

RSPO – RECERTIFICATION 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: West Palm Oil Mill
Ladang West, Carey Island, 42960, Selangor, MALAYSIA

TABLE of CONTENTS

Page N°

SECTION 1: Scope of the Re-Certification Assessment.....	3
1. Company Details.....	3
2. RSPO Certification Information & Other Certifications.....	3
3. Location(s) of Mill & Supply Base.....	3
4. Description of Certified Supply Base.....	4
5. Plantings & Cycle.....	4
6. Certified Tonnage.....	4
SECTION 2: Assessment Process.....	5
Certification Body.....	5
Assessment Methodology, Programme, Site Visits.....	5
Assessment Program.....	6
Tentative Date of Next Visit.....	6
Total No. of Mandays.....	6
BSI Assessment Team.....	6
Accompanying Person.....	7
SECTION 3: Summary of Assessment Findings.....	8
3.1 Details of audit results.....	8
3.2 Progress against Time Bound Plan.....	8
3.3 Details of Findings.....	9
Non-Conformity.....	9
Observation.....	10
Positive Findings.....	11
Issues raised by Stakeholders.....	12
3.3.1 Status of Non-Conformities Previously Identified and Observations.....	13
3.3.2 Summary of the Nonconformities and Status.....	15
Assessment Conclusion and Recommendation.....	16
Acknowledgement of Assessment Findings.....	16

List of Appendices

A	Summary Report of the Assessment
B	Time bound Plan
C	RSPO Certificate Details
D	Assessment Plan
E	Stakeholders Contacted
F	CPO Mill Supply Chain Assessment Report (Module D – CPO Mills: Identity Preserved)
G	West Estate Field Map
H	List of Abbreviations Use

Section 1 Scope of the Re-Certification Assessment

1. Company Details			
RSPO Membership Number	1-0008-04-000-00	Date	Member since: 6 September 2004
Company Name	Sime Darby Plantation Sdn Bhd		
Address	Certification Unit: West Palm Oil Mill, Ladang West, Carey Island, 42960, Selangor, MALAYSIA		
Subsidiary of (if applicable)	N/A		
Contact Name	Pn. Sabarinah Marzuky		
Website	www.simedarbyplantation.com	E-mail	sabarinah.marzuky@simedarby.com
Telephone	03 - 78484371	Facsimile	03 - 78484363

2. RSPO Certification Information			
Certificate Number	SPO 543594	Date	19 May 2010
Scope of Certification	West Palm Oil Mill West Estate		
Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
AR0867	ISO 9001:2008	SIRIM QAS	9/8/2015

3. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base)	Location [Map Reference #]	GPS	
		Easting	Northing
West Palm Oil Mill (Capacity: 50Mt/hr)	Ladang West, Carey Island, 42960, Selangor, MALAYSIA	101° 20' 60"	2° 55' 0"
West Estate	Ladang West, Carey Island, 42960, Selangor, MALAYSIA	101° 20' 60"	2° 55' 0"

RSPO Public Summary Report
Revision 1 (Sept/2014)

4a. Description of Certified Supply Base						
Estate	Mature (ha)	Immature (ha)	Total Planted Area (ha)	Infrastructure & others (ha)	Total Hectarege	% of Planted
West Estate	4,756	261	5,017	724	5,741	88 %
Total	4,756	261	5,017	724	5,741	88 %

4b. Description of Certified FFB Supply from Sime Darby's Adjacent RSPO Certified Estate					
Estate	Tonnage / Year			Certificate Number	Expiry Date
	Estimated (2014)	Actual (2014)	Forecast (2015)		
East Estate	71,514	90,448	84,980	SPO 543543	18 May 2015
Total	71,514	90,448	84,980		

5. Plantings & Cycle								
Estate	Age (Years) & Hectarege					FFB Tonnage / Year		
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30	Estimated (Year 2014)	Actual (Year 2014)	Forecast (Year 2015)
West Estate	261	2,072	2,536	148	-	166,866	119,888	128,091

6. Certified Tonnage									
Mill	Estimated (Previous Year Jan 2013 – Dec 2013)			Actual (This Year Jan 2014 – Dec 2014)			Forecast (Next Year Jan 2015 – Dec 2015)		
	FFB	CPO	PK	FFB	CPO	PK	FFB	CPO	PK
West Palm Oil Mill (Own Certificate)	166,866			119,888			128,091		
Certified Palm Product Claimed by Processing of certified FFB from adjacent Certified Estate (SPO543543)	71,514	50,229	12,088	90,448	42,499	9,921	84,980	43,892	10,227
Total	238,380	50,229	12,088	210,336	42,499	9,921	213,071	43,892	10,227

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
Aryo Gustomo: aryo.gustomo@bsigroup.com
www.bsigroup.com

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 recertification assessment was conducted from 4 - 6 March 2015. The audit programme is included as Appendix D. The approach to the audit was to treat the mill and its supply base as an RSPO Certification Unit. Mill was audited together with the estate. 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 and external stakeholders, review of documentation and monitoring data. RSPO P&C 2013 was used as Checklists and questionnaires were used to guide the collection of information to assess compliance. The comments made by external stakeholders were also taken into account in the assessment.

Public Stakeholder Notification was made on 16 January 2015, 30 days prior to the recertification assessment. Stakeholder consultation involved internal and external stakeholders. External stakeholders were contacted by telephone and email to arrange meetings at a location convenient to them to discuss West Palm Oil Mill Certification Unit's environmental and social performance.

Meetings were held 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 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

RSPO Public Summary Report
Revision 1 (Sept/2014)

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 Major and minor Nonconformities that were assigned during the fourth annual surveillance audit (ASA4) 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 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 Mr. A. Senniah (RSPO Scheme Manager) and externally by independent peer reviewer prior to certification decision by BSI.

The following table would be used to identify the locations to be audited each year in the 5 year cycle

1.Assessment Program					
Name (Mill / Supply Base)	Year 1 (Recertification)	Year 2	Year 3	Year 4	Year 5
West Palm Oil Mill	√	√	√	√	√
West Estate	√	√	√	√	√

Tentative Date of Next Visit: 2nd March 2016

Total No. of Mandays: 7.5 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 14001, 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, 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 Mokhtar – 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 2013 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 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. 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 is listed below. The summary of the findings by criteria is listed in Appendix A.

During the recertification assessment there were two (2) Major nonconformities was raised. West Palm Oil Mill and Supply Base Estate submitted Corrective Action Plans for the nonconformities. 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 nonconformities are closed on **20th April 2015**. Following are the details of the nonconformities:

Non-Conformity		
NCR No:	Description	Category (Major / Minor)
1151638M1	<p>Requirements: 5.3.3: A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented.</p> <p>Sime Darby Sustainable Plantation Management System Version 1; year 2008, issue no. 1; dated 1 April 2008 (Appendix 9) - Procedure for Handling Domestic Waste, 5.2.2 Selection of disposal method for non-recyclable wastes</p> <p>A) For estates/mills located within 20km of a municipal landfill</p> <ul style="list-style-type: none"> • Hauling bin > 3km residential area, office or other premise <p>B) For estates/mills located more than 20km of a municipal landfill</p> <ul style="list-style-type: none"> • Landfill site > 3km residential area, office or other premise • Landfill site > 3km nearest river or waterway • Excavated 2-3m deep and covered with earth when full. 	Major
	<p>Evidence of Nonconformity: West Mill and West Estate: Visit to the landfill site on 4/3/15 found:</p> <ol style="list-style-type: none"> 1.) It was located beside the river bund. 2.) Rubbish was scatted around the area. 3.) Rubbish was dumped on the surface without excavated holes. 4.) Empty chemical containers were disposed at the landfill. <p><i>This nonconformity was already raised during the last assessment. The operating units have not addressed the issue appropriately. As per the RSPO requirement, the nonconformity was upgraded to major nonconformity.</i></p>	
	<p>Statement of Nonconformity: Waste management and disposal plan to avoid or reduce pollution was not implemented for landfill.</p>	
	<p>Action: Correction</p> <ol style="list-style-type: none"> 1)To dig proper pit-hole and cover with soils after rubbish dumped in following SD – SPMS (Appendix 9: Procedure Handling of Domestic Waste.) 2)To construct earth bund at pit-hole wall to ensure no leachate contamination. 3)To appoint person-in-charge for both mill and estate with regards disposal of domestic waste. <p>Corrective action</p> <ol style="list-style-type: none"> 1)To liaise with contractor to transport out the domestic waste to Municipal dump site. 2)To close out the existing dumping site once the contract with disposal contractor is done 	

	<p>Status : The audit team have reviewed and accepted the evidences to close out the nonconformity.</p> <p><i>The Major NC was closed on 20/04/2015.</i></p>	
--	---	--

