

**RSPO – Annual Surveillance Assessment (ASA1)
Public Summary Report**

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: Strategic Operating Unit (SOU 1) – Sungai Dingin Palm Oil Mill Ladang Bukit Selarong 09400 Padang Serai Kedah, Malaysia

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Section 1 Scope of the Annual Surveillance 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	Head Office: Level 3A, Main Block, Plantation Tower, No 2 Jalan P.J.U 1A/7, 47301 Ara Damansara, Selangor, Malaysia.		
Mill Address	Certification Unit: Sungai Dingin Palm Oil Mill,		
Subsidiary of (if applicable)	N/A		
Contact Name	Mdm. Shylajadevi Vasudevan Nair (Head Office) Mr. Shahrin Sahuri (Sungai Dingin Palm Oil Mill Manager)		
Website	www.simedarby.com	E-mail	shylaja.vasudevan@simedarby.com or kks.sungai.dingin@simedarby.com
Telephone	+603 – 78484371 (Head Office) 604-4035233 (Mill)	Facsimile	+603 – 78484363 (Head Office) 604-4033135 (Mill)

2. RSPO Certification Information			
Certificate Number	RSPO 550179	Certificate Issued Date	12/08/2015
		Expiry Date	11/08/2020
Scope of Certification	Production of palm oil from supply bases as follows; i) Sungai Dingin Estate ii) Padang Buluh Estate iii) Bukit Selarong Estate iv) Anak Kulim Estate v) Bukit Hijau Estate vi) Jentayu Estate vii) Somme Estate		
Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
NIL			

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3.Location(s) of Mill & Supply Base			
Name (Mill / Supply Base)	Location [Map Reference #]	GPS	
		Easting	Northing
Sungai Dingin Palm Oil Mill (Capacity: 80 Mt/hr)	Karangan, Kedah, Malaysia.	100° 40' 00" E	5° 24' 00" N
Sungai Dingin Estate	Karangan, Kedah, Malaysia.	100° 39' 28" E	5° 14' 28" N
Padang Buluh Estate	Sungai Petani, Kedah, Malaysia.	100° 34' 24" E	5° 34' 25" N
Bukit Selarong Estate	Padang Serai, Kedah, Malaysia.	100° 35' 87" E	5° 28' 76" N
Anak Kulim Estate	Kulim, Kedah, Malaysia.	100° 21' 17" E	5° 17' 04" N
Bukit Hijau Estate	Kuala Ketil, Kedah, Malaysia	100° 45' 25" E	5° 33' 04" N
Jentayu	Sungai Petani, Kedah, Malaysia.	100° 43' 34" E	3° 7' 24" N
Somme	Serdang, Kedah, Malaysia.	100° 36' 14" E	5° 15' 12" N

4.Description of Supply Base						
Estate	Mature (ha)	Immature (ha)	Total Planted (ha)	Infrastructure & Other (ha)	Total Hectarage	% of Planted
Sungai Dingin	2,990.50	263.31	3,253.81	997.86	4,251.67	76.53
Padang Buluh*	2,968.00	483.00	3,451.00	557.47	4,008.47	86.09
Bukit Selarong**	3,394.37	406.27	3,800.64	124.93	3,925.57	96.82
Anak Kulim*	551.35	820.12	1,371.47	151.02	1,522.49	90.08
Bukit Hijau	1,905.54	0.00	1,905.54	819.46	2,725.00	69.93
Jentayu*	1,551.04	0.00	1,551.04	627.55	2,178.59	71.19
Somme	586.92	189.04	775.96	165.60	941.56	82.41
TOTAL	13,947.72	2,161.74	16,109.46	3,443.89	19,553.35	-

Note: *Re-survey was done due to conversion to rubber; **Reduction is due to land acquisition by Kulim Hitech.

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5. Plantings & Cycle								
Estate	Age (Years)					Tonnage / Year		
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30	Estimated (Previous Year)	Actual (May 15-April 16)	Forecast (May 16-April 17)
Sungai Dingin	263.31	563.92	1,902.55	524.03	-	52,202.63	49,826.21	52,202.63
Padang Buluh	483	317	2646	5.00	-	70,286.03	69,325.73	70,286.03
Bukit Selarong	406.27	564.24	2,687.59	142.54	-	82,790.52	69,510.32	82,790.52
Anak Kulim	0	6	727.91	0	-	10,990.84	15,038.01	10,990.84
Bukit Hijau	0	293.47	1612.07	0	-	35,340.01	37,323.53	35,340.01
Jentayu	0	258.17	1292.87	0	-	29,308.88	31,171.12	29,308.88
Somme	106.71	412.40	256.85	0	-	14,812.6	11,312.05	14,812.6
TOTAL	1,259.29	2,497.72	11,086.32	671.57		295,731.5	283,506.97	295,731.5

6. Non-Certified Tonnage of FFB/ outside supplier – Excluded from Certificate			
Estate	Tonnage / Year		
	Estimated (2015)	Actual FFB (2016)	Forecast (2017)
Holyrood*	0	17323.52	0
OCP**	0	6734.24	0
Total	-	24057.76	-

*SOU2- Cert number: SPO 590800

** Non certified source

6. Certified Tonnage									
Mill	Estimated (May 15 – Apr 16)			Actual (May 15 – Apr 16)			Forecast (May 16 – Apr 17)		
	FFB	CPO	PK	FFB	CPO	PK	FFB	CPO	PK
Sungai Dingin POM	301,493.00	66,328.00	16,582.00	310,464.90	67,742.77	15,355.65	331,390.32	75,225.60	18,226.47
TOTAL	301,493.00	66,328.00	16,582.00	310,464.90	67,742.77	15,355.65	331,390.32	75,225.60	18,226.47
OER	21.99%			21.81%			22.70%		

Section 2 Assessment Process

Certification Body:

BSI Services Malaysia Sdn Bhd,
(ASI Accreditation Number: RSPO-ACC-19)
Unit 3, Level 10, Tower A
The Vertical Business Suites, Bangsar South
No. 8, Jalan Kerinchi
59200 Kuala Lumpur
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BSI is a leading global provider of management systems assessment and certification, with more than 60,000 certified locations and clients in over 100 countries. BSI Standards is the UK's National Standards Body. BSI provides independent, third-party certification of management systems. BSI is ASI Accredited (RSPO-ACC-19) to conduct RSPO assessment since 31/10/2014 with accredited office located at Kuala Lumpur, Malaysia and an office at Singapore, Jakarta, Bangkok and Australia which involve in RSPO Certification Program.

Assessment Methodology, Programme, Site Visits

The on-site recertification assessment was conducted from 17-19 May 2016. 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 sample estates. 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 / MYNI 2014 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.

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 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 minor nonconformities that were assigned during the ASA1 were followed up to ensure it remains closed. All the previous nonconformities remains closed (details are in section 3.3.1). The assessment findings for the recertification 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.

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This report was internally reviewed by certification reviewer prior to certification decision by the operation director.

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
Sungai Dingin Palm Oil Mill	√	√	√	√	√
Sungai Dingin Estate		√		√	
Padang Buluh Estate	√		√		√
Bukit Selarong Estate		√		√	
Anak Kulim Estate		√			√
Bukit Hijau Estate	√			√	
Jentayu Estate			√		√
Somme Estate	√		√		

Tentative Date of Next Visit: May 2017

Total No. of Mandays: 12 mandays

BSI Assessment Team:

Hoo Boon Han – Lead Assessor

He holds Master of Technology (Environmental Management) from the University Malaya and Bachelor of Science Forestry (Hons) Majored in International Tropical Forestry from University Malaysia Sabah. He has more than 3 years working experience in environmental monitoring & audit, carbon accounting & reduction, wastewater treatment, waste management and sustainable development. He has successfully completed the RSPO Lead Auditor and RSPO Supply Chain Training in April 2012. He has been involved in RSPO P&C audit in Indonesia and Malaysia as well as RSPO SC audit across different region including Asia, Europe and North America 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 and Mandarin.

Mohamed Hidhir – Team Member

He holds Bachelor Degree in Chemical Engineering, graduated from National University of Malaysia on 2006. He has 7 years working experience in palm oil industry specifically on palm oil milling for 5 years. He also has the experiences as auditor for several standards including ISO 9001, ISO 140001, OHSAS 18001, MSPO and RSPO in his previous certification body. He completed the ISO 9001 Lead Auditor Course, ISO 14001 Lead Auditor Course and OHSAS 18001 Lead Auditor Course in 2012, Endorsed RSPO P&C Lead Auditor Course in 2013, MSPO

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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 supply chain for palm oil mill. . He is fluent in Bahasa Malaysia and English languages.

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.

Hu Ning Shing– Team Member

She holds Bachelor Degree in Science majoring in Applied Chemistry, graduated from University of Malaya on 2011. She has 5 years working experience in rubber and palm oil industry. She also has the experiences as auditor for several standards including ISO 9001, MSPO and RSPO in his previous certification body. She completed the ISO 9001 Lead Auditor Course on 2016, Endorsed RSPO P&C Lead Auditor Course in 2012 and Endorsed RSPO SCCS Lead Auditor Course in 2015. She had been involved in RSPO auditing since November 2015 in more than various companies in Malaysia. During this assessment, she assessed on the aspects of social. She is fluent in Bahasa Malaysia and English languages.

Accompanying Persons (Observer): Senniah Appalasamy

Section 3 Assessment Findings

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

- ☒ RSPO P&C MYNI 2014 Checklist – **Appendix A:** Summary report of the Assessment.
- ☒ Sime Darby Plantations Sdn Bhd Time Bound Plan – **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. Sime Darby has acquired NBPOL. NBPOL is managed as a separate management unit. NBPOL has its own RSPO membership (1-0016-04-000-00) and have achieved certification for all the certification units. As for the Plantation in Liberia, Sime Darby has completed the NPP in 2011. However, the plantation sites will be included in TBP upon completion of the mill which is delayed due to Ebola and long drought season.

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 2016 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 and Sime Darby was held on 14 January 2016. The current status details are provided in the Appendix B. BSI has consider that Sime Darby still comply with the RSPO requirement for partial certification and has justified the revision to TBP.

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

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

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- 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.

Time Bound Plan		
Requirement	Remarks	Compliance
Summary of the Time Bound Plan		
Does the plan include all subsidiaries, estates and mills?	<p>The time bound plan includes all SOUs in Malaysia and Indonesia.</p> <p>Malaysia- Effectively 34 SOUs: Sg Samak and Jeleta Bumi, Yong Peng, Sepang, Mostyn and Segaliud POM has been closed down.</p> <p>Indonesia- Effectively 25 SOUs.</p> <p>For Liberia operations, a new mill is being set up and commissioned in Feb 2016. Preparation to undergo the RSPO Certification process is in progress and SDP targets to undergo RSPO Certification by end 2017.</p>	Yes
<p>Is the time bound plan challenging?</p> <ul style="list-style-type: none"> • Age of plantations. • Location. • POM development • Infrastructure. • Compliance with applicable law. 	<p>Sime Darby Plantation's time bound plan for certification is initially 3 years, starting 2008 – 2011. SDP has had all its SOUs (Malaysian & Indonesian) completing the RSPO Main Assessment by end Dec 2011 in accordance to the initial timebound plan. As at Dec 2011, all Malaysian SOUs have been RSPO certified (with the exception of 2 new oil mills commissioned to replace the current oil mills after the initial timebound plan targets). The 2 new mills have been RSPO Certified in Jan and Feb 2014.</p> <p>For Indonesian operations, currently, 1 SOU in Indonesia (PT MAS) is pending for RSPO Certification due to social legacy issues.</p> <p>SDP's is actively working on its certification targets given the span across a large geographical location and over 200 estates and mills in operation.</p>	Yes
Have there been any changes since the last audit? Are they justified?	<p>97% of Sime Darby Plantation's upstream operations is RSPO certified, one SOU - PT MAS pending certification in Indonesia due to some social disputes and a new oil mill in Liberia has been commissioned in Feb 2016.</p> <p>SDP's time bound plan has been revised to take into consideration the social challenges encountered in Indonesia for the remaining SOU</p>	Yes

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	<p>(PT MAS) yet to be certified.</p> <p>Sime Darby Plantation will proceed with the next steps of certification upon satisfactory resolution of the matter.</p>	
<p>If there have been changes, what circumstances have occurred?</p>	<p>Indonesia- PT MAS has undergone RSPO Main Assessment in July 2011. 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. Ongoing and regular (bi-monthly) discussions is ongoing between Sime Darby Plantation and the project affected communities. Reports on the progress update are submitted to RSPO on a regular basis since November 2012. The latest progress report submitted to RPSO dated 30th June 2016.</p> <p>Smallholders- As at June 2016, total of 24,820 Ha (59%) of total Ha, (42,008 Ha) of associated smallholders in Indonesia has been certified. Certification process for the remaining associated smallholders areas is on-going. SDP expect to achieve 100% RSPO certification of associated smallholders and outgrowers by end 2019.</p> <p>Liberia- A new mill will be set up in Liberia and planned for commissioning in Feb 2016. Preparation to undergo the RSPO Certification process is in progress and SDP targets to undergo RSPO Certification by end 2017. RSPO NPP process has been completed in 2011. Internal assessment against the draft Liberia NI has been completed and closing of gaps is in progress.</p>	<p>Yes</p>
<p>Have there been any stakeholder comments?</p>	<p>Up to date, there is no comment.</p> <p>SDP continues to engage all affected parties through regular discussions and progress reporting is being made to the RSPO Secretariat.</p>	<p>Yes</p>
<p>Have there been any newly acquired subsidiaries?</p>	<p>In March 2015, Sime Darby Plantation completed the acquisition of New Britain Palm Oil Limited (NBPOL). NBPOL is managed under a separate entity and the reporting of timebound plan will be under NBPOL's management. NBPOL is considered as a different entity/member under the RSPO and NBPOL is 100% RSPO Certified.</p> <p>A new mill has been set up in Liberia and planned</p>	<p>Yes</p>

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	for commissioning in Feb 2016. Preparation to undergo the RSPO Certification process is in progress and SDP targets to undergo RSPO Certification by end 2017. *RSPO NPP process has been completed in 2011. Internal assessment against the draft Liberia NI has been completed and closing of gaps is in progress.	
Have there been any isolated lapses in implementation of the plan?	No lapses.	Yes
Un-Certified Units or Holdings		
Did the company conduct an internal audit? If so, has a positive assurance statement been produced?	<p>Indonesia - PT Mitra Austral Sejahtera has undergone RSPO Main Assessment in July 2011. 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. Reports on the progress update are submitted to RSPO on a regular basis since November 2012. The latest progress report submitted to RPSO dated 30th June 2016.</p> <p>Further details please refer to the RSPO Complaints Website: http://www.rspo.org/members/complaints/status-of-complaints/view/29</p> <p>Liberia – New mill commissioned in Feb 2016, identification of gaps and preparation to meet the requirements of the RSPO P&C is in progress.</p>	Yes
No replacement after dates defined in NIs Criterion 7.3: <ul style="list-style-type: none"> • Primary forest. • Any area identified as containing High Conservation Values (HCVs). • Any area required to maintain or enhance HCVs in accordance with RSPO criterion 7.3. 	HCV assessment has been conducted for uncertified units i.e. PT Mas (by Aksenta in March 2009) and Sime Darby Plantation Liberia operations (by RSPO approved assessors – Dr SK Yap in 2011).	Yes
Any new plantings since January 1 st 2010 must comply with the RSPO New Plantings Procedure.	A new mill will be set up in Liberia and planned for commissioning in Feb 2016. Preparation to undergo the RSPO Certification process is in progress and SDP targets to undergo RSPO Certification by end	Yes

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	<p>2017.</p> <p>RSPO NPP process has been completed in 2011. Internal assessment against the draft Liberia NI has been completed and closing of gaps is in progress.</p> <p>*Note: RSPO NPP Announcements for SDP can be found at http://www.rspo.org/certification/new-planting-procedures/public-consultations/page/14?</p>	
<p>Any Land conflicts are being resolved through a mutually agreed process, e.g. RSPO Grievance procedure or Dispute Settlement Facility, in accordance with RSPO criteria 6.4, 7.5 and 7.6.</p>	<p>Sime Darby (Liberia) Plantation Inc.</p> <p>Status: Box G - Close for Monitoring</p> <p>Further details please refer to: http://www.rspo.org/members/complaints/status-of-complaints/view/46</p> <p>PT Mitra Austral Sejahtera (Sime Darby Sdn Bhd)</p> <p>Further details please refer to: http://www.rspo.org/members/complaints/status-of-complaints/view/29</p>	<p>Yes</p>
<p>Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO criterion 6.3.</p>	<p>No stakeholder comments or complaints received.</p>	
<p>Any Legal non-compliance is being resolved in accordance with the legal requirements, with reference to RSPO criteria 2.1 and 2.2.</p>	<p>None noted. No stakeholder comments or complaints received.</p>	<p>Complied.</p>

3.3 Details of findings

The nonconformity is listed below. The summary of the findings by criteria is listed in Appendix A.

