

RSPO PRINCIPLE AND CRITERIA
RECERTIFICATION ASSESSMENT (RC)
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
Strategic Operating Unit (SOU 2) Chersonese Palm Oil Mill 34350 Kuala Kurau Bagan Serai, Perak, Malaysia

TABLE of CONTENTS

Page N°

Section 1: Scope of the Certification Assessment.....	3
1. Company Details	3
2. Certification Information	3
3. Location(s) of Mill & Supply Bases	4
4. Description of Supply Base	4
Section 2: Assessment Process	5
1. Assessment Program	6
Section 3: Assessment Findings	8
3.1 Details of audit results are provided in the following Appendix:	8
3.2 Progress against Time Bound Plan.....	8
3.3 Details of findings	12
3.3.1 Status of Nonconformities Previously Identified and Observations	21
3.3.2 Summary of the Nonconformities and Status.....	22
Appendix A: Summary of Findings	24
Appendix B: Approved Time Bound Plan.....	59
Appendix C: Certification Unit RSPO Certificate Details.....	62
Appendix D: Assessment Plan.....	63
Appendix E: Stakeholders Contacted	65
Appendix F: CPO Mill Supply Chain Assessment Report (Module D - CPO Mills: Identity Preserved)	66
Appendix G: Location Map of Chersonese Palm Oil Mill Certification Unit and Supply bases	69
Appendix H : Holyrood Estate Field Map	70
Appendix I : Kalumpang Estate Field Map.....	71
Appendix J: List of Abbreviations Used	72

Section 1: Scope of the Certification Assessment

1. Company Details			
RSPO Membership Number	1-0008-04-000-00	Date	Member since: 6 September 2004
Company Name	Sime Darby Plantation Sdn Bhd		
Address	Head Office: Level 3A, Main Block, Plantation Tower, No. 2, Jalan PJU 1A/7 47301 Ara Damansara, Selangor, Malaysia		
Mill Address	Certification Unit: Strategic Operating Unit (SOU 2) - Chersonese Palm Oil Mill 34350 Kuala Kurau, Bagan Serai, Perak, Malaysia		
Subsidiary of (if applicable)	N/A		
Contact Name	Mdm. Shylaja Devi Vasudevan Nair (Head, Sustainability Unit PSQM) Mr. Zulaffandi Bin Samad (Mill Manager)		
Website	www.simedarby.com	E-mail	shylaja.vasudevan@simedarby.com kks.chersonese@simedarby.com
Telephone	03-78484379 (Head Office) 05 - 8904729 (Mill)	Facsimile	03-78484356 (Head Office) 05 - 8902762 (Mill)

2. Certification Information			
Certificate Number	RSPO 590800	Date	05/10/2011
Scope of Certification	Palm Oil and Palm Kernel Production from Chersonese Palm Oil Mill and Supply Base (Chersonese Estate, Holyrood Estate, Tali Ayer Estate & Kalumpong Estate).		
Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
NIL			

RSPO Public Summary Report

Revision 3 (July / 2016)

3. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base)	Location [Map Reference #]	GPS	
		Easting	Northing
Chersonese Palm Oil Mill	Kilang Kelapa Sawit Chersonese, 34350 Kuala Kurau, Perak	100° 27' 12"	4° 59' 24"
Chersonese Estate	Ladang Chersonese, 34350 Kuala Kurau, Perak	100° 26' 53"	4° 57' 52"
Holyrood Estate	Ladang Holyrood, 34100 Selama, Perak	100° 40' 60"	5° 10' 37"
Tali Ayer Estate	Ladang Tali Ayer, 34300 Bagan Serai, Perak	100° 31' 35"	5° 04' 53"
Kalumpong Estate	Ladang Kalumpong/Byram 342300 Bagan Serai, Perak	100° 34' 08"	4° 57' 26"

4. Description of Supply Base							
Estate	Mature (ha)	Immature (ha)	Total Planted (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Hectarage	% of Planned
Chersonese Estate	2045.76	1037.61	3083.37	25.87	179.76	3,289.00	94%
Holyrood Estate	981.99	269.28	1251.27	12.19	69.66	1,333.12	94%
Tali Ayer Estate	2,538.62	885.02	3423.64	24.24	535	3,982.88	86%
Kalumpong Estate	2,221.49	312.10	2533.59	21.09	86.32	2,641.00	96%
Total	7,787.86	2504.01	10,291.87	83.39	870.74	11,246.00	

* Planted area increased with the additional of 187.76 ha of new planted area at 2014 A and 2014B. The new planted area is within the certified area of Kalumpong Estate.

5. Plantings & Cycle								
Estate	Age (Years)					Tonnage / Year		
	0 - 3*	4 - 10*	11 - 20	21 - 25	26 - 30	Estimated (July 2015- June 2016)	Actual (July 2015 - June 2016)	Forecast (July 2016 - June 2017)
Chersonese Estate	1037.61	958.76	712.75	374.25	-	44,492	43,733.95	52,470
Holyrood Estate	269.28	527.67	248.09	141.12	65.11	19,861	467.22	22,434
Tali Ayer Estate	885.02	929.59	1566.49	42.54	-	59,491	59,047.65	76,605
Kalumpong Estate	312.10	393.6	1827.89	-	-	59,519	51,890.08	56,352
Total	1037.61	12439.71	8690.46	2990.58	30.68	183,363	155,138.9	207,861

Total FFB production for Holyrood Estate is 17404.33 mt and diverted to SOU 4. Actual FFB received at Chersonese Mill is 467.22 mt

6.Certified Tonnage									
Mill	Estimated (July 2015-June 2016)			Actual (July 2015 – June 2016)			Forecast (July 2016 –June 2017)		
	FFB	CPO	PK	FFB	CPO	PK	FFB	CPO	PK
Chersonese Palm Oil Mill (Capacity: 45 mt/hr)	183,363	38,506	9,168	155,138.9			207,861	43,651	10,393
Other Sime Darby Plantation's certified Supply	-	-	-	1,813.88	32,614.11	8,117.59	-	-	-
Total	183,363	38,506	9,168	156,952.78	32,614.11	8,117.59	207,861	43,651	10,393

**Verified 1813.88 mt FFB diverted from Elphil SOU3 (Kamuning and Elphil), RSPO 550180 valid until 17/6/2021. Diversion of FFB is due to Elphil mill under maintenance and annual inspection.*

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
Tel +603 2242 4211 Fax +603 2242 4218
Nicholas Cheong: Nicholas.Cheong@bsigroup.com
www.bsigroup.com

BSI is a leading global provider of management systems assessment and certification, with more than 60,000 certified locations and clients in over 100 countries. BSI Standards is the UK's National Standards Body. BSI provides independent, third-party certification of management systems. BSI is 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 **26-29 July 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.

RSPO Public Summary Report
Revision 3 (July /2016)

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 MYNI-2014 and RSPO SCCS 2014 were used as Checklists and questionnaires were used to guide the collection of information to assess compliance. The comments made by external stakeholders were also taken into account in the assessment.

Public Stakeholder Notification was made on 23rd June 2016, 30 days prior to the recertification assessment. No written feedback received at the end of the 30 days period. Stakeholder consultation involved internal and external stakeholders. External stakeholders were contacted by telephone and email to arrange meetings at a location convenient to them to discuss Chersonese Palm Oil Mill Certification Unit’s environmental and social performance.

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

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

All the previous nonconformities are remains closed. The assessment findings for the initial assessment are detailed in Section 3.3.

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

This report was externally reviewed by RSPO approved Certification Reviewer prior to certification decision by BSI.

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

1. Assessment Program					
Name (Mill / Supply Base)	Re-certification (2016)	ASA1 (2017)	ASA2 (2018)	ASA3 (2019)	ASA4 (2020)
Chersonese Palm Oil Mill	√	√	√	√	√
Chersonese Estate	-	√	-	√	-
Holyrood Estate	√	-	√	-	√
Tali Ayer Estate	-	√	-	√	-
Kalumpong Estate	√	-	√	-	√

Tentative Date of Next Visit: July 11, 2017 – July 13, 2017

Total No. of Mandays: 9 mandays

BSI Assessment Team:

Mohamed Hidhir Zainal Abidin – Lead Auditor

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

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.

Isman Yusoff-Team Member

He holds Executive MBA from University Technology Mara and a degree in Electrical Engineering from University of Missouri, USA. He worked as an ISO 9001 Lead Auditor with SIRIM and as an ISO 9001, ISO 14001 and OHSAS 18001 Lead Auditor with Det Norske Veritas (DNV) for the past 6 years. He is also experience in Bio Mass CDM Projects. Currently he is a Lead Auditor with BSI for ISO 9001, ISO 14001 and OHSAS 18001. Isman Yusoff attended RSPO internal training on September 2012. He attended RSPO Certification Body workshop on October 2011, February 2012, June 2012 and Supply Chain Training organised by RSPO Secretariat on February 2012. He has involved in auditing palm oil mills as well as wood industries. He has been involved in RSPO assessment since September 2012 as a team member covering assessment with RSPO P&C in Malaysia. During this assessment, he assessed on the aspect of legal, environment, safety and health and mill best practices.