Non-Conformity		
NCR No:	Description	Category (Major / Minor)
1151638M2	<p>Requirements: 2.1.1: Evidence of compliance with relevant legal requirements shall be available. Environmental Quality Act 1974 (Schedule wastes) Regulations 2005.</p> <p>Evidence of Nonconformity: West Estate: Visit to the schedule waste store found that:</p> <ul style="list-style-type: none"> • Scheduled waste categories SW 305 and SW 410 stored at the West Estate Central Workshop in Division Air Hitam has exceeded the 180 days storage period limit • No notification of scheduled waste generation (2nd Schedule) to the authority • Inventory (5th Schedule) only available for SW 409 but not for SW 305 and SW 410 • Wrong hazard sign for scheduled waste label been used <p>This does not comply with the EQA 1974 (Schedule wastes) Regulations 2005.</p> <p>Statement of Nonconformity: Handling of Scheduled Waste by West Estate was not done according to EQ (SW) Regulations 2005.</p> <p>Action : Correction 1)To liaise with potential licensed contractor to collect all SW soonest possible. 2)To install proper SW hazard labelling in compliance EQ (SW Regulation, 2005). 3)To establish Notification of SW (2nd Schedule) and Inventory of SW (5th Schedule)</p> <p>Corrective action 1)To appoint a designated person to in-charge on scheduled waste management in West Estate. 2)To conduct SW Management coaching for the Scheduled Waste Handlers.</p>	Major

	<p>Status : The audit team have reviewed and accepted the evidences to close out the nonconformity.</p> <p><i>The Major NC was closed on 20/4/2015.</i></p>	
--	---	--

Positive Findings	
PF #	Description
1	The West management unit has maintained a very good relationship with the local community and other stakeholders.
2	The company has good asphalt road at the housing site and road leading to the palm oil to facilitate and ensure the palm product transported efficiently.
3	The palm oil mill has maximized the use of renewable energy by consuming shell and fibre produced internally.

Issues raised by Stakeholders	
<p>Stakeholder consultation involved internal and external stakeholders. External stakeholders were contacted by telephone to arrange meetings at a location convenient to them to discuss West Certification Unit’s environmental and social performance, legal and any known dispute issues.</p> <p>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.</p> <p>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.</p>	
IS #	Description
1	<p>Issues: Contractor: Contractor requested to display the mill canteen operation hours for everyone’s convenience.</p> <p>Management Responses: Management has immediately displayed the operation hours. The operation hours are from 7.00am – 6.00pm on weekdays and closed on Weekends.</p> <p>Audit Team Findings: No other issues.</p>
2	<p>Issues: CPO Transporter: Highlighted that a portion of the road for CPO tankers were concreted. However, the remaining stretch is very dusty during drought season and muddy during rainy season.</p> <p>Management Responses: The management has budgeted to do the concrete road progressively. 1km has been budgeted in 2014/15 Financial Year. Meanwhile, the west estate is doing the road maintenance as per annual road maintenance plan.</p>

RSPO Public Summary Report
Revision 1 (Sept/2014)

	<p>Audit Team Findings: Visit to the road found concrete road construction was in progress. Budgets were verified and found to be in place.</p>
3	<p>Issues: School Headmaster: It was re-confirmed that the management always support school activities. The relationship is good. No other issues.</p>
	<p>Management Responses: Management assists wherever possible.</p>
	<p>Audit Team Findings: No other issues.</p>
4	<p>Issues: 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.</p>
	<p>Management Responses: The management treat all employees equally and no discrimination.</p>
	<p>Audit Team Findings: No disputes were highlighted by foreign workers interviewed during field visit.</p>
5	<p>Issues: Land Department officer: Informed that there is no issue on legal ownership or land disputes.</p>
	<p>Management Responses: The management will maintain the relationship and consult Land Department for any land matters.</p>
	<p>Audit Team Findings: Positive finding.</p>

3.3.1 Status of Nonconformities Previously Identified and Observations

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1022246N2	<p>Requirements: Indicator 5.5.3: No evidence of burning waste (including domestic waste).</p>	Minor
	<p>Evidence of Nonconformity: Visit to the housing site at the West Estate Division 4 on 11/2/2014 found very recently burned domestic waste at the back of houses (opposite the Tamil School) occupied by the employees from the mill and SPDA. There is no evidence to ensure no burning activities at the housing site as per the Continuous Improvement Plan.</p>	
	<p>Statement of Nonconformity: West Estate: Burning of waste was noted at the West Estate housing sites which are occupied by the employees from the Mill and SDPA (This was revealed by the occupant of the house during interview).</p>	
	<p>Action: Corrective action plan sent during ASA4:</p>	

	<p>1.No open burning allowed 2.To erect signboard at housing area for "no open burning" to create awareness. 3. Continuous training for workers on open burning awareness during daily master.</p> <p>Status: No burning of waste signs was noted during the visit to the housing site and other areas. "No open burning" signage's were erected at the housing area. Interview with workers reveal that they were briefed on no open burning during morning musters. <i>The minor NC was closed on 5/3/2015.</i></p>	
1022246N3	<p>Requirements: Indicator 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) are available in the language understood by the workers or explained carefully to them by a plantation management official in the operating unit</p> <p>Evidence of Nonconformity: West Estate: Interview with Sprayers from Gang CDA Division West revealed that they were not exposed to the work contract as there is no briefing conducted by the management. The workers has been working since Year 2006 and having minimum understanding on the conditions of employment and uncertainty in issues such holiday entitlement and sickness.</p> <p>Statement of Nonconformity: West Estate: The work agreement between West Estate and its foreign workers has yet to be explained to workers.</p> <p>Action: Corrective action plan sent during ASA4: The estate management will brief and explain to all workers as they join our estate about condition of employment at West Estate. All documents will be kept at estate level beside the routine induction training and briefing at the Sime Darby's Sua Betong Recruitment Centre</p> <p>Status: Interview with local and foreign workers reveal that they were re-briefed on their contract agreement by the management. Newly employed workers (sampled: Passport No.: AT201771 and L4046978) found that they were briefed upon arrival by the Sime Darby's Sua Betong Recruitment Centre. Additionally, the operating unit re-briefed the worker during induction programme. <i>The minor NC was closed on 5/3/2015.</i></p>	Minor
1022246N4	<p>Requirements: Indicator 6.5.3: Growers and millers provide adequate housing, water supplies, medical, educational and welfare amenities in accordance with Workers' Minimum Standard of Housing and Amenities Act 1990 (Act 446) or above, where no such public facilities are available or accessible (not applicable to smallholders).</p> <p>Evidence of Nonconformity:</p> <ol style="list-style-type: none"> During the visit to the West Estate Division 4 housing site on 11/2/2014 it was noted that the drains are clogged and the waste water is not flowing out to the main drain. The drains are covered with grass indicating there were no drain cleaning conducted. Further verification and interview with the occupants of the houses reveal the they are facing mosquito problem and bad smell. 	Minor

	<p>4. Recommendation from PA report No. 01/13-14 dated 1/10/2013 to organise a "gotong royong" to ensure the cleanliness of the housing site is yet to be implemented.</p> <p>Statement of Nonconformity: West Estate: The upkeep of the drainage system at the West Estate Division 4 housing site were not carried out regularly causing water stagnant and breeding ground for mosquito.</p> <p>Action: Corrective action plan sent during ASA4: 1. The estate has made monthly programmed and monitoring records for drain cleaning. 2. To have a proper cleaning and maintenance schedule with close monitoring system. 3. To organize frequent gotong-royong at the housing site. 4. To inculcate awareness among the contract workers by conducting Awareness training/briefing to maintain the cleanliness at the housing area.</p> <p>Status: Visit to the housing site found the area is being well maintained. A dedicated team consist of 3 general workers and weekly cleaning schedule (Monday, Wednesday and Friday) was sighted during the audit. "Gotong-royong" activities were being carried out every 6 months once. The last gotong-royong was done on 13/12/14. Workers were also briefed during morning muster to maintain the cleanliness of the housing site and to report any damages immediately to the management. <i>The minor NC was closed on 5/3/2015.</i></p>	
1022246N7	<p>Requirements: Indicator 5.3.2: Having identified wastes and pollutants, an operational plan should be developed and implemented, to avoid or reduce pollution.</p> <p>Evidence of Nonconformity: 1. Water pollutants caused by the leaching water from the shell storage area which contaminating the drain water at the drain between the mill compound and the workshop compound. 2. Diesel spillage was noted at the diesel storage area caused during the diesel re-filling to the vehicles. 3. There is a heavy machinery parked at the diesel storage with leaking oil was without any spill kit/tray to avoid contamination to the soil.</p> <p>Statement of Nonconformity: West Mill: There were no plans developed and implemented to reduce pollution at the drain between the mill compound and the workshop compound. Spillage was noted at the diesel storage area.</p> <p>Action: Corrective action plan sent during ASA4: 1. A. Contamination wall build to trap the leachate to reduce the water pollution. B. The whole drain between mill and workshop cleaned from solid and leachate. 2. A. Tray for spillage will be provided during fuel refill into vehicle. B. Bund builds to block oil spillage into soil. 3. A. Tray spillage kit provided. B. Refresher training will be conducted to all driver and maintenance team to handle oil leaking spillages.</p> <p>Status: This issue was not fully addressed. Waste management and disposal plan to avoid</p>	Minor