During the ASA1 assessment there were 4 major nonconformities and 1 minor nonconformity raised. Sungai Dingin Palm Oil Mill and Supply Base Estates 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 13 June 2016 and effectiveness of corrective action taken for minor nonconformities will be verified in the next audit. Following are the details of the nonconformities:

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1334123M1	<p>Requirements: Indicator 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>	Major
	<p>Evidence of Nonconformity: Sungai Dingin POM Observed contractor’s activities at new boiler construction area; -Permit to work issue to the contractor, Max Two dated 17/5/16 was only recorded for hot work. Observed there were 2 type of work carried out contractor which related to hot work and working at height. -Unsafe act was observed where the body harness was not properly hook/locked at any structure while moving at the working platform. -No lifeline constructed near to the working platform. -Scaffolding was erected at the working platform area. No indication of approval tag by competent person for the erection and routine inspection done to the scaffolding.</p>	
	<p>Sungai Dingin Estate Last medical surveillance was conducted on 15/12/15 for 31 workers by DOSH registered doctor, HQ/08/DOC/00/416. Two workers (Employee identity No.: AB 4539187 and 680618-02-5501) were found unfit for work and immediate Medical Removal Protection was recommended by the OHD doctor and required for review on 14/3/2016. However, the workers were only transferred to other job on 11/5/16 (refer to the SEMUA check roll system) and was not sent for review as to date.</p>	
	<p>Statement of Nonconformity: Implementation of the safety and health plan was not effective.</p>	
	<p>Action: Root Cause Analysis: POM: The contractor not declaring their working at high during issuance of PTW SDE: No specific process on next course of actions after reports received. Correction : POM: Stop work order issued with regards to scaffoldings until the contractor able to provide all the requirements on working at height.</p>	

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	<p>Tagging and verification done by competent person during construction works on 19/05/2016. Life line for safety harness for workers to move has been erected on 19/05/2016. Weekly verification to be conducted by competent person on scaffolding structure and lifeline since the scaffolding was station at fix position.</p> <p>Sg Dingin Estate: To resend the identified workers for medical surveillance. To review reports immediately after received and share medical surveillance results (fit/unfit) during Safety Committee Meeting. Next meeting is planned in September 2016.</p> <p>Corrective action: Kick-off meeting with the contractors is required for all new projects using outsourced contractors. There is a list of specific items to be communicated and discussed during the meeting.</p>	
	<p>Status: The CAP and evidence submitted confirmed that the issue has been fully addressed hence the Major NC was closed on 27/06/2016. Effectiveness of corrective action taken will be verified in the next audit.</p>	

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1334123M2	<p>Requirements: Indicator 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>Evidence of Nonconformity: Sg Dingin Estate and Bukit Selarong Estate: The content of first aid kit checked at workshop and chemical store were insufficient. There were only 8 items found inside the box instead of 17 items as stated in the check list.</p> <p>Similar issue found in Bukit Selarong Estate workshop, the content of first aid kit insufficient and no record of usage. During site visit to harvesting operation at field 99c. , there is no first aid kit available. Field mandore has explained that the first aid kit was send to HA for replenishment due to expiring of content.</p> <p>There were similar issue raised during the last recertification audit. As per RSPO certification system, the Minor nonconformity was upgraded to Major during this ASA1.</p>	Major

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	<p>Sg Dingin Oil Mill: a) Information of the content inside First Aid Box was not available. b) First aid kit at the Workshop was found to be incomplete as certain item was missing e.g. eye drop. c) Anti-septic solution was found to be expired on May 2016.</p> <p>Due to ineffective implementation of the said issue, the minor NC raised was not closed and escalated to major NC as per RSPO Certification System requirement.</p> <p>Statement of Nonconformity: First aid kit checked at workshop and chemical store were insufficient. Emergency preparedness procedures was not effectively implemented.</p> <p>Action: Root Cause Analysis: Lack of monitoring from person in charge for First Aid. Less competent person on handling First Aid.</p> <p>Correction : a) New list contains 22 items has been prepared and displayed. b) All the First Aid boxes has been verified by mill management and review process and add the necessary item inside the box.</p> <p>Corrective Action: a) Prepare checklist for First Aid box and monthly checking every Wednesday on 3rd week. b) To seek First Aider training from SOU 1 Safety Coordinator. c) Mill has collected all the First Aid box at mill to replaced and replenished any expired and missing item. Numbers of first aid box has been reduce from 11 to 7 locations for better control and efficient monitoring. New layout plan has been established.</p> <p>Status: The CAP and evidence submitted confirmed that the issue has been fully addressed hence the Major NC was closed on 27/6/2016.</p>	
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Non-Conformity		
NCR #	Description	Category (Major / Minor)
1334123M3	<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.) shall be available in the languages understood by the workers or explained carefully to them by a management official.</p> <p>Evidence of Nonconformity: Sungai Dingin POM & Estate: Worker's contracts of employment sampled (AP550341, AP627607, AR098067, A1551226, A1753810, 0000057930, 0000027390 and 0000112074) found that the employment contract for those worked more than 3 years were expired.</p> <p>Sg Dingin Mill: Passport Number AP550341: Employment contract expired on 14/07/2014</p>	Major

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	<p>Passport Number AP627607: Employment contract expired on 06/08/2014 Passport Number AR098067: Employment contract expired on 23/11/2014 Passport Number A1551226: Employment contract expired on 18/09/2015 Passport Number A1753810: Employment contract expired on 18/09/2015</p> <p>Sg Dingin Estate: Employee Number 0000057930: Employment contract expired on 25/11/2013 Employee Number 0000027390: Employment contract expired on 01/11/2011 Employee Number 0000112074: Employment contract expired on 14/03/2015</p> <p>There are no records or document to confirm that the workers were given the extended contract of employment and acknowledged signed the extension of employment.</p>	
	<p>Statement of Nonconformity: Extended contracts of employment for workers extended 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.) was not available.</p>	
	<p>Action: Root Cause Analysis: There was no standardized contract for renewal/extension of employment from HR Dept. which has resulted in the delay of contract renewal/extension Correction : Human Resources Department of SDP to issue a memo and the standardized version of contract for employment renewal/extension.</p>	
	<p>Corrective Action: 1. HR Memo/Circular on the standardized contract 2. The renewed contracts for workers highlighted 3. Briefing on the understanding of new contract</p>	
	<p>Status: Relevant contracts already renew accordingly and relevant briefing record were sighted. The CAP and evidence submitted confirmed that the issue has been fully addressed hence the Major NC was closed on 27/6/2016.</p>	

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1334123M4	<p>Requirements: Indicator 6.12.1: There shall be evidence that no forms of forced or trafficked labour are used.</p>	Major
	<p>Evidence of Nonconformity: Sungai Dingin Estate: Sampled workers (BC0271763, BC0920936, BC0197239 and G9041493) who are on vacation leave at their home country (05/05/2016 and 06/05/2016) were sighted a security bond of RM 500 paid to the company. The workers were signed on the consent letter on 05/03/2016 and 04/05/2016.</p> <p>Anak Kulim Estate:</p>	

	<p>Sampled workers (K3161716 and L5994272) signed "Akaun Penerimaan Wang" as security bond amounting to RM 500 paid to the company on 16/02/2016 and 19/02/2016 before they leave for holiday to their home country.</p> <p>The collection of security bond is mentioned in the Employment contract for foreign workers for Peninsular Malaysia (April 2013), Clause 21.5 indirectly restrict the workers from accessing their passport.</p>	
	<p>Statement of Nonconformity: The workers are requested by the company to pay deposit RM500 for accessing their passport when they apply for vacation leave at their home country.</p>	
	<p>Action: Root Cause Analysis: There was no standardized practices across SDP and the contract version used was outdated.</p> <p>Correction : Human Resources Department of SDP to issue a memo and the standardized version of contract for employment renewal/extension to phase out such practices</p> <p>Corrective Action:</p> <ol style="list-style-type: none"> 1. HR Memo/Circular on the standardized contract 2. The standard contracts for workers highlighted 3. Briefing on the understanding of new contract so that if the payment is imposed, they will deny payment themselves. 	
	<p>Status: Sighted the HR memo, meeting minutes and attendance sheet with photo submitted as evidence.</p> <p>The CAP and evidence submitted confirmed that the issue has been fully addressed hence the Major NC was closed on 27/6/2016. Effectiveness of the corrective action taken will be verified in the next assessment.</p>	

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1334123N1	<p>Requirements: Indicator 5.3.3: A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented.</p> <p>Evidence of Nonconformity: Sungai Dingin Estate: Visit to the newly constructed schedule waste store, diesel tank area, lubricant store and chemical store found that there were no proper bunds or oil trap to mitigate any contamination in case of spillage. Oil traces and contamination were noted at the diesel storage area.</p> <p>Sungai Dingin Palm Oil Mill: Chemical drums/containers with liquid residue without proper segregation and</p>	Minor

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	<p>handling were found at the schedule waste store. Spill kit not available during the inspection</p>	
	<p>Statement of Nonconformity: Mitigation plan to avoid or reduce pollution was not effective.</p>	
	<p>Action: Correction : a. To rectify design issue for all highlighted areas. b. Commissioning new bigger schedule waste store to overcome space constrain. Mill started to use new Schedule Waste store. c. To prepare 3 set of spill kit and establish new oil sump at new Schedule Waste store.</p> <p>Corrective Action: a) Current store designate as transit point before transfer to new Schedule Waste store. b) To conduct weekly checking for SW store. i. Inventory ii. Store condition iii. Spill kit iv. Labelling</p>	
	<p>Status: Effectiveness of corrective action taken will be verified in the next audit.</p>	

Observation	
OBS #	Description
	NIL

Positive Findings	
PF #	Description
1	External stakeholders for the mill and estates shown positive feedbacks towards the company.
2	The SOU 1 management unit has maintained good relationship with the local community and other stakeholders.
3	KAIZEN projects have been initiated to improve on safety working environment and process efficiency to maximize output and minimize lost time incident on human and machinery.

Issues raised by Stakeholders

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

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

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

IS #	Description
1	<p>Issues: Foreign workers representative - No issue regarding pay and condition of work. The representative highlighted that they are given equal opportunities to work. All foreign workers have access to all facilities similar to local workers. No discrimination issue has raised.</p> <p>Management Responses: The management treat all employees equally and no discrimination.</p> <p>Audit Team Findings: No complaints were highlighted by foreign workers during interviewed.</p>
2	<p>Issues: SJK (T) Ladang Sg. Dingin – The relationship with the management is good. The management is very supportive towards any school activities. No other issues.</p> <p>Management Responses: The management always ready to give support whenever possible.</p> <p>Audit Team Findings: No other issue.</p>
3	<p>Issues: Police officer – No security issues happened. The management maintained good relationship with the police department.</p> <p>Management Responses: The management will keep maintaining the good relationship and give support whenever required.</p> <p>Audit Team Findings: No other issue.</p>

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4	Issues: NUPW & AMESU representatives – Good relationship between members and management.
	Management Responses: The management will keep maintaining good relationship with the members.
	Audit Team Findings: No further issue.
5	Issues: Contractors and suppliers – They were satisfied with the management on the payment date which according to the contract signed. They have no issue with the contract.
	Management Responses: The payment is paid as per agreed terms.
	Audit Team Findings: No further issue.
6	Issues: Forestry Department – Informed that the management has given good co-operation to the department by provided road access to pass through forest reserved. No encroachment or hunting activities noted.
	Management Responses: The management will continue giving full co-operation to the department.
	Audit Team Findings: No other issue.
7	Issues: Chairman of Gender Committee – No issue on sexual harassment and violence happened in the estate.
	Management Responses: Information noted by the management.
	Audit Team Findings: No further issue.