Accompanying Persons: Not applicable

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:

- a. Any unresolved significant land disputes;

RSPO Public Summary Report
Revision 3 (July /2016)

- 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?	The time bound plan includes all SOUs in Malaysia and Indonesia. Malaysia- Effectively 34 SOUs: Sg Samak and Jeleta Bumi, Yong Peng, Sepang, Mostyn and Segaliud POM has been closed down. Indonesia- Effectively 25 SOUs. 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.	Yes
Is the time bound plan challenging? <ul style="list-style-type: none"> • Age of plantations. • Location. • POM development • Infrastructure. • Compliance with applicable law. 	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. For Indonesian operations, currently, 1 SOU in Indonesia (PT MAS) is pending for RSPO Certification due to social legacy issues. 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.	Yes
Have there been any changes since the last audit? Are they justified?	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. SDP's time bound plan has been revised to take into consideration the social challenges encountered in Indonesia for the remaining SOU (PT MAS) yet to be certified. Sime Darby Plantation will proceed with the next steps of certification upon satisfactory resolution of the matter.	Yes
If there have been changes, what circumstances have occurred?	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	Yes

RSPO Public Summary Report
Revision 3 (July /2016)

	<p>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>	
Have there been any stakeholder comments?	<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>	Yes
Have there been any newly acquired subsidiaries?	<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 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>	Yes
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</p>	Yes

RSPO Public Summary Report
Revision 3 (July /2016)

	<p>submitted to RPSO dated 30th June 2016. Further details please refer to the RSPO Complaints Website: http://www.rspo.org/members/complaints/status-of-complaints/view/29 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>	
<p>No replacement after dates defined in NIs Criterion 7.3:</p> <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. 	<p>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).</p>	Yes
<p>Any new plantings since January 1st 2010 must comply with the RSPO New Plantings Procedure.</p>	<p>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. *Note: RSPO NPP Announcements for SDP can be found at http://www.rspo.org/certification/new-planting-procedures-consultations/page/14?</p>	Yes
<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. Status: Box G - Close for Monitoring Further details please refer to: http://www.rspo.org/members/complaints/status-of-complaints/view/46 PT Mitra Austral Sejahtera (Sime Darby Sdn Bhd) Further details please refer to: http://www.rspo.org/members/complaints/status-of-complaints/view/29</p>	Yes
<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>	Complied.

3.3 Details of findings

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

During the recertification assessment there were four (4) major nonconformities and five (5) nonconformities were raised. Chersonese 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 nonconformity was closed on 29/9/16. Following are the details of the nonconformities:

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1361165M1	<p>Requirements: 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>	Major
	<p>Evidence of Nonconformity: <u>Chersonese Mill:</u> Worker’s extension contracts of employment sampled (0000108583 - signed on 21/11/2015, 0000088313 – signed on 22/2/2016 and 0000047879 signed on 6/5/2016) found that the extension contracts were still in old version where is daily rate is RM 37.50 which is not revised according to the latest Minimum Wage Order 2016 where it supposed to be RM 38.46/day. In additional, the management did not comply to the terms of worker’s extension contracts where it stated water and electricity is fully paid by company whereas in reality, the workers have to pay the full amount of electricity and amount where the water usage is exceeded the subsidized of 35 gallons per person by company. Furthermore, through interviewed with the workers, they were not aware of the new Minimum Wage Order 2016. Besides, the latest union subscription fee was RM 8.00 according to circular from MAPA/NUPW on September 2015. However, the workers were still deducting RM 11.00 for the subscription fee. Thus, the workers were additional charged RM 3.00 since September 2015. <u>Holyrood Estate:</u> Worker’s extension contract of employment sampled (AS767269, AS7667268 and AR850743) found that the management did not comply to the terms of worker’s extension contracts where it stated water and electricity is fully paid by company whereas in reality, the workers have to pay the full amount of electricity and amount where the water usage is exceeded the subsidized of 35 gallons per person by company. Besides, the latest union subscription fee was RM 8.00 according to circular from MAPA/NUPW on September 2015. However, the management has subsidized the RM 3.00 to local workers under Insurance subsidized stated in pay slip but yet to</p>	

	<p>subsidize for the foreign workers. Thus, the foreign workers were additional charged RM 3.00 since September 2015.</p> <p>In additional, the contract signed by AT500593, AE6836571 and AE6157880 was in old version where the public holiday given was only 12 days instead of 13 days.</p> <p><u>Kalumpong Estate:</u> Worker’s extension contract of employment sampled (AT 024968 and A 6963138) found that the management did not comply to the terms of worker’s extension contracts where it stated water and electricity is fully paid by company whereas in reality, the workers have to pay the full amount of electricity and amount where the water usage is exceeded the subsidized of 35 gallons per person by company. The extension contract has yet to revise where the pay written on the contract was RM 900.</p> <p>In addition, the sampled workers below did not subsidize with 5 kg of cooking oil and 5 kg of rice due to the reason of absenteeism for more than three working days. However, according to the contract, the workers will be subsidized every 2 months without any terms and conditions stated.</p> <p>a) Passport No.: G5426272 (November 2015 – absent for 4 days on September and October 2015) b) Passport No.: AT033236 (November 2015 – absent for 3 days on September and October 2015) c) Passport No.: AT029921 (November 2015 – absent for 4 days on September and October 2015)</p> <p>Statement of Nonconformity:</p> <p>i) Worker’s extension contracts of employment was not revised according to Minimum Wage Order 2016. ii) Management has yet to comply with the terms in extension contract signed by the workers where it stated water and electricity bill shall fully paid by the company. iii) There is no any evidence of the communication with workers regarding new Minimum Wage Order 2016. iv) The management did not comply with the MAPA/NUPW agreement where the latest subscription fee to be deducted for the workers was only RM 8.00. v) The management did not subsidize cooking oil and rice to the workers according to the terms stated in the employment contract signed by the workers.</p> <p>Action:</p> <p>i)The workers extension contract will be revised and will be cascade down to workers on stages basis.</p> <p>Long term: Sime Darby Plantation (Human Resource) will monitor and will revised the workers contract as per new regulation. Others, Human Resource Department advise operation unit accordingly if any changes in regulation.</p> <p>ii)The new extension contract for workers will stated clearly on the water and electricity status .</p> <p>Long term: Sime Darby Plantation (Human Resource Department) will streamline the contract terms and condition accordingly throughout operation unit.</p> <p>iii)The management will communicate to the workers pertaining on the new Minimum Wage Order 2016.</p>	
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RSPO Public Summary Report
Revision 3 (July /2016)

	<p>Long term: Operation Unit will get advised from SDP Human Resource to communicate with workers if there is any changes in the regulation .</p> <p>lv)The management will reimburse the fee back and the reimburse statement will be appear at next payslip.</p> <p>Long Term: The management will monitor and ensure the deduction as per current MAPA/NUPW fee.</p> <p>v)The management will communicate to the workers pertaining on the subsidize cooking oil and rice.</p> <p>Long term: Sime Darby Plantation (Human Resource Department) will streamline the contract terms and condition accordingly throughout operation unit.</p>	
	<p>Status: List submitted evidence as follows: i)New version of employment contract and extension contract, EMP01/2016/01 & EMP02/2016/01 with new updated terms and conditions with sample of contracts complete with workers acknowledgement and acceptance. ii)Reimbursement of NUPW/MAPA was verified in the payslip.</p> <p>Verified all submitted evidences and found to be sufficient. Thus, the major NC was close out on 29/9/16</p>	

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1361165M2	<p>Requirements: 7.1.1 An independent social and environmental impact assessment (SEIA), undertaken through a participatory methodology including the relevant affected stakeholders, shall be documented.</p>	Major
	<p>Evidence of Nonconformity: No evidence to show that the new plating plot (2014A and 2014B) incorporated in the new HCV assessment.</p>	
	<p>Statement of Nonconformity: SEIA was not prepared for the new planting area.</p>	
	<p>Action: Provide internal Social Impact Assessment (Refer requirement of SEIA). EAI & EIE for P14A & P14B. Estate will identified all areas subjected to the NPP 2015 requirements.</p> <p>Long Term: Sime Darby Plantation will conduct SEIA assessment for new replanting area to suit the new NPP 2015 requirement.</p>	
	<p>Status: Finalized HCV assessment version 2 dated September 2016 checked and found to be sufficient. Thus, the major NC was close out on 29/9/16</p>	

RSPO Public Summary Report
Revision 3 (July /2016)

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1361165M3	<p>Requirements: 7.3.2 A comprehensive HCV assessment, including stakeholder consultation, shall be conducted prior to any conversion or new planting. This shall include a land use change analysis to determine changes to the vegetation since November 2005. This analysis shall be used, with proxies, to indicate changes to HCV status.</p>	Major
	<p>Evidence of Nonconformity: No evidence to show that the new plating plot (2014A and 2014B) incorporated in the new HCV assessment.</p>	
	<p>Statement of Nonconformity: HCV assessment was not compressively conducted.</p>	
	<p>Action: HCV:PSQM - SEP Unit will provide further justification and information as addendum in the HCV report. LUC: Estate will get PSQM - SEPU and Precision Agriculture Unit from R&D Department regarding the Land Use Change analysis.</p> <p>Land use change of HCV areas (if any) will be notified to the assessor for the report to be updated.</p> <p>Long term: Sime Darby Plantation will ensure all new planting area need to be assessed as per new NPP 2015 accordingly</p>	
	<p>Status: Finalized HCV assessment version 2 dated September 2016 including land use change analysis found to be sufficient. Thus, the major NC was close out on 29/9/16</p>	

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1361165M4	<p>Requirements: 7.8.1 The carbon stock of the proposed development area and major potential sources of emissions that may result directly from the development shall be identified and estimated.</p>	Major
	<p>Evidence of Nonconformity: Carbon stock assessment was not carried out for the new planting area 2014A and 2014B</p>	
	<p>Statement of Nonconformity: Carbon stock of the proposed development area was not identified and estimated.</p>	
	<p>Action: Estate will use default value of Carbon Stock as part of the carbon stock assessment.</p> <p>R&D shall carried out carbon stock assessment prior to oil palm planting.</p>	

RSPO Public Summary Report
Revision 3 (July /2016)

	Long Term: Sime Darby Plantation will conduct the assessment for new planting area to suit the new NPP 2015 requirement.	
	Status: Verified carbon stock assessment incorporated HCV assessment version 2 dated September 2016 and found to be sufficient. Thus, the major NC was close out on 29/9/16	

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1361165N1	Requirements: 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
	Evidence of Nonconformity: Chersonese Mill: The management has maintained a list of stakeholders which included government bodies, local communities, internal representatives and transporters. However, they did not include suppliers/vendors and contractors into the list.	
	Statement of Nonconformity: Stakeholder's list was incomplete.	
	Action: Mill Management will include vendors/suppliers & contract into new stakeholder list. Long term: The management will monitor and ensure all stakeholder will update accordingly .	
	Status: Corrective action plan is accepted. Effectiveness of corrective action taken will be further verified in the next assessment.	