RSPO Public Summary Report
Revision 1 (Sept/2014)

	<p>or reduce pollution was not implemented for landfill. Therefore, it has been upgraded as Major non-conformity as per RSPO Annual Surveillance Assessment Procedure.</p> <p><i>The Minor non-conformity was upgraded to Major non-conformity-refer Major non-conformity number 1151638M1</i></p>	
--	---	--

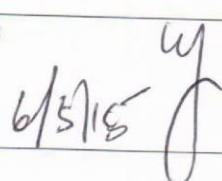

Observation	
OBS #	Description
1	<p>(6.9.2): At West Mill, Participation of Male Staffs in the Gender Committee Meeting was noted which not serve the meeting purposes as the meeting address concerns of women.</p> <p>Action: There was no more male staff attending the gender committee meeting. Latest Gender Committee meeting was done on 20/1/15 attended by 6 members. The attendance list and interview found only female members have attended the meeting.</p>
2	<p>(4.8.1): At West Mill and Estate, Copy of the induction conducted for the foreign workers by the Sua Betong Recruitment Centre was still at the Recruitment Centre.</p> <p>Action: The Mill and estate has obtained the induction details conducted for the foreign workers. Sample checked: Induction programme and certificate for employee (Passport No.: L2955481) dated 10/2/15.</p>

3.3.2 Summary of the Nonconformities and Status

CAR Ref.	CLASS	ISSUED	STATUS
CR01 – 5.3.2	Minor	28/1/2009	Closed out on 8/4/2011
CR02 – 4.4.7	Minor	8/4/2011	Closed out on 21/3/2012
CR03 – 5.3.2	Minor	8/4/2011	Closed out on 21/03/2012
1022246N7 – 5.3.2	Minor	12/2/2014	Upgraded to Major on 6/03/2015
1022246N2- 5.5.3	Minor	12/2/2014	Closed out on 5/03/2015
1022246N3 – 6.5.2	Minor	12/2/2014	Closed out on 5/03/2015
1022246N4 – 6.5.3	Minor	12/2/2014	Closed out on 5/03/2015
1151638M1 - 5.3.2	Major	6/3/2015	<i>Closed out on 20/04/2015</i>
1151638M2 - 2.1.1	Major	6/3/2015	<i>Closed out on 20/04/2015</i>

**RSPO Public Summary Report
Revision 1 (Sept/2014)**

**RSPO Public Summary Report
Revision 1 (Sept/2014)**

Assessment Conclusion and Recommendation:	
Based on the findings during the recertification assessment of West Palm Oil Mill Certification Unit and supply base complies with the RSPO P&C 2013, Malaysian National Interpretation (MY-NI 2010) and the RSPO Supply Chain Certification Standard (Nov 2014) for CPO Mill. It is recommended that the certification of West Palm Oil Mill Certification Unit is approved and continued.	
Acknowledgement of Assessment Findings	Report Prepared by
Name: Mazlan Bin Abdullah	Name: Mohamed Hidhir Bin Zainal Abidin
Company name: Sime Darby Plantation Sdn Bhd West Palm Oil Mill	Company name: BSI Services Malaysia Sdn. Bhd.
Title: Mill Manager	Title: Lead Auditor
Signature: 	Signature: 
Date : 6/5/15	Date : 29/4/2015

Appendix A: Summary of Findings

Criterion / Indicator	Assessment Findings	Compliance	
Principle 1: Commitment to Transparency			
Criterion 1.1:			
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 -	West Palm oil Mill and supply base estate have maintained the record of request and responses in the 'external request record book' and some communication record through the email which received from internal and external stakeholders. The response and action taken by the management also been recorded and maintained. Most of the request was from the internal staff and workers which request for housing repair. External stakeholders such as school requested for donations for school activity has been recorded in the file.	Comply
1.1.2	Records of requests for information and responses shall be maintained. -Major compliance	Records of request for information maintained in individual files by the chief clerk. Records of stakeholder requesting information recorded in the 'external request record book'. i.e. MPOB requested for information of the West estate on 17/1/2015 and attended on the same day by the estate management.	Comply
Criterion 1.2:			
Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.			

RSPO Public Summary Report
Revision 1 (Sept/2014)

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"> • Land titles/user rights (Criterion 2.2); • Occupational health and safety plans (Criterion 4.7); • Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8); • HCV documentation (Criteria 5.2 and 7.3); • Pollution prevention and reduction plans (Criterion 5.6); • Details of complaints and grievances (Criterion 6.3); • Negotiation procedures (Criterion 6.4); • Continual improvement plans (Criterion 8.1); • Public summary of certification assessment report; • Human Rights Policy (Criterion 6.13). <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 http://www.simedarbyplantation.com/Sustainability.aspx</p> <p>Among the documents that were made available for viewing are:</p> <ul style="list-style-type: none"> • Good Agricultural Practices • Social Enhancement • Sustainability Management Programmes • Complaint and Grievances procedure. • Environmental Conservation <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"> 1) Social 2) Quality 3) Food Safety 4) Occupational Safety & Health 5) Environment & Biodiversity 6) Slope Protection and Buffer Zone 7) Lean Six Sigma 8) Gender <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>Comply</p>	
<p>Criteria 1.3: 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>Comply</p>
<p>Principle 2: Compliance with applicable laws and regulations</p>			
<p>Criterion 2.1: There is compliance with all applicable local, national and ratified international laws and regulations.</p>			

Criterion / Indicator	Assessment Findings	Compliance
<p>2.1.1 Evidence of compliance with relevant legal requirements shall be available. - Major compliance -</p>	<p>SOU 9 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 9 had obtained and renewed license and permits as required by the law. Sample of licenses or permit viewed were :</p> <p>West Palm Oil Mill</p> <ul style="list-style-type: none"> a) 2nd grade steam engineer, Bukhari Bin Yusof Azuddin DOSH reg : 068/2008, 1st Grade Engine Driver, Mahendra A/L Veloo (SL/02/2004) b) General installation SLK1710, SLP17102, SLP17103, SLP17104, SLP17107 for mill and biogas tank farm. c) Certificate of fitness (CF) for Steam Boiler (SB)(PMD17422 & SL-PMD 2297), expansion tank (UPV) SL-PMT 24511, back pressure receiver, steam separator, air receiver and found to be valid until 2/12/15. Last DOSH mill inspection was conducted on 3rd September 2014. d) License for electricity generation from Electrical Commission, (TKL)647766V/PTKL/0001-P validity period (30/6/14 to 19/6/15) for 3062 kW. e) Electrical Charge man license – A1 registration number (PJ-T-2-B-0148-2002) licenses valid until 7/10/15. Registered for A4 chageman examination in April 2015. f) Protection Relay Calibration (EFR, RPR, OCR), valid for 2 years (10/8/14 – 10/8/16) g) MPOB license -533238004000, processing capacity : 240,000 Mt/year valid until 30/9/15 <p>West Estate</p> <ul style="list-style-type: none"> a) Permit to buy diesel and petrol, B.PGK.SEL/8857(P), valid until 17/10/15 b) Permit to but fertilizer, B.PGK.SEL/5857(P), valid until 5/1/16 c) MPOB license- 522968002000 valid until 31/8/15 d) Permit to buy Class IB chemical, Methamidophos SG/METHA/(GL)/15/003 valid from 13/1/15 – 3/2/15 for total of 584 liter. <p>West Estate</p> <p>Visit to the schedule waste store found that:</p> <ul style="list-style-type: none"> • Scheduled waste categories SW 305 and SW 410 stored at the West Estate Central Workshop in Division Air Hitam has exceeded the 180 days storage period limit • No notification of scheduled waste generation (2nd Schedule) to the authority • Inventory (5th Schedule) only available for SW 409 but not for SW 305 and SW 410 • Wrong hazard sign for scheduled waste label been used <p>This does not comply with the EQA 1974 (Schedule wastes) Regulations 2005.</p> <p>Thus Major NC 1151638M2 was raised.</p>	<p>Major Non-compliance</p>

Criterion / Indicator		Assessment Findings	Compliance
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.	Comply
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 SOU33. 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.	Comply
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.	Comply
Criterion 2.2:			
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 -	West Mill and Estate operation is on freehold land. Land titles and copy of land titles are available during the audit. The land titles sighted for Grant No. 44326 (Lot No. 2700), Grant No. 44294 (Lot No. 2697) and Grant No. 46220 (Lot No. 2602).	Comply
2.2.2	Legal boundaries shall be clearly demarcated and visibly maintained. - Minor compliance -	The Estate has maps showing the locations of boundary stones that have been physically located and marked. Inspection of a sample of boundary stones at West Estate during the field inspection confirmed that they were clearly marked and maintained.	Comply
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.	Comply
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	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.	Comply