3.3.1 Status of Nonconformities Previously Identified and Observations

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1197656M1	Requirements: Indicator 2.1.1: Evidence of compliance with relevant legal requirements shall be available. i) Electricity Supply Act 1990 (Requirement No. 6 in License No: 00122015 issued by	Major

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	<p>Energy Commission valid until 18/12/2015)</p> <p>Evidence of Nonconformity: Monthly generation of electricity was recorded by competent person in charge, A4 charginan (PJ-T-4-H0038-2007), however there was no records of submission to Energy Commission as to date for the monthly electricity generation.</p> <p>Statement of Nonconformity: Monthly report to Energy Commission was not submitted as per requirement no.6 in license no 00122015</p> <p>Action: Correction : Mill had communicated with Suruhanjaya Tenaga office and submit the report on 15 June 2015.</p> <p>Corrective action: In ensuring timely monthly submission to the respective department, mill had included the said report in mill monthly report submission schedules.</p> <p>Status: Mill had communicated with Suruhanjaya Tenaga office and submitted the report on 15 June 2015. In ensuring timely monthly submission to the respective department, mill had included the said report in mill monthly report submission schedules.</p> <p>Verified monthly report to Energy Commission (EC) for consecutive month of May and June 2015. Refer to letter to EC dated 12 June 2015 and 1 July 2014. Sighted updated OSH and other requirements plan for 2015 to include monthly reporting to EC before 3rd of the following month. The major NC was closed on 14/7/15 provided with the sufficient evidences of correction and corrective action. Effectiveness of the corrective action taken was verified during the ASA1.</p>	
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Non-Conformity		
NCR #	Description	Category (Major / Minor)
1197656N1	<p>Requirements: 1) Indicator 4.4.1: An implemented water management plan shall be in place. 2) Sustainable Plantation Management System Ver. 1 01/11/2008 Appendix 7; SOP for taking water samples from streams/rivers; 4.3: Frequency of water sampling</p> <p>Evidence of Nonconformity: Water sample analysis record: 1) Water Analysis Test Report Ref. # IE 368/2013 dated 3 May 2013 2) Quality Management Officer email dated 1 July 2014 3) Estate Water Sample for Analysis letter to Sime Darby R&D Centre Carey Island dated 3 June 2015</p>	Minor

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	<p>Statement of Nonconformity: Padang Buluh Estate has not been implementing its water sample monitoring since 20 April 2013 until 3 June 2015.</p>	
	<p>Action: Correction : Management already send the sample to R&D Carey Island Lab for water sampling analysis. Management will make sure prompt sampling analysis as per SPMS without failed.</p> <p>Corrective Action: Management decided to appoint Person-In-Charge for monitoring of water sampling.</p>	
	<p>Status: Management already send the sample to R&D Carey Island Lab for water sampling analysis. Management will make sure prompt sampling analysis as per SPMS without failed.</p> <p>Management decided to appoint Person-In-Charge for monitoring of water sampling.</p> <p>This NC closed on 19 May 2016.</p>	

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1197656N2	<p>Requirements: Indicator 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>Evidence of Nonconformity: First aid kit carried by Field Supervisor in Block 01C of Padang Buluh Main Division</p> <p>Statement of Nonconformity: The content of first aid box being used for the spraying gang in the field in Padang Buluh Estate were found expired since May 2015.</p> <p>Action: Correction : SHA will carry out monthly checking for all the First Aid Box without failed with proper checklist and recording.</p> <p>Corrective Action: First Aid Kit Monitoring will be discuss during OSH Meeting to ensure no lapse in monthly first aid box inspection</p>	Minor



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	<p>Status: It was noted during the surveillance corrective action plan were not implemented effectively. As per RSPO certification system 2007, the Minor NC is upgraded to Major NC.</p>	
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3.3.2 Summary of the Nonconformities and Status

CAR Ref.	CLASS	ISSUED	STATUS
CR01 – 4.3.2	Minor	24/07/2009	Closed out on 2/7/2011
CR02 – 6.5.3	Minor	24/7/2009	Closed out on 2/7/2011
CR03 – 4.3.2	Minor	2/7/2011	Closed out on 10/4/2012
CR04 – 5.5.3	Minor	2/7/2011	Closed out on 10/4/2012
CR05 – 5.3.2	Minor	10/4/2012	Closed out on 28/5/2013
1057519M0 - 2.1.1	Major	25/3/2014	Closed out on 18/6/2014
1057519M1 - 4.6.5	Major	25/3/2014	Closed out on 18/6/2014
1197656M1 – 2.1.1	Major	12/6/2015	Closed on 14/7/15
1197656N1 – 4.1.1	Minor	12/6/2015	Closed on 19/5/2016
1197656N2 – 4.7.5	Minor	12/6/2015	Escalated to Major.
1334123M1- 4.7.1	Major	19/5/2016	Closed on 27/6/2016
1334123M2- 4.7.5	Major	19/5/2016	Closed on 27/6/2016
1334123M3- 6.5.2	Major	19/5/2016	Closed on 27/6/2016
1334123M4- 6.12.1	Major	19/5/2016	Closed on 27/6/2016
1334123N1- 5.3.3	Minor	19/5/2016	Open

Assessment Conclusion and Recommendation:	
Based on the findings during the recertification assessment Sungai Dingin Palm Oil Mill Certification Unit and supply base complies with the RSPO P&C Malaysian National Interpretation (MY-NI 2014) and the RSPO Supply Chain Certification Standard (Nov 2014) for CPO Mill. It is recommended that the certification of Sungai Dingin Palm Oil Mill Certification Unit is approved and continued.	
Acknowledgement of Assessment Findings	Report Prepared by
Name: Shahrin Bin Sahuri	Name: Hoo Boon Han
Company name: Sime Darby Plantation Sdn. Bhd. Sungai Dingin Palm Oil Mill	Company name: BSI Services Malaysia Sdn. Bhd.
Title: Mill Manager	Title: Lead Auditor
Signature:  15/7/2016	Signature:  15 July 2016

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 -	Adequate information covering on environmental, social and legal issues which are relevant to RSPO Criteria and relevant to stakeholders is shared for effective participation and decision making. Requests for information from the Regulatory Department such as DOE quarterly reports were attended and no noncompliance or complaints were noted. Information on environmental, social and legal issues relevant to RSPO Criteria was made available to relevant stakeholders for effective participation in decision making. Publicly available documents such as land title, OSH plan, HCV documents, negotiation procedure, complaint records, RSPO public summary reports, EIA, Management Plans & Continuous Improvement Plans and company policies are available.	Complied
1.1.2	Records of requests for information and responses shall be maintained. -Major compliance	2 NOI issued (9/5/16) Sg Dingin POM Serial 3A 106685 – Fail to report occupational disease. (15/5/16)- closed Serial 3A 106686 – Incomplete CHRA, changes of work process. (open) 1 NOI issued (7/4/16) Bukit Selarong Estate (K.Ketil Div) Serial 3A 107237 - Fail to report occupational disease (open)	Complied
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.			

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Criterion / Indicator	Assessment Findings	Compliance
<p>1.2.1</p> <p>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 Among the documents that were made available for viewing are:</p> <ol style="list-style-type: none"> a) Good Agricultural Practices b) Social Enhancement c) Sustainability Management Programmes d) Complaint and Grievances procedure. e) 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"> a) 1) Social b) 2) Quality c) 3) Food Safety d) 4) Occupational Safety & Health e) 5) Environment & Biodiversity f) 6) Slope Protection and Buffer Zone g) 7) Lean Six Sigma h) 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>Complied</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>Committing to a code of ethical conduct and integrity in all operations and transactions documented and communicated to all levels of the workforce and operations. The code of business conduct available since December 2011 includes elements of human right as well.</p>	<p>Complied</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>		

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Criterion / Indicator	Assessment Findings	Compliance
2.1.1 Evidence of compliance with relevant legal requirements shall be available. - Major compliance -	<p>SOU 1 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 1 had obtained and renewed license and permits as required by the law. Sample of licenses or permit viewed were :</p> <p><u>Sungai Dingin POM</u></p> <ul style="list-style-type: none"> a) DOE License/ <i>Jadual Pematuhan</i>: JP 004543 (validity period 1/7/2015-30/6/17) for 80 MT/hr and method of POME discharge through land application (furrow system). b) MPOB license: 530978004000 (validity period 1/7/2016 - 30/6/2017) for 380,000MT c) Permit Barang Kawalan Berjadual (Diesel): K010758, ref: KPDNKK.KLM(P)01/2005, quantity: 18,500 liter (validity period 7/9/2015 – 6/9/2016). d) Licenses for Steam Boiler (SB)(PMD-KD 1115,KD PMD 45 & 44), unfired pressure vessel (UPV) (sterilizers KD PMT 4028, 558, back pressure receiver, steam separator, air receiver and found to be valid until 8/6/16. Last DOSH mill inspection was conducted on 3rd May 2016. Pending for CF renewal. e) License for electricity generation from Electrical Commission (00137333) for 4920 kW valid until 18/12/16 f) Confined Space Competent Person, AESP (NW-HQ-AE-6038-L) valid until 3/12/15. Refresher training conducted on 17/3/16 Contractor g) Weighbridge (WB2) stamping dated 21/4/16, Serial# B.602991422, WB1 stamping dated 18/9/15, serial# 04200383. <p><u>Bukit Selarong Estate</u></p> <ul style="list-style-type: none"> h) Permit to but Acephate from DOA, Ref: KDH/2016/ACP/0004(GL) for 600 liter dated 25/4/16. i) MPOB license (nursery): 540075011000 valid until 31/5/17. MPOB license, 525104002000 valid until 30/11/16. j) Diesel Permit, serial# K018267, ref:KPDNKK.KLM(P)06/2007 for 10,000 liter void until 8/3/17 	<p>Complied</p>

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Criterion / Indicator	Assessment Findings	Compliance
	<p><u>Sg Dingin Estate</u></p> <ul style="list-style-type: none"> ➤ Workers Minimum housing standard Act 1990 (Reg. 38 (1) (a) – CF for 12 units new housing: Approval No.: PCF 1020020150002 dated 9/6/15. ➤ FMA 1967 – Air Receiver Tank: KD PMT 4198 & KD PMT 4574 valid till 22/10/16. ➤ MPOB – License No.: 550718011000 valid till 30/6/2016 ➤ KPDKKK – Fertilizer permit: Ref. No.: KPDKKK.KLM (P) 05/2007 valid till 2/6/16. <p><u>Anak Kulim Estate</u></p> <ul style="list-style-type: none"> ➤ MPOB – License No.: 524669002000 valid till 31/10/16 ➤ KPDKKK – Diesel permit: Ref. No.: KPDKKK.KLM (P) 45/1999 valid till 22/3/17. ➤ FMA 1967 – Air Receiver: KD PMT 1801 valid till 15/5/17. 	<p>Complied</p>
<p>2.1.2</p>	<p>A documented system, which includes written information on legal requirements, shall be maintained. - Minor compliance -</p>	<p>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.</p> <p>Complied</p>
<p>2.1.3</p>	<p>A mechanism for ensuring compliance shall be implemented. - Minor compliance -</p>	<p>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 SOU 8. 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.</p> <p>Complied</p>
<p>2.1.4</p>	<p>A system for tracking any changes in the law shall be implemented. - Minor compliance -</p>	<p>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.</p> <p>Noted at Sungai Dingin Palm Oil Mill the latest LORR prepared by Mohammad Jannati, SQMO dated 22/5/15 and approved by Mill Manager, Shahrin Sahuri. Sighted the new CLASS Regulation 2013 has been updated in the register.</p> <p>Complied</p>
<p>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.</p>		

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Criterion / Indicator	Assessment Findings	Compliance
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 -	<p><u>Sg Dingin Estate</u> Holds 17 free hold titles. Sime Darby land management department still in the progress of changing the company name and land use term. There was a delay in the progress due to the head office decision on conversion of oil palm to rubber in some of the area within the estate. The progress will be followed up during the next surveillance visit.</p> <p><u>Anak Kulim Estate</u> Holds 9 titles. Latest quit rent was paid on 13/4/2016. Two of title term is for rubber. However, the management has decided to convert the whole estate to rubber in next five years.</p> <p><u>Bukit Selarong Estate</u> Land title: lot 72, HM#: 166972, Mukim : Padang Meha hectare: 225.4353 Ha <u>Victoria Div</u> Land title: lot 3427, HM#: 00094683/27128, Mukim : Bandar Padang Serai, hectare: 185.6589 Ha <u>Kuala Ketil Div</u> Land title: 1989, HM#: 33393, Mukim: Tawar hectare: 380.1519 Ha Total area paid for quit rent : 3925.5719 Ha</p>	Complied
2.2.2 Legal boundaries shall be clearly demarcated and visibly maintained. - Minor compliance -	<p><u>Sg Dingin Estate</u> Sampled boundary at field No.: 99D adjacent to Gunung Inas Forest Reserve found boundaries are clearly marked as per the SOP.</p> <p><u>Anak Kulim Estate</u> Sampled boundary at field No.: 99C adjacent to Gunung Bongsu Forest Reserve found boundaries are clearly marked as per the SOP.</p>	Complied
2.2.3 Where there are or have been disputes, additional proof of legal acquisition of title and evidence that fair compensation has been made to previous owners and occupants shall be available, and that these have been accepted with free, prior and informed consent (FPIC). - Minor compliance -	There is no land dispute in the certification unit and supply base at the time of audit. The land belongs to Sime Darby and land ownership documents verified.	Complied
2.2.4 There shall be an absence of significant land conflict, unless requirements for acceptable conflict resolution processes (see Criteria 6.3 and 6.4) are implemented and accepted by the parties involved. -Major compliance	There is no land dispute in the certification unit and supply base at the time of audit. The land belongs to Sime Darby and land ownership documents verified.	Complied

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2.2.5	For any conflict or dispute over the land, the extent of the disputed area shall be mapped out in a participatory way with involvement of affected parties (including neighbouring communities where applicable). -Minor compliance	Complied
2.2.6	To avoid escalation of conflict, there shall be no evidence that palm oil operations have instigated violence in maintaining peace and order in their current and planned operations. -Major compliance	Complied
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 -	Complied
2.3.2	Copies of negotiated agreements detailing the process of free, prior and informed consent (FPIC) (Criteria 2.2, 7.5 and 7.6) shall be available and shall include: a) Evidence that a plan has been developed through consultation and discussion with all affected groups in the communities, and that information has been provided to all affected groups, including information on the steps that shall be taken to involve them in decision making; b) Evidence that the company has respected communities' decisions to give or withhold their consent to the operation at the time that this decision was taken; c) Evidence that the legal, economic, environmental and social implications for permitting operations on their land have been understood and accepted by affected communities, including the implications for the legal status of their land at the expiry of the company's title, concession or lease on the land. - Minor compliance -	Complied
2.3.3	All relevant information shall be available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements. -Minor compliance	Complied

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2.3.4	Evidence shall be available to show that communities are represented through institutions or representatives of their own choosing, including legal counsel. -Major compliance	There is no land dispute in the certification unit and supply base at the time of audit. The land belongs to Sime Darby and land ownership documents verified.	Complied
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 -	Estates have predicted five years annual expenses projection. Annual budget for FY2015 to FY2020 is evident in MPLAN_2015 . The budget covers allocation for purposes of: <ul style="list-style-type: none"> a. Estate Administration b. Estate Labour Overhead c. Estate Road & Bridges d. Estate cost e. Admin costs f. Labour cost g. Roads & Bridges 	Complied
3.1.2	An annual replanting programme projected for a minimum of five years (but longer where necessary to reflect the management of fragile soils, see Criterion 4.3), with yearly review, shall be available. - Minor compliance -	Annual replanting programme projected for a minimum of five years and yearly review conducted at the head office level and participated by the Regional GM and Estate managers. Replanting and immature checklist form R1.20 used for evaluating the replanting area. Review based on the replanting information form R1.10. Bukit Selarong Estate 218ha will be replanted in current 2015/16 FY. The long range replanting programme is available till 2019/20 FY.	Complied
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 -	Estates have a SOP (Estate Quality Management Manual v.1 2008/EQMS/QMM/08 and Agricultural Reference Manual (ARM) covers planting material, nursery technique, replanting, land preparation, planting density, maturity age, filed upkeep, manuring, canopy management, water management in coastal and peat plantings, ablation, ripeness standard, harvesting standard, loose fruit collection, plant protection. Weed control, leguminous cover crop establishment and rainfall recording.	Complied