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1361165N2	Requirements: 2.1.4 A system for tracking any changes in the law shall be implemented.	Minor
	Evidence of Nonconformity: Legal and other requirement register did not include the latest version of : i) Minimum Wages Order 2016 ii) Person In Charge Regulation (amendment) 2014	
	Statement of Nonconformity: A system for tracking any changes in the law was not effectively implemented.	
	Action: Mill Management will include Minimum Wage Order 2016 & Person In Charge Regulation (amendment) 2014 into updated Legal Requirement Register. Long term: The management will liaise with PSQM on the updating LORR. Others, the management will monitor and ensure comply with regulation	
	Status:	

RSPO Public Summary Report
Revision 3 (July /2016)

	Corrective action plan is accepted. Effectiveness of corrective action taken will be further verified in the next assessment.	
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Non-Conformity		
NCR #	Description	Category (Major / Minor)
1361165N3	Requirements: 7.1.2 Appropriate management planning and operational procedures shall be developed and implemented to avoid or mitigate identified potential negative impacts.	Minor
	Evidence of Nonconformity: No evidence of SEIA and management plan to include the new planting area (2014A and 2014B)	
	Statement of Nonconformity: Appropriate management planning and operational procedures has not been developed.	
	Action: Establish management plan based on internal SEIA. Management plan will be monitored and verified on a yearly basis. Long Term: The operation unit will prepare appropriate management planning as per recommendation by SEIA report.	
	Status: Corrective action plan is accepted. Effectiveness of corrective action taken will be further verified in the next assessment.	

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1361165N4	Requirements: 7.8.2 There shall be a plan to minimise net GHG emissions which takes into account avoidance of land areas with high carbon stocks and/or sequestration options	Minor
	Evidence of Nonconformity: There was no plan to minimise net GHG emissions established for the new planting area 2014A and 2014B	
	Statement of Nonconformity: Plan to minimize GHG emission was not planned effectively	
	Action: GHG value is based on estate value emission. Management plan is based on Sime Darby's division wide carbon reduction strategy as attached. GHG value submitted to RSPO on yearly basis.	

RSPO Public Summary Report
Revision 3 (July /2016)

	Long Term: The operation unit will prepare appropriate management planning as per recommendation by SEIA report.	
	Status: Corrective action plan is accepted. Effectiveness of corrective action taken will be further verified in the next assessment.	

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1361165N5	<p>Requirements: 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.</p> <p>Evidence of Nonconformity: Kalumpong Estate: Contractors' agreements were found expired and yet the relevant services such as grass cutting for nursery and replanting as well as linesite are still continue in the estate. Following contracts were verified in Kalumpong Estate: a. Contract no: E162/03/2016; Validity: 1st July 2015 – 30th June 2016 b. Company No.: PG0209113-P; Validity: 1st July 2015 – 30th June 2016</p> <p>Statement of Nonconformity: Contractor's agreement was expired.</p> <p>Action: Estate Management will revised new contract for grass cutting contractor.</p> <p>Long term: The operation unit will monitor the validity of contract and ensure all contract is valid.</p> <p>Status: Corrective action plan is accepted. Effectiveness of corrective action taken will be further verified in the next assessment.</p>	Minor

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 2 management unit has maintained good relationship with the local community and other stakeholders.

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 Chersonese Palm Oil Mill Certification Unit's environmental and social performance, legal and any known dispute issues.

RSPO Public Summary Report
Revision 3 (July /2016)

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: Penolong Pengarah Tenaga Kerja, Taiping – Informed those previous issues raised by workers have been solved. SOU 2 does not have any pending issue.</p> <p>Management Responses: The management will continue to pay attention to workers’ welfare, pay and condition.</p> <p>Audit Team Findings: There was no any further issue that required further verification.</p>
2	<p>Issues: Pengawai Eksekutif PERKESO, Taiping – She informed that no any pending issue arose by SOU 2. The management has informed immediately to PERKESO if there is any accident happened</p> <p>Management Responses: The management will maintain the efficiency to report to PERKESO if any accident happened.</p> <p>Audit Team Findings: There was no any further issue that required further verification.</p>
3	<p>Issues: Wildlife Department – The officer informed that the management has given good co-operation to the department if they have any operations.</p> <p>Management Responses: The management will continue to give full co-operation to the department if needed.</p> <p>Audit Team Findings: There was no any further issue that required further verification.</p>
4	<p>Issues: Women’s Committee Representatives – No any cases of sexual harassment or violence reported in the operating units.</p> <p>Management Responses: The management will closely monitor if there is any cases reported.</p> <p>Audit Team Findings: Document review on the meeting minutes and complaint logbook found that do not have sexual harassment or violence cases reported.</p>
5	<p>Issues: Indonesian Workers – It was highlighted that they were treated fairly by providing housing facilities, wage complied with the Minimum Wage Order 2012. They were satisfied with the management.</p> <p>Management Responses: The management will continue to pay attention to the workers’ welfare, pay and condition.</p> <p>Audit Team Findings: There were no any issues that require further verification was highlighted. Consultation with stakeholders and document review confirm that there were no pending issues.</p>
6	<p>Issues:</p>

RSPO Public Summary Report
Revision 3 (July /2016)

	<p>Crèche Attendant – She informed that no any issues so far. She has knowledge on how to use first aid kit and fire extinguisher if there is any emergency happened.</p> <p>Management Responses: The HA and management will closely monitor if there is any issue reported.</p> <p>Audit Team Findings: There was no any further issue that required further verification.</p>
7	<p>Issues: School Headmaster and Teacher, SJK (T) Ladang Gedong and SJK (T) Ladang Kalumpang – It was highlighted that the management has always support any activities organized by school. They have maintained good relationship with the management.</p> <p>Management Responses: The management will continue to support and assist whenever needed.</p> <p>Audit Team Findings: Document review on CSR was found that the management has given support to the school activities.</p>
8	<p>Issues: Village Representatives, Kuala Gula – No land dispute cases reported and the management has well maintained on the boundaries. The local communities have also given job opportunities in the SOU 2.</p> <p>Management Responses: The management will maintain the good relationship with the local communities.</p> <p>Audit Team Findings: Document review on the complaint logbook found that no issue has been reported.</p>
9	<p>Issues: Contractors - Contractors confirmed understand the contract terms and payment is prompt as per agreed contract. They have good relationship with the management.</p> <p>Management Responses: Payment has been made according to the contract agreement and the management will continue to maintain good relationship with the contractors.</p> <p>Audit Team Findings: Contract, payment records and training records were reviewed and found to be consistent. No other issues reported.</p>
10	<p>Issues: Department of Environment - No summons and non-compliance issued against environmental regulations by Chersonese Mill</p> <p>Management Responses: Acknowledged</p> <p>Audit Team Findings: Good positive feedback</p>
11	<p>Issues: Department of Safety and Health – No summons and non-compliance issued against occupational health and safety regulations by Chersonese Mill.</p> <p>Management Responses: Acknowledged</p> <p>Audit Team Findings: Good positive feedback.</p>

3.3.1 Status of Nonconformities Previously Identified and Observations

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1223222M1	Requirements: Indicator 4.6.11 : Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated.	Major
	Evidence of Nonconformity: P&D immature area (field 15A, Block 1) Chersonese Estate i) 4 out of 11 sprayers were not sent for baseline medical surveillance as most of them were joint less than 1 year. Refer to the trunk injection activities on (25/3/15 & 28/3/15) at Chersonese Estate i) Annual medical surveillance for trunk injector gang was last done on 11/4/14 and was not done prior to the trunk injection activities.	
	Statement of Nonconformity: Baseline and annual medical surveillance for pesticides operator was not carried as per schedule.	
	Action: Total of 10 sprayers (new) and pesticides operator (trunk injector) was sent for medical surveillance on 6/8/15 under Klinik Vijay, DOSH reg: JKPP IH127/171/-1(309). Based on the OHD report, all workers are fit to work with no detrimental of health.	
	Status: Evidence submitted was found to be adequate. Thus major NC was closed out on 4/9/15.	