RSPO Public Summary Report
Revision 1 (Sept/2014)

Criterion / Indicator		Assessment Findings	Compliance
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	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.	Comply
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	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.	Comply
Criterion 2.3: 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 -	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.	Comply
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 -	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.	Comply
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	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.	Comply

RSPO Public Summary Report
Revision 1 (Sept/2014)

Criterion / Indicator		Assessment Findings	Compliance
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	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.	Comply
Principle 3: Commitment to long-term economic and financial viability			
Criterion 3.1:			
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 -	West Mill and Estate have developed internal management system for monitoring and improvement of their operations against operation target to achieved long term economic and financial viability. Monthly reports are produced and send to head office for monitoring purpose. In addition Plantation Sustainability Quality Management (PSQM) department conduct inspection toward production related issue and provide technical assistant for the estate including RSPO certification and monitoring of compliance. Mill and estate has annual operating cost and production projected for five years. Mill and estate has prepared 5 Year Business Plan for period covering 2013 - 2017 and reviewed annually and updated when there is a change in the earlier plans. The last review was carried out on March 2014 prior to end of financial year 2013/2014 to develop the 2014 – 2017 business plans. The plan includes environment, social (workers and staffs welfare), and health and safety component and associated capital expenditure for improvement of infrastructures.	Comply
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 -	West estate has replanting program within next 5 years. Replanting is planned for palm older than 25 years old. There's an on-going replanting for 127.21 ha area in during the audit.	Comply
Principle 4: Use of appropriate best practices by growers and millers			
Criterion 4.1:			
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 Estate. 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.	Comply
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.	Comply

RSPO Public Summary Report
Revision 1 (Sept/2014)

Criterion / Indicator		Assessment Findings	Compliance
4.1.3	Records of monitoring and any actions taken shall be maintained and available, as appropriate. - Minor compliance -	Mill Advisor's latest visit was on 17-21/7/2014 (report No.: SOU9/WTM/01/14-15). Report includes monitoring of all activities in the mill. Agronomist visited the estate on 14-15/5/14. Internal RSPO audit was conducted on 10/2/2015 by the RSPO & Certification Unit, PSQM.	Comply
4.1.4	The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB). - Major compliance -	The mill maintains a daily record of all FFB received. The records show the origin, weight, transporters details and etc of the FFB received. West mill only receives FFB from West estate and also from adjacent estate (East estate).	Comply
Criterion 4.2: 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 -	Good agriculture practices which follows the group agriculture manual contains Standard Operating Procedures to ensure soil fertility is managed to a level that ensures optimal and sustained yield.	Comply
4.2.2	Records of fertiliser inputs shall be maintained. - Minor compliance -	Fertilizers are applied as per agronomist recommendation. The application of fertilizer has been recorded in the application program form. The application of fertilizer for the 1st quarter of 2015 has been verified and according to the recommendation. Fertilizer applied MOP at rate of 2kg/palm in August 2014 as per recommendation.	Comply
4.2.3	There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status. - Minor compliance -	Leaf sampling has been carried out by R&D department on March 2014 for West estate and the results were incorporated in the Fertilizer recommendation. Last soil sampling was conducted in August 2014 by R&D Carey Island.	Comply
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.	Comply
Criterion 4.3: Practices minimise and control erosion and degradation of soils.			
4.3.1	Maps of any fragile soils shall be available. - Major compliance -	There are no peat soils or soil categorised as problematic or fragile soil at West estate. The estate's soils are mostly Selangor, Bungor and Jawa series.	Comply
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 both estates visited are mostly flat and undulating. However, Sime Darby has a policy on slope planting and this will be implemented during replanting.	Comply
4.3.3	A road maintenance programme shall be in place. - Minor compliance -	West Estate has implemented annual road maintenance programme. Example of programme checked shows the map indicating road repairs and maintenance for the whole estate roads includes grading, compacting and stone application to strengthen the road surface. Visit to the field and main roads found to be well maintained and accessible.	Comply

RSPO Public Summary Report
Revision 1 (Sept/2014)

Criterion / Indicator		Assessment Findings	Compliance
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.	Comply
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.	Comply
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.	Comply
Criterion 4.4:			
Practices maintain the quality and availability of surface and ground water.			
4.4.1	An implemented water management plan shall be in place. - Minor compliance -	Water management plan has been established and incorporated with Selangor West Zone Water Management Committee. The management plan were: <ul style="list-style-type: none"> • Bund surrounding the island • Tide gate surrounding the island • Screw gate/slucice gate & drain block • Water level marker • Water sample point – quality reading PH and saline level • Drain management and desilting programme 	Comply
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 -	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.	Comply

RSPO Public Summary Report
Revision 1 (Sept/2014)

Criterion / Indicator	Assessment Findings	Compliance
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>The mill treated its wastewater (POME) through anaerobic system with digester tank and monitors its discharge quality through group's accredited environmental lab (Sime Darby Research Sdn. Bhd.) according to its DOE license conditions. Final discharge parameter monitored are pH, Total Alkalinity, VFA, BOD, COD, TS, SS, VSS, TN, AN, O&G</p> <p>Sampled records of weekly sample 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.</p> <p>The estate monitor the water streams within its boundary base on procedure from Sustainable Plantation Management System Appendix 7 Standard Operation Procedure (SOP) for taking samples from streams/ rivers, version 1; year 208, issue no. 1; dated 1 April 2008</p> <p>Parameters monitored are pH, SS, BOD, COD, AN, Pesticide residue and Phosphorus (P) on monthly basis.</p> <p>Other than river, the estate also monitors its domestic water quality as per National Water Interim Quality Standard.</p>	Comply
4.4.4 Mill water use per tonne of Fresh Fruit Bunches (FFB) (see Criterion 5.6) shall be monitored. - Minor compliance -	<p>West mill has maintained monitoring on water usage which recorded every day and summarized on monthly basis. Average water consumption varies from 0.77m³ – 1.02m³/mt FFB processed compared to 0.94m³ during the last assessment. The target of 1:1 is achieved.</p>	Comply
Criterion 4.5: 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 -	<p>IPM Plan includes the planting of beneficial plants and control of damage by rodents. Beneficial plants such as <i>Turnera subulata</i> are grown in the estates at ratio of 1dm/ha. 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) during the audit. West estate recent barn owl census record found the occupancy was 65%.</p>	Comply
4.5.2 Training of those involved in IPM implementation shall be demonstrated. - Minor compliance -	<p>IPM training is given by the Agronomist and plantation executives with qualification in agriculture. Interview with the barn owl occupancy census team confirm their understanding of the Sime Darby SOP in Agricultural Reference Manual v.1 Section 15 on census. IPM training covers barn owl census, planting of beneficial plants etc. Training also conducted by R&D department for all staff and workers. E.g: Ganoderma census training has been conducted on 7/11/14 for 10 workers.</p>	Comply
Criterion 4.6: Pesticides are used in ways that do not endanger health or the environment		

RSPO Public Summary Report
Revision 1 (Sept/2014)

Criterion / Indicator	Assessment Findings	Compliance
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 -	The written justification in Standard Operating Procedure (SOP) of all agrochemical are available the Agricultural Reference Manual (ARM), SOP and in the Safety Pictorial Book prepared by Sime Darby Plantation Sdn Bhd. Refer to Sime Darby Agricultural Reference Manual, issue:1 version:3 dated 1/7/2011. Selected products are specific to the target pest, weed and disease. Some of recommended pesticides are: Immature planting (sample) <ul style="list-style-type: none">- General weeds : Glyphosate- Legume & broad leave : Metsulfuron Methyl- Stenochlaena palustris : Sodium chlorate Mature planting <ul style="list-style-type: none">- VOPs : glyphosate & sodium chlorate The selection is also evaluated by the agronomist during his visit to the estate.	Comply
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.	Comply
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.	Comply
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 class IB used for bagworm treatment at West Estate. Permit to buy was granted from DOA dated 13/1/15 until 3/2/15, referred to SG/METHA/(GL)/15/003. The other substitutes such as Glyphosate were used with the elimination of Paraquat.	Comply
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.	Comply

Criterion / Indicator		Assessment Findings	Compliance
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.	Comply
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. Noted Class IB permit granted from DOA dated 13/1/15 for 584 liter. Refer to SG/METHA/(GL)/15/003.	Comply
4.6.8	Pesticides shall be applied aerially 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.	Comply
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.	Comply
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 dispose waste material as per regulation for schedule waste and domestic waste.	Comply
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 pesticide handlers. Last medical check-up was conducted on 15/11/2014 by DOSH Registered doctor. HQ/08/DOC/00709. Total of 16 workers from trunk injection gang was sent for annual check-up. From the medical results, there were no health detrimental issues and the workers were fit to continue work as pesticides handler.	Comply
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.	Comply
Criterion 4.7: An occupational health and safety plan is documented, effectively communicated and implemented. The health and safety plan shall cover the following:			