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4.1.2	A mechanism to check consistent implementation of procedures shall be in place. - Minor compliance -	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. There were other audits by PSQM and GCAD to ensure compliance against company policy and procedure with regards to operation, finance as well as safety, health and welfare requirements. Latest internal audit done on 6/4/2016. Internal audit – Report ref: ICA/1/2016 dated 6/4/16. MA visit : SOU1/SDm/01/15-16 14-18/12/15 (PQR: 75.5%, Safety: 78%) PA visit – 26-28/8/15 Ref: SOU1/BSE/01/15-16 Mature OP + others : 68.57% Immature OP: 79.11% Crop recovery rating: 3	Complied
4.1.3	Records of monitoring and any actions taken shall be maintained and available, as appropriate. - Minor compliance -	<u>Sg Dingin Estate</u> PA visit: 11-14/1/2016 (Report No.: SOU 01/SDE/01/15-16) Agronomist: 21 Oct 2015 <u>Anak Kulim Estate</u> PA visit: 3-5/8/2015 (Report No.: SOU01/AKE/01/15-16) Agronomist: 27 February 2016 PSQM-ESH monthly internal audit: Latest 8/4/16	Complied
4.1.4	The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB). - Major compliance -	Sungai Dingin Palm Oil Mill continued to maintain and monitor daily record of 3rd party sourced FFB. The records show the origin, weight, transporters details and volume of FFB received. Interview with the weighbridge officer and confirmed	Complied
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.	Complied

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4.2.2	Records of fertiliser inputs shall be maintained. - Minor compliance -	<p><u>Sg Dingin Estate</u></p> <p>Fertilizer application follows the recommendation from the R&D department. Records verified shows that 3/2/2016 field 1998A applied with Compound 44 covering 56.27ha at the rate of 3.00kg/palm.</p> <p><u>Anak Kulim Estate</u></p> <p>The application of fertilizer has been recorded in the application program form. The application of fertilizer for the Month of December 2015 has been verified and according to the recommendation. Fertilizer applied Compound 44 at rate of 2kg/palm in Dec 2015 as per recommendation. There were no applications since then due to raining season.</p>	Complied
4.2.3	There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status. - Minor compliance -	Sime Darby Seeds and Agriculture Services Sdn Bhd prepare the annual fertilizer recommendation. Leaf analysis result which shows the nutrient level was used as guidance for the fertilizer recommendation. Leaf sampling carried out on March 2016 by Sime Darby R&D Department personnel. Periodic soil sampling is carried out at 5 years interval. Last was done in April 2015 (Test Report No.: S28/2015).	Complied
4.2.4	A nutrient recycling strategy shall be in place, and may include use of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), and palm residues after replanting. - Minor compliance -	EFB application only applied to selected fields at the estates. Average about 45mt/ha EFB applied. Application of POME is through furrow system at Sungai Dingin estate field number 99B and 2000.	Complied
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 -	All the estates hold copies of soil map. Soil maps and field visit confirm that there is no fragile soil on the estates.	Complied
4.3.2	A management strategy shall be in place for plantings on slopes above a certain limit (this needs to be soil and climate specific). - Minor compliance -	Slope map available. The slope ranging from 0°-2°: 25%; 2°-6°: 48%; 6°-12°: 18%; 12°-20°: 7%, 20°-25°: 2% and above 25°: 0.04%. Slope area constructed with terrace and side drainage. Planting terraces had been constructed where slope >10°. Fields are established with cover crops such as mucuna and soft grasses and ferns. Areas more than 25° have been conserved as biodiversity area.	Complied
4.3.3	A road maintenance programme shall be in place. - Minor compliance -	Estates visited have implemented annual Road Maintenance Programme. Roads inspected during field audit are generally in a good condition due to the lateritic soil. Road maintenance carried out internally with grader and compactor. Road maintenance includes road grading, laterite re-surfacing wherever necessary, road side drain upkeep, culvert upkeep, road side silt pits construction etc. Monthly progress records are prepared and sent to head office.	Complied

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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 is no peat soil or soil categorized as problematic or fragile soil at all estates visited.	Complied
4.3.5	Drainability assessments shall be required prior to replanting on peat to determine the long-term viability of the necessary drainage for oil palm growing. - Minor compliance -	There is no peat soil at all estates visited.	Complied
4.3.6	A management strategy shall be in place for other fragile and problem soils (e.g. sandy, low organic matter, acid sulphate soils). - Minor compliance -	There is no peat soil or soil categorized as problematic or fragile soil at all estates visited.	Complied
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 -	Estates have established water drains inside the field for rainwater harvesting which can improve its irrigation for the oil palm. It also has implementing rainwater collection program in order to reduce water usage within the estates.	Complied
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 –	Estates have established a Water Sample Point map and plan to conduct water quality analysis where in each field with stream or river, 3 check points were selected as the sampling point. The points were the inlet, middle and outlet of the streams. Parameters monitored are pH, BOD, COD, SS, AN and P*. Sampled Water Analysis Test Report by Sime Darby Research Sdn. Bhd. dated 6/05/2016 ref. # IE464/2016. Wastewater identified: <ul style="list-style-type: none"> • Chemical mixing wash water • Sprayer PPE wash water • Linesite and office drain water • Washrooms It was observed that proper soak away pit has been installed at the chemical mixing and sprayer wash area. Each house at line site has been installed with individual septic tank.	Complied

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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. Sampled records of weekly sample BOD Analysis for the month of April 2016 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 2008, issue no. 1; dated 1 April 2008. Parameters monitored are pH, SS, BOD, COD, AN, Pesticide residue and Phosphorus (P) on monthly basis. Other than river, the estate also monitors its domestic water quality as per National Water Interim Quality Standard.</p>	Complied
4.4.4	Mill water use per tonne of Fresh Fruit Bunches (FFB) (see Criterion 5.6) shall be monitored. - Minor compliance -	<p>Water usage: April 16 – 1.52</p> <p>2015/2016: Min – 0.764</p>	Complied
<p>Criterion 4.5: Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.</p>			
4.5.1	Implementation of Integrated Pest Management (IPM) plans shall be monitored. - Major compliance -	<p>The IPM is documented in Agriculture Reference Manual. The estates continue to implement biological control for the oil palm pest in the plantation such as leaf eating pest and rat. IPM techniques applied at the estates include monitoring of pest numbers and the use of triggers for initiation of control measures. Barn owls <i>Tyto alba</i> has been introduced for biological control of rats. Barn owl boxes are constructed at the rate of 1 box to 10ha. Census records show that there is no outbreak of leaf eating pest. Although there have been no outbreaks of leaf eating pests, beneficial plants are being established along roadsides to attract natural predators.</p> <p>The estates have planted beneficial plants such as <i>Cassia cobanensis</i> and <i>Turnera subulata</i> and <i>Antigonon leptopus</i>. It was noted that the census interval for barn owl occupancy was as per Sime Darby SOP in Agricultural Reference Manual v.1 Section 15.</p>	Complied
4.5.2	Training of those involved in IPM implementation shall be demonstrated. - Minor compliance -	<p>IPM training has been identified in the training plan for the current financial year 2015/16. Zone level IPM training has been conducted by PA on 11/3/2016. The training includes Rat Baiting technique, Barn Owl Box occupancy census, beneficial plant and rat damage census.</p>	Complied
<p>Criterion 4.6: Pesticides are used in ways that do not endanger health or the environment</p>			

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Criterion / Indicator	Assessment Findings	Compliance
<p>4.6.1</p> <p>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.</p> <p>- Major compliance -</p>	<p>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:</p> <p>Section 16 : Weed Control</p> <p>Herbicides recommendation – Selected Weed, Immature, Mature Planting, VOP etc.</p> <p>Immature planting (sample)</p> <ul style="list-style-type: none"> - General weeds : Glyphosate - Legume & broad leave : Metsulfuron Methyl - Stenochlaena palustris : Sodium chlorate <p>Mature planting</p> <ul style="list-style-type: none"> - VOPs : glyphosate & sodium chlorate - Grass weed + Asystasia : Glyphosate + 2,4-D amine 	<p>Complied</p>
<p>4.6.2</p> <p>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.</p> <p>- Major compliance -</p>	<p>Records of pesticides and their active ingredients used, LD50, area treated, amount of a.i. applied per ha, and number of applications was maintained.</p>	<p>Complied</p>
<p>4.6.3</p> <p>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.</p> <p>- Major compliance -</p>	<p>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.</p>	<p>Complied</p>
<p>4.6.4</p> <p>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.</p> <p>- Minor compliance -</p>	<p>Paraquat was eliminated. Alternatives such as Glyphosate were used with the elimination of Paraquat. There were no Class I chemical were stored at visited SOU 1 estates.</p>	<p>Complied</p>
<p>4.6.5</p> <p>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).</p> <p>- Major compliance -</p>	<p>Pesticide operators given training on the safe handling and application of the pesticides. Suitable personal protective equipment 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.</p>	<p>Complied</p>

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4.6.6	Storage of all pesticides shall be according to recognised best practices. All pesticide containers shall be properly disposed of and not used for other purposes (see Criterion 5.3). - Major compliance -	The operating units comply with Regulation 9 of the Pesticides Act 1974 requiring balance of remaining solution to be kept under lock and key. During visit it was noted that all the remaining pesticides are kept in the store and securely locked and comply with regulation. Complied
4.6.7	Application of pesticides shall be by proven methods that minimise risk and impacts. - Minor compliance -	The quantity of agrochemicals required for various field conditions are documented and justified in Sime Darby Plantation Agriculture Reference Manual Section 16.5. The implementation in the field is consistent with the Agriculture Reference Manual Section 16.5. Complied
4.6.8	Pesticides shall be applied 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 at SOU1. Complied
4.6.9	Maintenance of employee and associated smallholder knowledge and skills on pesticide handling shall be demonstrated, including provision of appropriate information materials (see Criterion 4.8). - Minor compliance -	No associated smallholders at SOU1. Employees demonstrate knowledge and skills on pesticide handling. MSDS/SDS was displayed in local Bahasa Malaysia language at the agrochemical store for each chemical stored as well as the use of safety pictorial poster for the easy understanding of the agrochemical handlers. Complied
4.6.10	Proper disposal of waste material, according to procedures that are fully understood by workers and managers shall be demonstrated (see Criterion 5.3). - Minor compliance -	Proper disposal of waste material are carried out as per the company procedures. The procedures are fully understood by workers and managers. Workers interview reveal that they are aware of the zero burning policy including domestic waste are not allowed to be burned. Management of waste material disposal such as empty chemical container as in accordance with scheduled waste and domestic waste regulations and guidelines. Complied
4.6.11	Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated. - Major compliance -	<p><u>Sg Dingin Estate</u></p> <p>Medical surveillance carried out once a year for all pesticide handlers. Latest medical surveillance was conducted on 15/12/15 for 31 workers by DOSH registered doctor, HQ/08/DOC/00/416. 2 workers were found unfit and no proper actions were taken. Major nonconformity was raised against indicator 4.7.1.</p> <p><u>Anak Kulim Estate</u></p> <p>Medical surveillance carried out once a year for all pesticide handlers. Latest medical surveillance was conducted on 13/1/16 for 29 workers by DOSH registered doctor, HQ/08/DOC/00/197. 4 workers were recommended for Medical Removal Protection. All the 4 workers has been reassigned to other jobs effective 18/3/2016.</p> Complied

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4.6.12	No work with pesticides shall be undertaken by pregnant or breast-feeding women. - Major compliance -	<u>Sg Dingin & Anak Kulim Estates</u> There were no female pesticide operators but only for normal weeding work. Based on interview with female workers confirmed knowledge of the policy of transfer to alternative duties if they wished to continue working when pregnancy was confirmed or breast-feeding.	Complied
Criterion 4.7: An occupational health and safety plan is documented, effectively communicated and implemented. The health and safety plan shall cover the following:			
4.7.1	A health and safety policy shall be in place. A health and safety plan covering all activities shall be documented and implemented, and its effectiveness monitored. - Major compliance -	<u>Sg Dingin Estate</u> Medical surveillance carried out once a year for all sprayers as required by CHRA. Last medical surveillance was conducted on 15/12/15 for 31 workers by DOSH registered doctor, HQ/08/DOC/00/416. Two workers (Employee identity No.: AB 4539187 and 680618-02-5501) were found unfit for work and immediate Medical Removal Protection was recommended by the OHD doctor and required for review on 14/3/2016. However, the workers were only transferred to other job on 11/5/16 (refer to the SEMUA check roll system) and was not sent for review as to date. Thus, Major nonconformity was raised. <u>Anak Kulim Estate</u> Medical surveillance carried out once a year for all pesticide handlers. Latest medical surveillance was conducted on 13/1/16 for 29 workers by DOSH registered doctor, HQ/08/DOC/00/197. 4 workers were recommended for Medical Removal Protection. All the 4 workers has been reassigned to other jobs effective 18/3/2016.	Major Nonconformity
4.7.2	All operations where health and safety is an issue shall be risk assessed, and procedures and actions shall be documented and implemented to address the identified issues. All precautions attached to products shall be properly observed and applied to the workers. - Major compliance -	<u>Sg Dingin Estate</u> Generic CHRA dated July 2010 by IHT (JKKP IHT 127/171-2(124)& JKPP IH 127/171-2(257). New CHRA is yet to be finalized since there were additional activities for rubber plantation will be included. Based on the last CHRA, it was recommendation to carry out medical surveillance for chemical mixer, WTP and Sprayer. Refer to indicator 4.6.11 for further details. <u>Anak Kulim Estate</u> Latest CHRA dated December 2015 by IHT (JKKP IHT 127/171- 2(124). Based on the latest CHRA, it was recommendation to carry out medical surveillance for chemical mixer, Storekeeper, Foreman, manurer and Sprayer. HIRARC has been revised accordingly after accidents.	Complied

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<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><u>Sg Dingin & Anak Kulim Estates</u></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>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/SDS was 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>Complied</p>
<p>4.7.4</p> <p>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><u>Sg Dingin Estate</u></p> <p>SHC organization chart for FY 15/16 available.</p> <p>Latest meeting: 13/4/2016 attended by 27 members.</p> <p><u>Anak Kulim Estate</u></p> <p>SHC organization chart for FY 15/16 available.</p> <p>Latest meeting: 12/4/2016 attended by 20 members.</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. The last meeting was conducted on the 18/4/16 at Sg Dingin Palm Oil Mill. All members has attended the meeting with discussion on the accident review, safety improvement plan, issues from workers has been discussed and action to be taken. There was no major issue.</p> <p><u>Sg Dingin Palm Oil Mill</u></p> <p>SHC meeting :, #2 – 18/4/16, #1 - 10/2/16</p> <p><u>Bukit Selarong Estate</u></p> <p>SHC meeting : #1 – 21/3/16</p>	<p>Complied</p>