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1223222N1	Requirements: Indicator 4.1.3 : Records of monitoring and any actions taken shall be maintained and available, as appropriate; Operational Control Procedure- Water Monitoring (SD/SDP/PSQM(ESH)/203-EN4, Rev 0, dated 26/02/2015)	Minor
	Evidence of Nonconformity: At Tali Ayer estate (Sg Kerian div.), the treated water testing was not conducted since the 19/8/13 by MOH officer on pH, NUT, chlorine residue, total coliform. The measure of monitoring to ensure the safety of drinking water was not conducted as per the requirement.	
	Statement of Nonconformity: There was no monitoring measure to ensure the safety of drinking water by own water treatment plant.	
	Action:	

RSPO Public Summary Report
Revision 3 (July /2016)

	<p>The corrective action taken was found to be effective. Refer to the latest water analysis done in February and April 2016. Test results IE199/2016 and IE 429/2016.</p> <p>Status: Minor NC was close out on 29/7/16.</p>	
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Observation	
OBS #	Description
	Nil

3.3.2 Summary of the Nonconformities and Status



CAR Ref.	CLASS	ISSUED	STATUS
05/2009	Minor	15/9/2011	Closed out on 11/9/2012
06/2009	Minor	15/9/2011	Closed out on 11/9/2012
A775875/1	Major	13/9/12	Closed out on 9/11/12
A775875/2	Minor	13/9/12	Closed out on 17/7/13
A775875/3	Minor	13/9/12	Upgraded to Major during ASA2 (ref: 944707M0) Closed out on 10/9/13
A775875/4	Minor	13/9/12	Closed out on 17/7/13
944707M0	Major	20/7/13	Closed out on 10/9/13
944707M1	Major	20/7/13	Closed out on 10/9/13
944707N2	Minor	20/7/14	Closed out on 12/8/14
1085571M1	Major	15/8/14	Closed out on 6/10/14
1085571M2	Major	15/8/14	Closed out on 6/10/14
1085571M3	Major	15/8/14	Closed out on 6/10/14
1085571M4	Major	15/8/14	Closed out on 6/10/14
1085571N1	Minor	15/8/14	Closed out on 6/8/15
1085571N2	Minor	15/8/14	Closed out on 6/8/15
1223222M1 – 4.6.11	Major	6/8/2015	Closed on 4/9/15
1223222N1 – 4.1.3	Minor	6/8/2015	Closed out on 29/7/16
1361165M1 - 6.5.2	Major	29/7/16	Closed out on 29/9/16
1361165M2 - 7.1.1	Major	29/7/16	Closed out on 29/9/16
1361165M3 - 7.3.2	Major	29/7/16	Closed out on 29/9/16
1361165M4 - 7.8.1	Major	29/7/16	Closed out on 29/9/16
1361165N1 - 6.2.3	Minor	29/7/16	“Open”
1361165N2 - 2.1.4	Minor	29/7/16	“Open”

RSPO Public Summary Report
Revision 3 (July /2016)

1361165N3 - 7.1.2	Minor	29/7/16	"Open"
1361165N4 - 7.8.2	Minor	29/7/16	"Open"
1361165N5 - 6.10.3	Minor	29/7/16	"Open"

Assessment Conclusion and Recommendation:

Based on the findings during the assessment Chersonese 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 **Chersonese Palm Oil Mill** is approved and continued.

Acknowledgement of Assessment Findings	Report Prepared by
Name: Mr Zulaffandi Samad	Name: Mr Mohamed Hidhir Zainal Abidin
Company name: Sime Darby Plantation Sdn Bhd Chersonese Palm Oil Mill	Company name: BSI Services Malaysia Sdn Bhd
Title: Mill Manager	Title: Lead Auditor
Signature:  Sime Darby Plantation Sdn. Bhd. KILANG KELAPA BAYU CHERSONESE (ZULAFFANDI SAMAD) MILL MANAGER	Signature: 
Date:	Date: 11/11/16

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 DOSH, MPOB, DOE visiting log book were attended accordingly.	Complied
1.1.2	Records of requests for information and responses shall be maintained. -Major compliance	Records of stakeholder requesting information recorded in the visitor's book and well maintained. Sample of visitor visit report: i)FFB quality inspection by MPOB, dated 20/4/16. Verified field report# 000018051 ii)DOE visit, dated 25/4/16 refer to field citation report# JAS/ATOP-1/08/2015.	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.			

RSPO Public Summary Report
Revision 3 (July /2016)

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. 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 and http://www.simedarbyplantation.com/Sustainability.aspx</p> <p>Among the documents that were made available for viewing are:</p> <ul style="list-style-type: none"> • Good Agricultural Practices • Social Enhancement • Sustainability Management Programmes • Complaint and Grievances procedure. • Environmental Conservation <p>These documents highlight current Sime Darby Plantations Sdn Bhd practices and their continual improvement plans. Besides the above document Sime Darby Plantations Sdn Bhd policy on the followings are also available at the same website:</p> <ol style="list-style-type: none"> 1) Social 2) Quality 3) Food Safety 4) Occupational Safety & Health 5) Environment & Biodiversity 6) Slope Protection and Buffer Zone 7) Lean Six Sigma 8) Gender <p>In addition to the website, the policies were also displayed at various locations including the main notice boards of the estates, mill offices and muster ground notice boards for employees and visitors to view.</p>	<p>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>Sime Darby plantation has established policy on code of ethical conduct and integrity which covers all operations in the plantation operation. Training has been conducted to the workers on 27/6/2016.</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>		

RSPO Public Summary Report
Revision 3 (July /2016)

Criterion / Indicator	Assessment Findings	Compliance
2.1.1 Evidence of compliance with relevant legal requirements shall be available. - Major compliance -	<p>SOU 2 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 2 had obtained and renewed license and permits as required by the law. Sample of licenses or permit viewed were :</p> <p><u>Chersonese Mill</u> i) MPOB license: 533667104000 (validity period 1/11/2015 - 31/10/2016) for 192,000MT (45mt/hr) ii) DOE Licence/ Jadual Pematuhan : JPKKS 004229 (validity period 1/7/2016 - 30/6/2017) for 45 MT/hr and method of POME discharge is water course and land application with BOD limit of 50 ppm. iii) Permit to Purchase, Store and Use of Sodium Hydroxide (NaOH): 026446 (validity period 1/1/2016 - 31/12/2016) with max purchase quantity 3,750 kg liquid and 0 kg solid iv) Energy commission license: PIP12.4/2002/00017 serial no.: 001383 (validity period 30/11/2015– 29/11/2016) for 2800 kw installation capacity v) Diesel permit: KPDNKK.PBR.003.SK(P/D)020/2008 serial no.: A025096 (validity period 7/3/2016 – 6/3/2017) with max purchase quantity 8100 litres. vi) Fire Certificate, Serial# 292264, perakuan # JBPM:PK/7/7/2016 valid until 3/5/17. vii) Weighbridge stamping record, Mettler Toledo 8530 capacity 60 Mt. Last stamping was done on 3/3/16 CePPOME : CePSWaM : CePSWaM/15077 Latest periodic inspection was done on 18/1/16 for SB and UPV: <u>UPV (Water softener, air receiver & filter vessel)</u> PMT 131398 – valid until 29/2/16. PMT 131396 – valid until 29/2/16. PMT 131400 – valid until 29/2/16. PK PMT 850 – valid valid until 29/2/16. <u>Boiler</u> PMD 8698 - valid until 5/10/16. PMD 8697 (SB) – valid until 29/2/16. <u>Sterilizer</u> PK PMT 576 - valid until 5/10/16. PK PMT 577- valid until 5/10/16. PK PMT 578- valid until 5/10/16. <u>CS Competent Person</u> AESP (NW-HQ-AE-3507-M, valid until 5/9/16) AESP (NW-PNG-AE0729-O, valid until 1/6/18) AGT (NW-PNG-AGT-0067-O, valid until 30/3/18)</p> <p><u>Holyrood Estate</u> Permit # A025752, ref KPDNKK.TPG.003/PB(PD)044/016 valid until 15/5/17 Diesel : 6,000 liter MPOB : 530733002000 valid until 30/6/17</p>	Complied

RSPO Public Summary Report
Revision 3 (July /2016)

Criterion / Indicator	Assessment Findings	Compliance
2.1.2 A documented system, which includes written information on legal requirements, shall be maintained. - Minor compliance -	List of applicable legal and other requirements was made available during the assessment and compiled in the QSHE/04/5.2.4 folder. Documented procedure has been established and implemented; refer to Estate/Mill Quality Management System, Level 2: Standard Operating Manual, Appendix 5.2.4: Procedure for Legal and Other Requirements dated 10 December 2008.	Complied
2.1.3 A mechanism for ensuring compliance shall be implemented. - Minor compliance -	Evaluation of legal requirements and compliance status with legal requirement is monitored by operating units, PSQM team, OHS Department and head office Group Compliance Department (GCAD).	Complied
2.1.4 A system for tracking any changes in the law shall be implemented. - Minor compliance -	Tracking system available to identify changes in the relevant regulations through head office, website information and the information are communicated from the Group Head Office. It was noted that some of the legal and other requirements has yet to be updated pertaining to: i) Minimum Wages Order 2016 ii) Person In Charge Regulation (amendment) 2014 Thus, minor non-compliance was issued.	Minor noncompliance
Criterion 2.2: The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights.		
2.2.1 Documents showing legal ownership or lease, history of land tenure and the actual legal use of the land shall be available. - Major compliance -	Documents showing legal ownership or lease, history of land tenure and the actual legal use of the land was made available. Verified sample of land titles at visited estates: <u>Holyrood Estate</u> 12 land title, land use type: agriculture, freehold for total of 1330.87 Ha under Sime Darby Plantation Sdn Bhd. Sample land title : i) Grant# 85423, lot# 781 for 476.012 Ha under Mukim Hulu Ijok ii) Grant# 85424, lot# 2044 for 355.08 Ha under Mukim Hulu Ijok <u>Kalumpong Estate</u> Consist of freehold and state lease land. Lease land : 1,396.9688 Ha Freehold : 1353.8230 Ha Total : 2,750.7918 Ha State lease i)Grant# 52824, lot 3026 for 366.9515 Ha ii)Grant# 81186, lot 9158 for 614.4 Ha	Complied
2.2.2 Legal boundaries shall be clearly demarcated and visibly maintained. - Minor compliance -	During the visit on site, the legal boundaries are clearly demarcated and visibly maintained at the area adjacent to the village, adjacent estate & small holder for both visited estate. For example at Holyrood Estate, boundry with government road reserved was verified at field 97M	Complied

RSPO Public Summary Report
Revision 3 (July /2016)