Criterion / Indicator	Assessment Findings	Compliance
<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.</p> <p>- Major compliance -</p>	<p>SOU 9 had continued to adopt the SDPSB's Occupational Safety and Health (OSH) policy. The policy had been communicated to all levels of the organization through briefings and they were also being displayed prominently in Bahasa Malaysia and English on notice boards at mill, estate office and Muster Ground. Random interviews with employees showed that they were aware of the policy requirements, i.e. to work safely, comply with legal requirements, to follow established procedures and instructions from the management.</p> <p>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.</p> <p><u>Audiometric Testing</u> Last audiometric testing was done on 30/5/14 by Procoma (M) Sdn Bhd. Total of 45 workers were sent for the annual testing. 5 workers were reported with Standard Threshold Shift (STS) and 7 workers with Hearing Impairment (HI). 5 STS workers was sent for re-test on 17/9/14 and confirmed HI workers were further check to the local ENT clinic under General Hospital, Klang. No recommendation from ENT doctor for relocation of jobs noted during this audit. Adequate PPE (ear plug & ear muff) provided to the affected workers with the minimum of 24 NRR (noise reduction rate).</p> <p><u>Medical Surveillance Programme</u> As per CHRA recommendation dated July 2010 by (JKKP IH 127/171-(2)124, medical surveillance programme has been planned for those exposed to N-hexane, potassium chromate, IPA and manganese. The latest medical surveillance was carried out by registered OHD, HQ/08/DOC/00/709 under Klinik Dr Hartati for 28 workers from laboratory, workshop and process operator. From the results, all workers sent for medical surveillance are fit to work with no detrimental of health.</p> <p><u>Local Exhaust Ventilation (LEV) Testing & Inspection</u> The latest LEV inspection was conducted on 26/6/14 by EnviroSAFE Consultant, JKKP HIE 127/171-3/2(60). Cubic feet meter (CFM) measured for face and transport velocity above the requirement of ACGIH at half and full opening hood cover.</p>	<p>Comply</p>

RSPO Public Summary Report
Revision 1 (Sept/2014)

Criterion / Indicator	Assessment Findings	Compliance
<p>4.7.2</p> <p>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.</p> <p>- Major compliance -</p>	<p>SOU 9 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 West Pal Palm Oil Mill, (JKKP HIE 127/171 – 2(124).</p> <p>Latest HIRARC review for SOU9</p> <ul style="list-style-type: none"> - Register dated 5/11/14 for West Palm Oil Mill for activities at boiler area. - New concrete bund project under West Estate 	<p>Comply</p>
<p>4.7.3</p> <p>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.</p> <p>- 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> <ul style="list-style-type: none"> a) Confined space training (5/6/14) b) Working at height (26/2/15) c) SOP Training Boiler (13/2/15) d) Safety Briefing on Mill Operation (13/1/15) e) First Aid Training (22/1/15) - JPAM f) PPE usage and demonstration training (29/1/15) <p>Field inspection and observation of spraying tasks confirmed chemicals being applied were in accordance with the product safety precautions and workers of its risks. MSDS were made available at point of use – for example, at mill’s water treatment plant, boiler chemical dosing area and chemical mixing area and at the chemical store of each estate</p>	<p>Comply</p>

RSPO Public Summary Report
Revision 1 (Sept/2014)

Criterion / Indicator	Assessment Findings	Compliance
<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.</p> <p>- 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 form workplace inspection report etc.</p> <p>West Palm Oil Mill SHC organization chart FY15/16 i) Chairman – Mazlan Abdullah (Mill Manager) ii) Secretary – P. Tanggayah (QA)</p> <p>Date of SHC meeting carried out - 1/14 : 10/1/14 - 2/14 : 22/4/14 - 3/14 : 10/7/14 - 4/14 : 8/10/14</p> <p>West Estate SHC organization chart FY15/16 i) Chairman – Fadzil Othman Merican (Estate Manager) ii) Secretary – Mohamad Nazari (MA)</p> <p>Date of SHC meeting carried out - 1/14 : 27/2/14 - 2/14 : 2/6/14 - 3/14 : 25/9/14 - 4/14 : 26/12/14</p>	<p>Comply</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.</p> <p>- 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 4/4/2014 at West 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 & 8 forms.</p>	<p>Comply</p>
<p>4.7.6 All workers shall be provided with medical care, and covered by accident insurance.</p> <p>- Minor compliance -</p>	<p>Medical care had been provided to all the workers. Local workers are covered by SOCSO, whereas foreign workers are covered by Foreign Workers Compensation Scheme with RHB Insurance (Policy No.: FW073369) valid till 30/6/2015.</p>	<p>Comply</p>

Criterion / Indicator		Assessment Findings	Compliance									
4.7.7	Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics - Minor compliance -	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 : <table border="1" data-bbox="699 562 1289 701"> <thead> <tr> <th>Year</th> <th>West Palm Oil Mill</th> <th>West Estate</th> </tr> </thead> <tbody> <tr> <td>2013</td> <td>90 LTA</td> <td>334 LTA</td> </tr> <tr> <td>2014</td> <td>36 LTA</td> <td>172 LTA</td> </tr> </tbody> </table> *LTA is equivalent to lost man days (MC)	Year	West Palm Oil Mill	West Estate	2013	90 LTA	334 LTA	2014	36 LTA	172 LTA	Comply
Year	West Palm Oil Mill	West Estate										
2013	90 LTA	334 LTA										
2014	36 LTA	172 LTA										

Criterion 4.8:

All staff, workers, smallholders and contract workers are appropriately trained.

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 -	A formal training programme on all aspects of RSPO Principles and Criteria has been established and implemented. Training for various categories of operators, including all field and office staff, with regards to individual duties and training needs had been reviewed and found to be complied.	Comply
4.8.2	Records of training for each employee shall be maintained. - Minor compliance -	Records of training for employees available and maintained. Records verified on a sampling basis at the Mill and estate visited covers all aspect of training for RSPO P&C implementation. West Palm Oil Mill a) Confined space training (5/6/14) b) Working at height (26/2/15) c) SOP Training Boiler (13/2/15) d) Safety Briefing on Mill Operation (13/1/15) e) First Aid Training (22/1/15) - JPAM f) PPE usage and demonstration training (29/1/15) West Estate a) LTI verification and calculation (17/7/14) b) OSH Committee Roles and Responsibility, Accident Investigation and Reporting (13/10/14) c) Tractor Driver Training (3-4/4/14) d) Chemical Handling Training (13/2/15) e) Bagworm Treatment and Trunk Injection Training (18/2/15)	Comply

Principle 5: Environmental responsibility and conservation of natural resources and biodiversity

Criterion 5.1:

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

RSPO Public Summary Report
Revision 1 (Sept/2014)

Criterion / Indicator		Assessment Findings	Compliance
5.1.1	An environmental impact assessment (EIA) shall be documented. - Major compliance -	<p>The documented Environmental Aspect and Impact Assessment (EIA) were prepared by respective operating units assisted by Plantation Sustainability and Quality Management (PSQM). Plans and impact assessments relating to environmental impacts based on documents as following:</p> <ul style="list-style-type: none"> • 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 <p>The EIA had covered the overall landscape and plantation activities such as POM operations, oil palm estate fields, and open areas, waterways (rivers & tributaries). The assessment documents had included the identification of aspects from field activities that includes fertilizing, spraying, transportation of FFB, waste disposal, recycling of used fertilizer bags and road maintenance.</p>	Comply
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 -	The continuous implementation of the improvements activities were checked during the field and document audit. Examples of the improvement include reinstatement of riparian buffer zones, construction of oil traps, management of schedule waste etc. The responsible person is the Assistant Manager.	Comply
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 -	An environmental improvement plan was implemented to monitor the effectiveness of the mitigation measures. This plan incorporated a monitoring protocol, which is adaptive to operational changes and is reviewed every year to reflect the results of monitoring operational changes that may have positive and negative environmental impacts. The latest review for FY 2014/2015 was done on 17/8/2014.	Comply
<p>Criterion 5.2: 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 operations managed to best ensure that they are maintained and/or enhanced.</p>			

Criterion / Indicator	Assessment Findings	Compliance
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 -	Re-Assessment of HCV was conducted by Sustainability Department (Social & Environment Projects Unit) on February 2015 attended representatives from local government agencies, local communities, service providers, and neighbouring estates. The review mechanism had appropriately involved stakeholders such as the sustainability team. There was no HCV area identified in West estate. The exercise has taken into consideration all aspects of environmentally sensitive areas such as ponds, streams, wildlife boundaries and was documented. Based on the review, there was no HCV area inside these operating units. Visits to site confirmed that west estate is surrounded by river/straits and villages. Although no HCVs identified, conservation areas/environmentally sensitive areas i.e. bund along the stretches of river/straits which passes bordering through the estate had been identified and being monitored.	Comply
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.	Comply
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 -	The program to regularly educate the workforce and community about the status of these RTE species are also established with on-going consultation with the relevant authorities at the Kuala Langat District. There is evidence of commitment to discourage any illegal or inappropriate hunting, fishing or collecting activities via the signage erected around the affected areas which prohibit such activities.	Comply
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 -	The HCV and Biodiversity around the estate were monitored and maintained by Sime Darby Research and Development located in the same vicinity of the estate. Visit to the Biodiversity area along the Malacca Straits found the area is being well maintained with the planting of trees. Enhancement of the river buffer zones are also being carried out. Habitat protection includes prevention of disturbance by workers through awareness campaigns and regular patrols of the area. Inspection of housing areas and interview of residents confirmed workers are aware of the company policy that prohibits illegal hunting.	Comply
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 west estate. Thus negotiated agreement of such nature is not applicable.	Comply

