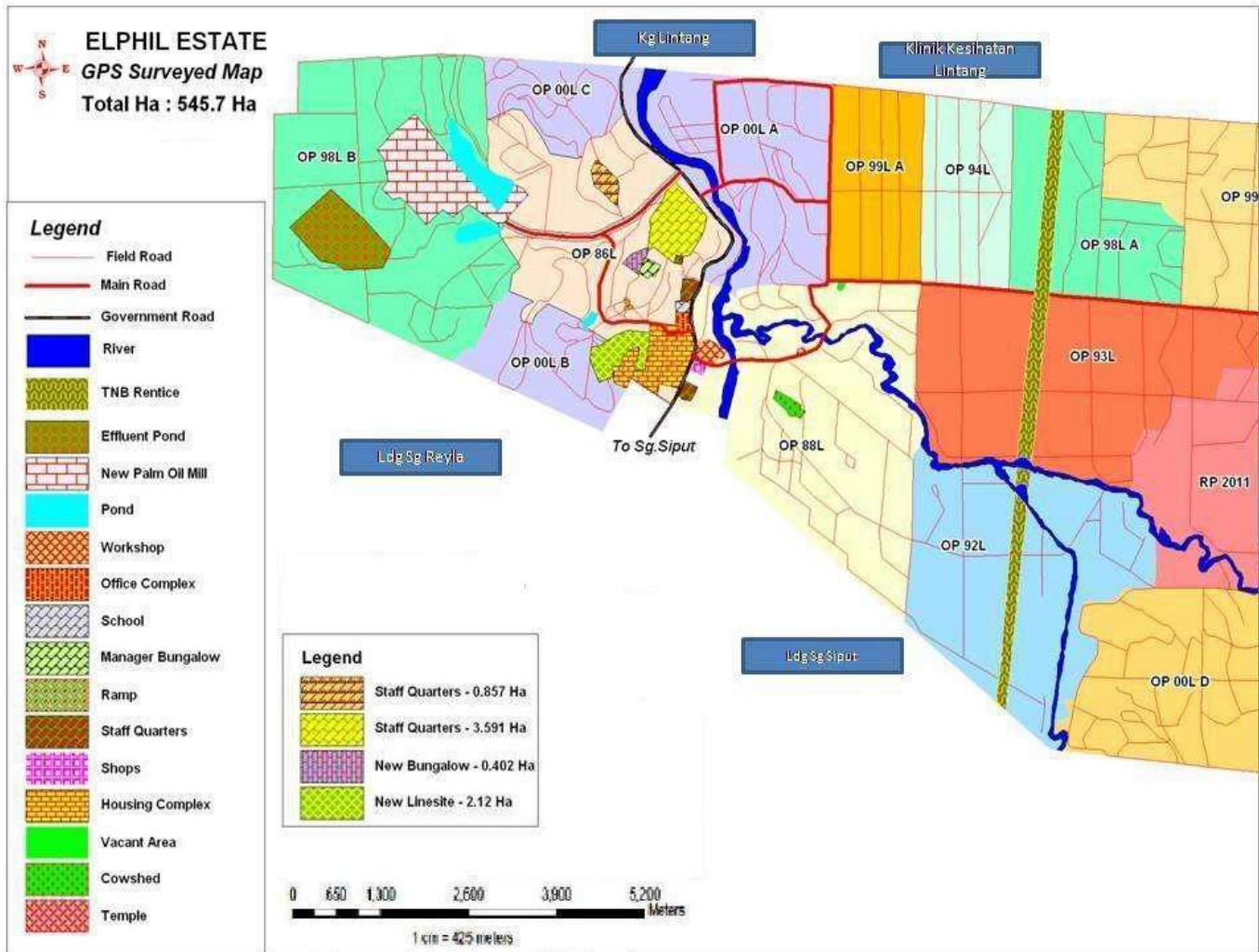
**Appendix G: Location Map of Elphil Certification Unit and Supply bases**



Appendix H: Field Map of Kamuning Estate



**Appendix I: Field Map of Elphil Estate**





## Appendix J: List of Abbreviations Used

ASA	Annual Surveillance Assessment
BOD	Biological Oxygen Demand
CHRA	Chemical Health Risk Assessment
CIP	Continual Improvement Plan
CPO	Crude Palm Oil
DOE	Department of Environment
DOSH	Department of Occupational Safety & Health
EFB	Empty Fruit Bunch
EIA	Environmental Impact Assessment
EMS	Environmental Management System
ERP	Emergency Response Plan
FFB	Fresh Fruit Bunch
GMP	Good Manufacturing Practice
HCV	High Conservation Value
IAV	Initial Assessment Visit
IPM	Integrated Pest Management
ISCC	International Sustainable Carbon Certification
MPOA	Malaysian Palm Oil Association
MSDS	Material Safety Data Sheet
MSPO	Malaysian Sustainable Palm Oil
MY-NI	Malaysian National Interpretation
NGO	Non Governmental Organisation
OSH	Occupational Safety & Health
PK	Palm Kernel
PKO	Palm Kernel Oil
POM	Palm Oil Mill
PPE	Personal Protective Equipment
RED	Renewable Energy Directive
RSPO P&C	Roundtable on Sustainable Palm Oil Principle & Criteria
SCCS	Supply Chain Certification Standard
SEIA	Social & Environmental Impact Assessment
SIA	Social Impact Assessment
SOP	Standard Operating Procedure