Criterion / Indicator	Assessment Findings	Compliance
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 -	No land dispute and this were further verified with the related stakeholder during stakeholder interview. Noted that Sime Darby did not acquire land from landowners, but leased it directly from the government.	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 SOU 2 at the time of audit. The land belongs to Sime Darby with further verification of document and stakeholder interview.	Complied
2.2.5 For any conflict or dispute over the land, the extent of the disputed area shall be mapped out in a participatory way with involvement of affected parties (including neighbouring communities where applicable). -Minor compliance	There is no land dispute in the SOU 2 at the time of audit. The land belongs to Sime Darby with further verification of document and stakeholder interview.	Complied
2.2.6 To avoid escalation of conflict, there shall be no evidence that palm oil operations have instigated violence in maintaining peace and order in their current and planned operations. -Major compliance	There is no land dispute in the SOU 2 at the time of audit. The land belongs to Sime Darby with further verification of document and stakeholder interview.	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 -	There is no land dispute in the SOU 2 at the time of audit. The land belongs to Sime Darby with further verification of document and stakeholder interview.	Complied

Criterion / Indicator	Assessment Findings	Compliance
2.3.2 Copies of negotiated agreements detailing the process of free, prior and informed consent (FPIC) (Criteria 2.2, 7.5 and 7.6) shall be available and shall include: a) Evidence that a plan has been developed through consultation and discussion with all affected groups in the communities, and that information has been provided to all affected groups, including information on the steps that shall be taken to involve them in decision making; b) Evidence that the company has respected communities' decisions to give or withhold their consent to the operation at the time that this decision was taken; c) Evidence that the legal, economic, environmental and social implications for permitting operations on their land have been understood and accepted by affected communities, including the implications for the legal status of their land at the expiry of the company's title, concession or lease on the land. - Minor compliance -	There is no land dispute in the SOU 2 at the time of audit. The land belongs to Sime Darby with further verification of document and stakeholder interview.	Complied
2.3.3 All relevant information shall be available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements. -Minor compliance	There is no land dispute in the SOU 2 at the time of audit. The land belongs to Sime Darby with further verification of document and stakeholder interview.	Complied
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 SOU 2 at the time of audit. The land belongs to Sime Darby with further verification of document and stakeholder interview.	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 -	SOU2 had an annual budget for the financial year 2016/2017. The palm oil mill budget includes the projected FFB processed, CPO and PK production which projected for five years. For palm oil mill, CAPEX included for the effluent lab apparatus, decanter unit, equipment (pump, gas tester). Budget was also allocated for the other estates for OPEX (crop evacuation and upkeep) as well as CAPEX for machine and vehicle replacement.	Complied

RSPO Public Summary Report
Revision 3 (July /2016)

Criterion / Indicator	Assessment Findings	Compliance	
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 -	Estates have long range replanting programme for 5 year from 2015-2020 and reviewed yearly. For example, at 50.04 ha will be replanted in 2016/2017 financial year at Holyrood estate.	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 -	SOP available for the Palm Oil Mill and the Estate. Palm Mill holds two SOPs: Sustainability Plantation Management System (MQMS/SOM/08 v.1 dated 1/11/2008) includes mill SOP and Mill Quality Management Manual v.1 2008/MQMS/QMM/08 as a guidance document to operate the mill. Estates have a separate 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. Newly updated procedures were verified during this assessment. <u>New revised procedure</u> New revised Sustainable Plantation Management System - Appendix 7: SOP for water quality monitoring effective 1/6/16. <u>SCSS procedure</u> SOP for SCC and traceability updated version 2, issue:1 date March 2016. Changes noted to incorporate MSPO traceability requirements.	Complied

RSPO Public Summary Report
Revision 3 (July /2016)

Criterion / Indicator	Assessment Findings	Compliance
4.1.2 A mechanism to check consistent implementation of procedures shall be in place. - Minor compliance -	External Mill Advisor and a Planting Advisor inspect and report on the operations on annual basis. 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. The following are rating given by internal and external for FY2015/2016 at SOU 2: <u>Chersonese Palm Oil Mill</u> MA visit report – SOU2/CSM/02/15-16 25-29/4/16 by MA (Fakhrudin Mohamed Yusof) PQR = 71.5% (previous report 70.50%) Safety= 70% (previous 60%) <u>Holyrood Estate</u> PA visit : report SOU2/HE/01/15-16 dated 10-11/9/15. PQR visit rating – Mature 71.38%), Immature (74.05%), Manuring (88.57%).	Complied
4.1.3 Records of monitoring and any actions taken shall be maintained and available, as appropriate. - Minor compliance -	Records of monitoing was verified during this assessment. DOE quarterly return report for the latest 2 quarter January – March 2016 and Apr-June 2016 submitted on 12/4/16 and 13/7/16 respectively.	Complied
4.1.4 The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB). - Major compliance -	No third party FFB purchased by the mill.	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
4.2.2 Records of fertiliser inputs shall be maintained. - Minor compliance -	Fertilizer application follows the Agronomist recommendation from the R&D department. Recommendation for FY2015/2016 at Holyrood Estate: Mature : AC (25% N) & MOP (62% K2O) Jan - June 2016 February and March 2016 application: February: AC- 899.94 Ha, 223.50 mt March: MOP – 899.94 Ha, 230.71 mt.	Complied

RSPO Public Summary Report
Revision 3 (July /2016)

Criterion / Indicator	Assessment Findings	Compliance	
4.2.3	<p>There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status. - Minor compliance -</p>	<p>Holyrood Estate Soil sampling analysis: Last sampling was done on 30/6/2014. Refer to soil analysis test report# S52/2014 dated 20/10/14. Frequency of analysis – 5 years Latest leaf sampling was done on 26/5/16. Refer to leaf sampling report#P264/2016 dated 27/7/16</p>	Complied
4.2.4	<p>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 -</p>	<p>Holyrood Estate EFB application recommendation : 40 mt/Ha. To date July 2016, completed 1.65 mt/ha</p>	Complied
<p>Criterion 4.3: Practices minimise and control erosion and degradation of soils.</p>			
4.3.1	<p>Maps of any fragile soils shall be available. - Major compliance -</p>	<p>Soil series map available. Refer to map dated 2/12/11 by R&D – TTAS Precision Agriculture Unit (MZMZ). For Holyrood Estate, soil series as follows identified: Soil series – Rasau (41.51%), Holyrood (16.53%)</p>	Complied
4.3.2	<p>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 -</p>	<p>Most of the area in SOU 2 area flat and low lying area. The directive for planting terraces in accordance with SDPSB policy where slope >10° need to establish with cover crops such as muccuna and soft grasses and ferns.</p>	Complied
4.3.3	<p>A road maintenance programme shall be in place. - Minor compliance -</p>	<p>Holyrood Estate Road maintenance programme : FY2015/2016 is available (Total completed programme : Jul 15 – Apr 16 (116.99 ha) July 2015 Road grading: (Field – 2015A: 49.5 Ha, 2160 m), 2014B : 60.27 Ha, 4,190m, 2014C: 48.12 Ha, 4,580 m)</p>	Complied
4.3.4	<p>Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover management programme shall be in place. - Minor compliance -</p>	<p>There is no peat soil or soil categorised as problematic or fragile soil at all estates visited.</p>	Complied
4.3.5	<p>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 -</p>	<p>There is no peat soil at SOU2.</p>	Complied
4.3.6	<p>A management strategy shall be in place for other fragile and problem soils (e.g. sandy, low organic matter, acid sulphate soils). - Minor compliance -</p>	<p>There is no peat soil or soil categorised as problematic or fragile soil at all estates visited.</p>	Complied
<p>Criterion 4.4: Practices maintain the quality and availability of surface and ground water.</p>			

RSPO Public Summary Report
Revision 3 (July /2016)

Criterion / Indicator	Assessment Findings	Compliance
<p>4.4.1</p> <p>An implemented water management plan shall be in place. - Minor compliance -</p>	<p>Mill:</p> <p>Establishment of water management plan: Contingency plan during water shortage for financial year 2015/2016:</p> <ul style="list-style-type: none"> • Water shortage/dry spell <ol style="list-style-type: none"> 1) Purchase water from Lembaga Air Perak LAP 2) Train staff/workers to conserve water 3) Revise demand and supply conditions 4) Monitor water supply • Severe water pollution <ol style="list-style-type: none"> 1) Purchase water from LAP 2) Perform treatment of polluted water 3) Reusing/recycling/rationing <p>Holyrood and Kalumpong Estate:- Operation of water gate and water pump for the irrigation management.</p> <p>Establishment of water management plan: Contingency plan during water shortage:</p> <ul style="list-style-type: none"> • No rain / prolonged dry period - planting area <ol style="list-style-type: none"> 1) Fill up drain with water from catchment area 2) Fill up drain with water from waterway • No rain / prolonged dry period - line site <ol style="list-style-type: none"> 1) Purchase water from LAP • Emergency condition / Severe water pollution / contamination – planting area <ol style="list-style-type: none"> 1) Use mobile water tank 2) Purchase water supply from LAP • Flood (heavy rain and high tide) <ol style="list-style-type: none"> 1)Desilting drain on regular basis 2)Deepening and widening drains 	<p>Complied</p>

RSPO Public Summary Report
Revision 3 (July /2016)