RSPO Public Summary Report
Revision 1 (Sept/2014)

Criterion / Indicator		Assessment Findings	Compliance
Criterion 5.3: 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 -	As per Sustainable Plantation Management System Appendix 9 Procedure for Handling of Domestic Waste version 1, year 2008, issue no. 1, dated 1 October 2008 West Palm Oil Mill : type of waste – effluent, fibre/shell, EFB, boiler clinker, wash water, scrap metal, scheduled waste, boiler blowdown, hydro-cyclone wash water, methane gas West Estate: type of waste – scheduled waste – SW102, SW305, SW306, SW409, SW410 – workshop, clinic, SW store, store; domestic waste – rubbish & sewage – line-site, office, workshop, store, shop & recycle waste – empty container, scrap metal. SW409 –empty chemical container.	Comply
5.3.2	All chemicals and their containers shall be disposed of responsibly. - Major compliance -	West Palm Oil Mill: included as scheduled waste SW 409 West Estate: Disposed through G-Planter but not maintained 5 th Schedule – triple rinsed punched empty container declared as non-scheduled waste – ref. DOE letter dated April 2011.	Comply
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, visit to the landfill site on 4/3/15 found: 1.) It was located beside the river bund. 2.) Rubbish was scatted around the area. 3.) Rubbish was dumped on the surface without excavated holes. 4.) Empty chemical containers were disposed at the landfill. There was a minor nonconformity raised against this indicator during the previous audit (ASA4). Therefore, this nonconformity has been upgraded to Major as per RSPO certification system. Refer to major NC 1151638M1	Major Non-compliance
Criterion 5.4: Efficiency of fossil fuel use and the use of renewable energy is optimised.			

RSPO Public Summary Report
Revision 1 (Sept/2014)

Criterion / Indicator	Assessment Findings	Compliance
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. <u>Financial year July-June</u> <u>2013/2014-Diesel (Usage only for vehicle)</u> Target: no specific target Achievement: 0.23lt/tonne FFB process <u>2014/2015-Diesel (as of Jan 2015)</u> Target: no specific target Achievement: 0.22lt/tonne FFB process <u>2013/2014-Fibre & Shell (as of May 2014)</u> Target: no specific target Achievement: 0.22lt/tonne FFB process <u>2014/2015-Fibre & Shell (as of Oct 2015)</u> Target: no specific target Achievement: 0.22lt/tonne FFB process <u>2013/2014-TNB</u> Target: no specific target Achievement: 20.41kWh/tonne FFB process	Comply
Criterion 5.5: 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 to the replanting area i.e field 2014A confirmed that zero burning techniques are implemented during replanting.	Comply
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.	Comply
Criterion 5.6: Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.		
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 -	The Mill and estate had reviewed the environmental impact assessment on potential pollution to water, gaseous emissions to air and contamination on land. Monitoring of mill gas emissions is being done online using the Continuous Emissions Monitoring System (CEMS) and supported by the Ringelman Smoke Chart. POME treatment, monitoring and land application is monitored, maintained and adhered to DOE regulations i.e BOD below 100mg/l.	Comply

RSPO Public Summary Report
Revision 1 (Sept/2014)

Criterion / Indicator		Assessment Findings	Compliance
5.6.2	Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented. - Major compliance	Significant pollutants and greenhouse gas (GHG) emissions were identified includes methane from effluent, smoke and fertilizer usage have been documented. It was noted that the PSQM Department from HQ have established plans for implementation and monitoring of GHG emissions.	Comply
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 -	Monitoring and reporting of the significant pollutants to water, gaseous emissions to air and contamination on land are in place. Tools and systems used include the DOE online CEMS monitoring for air emissions, water quality at discharge points as per DID regulations and SW disposal were adhering to DOE requirements. Water samples were regularly taken every month and tested by mill environment officer in charge and analysed to ensure compliance to DOE requirements at final discharge points. The water samples were sent to Sime Darby R&D Laboratory for analysis. Records are maintained and verified on-site to have met the permissible regulatory limits. Quarterly reporting to DOE was also done and record documented. Smoke emission quality test at the mill was done every 6 month in accordance to the " <i>Jadual Pematuhan</i> "	Comply
<p>Principle 6: Responsible consideration of employees and of individuals and communities affected by growers and millers.</p> <p>Criterion 6.1: 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.</p>			
6.1.1	A social impact assessment (SIA) including records of meetings shall be documented. - Major compliance -	Re-assessment of social impact (SIA) was conducted by Sustainability Department (Social & Environment Projects Unit) from 27 - 28 March 2014 for West Mill and Estate attended representatives from local government agencies, local communities, service providers, and neighbouring estates. The review mechanism had appropriately involved stakeholders such as the sustainability team. Based on the meeting feedback each estate prepared their specific Mitigation Plan with dates and person in-charges clearly stated.	Comply
6.1.2	There shall be evidence that the assessment has been done with the participation of affected parties. - Major compliance -	The participation of both internal and external stakeholders (including local from Governmental organizations) which was evident with the list of participants recorded. Minutes of meetings as appended to the SIA Report were maintained as records. List of stakeholders were verified and included government bodies, group associated stakeholders, management staff and workers including representative of migrant workers such as Indonesians, Contractors/suppliers and government clinic staff. At West mill, recent stakeholder meeting was done on 2/3/15 attended by 10 people.	Comply

RSPO Public Summary Report
Revision 1 (Sept/2014)

Criterion / Indicator		Assessment Findings	Compliance
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 -	The participation of both internal and external stakeholders (including local from Governmental organizations) which was evident with the list of participants recorded. Minutes of meetings as appended to the SIA Report were maintained as records. List of stakeholders were verified and included, school teachers, auxiliary police, government bodies, management staff and workers (incl. representative of migrant workers i.e. Indonesians), contractors/suppliers and health clinic staff. Sighted records of appointed teams headed by estate managers assisted by assistant managers. The roles and responsibilities of these appointed officials were defined.	Comply
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 -	The operating unit has planned to review the plans above every year for follow up and updating to current practices. The review is to include the participation of affected parties.	Comply
6.1.5	Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme). - Minor compliance -	West operating unit does not include smallholders.	Comply
Criterion 6.2: There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.			
6.2.1	Consultation and communication procedures shall be documented. - Major compliance -	West Palm Oil Mill and Estates engage in communication with local communities and interested parties. The communication procedure is as per Sime Darby's group communication policy which shows flow chart of the communication procedure. This was confirmed during interview with the local community representative and village head.	Comply
6.2.2	A management official responsible for these issues shall be nominated. - Minor compliance -	Estate managers are the nominated persons responsible for communication with the stakeholders. The organization has a list of stakeholders including local authorities, government departments, suppliers and contractors.	Comply
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 -	Record of meeting with attendance list and minute of meeting are available as attachment. Last stakeholder meeting was conducted on 2/3/15. 10 internal and external stakeholders attended the meeting. There are no any disputes recorded during the meeting. Stakeholder list contains names and contact details. All the estate maintains communication recorded as part of the stakeholder communication document.	Comply
Criterion 6.3: There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all effected parties.			

RSPO Public Summary Report
Revision 1 (Sept/2014)

Criterion / Indicator		Assessment Findings	Compliance
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 -	Sime Darby has an established and documented system for dealing with complaints and grievances. Record shows that 'Complaints and Grievances Book' in Mill and estate visited are still active in recording complaints/requests made by employees and other stakeholders. Over the past 12 months, entries made were mainly on minor repairs needed to the housing facilities and access road which were verified to be attended to in a timely manner.	Comply
6.3.2	Documentation of both the process by which a dispute was resolved and the outcome shall be available. - Major compliance -	Complaints and grievances are handled by respective responsible persons. Outcomes from the actions taken are recorded in different manners, e.g. meeting minutes and payment vouchers to contractors after completion the jobs. Mechanisms are appropriately established and implemented. Records of meeting and any resolutions or outcomes are maintained through Minutes or in Complaints Log.	Comply
Criterion 6.4: 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 -	No cases requiring any negotiation or compensation pertaining to these criteria. There have been no changes in this status as at the period of verification on site.	Comply
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 -	West Mill and estates operations are based on approval from federal government. Therefore, no cases requiring any negotiation or compensation pertaining to these criteria.	Comply
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 -	West Mill and estates operations are based on approval from federal government. Therefore, no cases requiring any negotiation or compensation pertaining to these criteria.	Comply
Criterion 6.5: 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.			