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Criterion / Indicator	Assessment Findings	Compliance
<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 15/16. The following were Emergency Response Plan were addressed: Fire Outbreak, Accident and incident occurrence, Oil Spillage and etc. Latest fire evacuation drill was done on 30/11/16 at Sg Dingin Palm Oil Mill.</p> <p>Accident and emergency procedures have been communicated to employees, contractors and visitors. Records on all accidents kept and summary sent to Head Office. Quarterly review on accident cases carried out during OSH quarterly meeting. All operating units keeping all the JKPP 6 & 8 forms.</p> <p><u>Sg Dingin Oil Mill :</u></p> <p>a) Information of the content inside First Aid Box was not available.</p> <p>b) First aid kit at the Workshop was found to be incomplete as certain item was missing e.g. eye drop.</p> <p>c) Anti-septic solution was found to be expired on May 2016.</p> <p>Due to ineffective implementation of the said issue, the minor NC raised was not closed and escalated to major NC as per RSPO Certification System requirement.</p> <p><u>Sg Dingin Estate</u></p> <p>The content of first aid kit checked at workshop and chemical store were insufficient. There were only 8 items found inside the box instead of 17 items as stated in the check list.</p> <p>There were similar issue raised during the last recertification audit. As per RSPO certification system, the Minor nonconformity was upgraded to Major during this ASA1.</p> <p><u>Anak Kulim Estate</u></p> <p>Accident records are maintained. As for 2016, there was 1 accident occurred in 25/3/16. JKPP 6 was sent on 29/3/16. JKPP 7 for the workers recommended for Medical Removal Protection was sent to DOSH on 4/4/2016.</p>	<p>Major Nonconformity</p>

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Criterion / Indicator		Assessment Findings	Compliance									
4.7.6	All workers shall be provided with medical care, and covered by accident insurance. - Minor compliance -	Medical care is provided to all the employees. Local workers are covered by SOCSO, whereas foreign workers are covered by Foreign Workers Compensation Scheme with RHB Insurance Berhad. All workers working in the mill are adequately covered with medical care and accident insurance e.g. via SOCSO and FW179742 Foreign worker Compensation Scheme and valid until 7/2/17. <u>Bukit Selarong Estate</u> Policy number: FW145026 valid until 30/6/16 covering for the total 204 workers.	Complied									
4.7.7	Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics - Minor compliance -	Records on Lost Time Accident (LTA) metrics had been verified to be satisfactory. 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" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Year</th> <th>Sg Dingin Mill</th> <th>Bukit Selarong Estate</th> </tr> </thead> <tbody> <tr> <td>2015</td> <td>2 (30 LTI)</td> <td>2 (21 LTI)</td> </tr> <tr> <td>2016</td> <td>0</td> <td>0</td> </tr> </tbody> </table> *LTA is equivalent to lost man days (MC)	Year	Sg Dingin Mill	Bukit Selarong Estate	2015	2 (30 LTI)	2 (21 LTI)	2016	0	0	Complied
Year	Sg Dingin Mill	Bukit Selarong Estate										
2015	2 (30 LTI)	2 (21 LTI)										
2016	0	0										
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 -	<u>Sg Dingin & Anak Kulim Estates</u> Formal training programme for the year 2015 and 2016 available and implemented. Regular assessment of training conducted to ensure understanding among the employees. Trainings conducted include a formal training programme on all aspects of RSPO Principles and Criteria and the Supply Chain Certification System. The various trainings conducted and the training records maintained to be acceptable.	Complied									

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Criterion / Indicator	Assessment Findings	Compliance
4.8.2 Records of training for each employee shall be maintained. - Minor compliance -	<p>Records of training for employees available and maintained. Records verified on a sampling basis at the Mill and estate visited covers all aspect of training for RSPO P&C implementation.</p> <p>Sample of specific training conducted at SOU1:</p> <ul style="list-style-type: none"> a) Schedule waste management & E-Swis (16/5/16) b) Safety briefing for contract workers & 5 s workout (30 April 2016) c) SOP & Safety despatch kernel sampling point (12 April 2016) d) Schedule waste management (20 April 2016) e) Seksual harassment training (14 April 2016) <p>Sg Dingin Estate</p> <ul style="list-style-type: none"> 1) COBC refresher training – 14/5/16 2) HCV training – 3/5/16 3) Chemical handling & PPE training – 28/1/16 4) Harvesting training – 20/2/16 <p>Anak Kulim Estate</p> <ul style="list-style-type: none"> 5) Harvesting training – 15/4/16 6) First Aid training – 14/4/16 7) Chemical spraying (Buffer zone training) – 14/4/16 8) Rat baiting training – 4/2/16 	Complied
Principle 5: Environmental responsibility and conservation of natural resources and biodiversity		
<p>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.</p>		
5.1.1 An environmental impact assessment (EIA) shall be documented. - Major compliance -	<p>Sg Dingin POM</p> <p>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>Environmental Aspect Identification (EAI) and Environmental Evaluation (EIE) reviewed and updated on 1/4/2016.</p>	Complied

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Criterion / Indicator	Assessment Findings	Compliance
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 -	<u>Sg Dingin POM</u> Environmental Aspect Identification (EAI) and Environmental Evaluation (EIE) reviewed and updated on 1/4/2016. The identification has identified foundation establishment which is ongoing boiler installation construction at the mill.	Complied

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<p>5.1.3</p> <p>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.</p> <p>- Minor compliance -</p>	<p><u>Sg Dingin POM</u></p> <p>The monitoring was based on Sustainable Plantation Management System version 1, year 2008, issue no. 1, dated 1 October 2008.</p> <p>An environmental performance indicator monitoring master list (OSH and Other requirements Plan Year 2016) has been established to monitor the effectiveness of the mitigation measures and being used for annual review.</p> <p>Sungai Dingin mill: Monitoring plan was established based on DOE license compliance schedule which include scheduled waste storage and disposal record, POME final discharge BOD and boiler stack sampling.</p> <p>Based on Sustainable Plantation Management System Appendix 10 Procedure for Mill Environmental Performance version 1, year 2008, issue no. 1, dated 1 October 2008.</p> <p>Form AS.4 (effluent monitoring result) which required submitted quarterly to DOE dated 1 April 2016 is available.</p> <p>Uses the Mill Environmental Performance Review (Form A) Mill environmental monitoring records available/sighted:</p> <ul style="list-style-type: none"> a. Sampled effluent monitoring records: Monthly Effluent Analysis Test Report no. EP187/2016 dated 30/3/2016 for sample taken on 09/03/2016 by Sime Darby Research Sdn. Bhd.; parameter monitored:- pH, Total Alkalinity, VFA, BOD, COD, TS, SS, VSS, TN, AN, O&G. Samples were taken from each point of treatment in the system consist of raw pond, acid ponds, digester tanks and final pond before field application. BOD limit for final discharge <5000mg/L were met as well as all parameters that were within allowable limit. b. Boiler stack sampling records: stack flue gas of Stack 3- Boiler KD (PMD 1115) on 25/2/2016 by Environmental Science (M) Sdn Bhd (Report ref. # L-PG-KC1602CSD-0467); dated 29/2/2016). Result in certificate of analysis shown the stack emissions are within limit at 0.1016 g/Nm³ at 5.3% CO₂ and 0.2322 g/Nm³ corrected at 12% CO₂. c. Notification of scheduled waste (file ref. no. K31152/000/010) – updated as of 25/4/2016 where the quantity and storage period were within allowable limit. 	<p>Complied</p>
<p>Criterion 5.2:</p> <p>The status of rare, threatened or endangered species and other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and and operations managed to best ensure that they are maintained and/or enhanced.</p>		

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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 -	Initial HCV assessment was carried out in May 2009. Re-assessment of HCV was carried out in April 2015 and pending for the final report from the Sime Darby sustainability department. Site observation note which recorded assessment area, GPS coordination, field & division, hectarage and observation is available. The observation note cover all the estates: HCV were identified in Anak Kulim estate such as hilly area (field OP 02E) and rocky hill (field OP 02D).	Complied
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 -	HCV were identified in Anak Kulim estate such as hilly area (field OP 02E) and rocky hill (field OP 02D). 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.	Complied
5.2.3	There shall be a programme to regularly educate the workforce about the status of these RTE species, and appropriate disciplinary measures shall be instigated in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect or kill these species. - Minor compliance -	Management plans were established and monitoring outcomes were reviewed by the Estate managers. Site observation note which conduct yearly made available during site inspection to Anak Kulim estate. The overall management plan on the status of HCV/RTE of the Tanah Merah operating unit is collated reviewed and monitored by the HQ sustainability team and is on-going. Training program conducted on 5 May 2016 to enhance the worker's awareness.	Complied
5.2.4	Where a management plan has been created there shall be ongoing monitoring: • The status of HCV and RTE species that are affected by plantation or mill operations shall be documented and reported; • Outcomes of monitoring shall be fed back into the management plan. - Minor compliance -	Interview with the worker and residents confirmed that no hunting activity has been carried out within the estate.	Complied
5.2.5	Where HCV set-asides with existing rights of local communities have been identified, there shall be evidence of a negotiated agreement that optimally safeguards both the HCVs and these rights. - Minor compliance -	There was no HCV set-aside that needs any negotiation process with the local communities.	Complied
Criterion 5.3: Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.			

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Criterion / Indicator	Assessment Findings	Compliance
5.3.1 All waste products and sources of pollution shall be identified and documented. - Major compliance -	<p><u>Sg Dingin POM</u></p> <p>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</p> <p>Mill: type of waste – effluent, fibre/shell, EFB, boiler clinker, wash water, scrap metal, scheduled waste, boiler blowdown, hydro-cyclone wash water, methane gas</p> <p>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.</p> <p>SW409 –empty chemical container.</p> <p>A waste management action plan 2015/16 has been established where the mill has identified few types of waste including scheduled waste, domestic waste and industrial waste as well as wastewater sources.</p>	Complied
5.3.2 All chemicals and their containers shall be disposed of responsibly. - Major compliance -	<p><u>Sg Dingin Estate</u></p> <p>Sungai Dingin Estate has appointed DOE approved contractor for the disposal of its medical/clinical (SW 404) waste. For empty chemical containers (SW 409) disposal, Dhakshinamoorthy Manufacturing Sdn. Bhd. has been appointed. Both companies are registered with DOE and authorised to do the collection of respective type of scheduled waste. Records shown storage and disposal were done in compliance with the regulations.</p> <p><u>Anak Kulim Estate</u></p> <p>Clinical waste dispose through license contractor- Faber Medi Serve (code: 1401F073/3483). Consignment note sighted during onsite visit.</p>	Complied
5.3.3 A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented. - Minor compliance -	<p><u>Sg Dingin Estate</u></p> <p>Visit to the newly constructed schedule waste store, diesel tank area, lubricant store and chemical store found that there were no proper bunds or oil trap to mitigate any contamination in case of spillage. Oil traces and contamination were noted at the diesel storage area.</p> <p><u>Sungai Dingin Palm Oil Mill:</u></p> <p>Chemical drums/containers with liquid residue without proper segregation and handling were found at the schedule waste store. Spill kit not available during the inspection</p> <p>Thus, Minor nonconformity was raised.</p>	Minor Nonconformity
<p>Criterion 5.4: Efficiency of fossil fuel use and the use of renewable energy is optimised.</p>		

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Criterion / Indicator	Assessment Findings	Compliance	
5.4.1	<p>A plan for improving efficiency of the use of fossil fuels and to optimise renewable energy shall be in place and monitored.</p> <p>- Minor compliance -</p>	<p><u>Sg Dingin POM</u></p> <p>Monthly record on energy consumption for both renewable and non-renewable sources were kept and documented. It is monitored to optimise use of renewable energy. Data is being compiled for comparison and control for future improvement. The consumption diesel (lit)/ CPO (mt) on:</p> <ul style="list-style-type: none"> a. Feb 16 – 1.03 lit/CPO mt b. Mar 16 – 0.71 lit/CPO mt <p>For renewable energy, the usage as below:</p> <ul style="list-style-type: none"> a. Feb 16 - 1.01 mt/CPO mt b. Mar 16 – 01.01 mt /CPO mt <p><u>Anak Kulim Estate</u></p> <p>At the estates, diesel consumption per metric ton FFB was also monitored on a monthly basis. It was verified that energy usage are being monitored at the operating units for better control and comparison of trends. Anak Kulim Estate diesel usage in April 2016 is 9.74 liter/mt FFB produced.</p>	Complied
<p>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.</p>			
5.5.1	<p>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.</p> <p>- Major compliance -</p>	<p>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 and facility visit.</p>	Complied
5.5.2	<p>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.</p> <p>- Minor compliance -</p>	<p>No use of fire for land preparation during replanting.</p>	Complied
<p>Criterion 5.6: Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.</p>			
5.6.1	<p>An assessment of all polluting activities shall be conducted, including gaseous emissions, particulate/soot emissions and effluent (see Criterion 4.4).</p> <p>- Major compliance -</p>	<p><u>Sg Dingin POM</u></p> <p>Pollution prevention plan FY 2015/2016 (KKS Sungai Dingin). Identified environmental issue:</p> <ul style="list-style-type: none"> • Movement of vehicle (smoke emission, leakages, fuel consumption and spillage) • To ensure compliance on EQ (Clean Air) Regulation 1978 • Leakage of POME during land application to estate to water catchment • Overflow of POME • Monsoon drain water directly to river 	Complied

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5.6.2	Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented. - Major compliance	The CU has continued to maintain its documented plans to mitigate environmental pollution associates to its activities. At Tennamaram mill, methane gas from the effluent treatment plant will be channelled to biogas plant. However, the plant is still in the commissioning stage and expected to be in operation by mid of 2016. An additional plan to reduce or minimized the impacts for the identified GHG emissions has been established at the HQ level for all mills under the group company. It was noted that the plan was to install the methane capture facilities in the POME treatment that were projected for each nominated mills under the group to be completed by the year 2020. However no any confirmation on the kick-off of the plan in Sungai Dingin Oil Mill.	Complied
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 -	Final Report for Palm GHG Calculator and email dated 17 May 2016 submitted to RSPO were sighted.	Complied
Principle 6: Responsible consideration of employees and of individuals and communities affected by growers and millers			
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.			
6.1.1	A social impact assessment (SIA) including records of meetings shall be documented. - Major compliance -	<u>Bukit Selarong Estate</u> The assessment of SIA which conducted every 5 years has been done by Sime Darby Sustainability Department for the whole SOU 1 from 23 rd February to 5 th March 2015 with the participation of affected parties' i.e stakeholders, estate management & staff, field workers, government agencies, neighboring villagers. The PSQM department is responsible to perform the SIA assessment. The social action plan contains a timetable with person responsible to manage and monitor each issue. The Mill Social Action Plan prepared on 02 May 2015 has included new issues raised by stakeholders during the stakeholder meeting conducted on 25/4/2015 with timeframe for action.	Complied
6.1.2	There shall be evidence that the assessment has been done with the participation of affected parties. - Major compliance -	<u>Bukit Selarong Estate</u> There is evidence that the assessment has been done with the participation of affected parties. All records of meetings, consultation takes place during the SIA is incorporated in the document. List of the stakeholders consulted are also available. Observed that the stakeholder consultation of the SIA was conducted on 23 rd February to 5 th March 2015.	Complied

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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 -	Action Plan for Social Assessment has been developed based on the recommendation from SIA report which reviewed on January on yearly basis. The latest review for Sg. Dingin Estate was conducted on January 2016.	Complied
6.1.4	The plans shall be reviewed as a minimum once every two years and updated as necessary, in those cases where the review has concluded that changes should be made to current practices. There shall be evidence that the review includes the participation of affected parties. - Minor compliance -	The SIA action/management plan is reviewed annually. The last review was conducted on October 2015 for Anak Kulim Estate.	Complied
6.1.5	Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme). - Minor compliance -	<u>Bukit Selarong Estate</u> Not applicable as no smallholder scheme.	Complied
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 -	Documented procedure in Sustainable Plantation Management System on handling social issues, Appendix 5, Version 1, and Issue No.1, dated 01/11/2008 was established and available.	Complied
6.2.2	A management official responsible for these issues shall be nominated. - Minor compliance -	Mill Manager and the Estate Managers have been appointed as responsible person for communication and consultation with the affected parties. Appointment letter dated 01/04/2016 has been issued to Mill Manager and 01/01/2016 for Estate Manager. The validity of the appointment until April 2017.	Complied
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 -	<u>Bukit Selarong Estate</u> Bukit Selarong has updated stakeholders list and stakeholder meeting and communication records. a. List of stakeholder 2016 b. Stakeholder meeting minutes dated 15 April 2016 c. Request for road access dated 1 st April 2016	Complied
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.			