Criterion / Indicator	Assessment Findings	Compliance												
<p>4.4.2 Protection of water courses and wetlands, including maintaining and restoring appropriate riparian and other buffer zones (refer to national best practice and national guidelines) shall be demonstrated. - Major compliance -</p>	<p>Documented as a Guidelines on River Reserve Management (Management of River Reserve in Sime Darby Plantation; dated April 2014). Buffer zones established as following:</p> <table border="1" data-bbox="663 506 1295 689"> <thead> <tr> <th>River width</th> <th>Buffer zone</th> </tr> </thead> <tbody> <tr> <td>> 40 meters</td> <td>50 meters</td> </tr> <tr> <td>20 to 40 meters</td> <td>40 meters</td> </tr> <tr> <td>10 to 20 meters</td> <td>20 meters</td> </tr> <tr> <td>5 to 10 meters</td> <td>10 meters</td> </tr> <tr> <td>< 5 meters</td> <td>5 meters</td> </tr> </tbody> </table> <p>Holyrood Estate implemented the monitoring of river water flowing along Sungai Segar. Samples were taken from 3 sampling points [upstream (field 2014C0, mid-stream (field 06M) and downstream (2014A)] of streams running across Holyrood Estate. Sample analysis done every 3 months by Sime Darby Research Sdn. Bhd. R&D Centre Carey Island. Analysis report ref # IE432/2015 dated 6/5/2016, ref# IE130/2016 dated 12/2/16 were verified.</p> <p>Additional analysis conducted by Holyrood Estate was the Pesticide Analysis Test. Sampled analysis report # PL86/2016 dated 10/2/2015 and report# PL257/2016 dated 9/5/16 done by Sime Darby Research Sdn. Bhd. Lab Services Laboratories R&D Centre Carey Island-Downstream.</p> <p>For Kalumpong estate, discharged water samples were taken from upstream and downstream points of Sungai Kurau and Sungai Kalumpong. Additional monitoring taken at nursery drain.</p> <p>Sampled analysis report (report # IE532/2016 dated 1/6/2016 & IE525/2016) done by Sime Darby Research Sdn. Bhd. Lab Services Laboratories R&D Centre Carey Island-Downstream.</p> <p>River bund monitoring was on daily basis at sea bund/Sg Kurau and Sg Kurau bund area. 2 person in charge was assigned to do patrolling along sea and river bund distance of 7.2 km. Verified the latest daily inspection on 28/7/16 and no issue recorded.</p>	River width	Buffer zone	> 40 meters	50 meters	20 to 40 meters	40 meters	10 to 20 meters	20 meters	5 to 10 meters	10 meters	< 5 meters	5 meters	<p>Complied</p>
River width	Buffer zone													
> 40 meters	50 meters													
20 to 40 meters	40 meters													
10 to 20 meters	20 meters													
5 to 10 meters	10 meters													
< 5 meters	5 meters													
<p>4.4.3 Appropriate treatment of mill effluent to required levels and regular monitoring of discharge quality, especially Biochemical Oxygen Demand (BOD), shall be in compliance with national regulations (Criteria 2.1 and 5.6). - Minor compliance -</p>	<p>No effluent discharge recorded for the 1st quarter of 2016 due to low crop season. Last analysis result was done in December 2015, refer to test report# EP59/2016 dated 21/12/15. There were 2 samples taken for May and June 2016 and still pending for results from Sime Darby Research Sdn. Bhd</p>	<p>Complied</p>												
<p>4.4.4 Mill water use per tonne of Fresh Fruit Bunches (FFB) (see Criterion 5.6) shall be monitored. - Minor compliance -</p>	<p>Chersonese mill monitored the water consumption on monthly basis for both its source of water supply from Lembaga Air Perak (LAP) (boiler) and treated raw water (process). Total water consumed for the period from July 2015 to June 2016 was 2.06m³/mt FFB processed</p>	<p>Complied</p>												

RSPO Public Summary Report
Revision 3 (July /2016)

Criterion / Indicator		Assessment Findings	Compliance
Criterion 4.5: Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.			
4.5.1	Implementation of Integrated Pest Management (IPM) plans shall be monitored. - Major compliance -	SOU 2 continued to implement IPM and as 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. IPM plan as advocated in Section 15, part 4 of ARM, ratio of 6:2:2 (cassia: antigonan: tunera). Biological and chemical control (rat damage) is still implemented using warfarin and BOB. At Holyrood estate, BOB occupancy for June 2016, is 87%.	Complied
4.5.2	Training of those involved in IPM implementation shall be demonstrated. - Minor compliance -	IPM training is given by the Agronomist and plantation executives with qualification in agriculture. Interview with the barn owl occupancy census team confirm their understanding of the Sime Darby SOP in Agricultural Reference Manual v.1 Section 15 on census. Latest IPM training conducted at SOU2 : IPM training – 4/4/16 rat baiting training	Complied
Criterion 4.6: Pesticides are used in ways that do not endanger health or the environment			
4.6.1	Justification of all pesticides used shall be demonstrated. The use of selective products that are specific to the target pest, weed or disease and which have minimal effect on non-target species shall be used where available. - Major compliance -	The written justification in Standard Operating Procedure (SOP) of all agrochemical are available the Agricultural Reference Manual (ARM), SOP and in the Safety Pictorial Book prepared by Sime Darby Plantation Sdn Bhd. Refer to Sime Darby Agricultural Reference Manual, issue:1 version:3 dated 1/7/2011. Selected products are specific to the target pest, weed and disease. Some of recommended pesticides are: Immature planting (sample) <ul style="list-style-type: none"> - General weeds : Glyphosate - Legume & broad leave : Metsulfuron Methyl - Stenochlaena palustris : Sodium chlorate Mature planting <ul style="list-style-type: none"> - VOPs : glyphosate & sodium chlorate The selection is also evaluated by the agronomist during his visit to the estate.	Complied
4.6.2	Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) shall be provided. - Major compliance -	Records of pesticides and their active ingredients used, LD50, area treated, amount of a.i. applied per ha, and number of applications was maintained.	Complied

RSPO Public Summary Report
Revision 3 (July /2016)

Criterion / Indicator	Assessment Findings	Compliance
4.6.3	Any use of pesticides shall be minimised as part of a plan, and in accordance with Integrated Pest Management (IPM) plans. There shall be no prophylactic use of pesticides, except in specific situations identified in national Best Practice guidelines. - Major compliance -	The quantity of agrochemicals required for various field conditions are documented and justified in Sime Darby Plantation Agriculture Reference Manual Section 16.5. The implementation in the field is consistent with the Agriculture Reference Manual Section 16.5
4.6.4	Pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat, are not used, except in specific situations identified in national Best Practice guidelines. The use of such pesticides shall be minimised and eliminated as part of a plan, and shall only be used in exceptional circumstances. - Minor compliance -	Paraquat was eliminated. Alternatives such as Glyphosate were used with the elimination of Paraquat. Based on the latest chemical register only class III & IV chemical used at visited estates.
4.6.5	Pesticides shall only be handled, used or applied by persons who have completed the necessary training and shall always be applied in accordance with the product label. Appropriate safety and application equipment shall be provided and used. All precautions attached to the products shall be properly observed, applied, and understood by workers (see Criterion 4.7). - Major compliance -	Pesticide operators given training on the safe handling and application of the pesticides. Suitable personal protective equipments 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.
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.
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
4.6.8	Pesticides shall be applied aially 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 SOU2

RSPO Public Summary Report
Revision 3 (July /2016)

Criterion / Indicator		Assessment Findings	Compliance
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 SOU2. 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 -	Disposal method of all identified waste was already included in the pollution prevention plan where the site visit confirmed that the practice of reduce, reuse and recycle of materials has been implemented throughout the company within mill and estates. 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 Use oil, Hydraulic oil, empty chemical container Clinical waste 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 -	Medical surveillance carried out once a year for all pesticide handler/Sprayer at Holyrood and Kalupong-Gedong estates. The last medical surveillance was done on 9-11/05/26 and 165/04/1 by OHD doctor. All workers are found fit. Monthly Medical Checkup performed by MA as records in the MA Logbook. At mills-Lab Medical surveillance in 28, 30 Jan 2016 performed on the Lab analyst and supervisor.	Complied
4.6.12	No work with pesticides shall be undertaken by pregnant or breast-feeding women. - Major compliance -	For Kamlupong and Holyrood no female pesticide operators as indicate by Assistant manager/Site clerk during the interview. This was confirm by the HA during the interview.	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:			

RSPO Public Summary Report
Revision 3 (July /2016)

Criterion / Indicator	Assessment Findings	Compliance
<p>4.7.1</p> <p>A health and safety policy shall be in place. A health and safety plan covering all activities shall be documented and implemented, and its effectiveness monitored. - Major compliance -</p>	<p>SOU2 has maintained an approved Health and Safety Management Policy dated Jan 2015 signed by the Managing Director that is displayed prominently on notice boards in English and local language Bahasa Malaysia. The Policy is implemented through the OSH activities by the on-site safety officers and monitored by OSH Manager from Head Office. Environment safety and health (ESH) management plan for each operating unit had been established. The latest ESH plan objective FY2016/2017 was made available during this assessment. The plan sighted addressed issues related to hazards and risks, legal register and its requirements for compliance, OSH awareness and training programme, accident and emergency procedures, treatment of illness/injury during the job, use of PPE, OSH Committee meetings, etc.</p> <p>POM: Chemical Health Risk Assessment (CHRA) done on 7/08/15-JKKP HIE 127/1717-2(124). Positive Noise Monitoring done on 4/6/15.LEV –Inspection, Examination & testing of Engineering control Equipment reports date 28 Jan 2016. Renzo Venture - JKKP HIE 127/171-3/2(187)</p> <p><u>Holyrood Estate</u></p> <p>Chemical Health Risk Assessment (CHRA) done on 18 /11/15-JKKP HIE 127/1717-2(124).</p> <p><u>Kalumpong Estate/Gedong</u></p> <p>Chemical Health Risk Assessment (CHRA) done on 12 /08/15-JKKP HIE 127/1717-2(124).</p>	<p>Complied</p>
<p>4.7.2</p> <p>All operations where health and safety is an issue shall be risk assessed, and procedures and actions shall be documented and implemented to address the identified issues. All precautions attached to products shall be properly observed and applied to the workers. - Major compliance -</p>	<p>Risk assessment had been carried out on all operations where health and safety is an issue. Significant hazards were determined and documented in the HIRARDC analysis which included Boiler, UBS recovery</p> <p><u>Chersonese POM</u></p> <p>HIRADC review 30 June 2016. Amendment listed all 5 added / amend activity effectively.</p> <p><u>Holyrood Estate</u></p> <p>HIRADC review 30 April 2016. Added Travelling using Motorbike, Office activity</p> <p><u>Kalumpong Estate-Gedong</u></p> <p>HIRADC review 1 Julyl 2016. Review due to incident Harvesting, Transporting</p>	<p>Complied</p>