Criterion / Indicator		Assessment Findings	Compliance
6.5.1	Documentation of pay and conditions shall be available. - Major compliance -	All the workers are covered by the MAPA/NUPW agreement and the staff covered with MAPA/AMESU agreement. This is documented at all the operating units. Migrant workers make up the majority of the workforce who are engaged on 2 or 3 year contracts. Payments are made as per the agreement. Inspection of contracts of both local and foreign workers confirmed that pay and conditions are available in local language and the language that the foreign workers speak.	Comply
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 -	All the workers are covered by the MAPA/NUPW agreement and the staff covered with MAPA/AMESU agreement. This is documented at all the operating units. Migrant workers make up the majority of the workforce who are engaged on 3 year contracts and can be extended as necessary. Sample employment contract, i.e. "Kontrak Pekerjaan – Tenaga Kerja Asing" diantara Sime Darby Plantation Sdn. Bhd (647766 –V) dengan Pekerja Asing Indonesia" for foreign workers hired were sighted during the audit. The document covers all issue such as working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, and reasons for dismissal, period of notice made available in Bahasa Malaysia which is understood by the workers. Signed copies of this employment contract are kept by Sime Darby Head office.	Comply
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 –	The operating units are noted to have provided adequate amenities to their local workers and foreign workers as per the Workers' Minimum Standard of Housing and Amenities Act 1990 (Act 446).	Comply
6.5.4	Growers and millers shall make demonstrable efforts to monitor and improve workers' access to adequate, sufficient and affordable food. - Minor compliance –	Food for the staff and workers (incl. foreign workers) provided through sundry shops at the vicinity of the operating units. Most of the sundry shops are operated by the former estates workers or family members.	Comply
Criterion 6.6: 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 -	All employees have right to form and join trade unions of their choice and to bargain collectively. This is carried out by the employees by joining the NUPW and AMESU.	Comply
6.6.2	Minutes of meetings with main trade unions or workers representatives shall be documented. - Minor compliance -	West mill and estate workers union meeting held with NUPW when required. Last meeting was held on 2 March 2015. It was highlighted by the union representative that most of issues resolved through ad-hoc discussions. It was confirmed by the union secretary that there is no any unresolved labour issue.	Comply
Criterion 6.7: Children are not employed or exploited.			

Criterion / Indicator		Assessment Findings	Compliance
6.7.1	There shall be documentary evidence that minimum age requirements are met. - Major compliance -	Inspection to employee contract agreement and list of registration confirmed that those employed are as per company policy on minimum age. The minimum working age is 18 and above. During field visit and consultation with stakeholders confirm that there is no child labour at any of the operations.	Comply
Criterion 6.8: Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.			
6.8.1	A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment shall be documented. - Major compliance -	Sime Darby equal opportunity policy is displayed at notice board at the mill and estates. This was communicated with all employees. Interview of male and female workers confirmed understanding and awareness of the policy. Pay record and interview with employees confirm that there is no any kind of discrimination. All workers have access to the grievance and resolution mechanism.	Comply
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 -	The employment of foreign workers was implemented without affecting the opportunities for local communities. Interviews with foreign workers revealed satisfaction with the estates for job opportunities and they enjoy all common welfare amenities like free housing, free water and electricity supplies and medical care.	Comply
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 -	Depending on the nature of work positions, The operating unit management takes into considerations the needs for technical qualifications/experience and related skills in recruitment selection, hiring and promotion exercises. It was verified that the promotions to higher position at the estates and Mill were based on evaluations which considered the skill, capabilities, qualities and medical fitness of the employees.	Comply
Criterion 6.9: 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 -	A statement to prevent sexual harassment and violence is documented in the Sime Darby Plantation Social Policy. One of the female staff members has been appointed as gender committee member representing each operating units and work category that involve female workers.	Comply
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 -	Sime Darby has a policy to protect the reproductive rights of all, especially women which was incorporated in Gender Policy This was communicated and implemented through gender committee.	Comply
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 -	Existing grievance procedure to handle grievances from internal and external stakeholders contains flow chart and available in the local language. Grievances and complaints are treated as confidential and not discussed in public. West Mill: Latest Gender Committee meeting was done on 20/1/15 attended by 6 members.	Comply
Criterion 6.10: Growers and mills deal fairly and transparently with smallholders and other local businesses.			

RSPO Public Summary Report
Revision 1 (Sept/2014)

Criterion / Indicator		Assessment Findings	Compliance
6.10.1	Current and past prices paid for Fresh Fruit Bunches (FFB) shall be publicly available. - Minor compliance -	West palm oil mill process FFB from company owned estates only. No FFB purchased from out-growers or smallholders.	Comply
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 -	West palm oil mill process FFB from company owned estates only. No FFB purchased from out-growers or smallholders.	Comply
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 -	Contractors/suppliers understand contractual agreement and stated that the contract is transparent and fair. The company has standard term and condition of contract agreement which is explained prior to signing.	Comply
6.10.4	Agreed payments shall be made in a timely manner. - Minor compliance -	Interview of contractors and workers confirmed payment is made promptly. Inspection to the "Grievance Book" indicated no complaint was raised in relation to processing of the payment.	Comply
Criterion 6.11: 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 -	The local communities have reasonably well developed infrastructure and access to government services, for example, sealed road access, government electricity and water supplies to housing and schools. The Estate and Mill make donations to local communities for their places of worship and local schools when requested. These contributions are considered appropriate for the socio-economic setting.	Comply
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 -	West palm oil mill process FFB from company owned estates only. No FFB purchased from out-growers or smallholders.	Comply
Criterion 6.12: 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.	Comply
6.12.2	Where applicable, it shall be demonstrated that no contract substitution has occurred. - Minor compliance -	There was no evidence of contract substitution and this was confirmed from interviews with workers and relevant stakeholders.	Comply
6.12.3	Where temporary or migrant workers are employed, a special labour policy and procedures shall be established and implemented. - Major compliance -	The special policy on recruitment of foreign workers and equal opportunities are established and the implementations are verified to be satisfactory. Review on employment contracts of foreign workers also confirmed that the policies, including minimum wages have also been duly implemented.	Comply
Criterion 6.13: Growers and millers respect human rights.			

RSPO Public Summary Report
Revision 1 (Sept/2014)

Criterion / Indicator		Assessment Findings	Compliance
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.	Comply
<p>Principle 7: Responsible development of new plantings East 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 recertification assessment. The immature area are replanted area.</p>			
<p>Principle 8: Commitment to continual improvement in key areas of activity</p>			
<p>Criterion 8.1: Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.</p>			
8.1.1	<p>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.</p> <p>As a minimum, these shall include, but are not necessarily be limited to:</p> <ul style="list-style-type: none"> • Reduction in use of pesticides(Criterion 4.6); • Environmental impacts (Criteria 4.3, 5.1 and 5.2); • Waste reduction (Criterion 5.3); • Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8); • Social impacts (Criterion 6.1); <ul style="list-style-type: none"> • Optimising the yield of the supply base. <p>- Major compliance -</p>	<p>West Palm Oil Mill and supply base estate 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.</p> <p>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.</p>	Comply

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

TIME BOUND PLAN – Certification Units in Malaysia			
No.	MANAGEMENT UNIT		LOCATION
	P O M	Time Bound	
1	Sg Dingin	Certified 2010	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	Tenamaram	Certified 2011	Selangor
8	Bkt Kerayong	Certified 2011	Selangor
9	East	Certified 2010	Selangor
10	West	Certified 2010	Selangor
11	Bukit Puteri	Certified 2011	Pahang
12	Kerdau	Certified 2011	Pahang
13	Jabor	Certified 2011	Pahang

RSPO Public Summary Report
Revision 1 (Sept/2014)

14	Labu	Certified 2011	N. Sembilan
15	Tanah Merah	Certified 2010	N. Sembilan
16	Sua Betong	Certified 2014	N. Sembilan
17	Kok Foh	Certified 2011	N. Sembilan
18	Kempas	Certified 2010	Malacca
19	Diamond Jubilee	Certified 2011	Malacca
20	Bukit Kerayong	Certified 2014	Johor
21	Chaah	Certified 2010	Johor
22	Gunung Mas	Certified 2010	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

TIME BOUND PLAN – Certification Units in Indonesia

No.	MANAGEMENT UNIT		LOCATION
	P O M	Time Bound	
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
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