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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 -	<u>Bukit Selarong Estate</u> The procedure for handling complaints and grievances are outlined in the Procedure for External Communication under Standard Operation Manual version 01 year 2008 issued on 01/11/2008. A documented dispute resolution procedure is available in Mill and Estate Quality Management System Manual which is effective, timely, appropriate and open to any affected parties. The complaint and grievances is open to effected parties including internal and external stakeholders.	Complied
6.3.2	Documentation of both the process by which a dispute was resolved and the outcome shall be available. - Major compliance -	The management has organized stakeholder's meeting, Gender committee's meeting as well as OSH committee's meeting to give opportunity to the affected internal and external stakeholders to raise their concerns and issues. The issues will be lodged into the complaint book and action taken has been acknowledged by the assistant.	Complied
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 -	<u>Bukit Selarong Estate</u> SOP to identify legal and customary rights as well as people entitled to compensation has been established- titled "Handling Land Disputes" SOP dated 01 Nov 2008. There have been no issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders	Complied
6.4.2	A procedure for calculating and distributing fair compensation (monetary or otherwise) shall be established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation. This procedure shall take into account: gender differences in the power to claim rights, ownership and access to land; differences of transmigrants and long-established communities; and differences in ethnic groups' proof of legal versus communal ownership of land. - Minor compliance -	<u>Bukit Selarong Estate</u> There are no indigenous communities within or surrounding SOU 1 that holds legal or customary rights over the land. Procedure for handling land disputes to identify legal, customary rights and people entitled to compensation has been established dated 01 Nov 2008.	Complied
6.4.3	The process and outcome of any negotiated agreements and compensation claims shall be documented, with evidence of the participation of affected parties, and made publicly available. - Major compliance -	No issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders.	Complied
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.			

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6.5.1 Documentation of pay and conditions shall be available. - Major compliance -	<p><u>Bukit Selarong Estate</u></p> <p>Documentation of pay and conditions such as pay slips shows gross pay, net pay, leave, medical leave pay etc are maintained by the company. Samples taken:</p> <ul style="list-style-type: none"> a. Worker no: 0000106685 b. Worker no: 000025507 c. Worker no: 0000102076 d. Worker no: 00000092108 	Complied
6.5.2 Labour laws, union agreements or direct contracts of employment detailing payments and conditions of employment (e.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.) shall be available in the languages understood by the workers or explained carefully to them by a management official. - Major compliance -	<p><u>Bukit Selarong Estate</u></p> <p>Verification during the audit showed that the contract agreements have been written in the language understood by the workers. Further verification during the interview with the workers confirmed that the contract has been briefed to them during their signing day with the company. Samples:</p> <p>Palm Oil Mill and estates provide adequate housing, water supplies, medical, educational and welfare amenities in accordance with Workers' Minimum Standard of Housing and Amenities Act 1990 (Act 446).</p> <p>Employment contract are available in bi-lingual that understood by workers. Pay and conditions explained to workers during post-arrival orientation. The working hours, deduction, annual leave and etc are stated in the employment contract. Vacation Leave Payment has been paid to the workers on December 2015.</p> <p>Sampled workers' contract as below:</p> <p><u>Sg Dingin Mill:</u> Passport Number AP550341: Employment contract expired on 14/07/2014 Passport Number AP627607: Employment contract expired on 06/08/2014 Passport Number AR098067: Employment contract expired on 23/11/2014 Passport Number A1551226: Employment contract expired on 18/09/2015 Passport Number A1753810: Employment contract expired on 18/09/2015</p> <p><u>Sg Dingin Estate:</u> Employee Number 0000057930: Employment contract expired on 25/11/2013 Employee Number 0000027390: Employment contract expired on 01/11/2011 Employee Number 0000112074: Employment contract expired on 14/03/2015 There are no records or document to confirm that the workers were given the extended contract of employment and acknowledged signed the extension of employment.</p> <p>Major nonconformity was raised.</p>	Major Nonconformity

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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 –	<p>Visited to the linesite and interview with the worker, confirmed that Palm Oil Mill and estates provide adequate housing, water supplies, medical, educational and welfare amenities in accordance with Workers’ Minimum Standard of Housing and Amenities Act 1990 (Act 446). There is on-going upgrading of housing. Water is supplied to workers housing through piping. The water tanks are provided for storage purpose.</p> <p>Accesses to food for the workers are considered adequately and sufficiently.</p> <p>Line site inspection was done weekly by HA and recorded in the log book. Monthly summary reported via new reporting format for housing/NEST/Community Hall Inspection.</p> <p>April 2016 : 96% Mac 2016 : 94%</p>	Complied
6.5.4	Growers and millers shall make demonstrable efforts to monitor and improve workers’ access to adequate, sufficient and affordable food. - Minor compliance –	<p><u>Bukit Selarong Estate</u></p> <p>Accesses to food for the workers are considered adequately and sufficiently. Shop and food store observed in Bukit Selarong estate.</p>	Complied
<p>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.</p>			
6.6.1	A published statement in local languages recognising freedom of association shall be available. - Major compliance -	The company has developed Social Policy dated January 2015 signed by Managing Director stated the employees have freedom of association. The employees are freely choose to join workers union.	Complied

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6.6.2 Minutes of meetings with main trade unions or workers representatives shall be documented. - Minor compliance -	<p><u>Bukit Selarong Estate</u></p> <p>The Union has also held meetings with the Management in cases where the matters discussed and actions taken could not resolve the issues concerned at estate or mill level. The minutes for each of the meetings held to discuss internal issues by union or worker representatives and the estate management were available during the audit.</p> <p>1. Bukit Selarong Estate</p> <ul style="list-style-type: none"> • 25th April 2016 • 20th April 2016 <p>Meeting has been conducted between management and Union members and meeting minutes were sighted.</p> <p>Latest meeting for mill was conducted on 15/04/2016 which involved 10 members including foreign representatives.</p> <p>For Sg. Dingin estate, the meeting between the management and members was conducted on 30/12/2015.</p> <p>For Anak Kulim Estate, the latest meeting was conducted on 29/03/2016 between representative from NUPW Kedah, Perlis and PP. Total 12 persons attended the meeting.</p>	Complied
<p>Criterion 6.7: Children are not employed or exploited.</p>		
6.7.1 There shall be documentary evidence that minimum age requirements are met. - Major compliance -	The company has developed Child Labour policy dated January 2015. Operating units are complied with the minimum age requirement. No employees below the age of 18.	Complied
<p>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.</p>		
6.8.1 A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment shall be documented. - Major compliance -	Social & Humanity Management Policy dated January 2015 is available and displayed at the office which is accessible by the relevant parties.	Complied
6.8.2 Evidence shall be provided that employees and groups including local communities, women, and migrant workers have not been discriminated against. - Major compliance -	There is no any discrimination based on religion, gender, nationality and etc during their recruitment. Amenities provided to all the workers without any discrimination. There are OSH committee, Gender committee and stakeholder meeting as a channel for all the stakeholders to complaint if any. No grievances were highlighted to the audit team by internal and external stakeholders.	Complied
6.8.3 It shall be demonstrated that recruitment selection, hiring and promotion are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available. - Minor compliance -	There is no any discrimination based on religion, gender, nationality and etc during their recruitment. The recruitment process is based on skills, capabilities, medical fitness necessary and etc.	Complied
<p>Criterion 6.9: There is no harassment or abuse in the work place, and reproductive rights are protected.</p>		

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Criterion / Indicator		Assessment Findings	Compliance
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 -	Gender policy dated January 2015 signed by Managing Director is available and displayed at the office compound. Gender committee meeting has been conducted and meeting minutes were sighted. Latest meeting minutes (23/02/2016 – Sg. Dingin POM, 11/03/2016 – Sg. Dingin Estate, 04/04/2016 – Anak Kulim Estate) were sampling and no issue on sexual harassment and violence sighted.	Complied
6.9.2	A policy to protect the reproductive rights of all, especially of women, shall be implemented and communicated to all levels of the workforce. - Major compliance -	Gender policy dated January 2015 signed by Managing Director is available and displayed at the office compound. Social & Humanity Management Policy dated January 2015 described the management protects women reproductive rights. Gender committee has been established to create awareness on women’s right and provide training for female workers. Gender committee meeting has been conducted and meeting minutes were sighted. Latest meeting minutes (23/02/2016 – Sg. Dingin POM, 11/03/2016 – Sg. Dingin Estate, 04/04/2016 – Anak Kulim Estate) were sampling and no issue on sexual harassment and violence sighted.	Complied
6.9.3	A specific grievance mechanism which respects anonymity and protects complainants where requested shall be established, implemented, and communicated to all levels of the workforce. - Minor compliance -	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.	Complied
Criterion 6.10:			
Growers and mills deal fairly and transparently with smallholders and other local businesses.			
6.10.1	Current and past prices paid for Fresh Fruit Bunches (FFB) shall be publicly available. - Minor compliance -	Updated price of FFB from MPOB displayed on weighbridge area every monthly.	Complied
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 -	There is no smallholder dealing with the Sungai Dingin palm oil mill. Mill only purchase outside FFB from trader where the trader have no contractual agreement with the mill and have freedom to sell their fruits.	Complied
6.10.3	Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent. - Minor compliance -	Contract (Agreement no. P/P/0116/FFB00657L) between mill and FFB supplier (Company No. 800322-K) was signed on 5/12/2015. According to the contract, the payment 70-90% of the value equivalent to total FFB will be delivered 10 days of the month whereas the final payment will be paid on or before 10 th day of the following month.	Complied
6.10.4	Agreed payments shall be made in a timely manner. - Minor compliance -	Contract (Agreement no. P/P/0116/FFB00657L) between mill and FFB supplier (Company No. 800322-K) was signed on 5/12/2015. According to the contract, the payment 70-90% of the value equivalent to total FFB will be delivered 10 days of the month whereas the final payment will be paid on or before 10 th day of the following month.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
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 –	Contributions are regularly made to school activities and community activities. Company allows local community to access through the estate roads. Stakeholder consultations with the local communities are held to encourage them to highlight and suggest any activities for local community development. The management also given job opportunities to the local communities.	Complied
6.11.2	Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve smallholder productivity. - Minor compliance –	No scheme smallholders.	Complied
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 -	<p><u>Bukit Selarong Estate</u></p> <p>No force labour in the estate. Document verification on the workers permit and identification showed that the legal workers are employed for the estate works. Interview with workers also proven that the workers are fully aware on their pay, contract agreement, job function in the estate and they agree with the condition implement by the estates.</p> <p>The workers are requested by the company to pay deposit RM500 for accessing their passport when they apply for vacation leave at their home country. Sampled workers as below:</p> <p><u>Sungai Dingin Estate:</u> BC0271763, BC0920936, BC0197239 and G9041493 who are on vacation leave at their home country (05/05/2016 and 06/05/2016) were sighted a security bond of RM 500 paid to the company. The workers were signed on the consent letter on 05/03/2016 and 04/05/2016.</p> <p><u>Anak Kulim Estate:</u> K3161716 and L5994272 signed "Akaun Penerimaan Wang" as security bond amounting to RM 500 paid to the company on 16/02/2016 and 19/02/2016 before they leave for holiday to their home country. The collection of security bond is mentioned in the Employment contract for foreign workers for Peninsular Malaysia (April 2013), Clause 21.5 indirectly restrict the workers from accessing their passport.</p> <p>Major nonconformity was raised.</p>	Major Nonconformity
6.12.2	Where applicable, it shall be demonstrated that no contract substitution has occurred. - Minor compliance –	No contract substitution was noted.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
6.12.3	Where temporary or migrant workers are employed, a special labour policy and procedures shall be established and implemented. - Major compliance -	Equal opportunity and non-discriminatory policy is implemented. No temporary workers. Migrant workers are treated equally as per the locals.	Complied
Criterion 6.13: Growers and millers respect human rights.			
6.13.1	A policy to respect human rights shall be documented and communicated to all levels of the workforce and operations (see Criteria 1.2 and 2.1). - Major compliance -	The Social and Humanity management policy covers the necessary aspects of human rights. Employees are aware of their rights and workers and staff union monitor to ensure no violations.	Complied
6.13.2	As long as children of foreign workers in Sabah and Sarawak are ineligible to attend government school, the plantation companies should engage in a process to secure these children access to education as a moral obligation.	Not applicable.	Complied
Principle 7: Responsible development of new plantings West Certification unit and supply base did not carry out any new plantings after Nov 2005. Therefore, the requirement of Principle 7 is not applicable during this assessment. It was confirmed through on site verification, land title and map. Certain estate's survey was done due to conversion to rubber; Reduction of certain estate land title is due to land acquisition by Kulim Hitech.			
Principle 8: Commitment to continual improvement in key areas of activity			
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.			
8.1.1	The action plan for continual improvement shall be implemented, based on a consideration of the main social and environmental impacts and opportunities of the grower/mill, and shall include a range of Indicators covered by these Principles and Criteria. As a minimum, these shall include, but are not necessarily be limited to: • 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); • Optimising the yield of the supply base. - Major compliance -	<ul style="list-style-type: none"> • Estate management in the process of appointing contractor to collect domestic waste to dispose at municipal landfill. • Estate has started using infield mobile loose fruit segregator (CE2) to reduce the handling and transport of the loose fruit to the mill. • Estate has started to use bin system for FFB evacuation to improve the crop freshness. • Implementation of SIME card: Monthly monitoring by estate. Linesite inspection: using the latest format by PSQM. <ul style="list-style-type: none"> ○ Rating given : ○ 90-100% : well managed ○ 70-89% : Satisfactorily with minor exception ○ 50-79% : Moderately satisfactorily with major exception ○ 0-49% : Poorly managed 	Complied