RSPO Public Summary Report
Revision 3 (July /2016)

Criterion / Indicator	Assessment Findings	Compliance
<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>Training programme planned for year 2016 was implemented consistently. The programme includes training for all categories of workers. The training requirement for operation unit identified the need for each roles. Evidence of adequate and appropriate training on -safe working practices provided to both estate:</p> <ul style="list-style-type: none"> -HCV Conservation-20/07/16 - SCCS Training-16/6/16 -Roles & responsibilities of EHS committee-24/03/16 -HIRARC new format- 22/03/16 -Non Conductive Pole Training -30/03/2016 -Latihan Pertolongan Cemas(first aid) -26/01/16 -Latihan Pemetongan Buah(fruit cutting)-15/02/16 -Latihan Memotong buah & pelepah(Fruit & Branch cutting)-19/02/16 -Latihan Perjagaan & Pemeriksaan Kederaan-24/03/16 -Latihan Prosider Pembajaan-28/03/16 -Towm Hall –Taklimat Keselamaatn and Kesihatan 21/06/16 - <p>At POM confirmed to be provided with safety training relating to their work at least once a year by the qualified Safety & Health Officer and training records are available. Evaluation carried out on each training programme to determine its effectiveness. The training content was revised periodically for improvement. All staff and mill employees attended the training as indicated in the records maintained. The content of the training include the said provisions of the regulations, purpose and explanation of audiometric test, proper usage of ear plugs and ear mufflers, and consequence of hearing loss. Appropriate PPE had been provided to all workers at the place of work to cover all potentially hazardous operations. There are warning signs to use PPE (this includes helmet, safety boots, ear plugs, ear mufflers, etc.) displayed at appropriate work areas for the protection of safety and health.</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>The responsible persons are the Assistant Managers of the respective operating units. OSH committee/First Aider/ERT organization chart for 2014- 2016 seen. Records of regular meetings between the responsible person and workers to discuss about health and safety had been verified to be satisfactory.</p> <p>POM: OSH meeting for year 2016 done on 12/05/16, 2/02/16. DOSH visit log book sighted visit report dated 18/01/16. DOE visit on 13/04/2016</p> <p>Holyrood Estate: OSH meeting for year 2016 done on 2/4/16 & 2/7/16. DOSH visit log book sighted last visit report dated 28/01/16.</p> <p>Kalumpong Estate: OSH meeting for year 2016 done on 19/7/16 & 22/4/16, 21/01/16. DOSH visit log book sighted last visit report dated 26/07/16.</p>	<p>Complied</p>

RSPO Public Summary Report
Revision 3 (July /2016)

Criterion / Indicator	Assessment Findings	Compliance
4.7.5	<p>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>	Complied
4.7.6	<p>All workers shall be provided with medical care, and covered by accident insurance.</p> <p>- Minor compliance -</p>	Complied
4.7.7	<p>Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics</p> <p>- Minor compliance -</p>	Complied
<p>Criterion 4.8: All staff, workers, smallholders and contract workers are appropriately trained.</p>		
4.8.1	<p>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.</p> <p>- Major compliance -</p>	Complied

RSPO Public Summary Report
Revision 3 (July /2016)

Criterion / Indicator	Assessment Findings	Compliance
4.8.2 Records of training for each employee shall be maintained. - Minor compliance -	Records of training for employees available and maintained. Records verified on a sampling basis at the Mill and estates visited covers all aspect of training and RSPO P&C. The following samples of training observed in the records for estate. -HCV Conservation-20/07/16 - SCCS Training-16/6/16 -Roles & responsibilities of EHS committee-24/03/16 -HIRARC new format- 22/03/16 -Non Conductive Pole Training -30/03/2016 -Latihan Pertolongan Cemas -26/01/16 -Latihan Pemotongan Buah-15/02/16 -Latihan Memotong buah & pelepah-19/02/16 -Latihan Perjagaan & Pemeriksaan Kederaan-24/03/16 -Latihan Prosider Pembajaan-28/03/16	Complied
Principle 5: Environmental responsibility and conservation of natural resources and biodiversity		
Criterion 5.1: Aspects of plantation and mill management, including replanting, that have environmental impacts are identified, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.		
5.1.1 An environmental impact assessment (EIA) shall be documented. - Major compliance -	Chersonese POM and Estates carried out the annual review of environmental impacts in term of Environmental Impact Assessment management Action Plans and Continuous Improvement Plans. Evidences in EIE/EIA review team identified and review performed. POM The last review was conducted on June 2016 for (1 July 2016-30 June 2017) Holyrood Estate,- EAI/EIE review dated 03/8/16 Estate with changes plan replanting , Compounding, Washing etc in the operation. Kalumpang-Gedong Estate-EAI/EIE review dated 21/7/15.	Complied
5.1.2 Where the identification of impacts requires changes in current practices, in order to mitigate negative effects, a timetable for change shall be developed and implemented within a comprehensive management plan. The management plan shall identify the responsible person/persons. - Minor compliance -	The continuous implementation of the improvements activities were checked during the field and document audit. Chersonese Mill: Environmental Aspect Identification (EAI) and Environmental Evaluation (EIE) reviewed and updated on June 2015. Both Estate– Environment Aspect and Impact Identification for various activities Plan replanting, construction work, compound, dispensary, field, harvesting and collection, main entrance, pest and disease control, petrol and diesel, power station, replanting, road, schedule waste store, workshop	Complied

RSPO Public Summary Report
Revision 3 (July /2016)

Criterion / Indicator	Assessment Findings	Compliance
5.1.3	<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>	Complied
<p>Criterion 5.2: The status of rare, threatened or endangered species and other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and operations managed to best ensure that they are maintained and/or enhanced.</p>		
5.2.1	<p>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).</p> <p>- Major compliance -</p>	Complied
5.2.2	<p>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.</p> <p>- Major compliance -</p>	Complied
5.2.3	<p>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.</p> <p>- Minor compliance -</p>	Complied

RSPO Public Summary Report
Revision 3 (July /2016)

Criterion / Indicator	Assessment Findings	Compliance
5.2.4	Where a management plan has been created there shall be ongoing monitoring: <ul style="list-style-type: none"> • 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 -	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 -	Complied
Criterion 5.3: Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.		
5.3.1	All waste products and sources of pollution shall be identified and documented. - Major compliance -	Complied
5.3.2	All chemicals and their containers shall be disposed of responsibly. - Major compliance -	Complied

RSPO Public Summary Report
Revision 3 (July /2016)

Criterion / Indicator	Assessment Findings	Compliance	
5.3.3	A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented. - Minor compliance -	Waste Management action plan 2016/2017 involve the segregation of wastes i.e. general wastes and scheduled wastes was verified to be satisfactory in the mill and estates. Proper storage areas were identified for the storage of the recyclable wastes, schedule waste at the estates and mill. The disposal for general waste was identified and appropriate collection point was designated at mill and each estate.	Complied
Criterion 5.4: Efficiency of fossil fuel use and the use of renewable energy is optimised.			
5.4.1	A plan for improving efficiency of the use of fossil fuels and to optimise renewable energy shall be in place and monitored. - Minor compliance -	Monthly record on energy consumption for both renewable and non-renewable sources were kept and documented at POM. It is monitored to optimise use of renewable energy. Data is being compiled for comparison and control for future improvement. Apart from use of diesel for electricity, palm fibre and shells were also used to generate electricity through steam turbine and boiler. The use of energy in palm oil mill and line site was monitored monthly to compare the energy usage against the production of CPO. Electricity generation was through steam turbine and boiler where Palm fibre and PK shells were used as renewable energy/fuel.	Complied
Criterion 5.5: Use of fire for preparing land or replanting is avoided, except in specific situations as identified in the ASEAN guidelines or other regional best practice.			
5.5.1	There shall be no land preparation by burning, other than in specific situations as identified in the 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Major compliance -	Based on the action plan to prevent open burning which includes planting cover crops, installing zero burning notice boards, briefing and etc. Furthermore, the Group policy of "Zero open burning" is enforced since July 2008. The operating units adhered the policy of "Zero open burning" for any replanting, if any, in the estates. Field inspections made in Kalumpang and Holyrood estates field showed no evidence of open burning.	Complied
5.5.2	Where fire has been used for preparing land for replanting, there shall be evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Minor compliance -	The operating units have adhered to the zero burning policy for replanting at the estates. During the audit, there were no replanting activities carried out in the Kalumpang and Holyrood estates. There was no evidence of any burning of domestic waste at the housing line sites and at the domestic landfills of the estates.	Complied
Criterion 5.6: Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.			
5.6.1	An assessment of all polluting activities shall be conducted, including gaseous emissions, particulate/soot emissions and effluent (see Criterion 4.4). - Major compliance -	The operating units had reviewed the environmental impact assessment on potential pollution to water, gaseous emissions to air and contamination on land. At Mill, monitoring of mill gas emissions is being done online using the Continuous Emissions Monitoring System (CEMS) and supported by the Ringelman Smoke Chart. POME treatment, monitoring and land application is monitored, maintained and adhered to DOE regulations i.e BOD below 50mg/l .	Complied

RSPO Public Summary Report
Revision 3 (July /2016)