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>RSPO Certification Target Date for PT MAS</p> <ul style="list-style-type: none"> The target date for certification is by end 2015. However, this is subject to the progress of the matter being resolved. <p>Progress Update (Sept 2014 – March 2015)</p> <ul style="list-style-type: none"> 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. SDP will maintain to liaise with the communities via 'Tim Kerja Perwakilan Petani (TKPP) and direct discussion with Kerunang/ Entapang communities. 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. SDP is continuing to work on direct engagement with PAC – working towards a consensus with the PAC to withdraw their complaint. RSPO Secretariat is well informed on the progress of this matters through regular briefing and progress reports. To-date, 12 out of 14 demands from the other 7 communities have been resolved, another two remaining demands are related to land matters. 	2015	Sanggau District – West Kalimantan
25	Lembiru (PT Sandika Nata Palma)	Certified 2014	Ketapang District – West Kalimantan

Appendix C: Sime Darby Plantation Sdn Bhd – SOU 9 West Certification Unit RSPO Certificate Details

Sime Darby Plantation Sdn. Bhd.
 SOU 9 Management Units (Ladang West)
 42960 Carey Island,
 Selangor, MALAYSIA
 RSPO Membership number: 1-0008-04-000-00

BSI RSPO Certificate No: SPO 543594
 Date of Initial Certificate Issued: 19 May 2010
 Date of Expiry: 18 May 2015
 Applicable Standards: RSPO P&C 2013; RSPO Certification System June 2007 (revised March 2011); RSPO P&C MY-NIWG 2010; RSPO Supply Chain Certification Standard 21 November 2014 Module D - CPO Mills: Identity Preserved

West Palm Oil Mill and Supply Base					
Location Address	Ladang West, Carey Island, 42960, Selangor, MALAYSIA				
GPS Location	E101° 20' 60" N2° 55' 0"				
CPO Tonnage Total	43,892				
PK Tonnage Total	10,227				
CPO Claimed for Certification	43,892				
PK Claimed for Certification	10,227				
Own estates FFB Tonnage	128,091				
Scheme Smallholder FFB Tonnage	-				
Company's adjacent Suppliers FFB Tonnage – Other adjacent estates (Certified – SPO543543)	84,980				
Estates	Production Area		Other use (ha)	Certified Area / Total land lease (ha)	Annual FFB Production (mt)
	Mature (ha)	Immature (ha)			
West	4,756	261	724	5,741	128,091
TOTAL	4,756	261	724	5,741	128,091

RSPO Public Summary Report
Revision 1 (Sept/2014)

Appendix D: Assessment Plan

PRELIMINARY AGENDA					
Date	Time	Subjects	Mohd Hidhir	Hafri	Muhd Haris
Tuesday	AM	Audit Team travelling to the site.	√	√	√
3/3/2015	PM	External stakeholder meeting	√	√	√
Wednesday	08.30 – 09.00	Opening Meeting: <ul style="list-style-type: none"> Opening Presentation by Audit team leader. Confirmation of assessment scope and finalize Audit plan (including stakeholder's consultation). Review on documentation against RSPO P&C generic 2013 and RSPO SCCS November 2014 	√	√	√
4/3/2015	09.00 – 12.00	West Palm Oil Mill 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.	√	√	√
	12.00 – 13.00	Lunch	√	√	√

	13.00 – 16.30	West Palm Oil Mill: 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	08.30 – 12.00	West Estate 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 – 12.00	Meeting with stakeholders (Government, village rep, smallholders, Workers Leader, contractor etc.)	-	-	√
	12.00 – 13.00	Lunch	√	√	√
	13.00 – 16.30	West Estate 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	√	√	√

**RSPO Public Summary Report
Revision 1 (Sept/2014)**

Friday 6/3/2015	08.30 – 10.30	Verify any outstanding issues & Preparation for closing meeting			
West Palm	10.30 – 12.00	Closing meeting	√	√	√
Oil Mill	12.00	Travelling back to KL	√	√	√

Appendix E: Stakeholders Contacted

<p><u>Internal Stakeholders</u></p> <p>Managers and Assistants Male Mill Staff/Workers Female Mill Staff/Workers Foreign Worker Male and Female Estate workers Joint Consultative Committee Gender Committee Secretary Workers Union Representatives Onsite NUPW secretary AMESU Representative Hospital Assistant Clinic Assistant</p>	<p><u>Local Communities</u></p> <p>Head of the Villages Mosque Committee Shop Owners Cattle Owners</p> <p><u>External Stakeholders</u></p> <p>Social NGO AMESU NUPW MAPA SYABAS</p>
<p><u>Government Departments</u></p> <p>School Labour Department Land Department Clinic MPOB Municipal Council</p>	<p><u>Contractors and Suppliers</u></p> <p>Electrical Contractor General Supplier FFB Transport contractor Engineering work contractor</p>

Appendix F: CPO Mill Supply Chain Assessment Report (Module D-CPO Mills: Identity Preserved)

Requirements	Compliance
D.1. Definition	
<p>D.1.1 A mill is deemed to be Identity Preserved (IP) if the FFB used by the mill are sourced from its own supply base certified to the RSPO Principles and Criteria (RSPO P&C). Certification for CPO mills is necessary to verify the volumes and sources of certified FFB entering the mill, the implementation of any processing controls (for example, if physical separation is used), and volume sales of RSPO certified products. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own certified land base. If a mill processes certified and uncertified FFB without physically separating the material then only Module E is applicable.</p>	<p>The West mill only receives certified FFB. Therefore qualifies for the Identity Preserved supply chain system and module. During the P&C assessment, the audit team verified the volumes and sources of certified FFB entering the mill, the implementation of processing controls and volume sales of RSPO certified products.</p>
D.2 Explanation	
<p>D.2.1 The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the certification body (CB) in the public summary of the P&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 shall 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>D.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>
D.3 Documented procedures	
<p>D.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> <ul style="list-style-type: none"> a) Complete and up to date procedures covering the implementation of all the elements in these requirements; b) The role 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's procedures for the implementation of this standard. 	<p>Latest written documented procedures (RSPO SCCS v.2 Year 2014) for the chain of custody is with Identity Preserved (IP) model covering all the RSPO Supply Chain Certification Standard and Traceability for handling certified and non-certified FFB under Appendix 15. This developed based on the RSPO SCCS 21 November 2014. The previous SOP was for SG. The mill manager has the responsibility to ensure implementation assisted by the on-site compliance executive. The IP model is used because only certified FFB from own supply base is received and processed at West Palm Oil Mill. 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>D.3.2 The site shall have documented procedures for receiving and processing certified and non-certified FFBs.</p>	<p>West Palm Oil mill has documented procedures (as per above in D 3.1) for the incoming FFB, processing and outgoing palm products (CPO and PK). The procedure covers receiving and processing certified and non-certified FFBs.</p>
D.4 Purchasing and goods in	
<p>D.4.1 The site shall verify and document the tonnage and sources of certified and the tonnage of 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 FFB. Records verified by internal and external audit. West mill have system to verify at the weighbridge.</p>

RSPO Public Summary Report
Revision 1 (Sept/2014)

D.4.2 The site shall inform the CB immediately if there is a projected overproduction of certified tonnage.	The facilities aware of this procedure and stated in the.
D.5 Record keeping	
D.5.1 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.	All the inventory records are maintained and updated on daily basis and monthly report shows monthly inventory. Computerized system in place. No PKO and Palm kernel meal at West Palm Oil mill. PK is sold to Sime Darby Futures Trading. Daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the FFB received. Records of certified FFB received during annual surveillance. Records verified by internal and external audit.
D.6 Processing	
D.6.1 The site shall assure and verify through documented procedures and record keeping that the RSPO certified oil palm product is kept segregated from noncertified material including during transport and storage.	During this assessment it was confirmed that only certified source of FFB from own plantation is processed. This ensures that there is no possibility of mixing during processing.
D.6.2 The objective is for 100 % segregated material to be reached.	Processing and storage records can trace back to only certified segregated FFB and finish product (CPO and PK) through traceability records such as weighbridge records. This ensures that 100% segregated materials are reached.

Actual Tonnage Certified Palm Production - 01 January 2014 – 31 December 2014 (ASA4)

Mill	Capacity	CPO	PK
West Palm Oil Mill	50 mt/hr	42,499	9,921

Actual Tonnage Sales of Certified Palm Products – 01 January 2014 – 31 December 2014 (ASA4)

Mill	Certified CPO Sales	Certified PK Sales	Remarks
West Palm Oil Mill	1570	2509.59	Verified sales through trace

Actual Tonnage Certified FFB Received Monthly – 01 January 2014 – 31 December 2014 (ASA4)

Month	West Estate	East Estate	Total FFB/Month
January 2014	8,818	7,600	16,419
February 2014	7,795	6,636	14,431
March 2014	10,712	8,629	19,342
April 2014	9,391	8,132	17,524
May 2014	10,474	7,621	18,096
June 2014	10,006	7,921	17,928
July 2014	10,679	6,349	17,029
August 2014	11,115	7,692	18,807
Sept. 2014	10,966	7,989	18,956
Oct. 2014	11,606	7,641	19,247
Nov. 2014	10,015	7,278	17,294
Dec. 2014	8,304	6,954	15,258
Total	119,888	90,448	210,336

Appendix H: 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
PPE	Personal Protective Equipment
RC	Re-Certification
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