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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 - Recertification Completed	Kedah
2	Chersonese	Certified 2011	Perak
3	Elphil	Certified 2011	Perak
4	Flemington	Certified 2011	Perak
5	Seri Intan	Certified 2011 – Recertification Completed.	Perak
6	Selaba	Certified 2011 – Recertification Completed.	Perak
7	Tennamaram	Certified 2011 - Recertification Completed.	Selangor
8	Bkt Kerayong	Certified 2011 – Recertification Completed.	Selangor
9	East	Certified 2010 - Recertification Completed	Selangor
10	West	Certified 2010 - Recertification Completed	Selangor
11	Bukit Puteri	Certified 2011	Pahang
12	Kerdau	Certified 2011	Pahang
13	Jabor	Certified 2011	Pahang
14	Labu	Certified 2011	N. Sembilan
15	Tanah Merah	Certified 2010 - Recertification Completed	N. Sembilan
16	Sua Betong	Certified 2014	N. Sembilan
17	Kok Foh	Certified 2011	N. Sembilan
18	Kempas	Certified 2010 - Recertification Completed	Malacca
19	Diamond Jubilee	Certified 2011	Malacca
20	Pagoh	Certified 2014	Johor
21	Chaah	Certified 2010 – Recertification Completed	Johor
22	Gunung Mas	Certified 2010 – Recertification Completed	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- Recertification Completed.	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

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TIME BOUND PLAN – Certification Units in Indonesia			
No.	MANAGEMENT UNIT		LOCATION
	P O M	Time Bound	
1	Sekunyir (PT. Indotruba Tengah)	Certified 2010 (Recert. Completed)	Seruyan and West Kotawaringin District – Central Kalimantan
2	Manggala (PT. Tunggal Mitra Plantation)	Certified 2010 (Recert. Completed)	Rokan Hilir District – Riau
3	Bk. Ajong (PT. Sime Indo Agro)	Certified 2010 (Recert. Completed)	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
7	Pematang (PT. Teguh Sempurna)	Certified 2011	Seruyan and East Kotawaringin District – Central
8	Alur Dumai (PT Lahan Tani Sakti)	Certified 2012	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	Angsana PT 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 Sejahtera Sakti)	Certified 2011	Kotabaru District – South Kalimantan
15	Bebunga (PT. Langgeng)	Certified 2012	Kotabaru District – South Kalimantan
16	Blang Simpo (PT Padang Palma Permai)	Certified 2013	Aceh Tamiang, Nangroe Aceh Darussalam
17	Pondok Labu (PT Paripurna Swakarsa)	Certified 2012	Kotabaru District – South Kalimantan
18	Selabak (PT Swadaya Andhika)	Certified 2012	Kotabaru District – South Kalimantan
19	Rantau (PT Laguna Mandiri)	Certified 2012	Kotabaru District – South Kalimantan
20	Betung (PT Laguna Mandiri)	Certified 2014	Kotabaru District – South Kalimantan
21	Ungkaya (PT Tamaco Graha Krida)	Certified 2012	Morowali District – Sulawesi Tengah
22	Ladang Panjang (PT Bahari Gembira Ria)	Certified 2012	Muaro Jambi District - Jambi
23	Rantau Panjang (PT Guthrie Pecconina Indonesia)	Certified 2012	Musi Banyuasin District – South Sumatera

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24	<p>MAS (PT Mitra Austral Sejahtera) The certification body for PT MAS has considered that Sime Darby Plantation still meets the requirements of the RSPO for Partial Certification and the report has been submitted for EB review. A verification audit was conducted by the Certification Body in early 2013 and Sime Darby Plantation will proceed with the next steps of certification upon satisfactory resolution of the matter. Regular discussions is ongoing between Sime Darby Plantation and the project affected communities.</p>	2016	<p><u>Sanggau District – West Kalimantan</u> RSPO Certification Target Date for PT MAS</p> <ul style="list-style-type: none"> - The target date for certification is by 2016. However the progress of the matter being resolved. <p><u>Progress Update (As at end Oct 2015)</u></p> <ul style="list-style-type: none"> - Regular discussion is ongoing between Sime Darby Plantation and the project affected communities (PAC) through bi-monthly Tim Kerja Perwakilan Petani (TKPP) meeting since November 2012. - In October 2013, representatives from two of nine villages (Kerunang and Entapang) left TKPP and backed by TuK and OXFAM. They have then requested SDP to enter into Dispute Settlement Facility (DSF) in June 2014. - Hence, there are two groups of PAC: 1) TKPP (7 of 9 villages) and 2) Kerunang & Entapang (2 of 9 villages) <p><u>Engagement with TKPP:</u></p> <ul style="list-style-type: none"> - The most recent TKPP meeting was held on 16th October 2015. The meeting was on reviews on the current and planned CSR activities for the communities. - Engagement with Kerunang/ Entapang: - SDP visited the communities on 27 August 2014 to listen and have a better understanding on their requests - The subsequent meeting with the communities was held on 12 Dec 2014 where the communities highlighted that they will not join the current SDP-PAC committee (TKPP) meetings and will continue to engage directly with SD. <p><u>Engagement with RSPO:</u></p> <ul style="list-style-type: none"> - RSPO Secretariat is well informed on the progress through regular briefing and progress reports. The latest report submitted to RSPO dated 7th August 2015. <p><u>Engagement with TuK-Indonesia:</u> In May 2015, TuK submitted a proposal (in the form of concept note). SDP has requested for a presentation from TuK for better understanding, before signing of agreement.</p> <ul style="list-style-type: none"> - To-date, 12 out of 14 demands have been resolved whilst, another two remaining demands are related to land matters. SDP is in engagement with TuK-Indonesia to resolve the remaining issues involving land matters. - Latest meeting with community was held on 14 Jan 2016 and pending for the outcome. <p>SDP continues to work on direct engagement with PAC – working towards a consensus with the PAC to withdraw their complaint.</p>
25	Lembiru (PT Sandika Nata Palma)	Certified 2014	Ketapang District – West Kalimantan

Appendix C: Sime Darby Plantation Sdn Bhd – Sg. Dingin Certification Unit RSPO Certificate Details

Sime Darby Plantation Sdn. Bhd.
 Strategic Operating Unit (SOU 1)
 Sungai Dingin Palm Oil Mill
 Ladang Bukit Selarong
 09400 Padang Serai
 Kedah, MALAYSIA

BSI RSPO Certificate No: RSPO 550179
 Date of Initial Certificate Issued: 12/08/2010
 Date of Expiry: 11/08/2020
 RSPO membership number: 1-0008-04-000-00
 Applicable Standards: RSPO P&C MYNI-2014; RSPO Supply Chain Certification Standard November 2014 Module E - CPO Mills: Mass Balance)

Sungai Dingin Palm Oil Mill and Supply Base					
Location Address	Sungai Dingin Palm Oil Mill, Sungai Dingin, 09400 Padang Serai, Kedah, Malaysia				
GPS Location	100°40'0 E; 5°24'0 N				
CPO Tonnage Total	75,225.60				
PK Tonnage Total	18,226.47				
CPO Claimed for Certification*	75,225.60				
PK Claimed for Certification *	18,226.47				
Own estates FFB Tonnage	-				
Scheme Smallholder FFB Tonnage	-				
Estates	Production Area		Other use (ha)	Certified Area / Total land lease (ha)	Annual FFB Production (mt)
	Mature (ha)	Immature (ha)			
Sungai Dingin	2,990.50	263.31	997.86	4,251.67	52,202.63
Padang Buluh	2,968.00	483.00	557.47	4,008.47	70,286.03
Bukit Selarog	3,394.37	406.27	124.93	3,925.57	82,790.52
Anak Kulim	551.35	820.12	151.02	1,522.49	10,990.84
Bukit Hijau	1,905.54	0.00	819.46	2,725.00	35,340.01
Jentayu	1,551.04	0.00	627.55	2,178.59	29,308.88
Somme	586.92	189.04	165.60	941.56	14,812.60
TOTAL	13,947.72	2,161.74	3,443.89	19,553.35	295,731.50

**Certified Production*

Appendix D: Assessment Plan

Date	Time	Subjects	Mohd Hidhir	Muhd Haris	Hu NS	Hoo BH
Monday, 16/05/2016	PM	Audit Team travelling to the site.	√	√	√	√
Tuesday, 17/05/2016	0830-0900	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 MYNI 2014 and RSPO SCCS November 2014 	√	√	√	√
	0900-1100	Sungai Dingin 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.	√		√	√
	0900-1100	Sungai Dingin 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.		√		
	1100-1200	Meeting with stakeholders (Government, village rep, smallholders, Workers Leader, contractor etc.)	√	√	√	√
	1200-1300	Lunch	√	√	√	√
	1300-1630	Sungai Dingin 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.	√		√	√

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Date	Time	Subjects	Mohd Hidhir	Muhd Haris	Hu NS	Hoo BH
	1300-1630	Sungai Dingin 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).		√		
	1630-1700	Interim Closing Meeting	√	√	√	√
Wednesday 18/05/2016	0830-1200	Bukit Selarong 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.	√			√
	0830-1200	Sungai Dingin 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.		√	√	
	1000-1200	Meeting with stakeholders (Government, village rep, smallholders, Workers Leader, contractor etc.)		√	√	
	1200-1300	Lunch	√	√	√	√
	1300-1630	Bukit Selarong 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).	√			√

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Date	Time	Subjects	Mohd Hidhir	Muhd Haris	Hu NS	Hoo BH
	1300-1630	Sungai Dingin 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.		√	√	
	1630-1700	Interim Closing Meeting	√	√	√	√
Thursday 19/05/2016	0830-1200	Anak Kulim 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.		√	√	√
Anak Kulim Estate						
Bukit Selarong Estate						
	0830-1200	Bukit Selarong 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.	√			
	1000-1200	Meeting with stakeholders (Government, village rep, smallholders, Workers Leader, contractor etc.)	√	√	√	√
	1300-1530	Anak Kulim 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).		√	√	√

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Date	Time	Subjects	Mohd Hidhir	Muhd Haris	Hu NS	Hoo BH
	1300-1530	Bukit Selarong 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).	√			
	1530-1630	Verify any outstanding issues & Preparation for closing meeting	√	√	√	√
	1630-1730	Closing Meeting	√	√	√	√
Friday 20/05/2016	AM	Audit Team travelling back to KL	√	√	√	√

Appendix E: Stakeholders Contacted

<p><u>Internal Stakeholders</u></p> <p>Managers and Assistants Mill & Estate</p> <p>Male Mill Staff/Workers</p> <p>Female Mill Staff/Workers</p> <p>Foreign Worker</p> <p>Male and Female Estate workers</p> <p>Joint Consultative Committee</p> <p>Gender Committee representatives</p> <p>Workers Union Representatives</p> <p>Onsite NUPW representative</p> <p>AMESU Representative</p> <p>Hospital Assistant</p>	<p><u>Local Communities</u></p> <p>Village Representative</p>
<p><u>Government Departments</u></p> <p>School, SJK(T) Ladang Sg. Dingin</p> <p>Police Station Mahang representative</p> <p>Forestry Department of Kedah</p> <p>School, SK Ladang Dublin</p>	<p><u>Contractors and Suppliers</u></p> <p>General Supplier</p> <p>FFB Transport contractor</p> <p>Engineering & Civil work contractor</p>

Appendix F: Sungai Dingin Palm Oil Mill Supply Chain Assessment (Module E - CPO Mills: Mass Balance)

Requirements	Compliance
E.1 Definition	
<p>E.1.1 Certification for CPO mills is necessary to verify the volumes of certified and uncertified FFB entering the mill and volume sales of RSPO certified producers. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own certified land base. In that scenario, the mill can claim only the volume of oil palm products produced from processing of the certified FFB as MB.</p>	<p>Sungai Dingin Palm Oil Mill receives and process both certified and non-certified FFB. Therefore, it uses the Mass Balance supply chain system and module. During the P&C assessment, the audit team verified the volumes and sources of certified and non-certified FFB entering the mill, the implementation of processing controls and volume sales of RSPO certified Products.</p>
E.2 Explanation	
<p>E.2.1 The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the CB in the public summary of the P&C certification report. This figure represents the total volume of certified palm oil product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced should then be recorded in each subsequent annual surveillance report.</p>	<p>The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill is recorded in this public summary report.</p>
<p>E.2.2 The mill must also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim).</p>	<p>The mill has met all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim).</p>
E.3 Documented procedures	
<p>E.3.1 The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following:</p> <p>a) Complete and up to date procedures covering the implementation of all the elements in these requirements;</p> <p>b) The name of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable</p>	<p>Sungai Dingin Palm Oil Mill has procedures (Standard Operating Procedure (SOP) for Sustainable Supply Chain and Traceability; Version 2 2016; issue date: March 2016) for the incoming FFB, processing and outgoing Crude Palm Oil and Palm Kernel for the traceability with Mass Balance model covering certified and non-certified FFB received.</p> <p>The mill manager and assistant manager have awareness of the supply chain system. The manager has overall responsibility for and authority over the implementation of these requirements and</p>

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requirements. This person shall be able to demonstrate awareness of the site procedures for the implementation of this standard.	compliance with all applicable requirements.
E.3.2 The site shall have documented procedures for receiving and processing certified and non-certified FFBs.	Sungai Dingin Palm Oil Mill has documented procedures for the incoming FFB, processing and outgoing palm products (CPO and PK). System available to make marking on the receiving documents to differentiate the certified and non-certified FFB received.
E.4 Purchasing and goods in	
E.4.1 The site shall verify and document the volumes of certified and non-certified FFBs received.	Daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the certified and non-certified FFB. Records verified by internal and external audit.
E.4.2 The site shall inform the CB immediately if there is a projected overproduction.	The facilities aware of this procedure.
E.5 Record keeping	
E.5.1 a) The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a three-monthly basis. (b) All volumes of palm oil and palm kernel oil that are delivered are deducted from the material accounting system according to conversion ratios stated by RSPO. c) The site can only deliver Mass Balance sales from a positive stock. Positive stock can include product ordered for delivery within three months. However, a site is allowed to sell short.(ie product can be sold before it is in stock.)	Daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the certified and non-certified FFB. Computerized system in place. Records verified by internal and external audit. Sample taken at Sg Dingin POM: a. Ticket No: 55167/CPO/MB dated 5 Nov 2016 Computerized system in place with the delivery deducted accordingly. The Mill aware that only positive stock can be delivered. No short selling.
E.5.2 In cases where a mill outsources activities to an independent palm kernel crush, the crush still falls under the responsibility of the mill and does not need to be separately certified. The mill has to ensure that the crush is covered through a signed and enforceable agreement	No outsourcing activities.

RSPO Public Summary Report
Revision 1 (Sept/2014)

Actual Tonnage Certified Palm Production - 01 May2015 – 30 April 2016 (RC 2016)

Mill	Capacity	CPO	PK
Sungai Dingin Palm Oil Mill	80 mt/hr	67,742.77	15,355.65

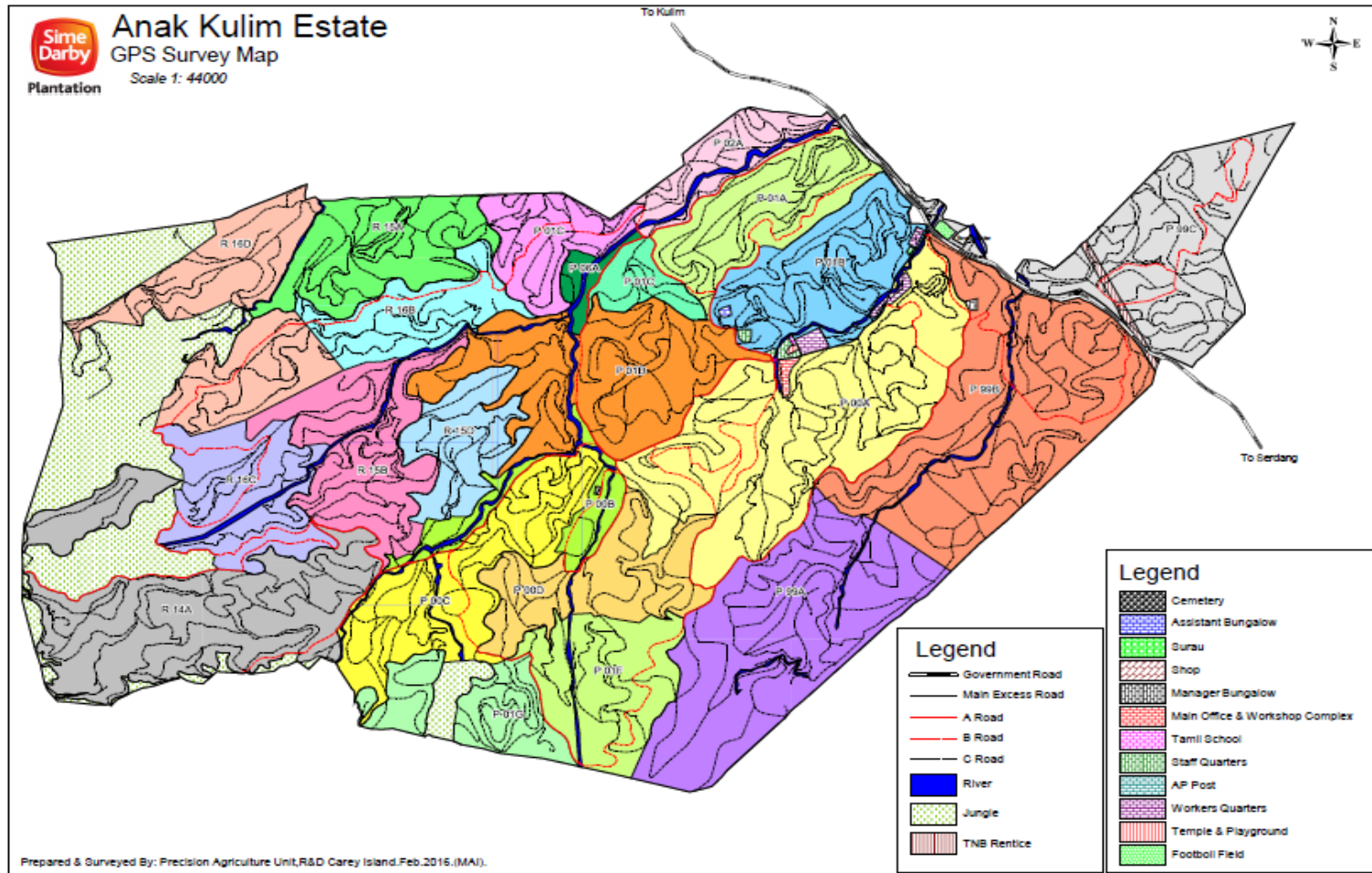
Actual Tonnage Sales of Certified Palm Products - 01 May 2015 – 30 April 2016 (RC 2016)

Mill	Certified CPO Sales	Certified PK Sales	Remarks
Sungai Dingin Palm Oil Mill	2500	0	Sales of certified palm products in eTrace

Actual Tonnage Certified FFB Received Monthly - 01 May 2015 – 30 April 2016 (ASA1)

Month	Certified Supply Base (from own certificate scope) (mt)							Total FFB/Month (mt)
	Sungai Dingin	Padang Buluh	Bukit Selarong	Anak Kulim	Bukit Hijau	Jentayu	Somme	
May 2015	5,468.83	8,264.86	8,360.73	1,717.22	5,365.43	4,150.30	1,117.94	34,445.31
June 2015	5,075.71	7,782.40	7,245.70	1,810.46	4,053.82	3,359.76	965.51	30,293.36
July 2015	5,963.57	8,171.20	7,700.20	1,645.71	3,902.88	3,384.17	1,292.18	32,059.91
Aug 2015	5,015.50	7,125.09	7,349.57	1,714.67	3,260.52	2,616.66	1,194.72	28,276.73
Sep 2015	4,543.58	6,682.43	6,497.43	1,582.25	3,571.53	2,876.17	1,116.95	26,870.34
Oct 2015	4,423.62	6,871.22	6,614.48	1,297.21	3,304.49	3,011.24	951.39	26,473.65
Nov 2015	3,077.11	4,947.99	4,482.13	1,091.66	2,694.18	2,326.08	745.77	19,364.92
Dec 2015	2,679.05	3,731.95	3,810.43	1,080.69	1,900.61	1,482.60	698.62	15,383.95
Jan 2016	3,069.20	3,660.25	3,611.96	936.88	1,952.22	1,568.49	762.16	15,561.16
Feb 2016	2,976.81	4,048.97	4,577.17	869.60	2,317.19	2,187.28	810.30	17,787.32
Mar 2016	3,756.24	4,221.47	4,532.43	715.64	2,400.89	2,232.03	832.11	18,690.81
Apr 2016	3,776.99	3,818.06	4,728.09	576.02	2,545.77	1,976.34	824.40	18,245.67
Total	49,826.21	69,325.73	69,510.32	15,038.01	37,323.53	31,171.12	11,312.05	283,506.97

Appendix G: Anak Kulim Estate Field Map



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Appendix H: Bukit Selarong Estate Field Map



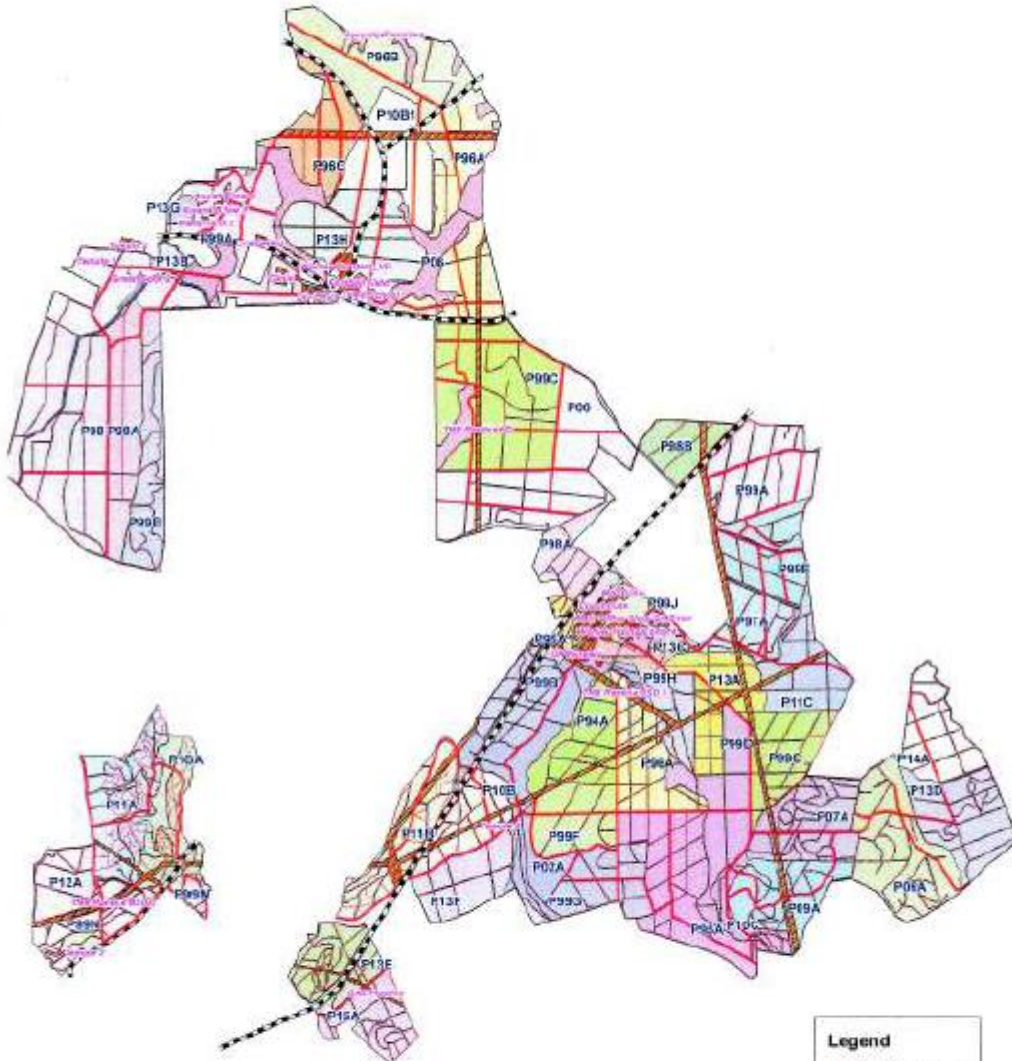
Bukit Selarong Estate

Main & Victoria Division

Plantation GPS Surveyed Map

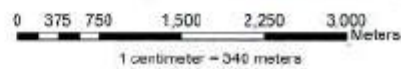


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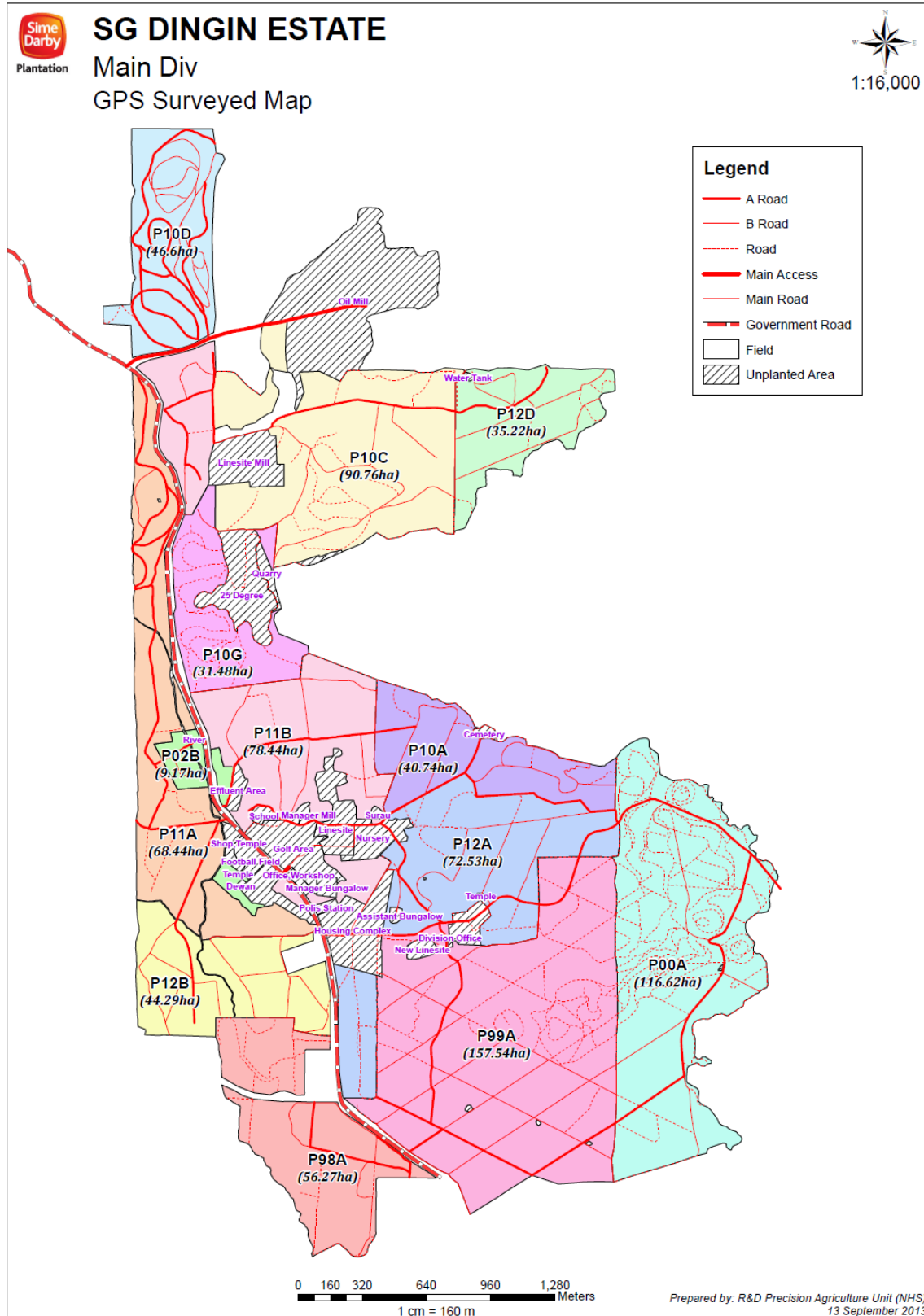
Legend

- Main Access Road
- A Road
- B Road
- C Road
- Government Road
- Stream
- Unprinted Area



Projection: UTM (Zone 4T), WGS84
 Date prepared: 12 February 2016
 Prepared by: R&D- Precision Agriculture Unit (EM)
 Print Scale: A3 (29.7cm x 42cm)

Appendix I: Sungai Dingin Estate Field Map



Appendix J: List of Abbreviations Used

ASA	Annual Surveillance Assessment
BOD	Biological Oxygen Demand
CHRA	Chemical Health Risk Assessment
CIP	Continual Improvement Plan
CPO	Crude Palm Oil
DOE	Department of Environment
DOSH	Department of Occupational Safety & Health
EFB	Empty Fruit Bunch
EIA	Environmental Impact Assessment
EMS	Environmental Management System
ERP	Emergency Response Plan
FFB	Fresh Fruit Bunch
GMP	Good Manufacturing Practice
HCV	High Conservation Value
IAV	Initial Assessment Visit
IPM	Integrated Pest Management
ISCC	International Sustainable Carbon Certification
MPOA	Malaysian Palm Oil Association
MSDS	Material Safety Data Sheet
MSPO	Malaysian Sustainable Palm Oil
MY-NI	Malaysian National Interpretation
NGO	Non-Governmental Organisation
OSH	Occupational Safety & Health
PK	Palm Kernel
PKO	Palm Kernel Oil
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