Criterion / Indicator		Assessment Findings	Compliance
5.6.2	Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented. - Major compliance	Significant pollutants and greenhouse gas (GHG) emissions were identified includes methane from effluent, smoke and fertilizer usage have been documented. It was noted that the PSQM Department from HQ have established plans for implementation and monitoring of GHG emissions.	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 -	Monitoring of the GHG quantity was done through its custom GHG calculator where annual quantification of all GHG sources was input into the calculator	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 -	The mill and estate have conducted SIA by TQEM and PSQM Department from headquarter with the participation of relevant stakeholders such as local communities, workers representatives, smallholders, contractors, government bodies and etc on year 2009 and 2015. Attendance list for the involvement of stakeholders was sighted.	Complied
6.1.2	There shall be evidence that the assessment has been done with the participation of affected parties. - Major compliance -	The assessment conducted has involved the participation of internal and external stakeholders. Attendance list for the involvement of stakeholders was sighted. The review of the management plan has also involved the affected stakeholders and meeting minutes was sighted where the meeting was conducted on April and May 2016.	Complied
6.1.3	Plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts identified, shall be developed in consultation with the affected parties, documented and timetabled, including responsibilities for implementation. - Major compliance -	Social management & action plan has been developed based on recommendation from the SIA report which reviewed on yearly basis. The plan has incorporated with the issues, person responsible for the issue and the time frame to solve the issue.	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 May 2016 for the mill which involved the participation of stakeholders.	Complied
6.1.5	Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme). - Minor compliance -	There was no smallholder scheme within the certification units.	Complied

RSPO Public Summary Report
Revision 3 (July /2016)

Criterion / Indicator		Assessment Findings	Compliance
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 -	SDPSB has established internal communication and external communication procedure in standard operation manual, version 1 and issue no.1 with issue date 1/11/2008 under sub section 5.5. The timeframe to feedback to the external communication is within 2 weeks of the date of receipt.	Complied
6.2.2	A management official responsible for these issues shall be nominated. - Minor compliance -	Mill assistant managers and estate managers have been appointed as person in charge of social issue for stakeholders. For mill, the letters have been issued on 25/1/2015 and 1/8/2015 whereas for estate, the letter issued on 1/1/2016.	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 -	The estate management has maintained a list of stakeholders which included contractors, suppliers, government bodies and local communities. However, the stakeholder list for mill was incomplete where they did not include supplier and contractor such as for desludging activities. The latest updated list was on 1/6/2016. Thus, a minor non-compliance has been raised.	Minor noncompliance
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.			
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 -	SDPSB has established a SOP on handling social issues dated 1/11/2008. Complaint or request letters from internal or external stakeholders have been sighted. Those requests has been granted by the management and the evidence of acknowledgement by complainants is sighted. Grievances was recorded in the logbook by the internal workers. There is no any pending issues during the time of audit.	Complied
6.3.2	Documentation of both the process by which a dispute was resolved and the outcome shall be available. - Major compliance –	Letters from the management for the actions taken to the requests and complaints from stakeholders were sighted. All the issues had been rectified and solved. The stakeholders were satisfied with the action taken.	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 -	SOP to identify legal and customary rights as well as people entitled to compensation has been established with titled "Handling Land Disputes" dated 1/11/2008. There have been no issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders.	Complied

RSPO Public Summary Report
Revision 3 (July /2016)

Criterion / Indicator	Assessment Findings	Compliance	
6.4.2	A procedure for calculating and distributing fair compensation (monetary or otherwise) shall be established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation. This procedure shall take into account: gender differences in the power to claim rights, ownership and access to land; differences of transmigrants and long-established communities; and differences in ethnic groups’ proof of legal versus communal ownership of land. - Minor compliance -	SOP as per Clause 6.4.1.	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 to date.	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.			
6.5.1	Documentation of pay and conditions shall be available. - Major compliance -	Workers contract and payment follow the MAPA/NUPW Agreement. Payslip and contract of mill workers and estate workers are as per the contract signed by them according to MAPA/NUPW agreement. The management has included basic pay, net pay, gross pay, deduction of salary, phone allowance, holiday pay and etc on the pay slip. Sampled workers’ payslip earn more than RM 900 for consecutive three months according to Minimum Wage Order 2012 from April to June 2016 as below: Chersonese Mill a) Employee No.: 108583 b) Employee No.: 88313 c) Employee No.: 47879 Holyrood Estate a) Passport No.: AT500593 b) Passport No.: 7787896 c) Passport No.: L4054659 d) Passport No.: AE2831350 Kalumpong Estate a) Employee No.: 93996 b) Employee No.: 29077 They have made deduction on water, electricity bill, NUPW, insurance and etc. The workers were signed on the consent letter to deduct for water and electricity.	Complied

RSP0 Public Summary Report
Revision 3 (July /2016)

Criterion / Indicator	Assessment Findings	Compliance
<p>6.5.2</p> <p>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>- Major compliance -</p>	<p>Employment contract are available in bi-lingual that understood by workers. Pay and conditions explained to workers during post-arrival orientation. The contract has detailing the payments and employment conditions such as period of working, working hour, medical assistance, housing, incentives and allowances, holiday and annual leave, period of notice and etc. The contract was signed by the workers and sampled contracts as below:</p> <ul style="list-style-type: none"> a) Employee No.: 108583 b) Employee No.: 88313 c) Employee No.: 47879 d) Passport No.: 08184806 e) Passport No.: M2026716 f) Passport No.: AT 340933 g) Passport No.: AA 4452357 <p>The above workers have attended induction training before they commenced to work. Evidence of training certificates were sighted.</p> <p>Extension contract for the workers who worked more than 3 years were sighted as well</p> <p><u>Chersonese Mill:</u></p> <p>Worker’s extension contracts of employment sampled (0000108583 - signed on 21/11/2015, 0000088313 – signed on 22/2/2016 and 0000047879 signed on 6/5/2016) found that the extension contracts were still in old version where daily rate is RM 37.50 which is not revised according to the latest Minimum Wage Order 2016. In additional, the management did not comply to the terms of worker’s extension contracts where it stated water and electricity is fully paid by company. In fact, the workers have to pay the full amount of electricity and amount where the water usage is exceeded the subsidized of 35 gallons per person by company.</p> <p>Furthermore, through interviewed with the workers, they were not aware of the new Minimum Wage Order 2016 where the management has received email from headquarter on 4/7/2016 regarding the implementation of minimum wage order 2016 which effective from 1/7/2016.</p> <p>Besides, the latest union subscription fee was RM 8.00 according to circular from MAPA/NUPW on September 2015. However, the workers were still deducting RM 11.00 for the subscription fee. Thus, the workers were additional charged RM 3.00 since September 2015.</p>	<p>Major noncompliance</p>

RSPO Public Summary Report
Revision 3 (July /2016)

Criterion / Indicator	Assessment Findings	Compliance
	<p><u>Holyrood Estate:</u></p> <p>Worker’s extension contract of employment sampled (AS767269, AS7667268 and AR850743) found that the management did not comply to the terms of worker’s extension contracts where it stated water and electricity bill is fully paid by company. In fact, the workers have to pay the full amount of electricity and amount where the water usage is exceeded the subsidized of 35 gallons per person by company.</p> <p>Besides, the latest union subscription fee was RM 8.00 according to circular from MAPA/NUPW on September 2015. However, the management has subsidized the RM 3.00 to local workers under Insurance subsidized stated in pay slip but yet to subsidize for foreign workers. Thus, the foreign workers were additional charged RM 3.00 since September 2015.</p> <p>In additional, the contract signed by AT500593, AE6836571 and AE6157880 was in old version where the public holiday given was only 12 days instead of 13 days.</p> <p><u>Kalumpong Estate:</u></p> <p>Worker’s extension contract of employment sampled (AT024968 and A 6963138) found that the management did not comply to the terms of worker’s extension contracts where it stated water and electricity bill is fully paid by company. In fact, the workers have to pay the full amount of electricity and amount where the water usage is exceeded the subsidized of 35 gallons per person by company. The extension contract has yet to revise where the pay written on the contract was RM 900.</p> <p>In addition, the sampled workers below did not subsidize with 5 kg of cooking oil and 5 kg of rice due to the reason of absenteeism for more than three working days. However, according to the contract, the workers will be subsidized every 2 months without any terms and conditions stated.</p> <ul style="list-style-type: none"> a) Passport No.: G5426272 (November 2015 – absent for 4 days on September and October 2015) b) Passport No.: AT033236 (November 2015 – absent for 3 days on September and October 2015) c) Passport No.: AT029921 (November 2015 – absent for 4 days on September and October 2015) d) Employee No.: 29185 (January 2016 – absent for 3 days on November 2015) e) Employee No.: 108205 (January 2016 – absent for 7 days on November 2015) <p>Thus, a major non-compliance has been raised.</p>	

RSPO Public Summary Report
Revision 3 (July /2016)

Criterion / Indicator	Assessment Findings	Compliance	
6.5.3	<p>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.</p> <p>- Minor compliance –</p>	<p>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>Currently in Holyrood estate, the management has completed the construction of new worker’s quarters. Still awaiting Certificate of Fitness to move in. Water are supplied by Lembaga Air Perak.</p>	Complied
6.5.4	<p>Growers and millers shall make demonstrable efforts to monitor and improve workers’ access to adequate, sufficient and affordable food.</p> <p>- Minor compliance –</p>	<p>Accesses to food for the workers are considered adequately and sufficiently as the location of mill and estate was located near the federal road that connected to town.</p> <p>In Kalumpong estate, there was a sundry shop in the estate. Foods and goods price list was displayed during the time of audit and the price was considered reasonable as interviewed with the workers.</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	<p>A published statement in local languages recognising freedom of association shall be available.</p> <p>- Major compliance -</p>	<p>SDPSB has implemented Social Policy dated January 2015 where the management is committed and respect the rights of all personnel to form and join trade unions of their choice and to bargain collectively.</p>	Complied
6.6.2	<p>Minutes of meetings with main trade unions or workers representatives shall be documented.</p> <p>- Minor compliance -</p>	<p>There was an internal NUPW and AMESU meeting with management (Chersonese Mill, Holyrood Estate and Kalumpong Estate) on 21/7/2016, 18/4/2016 and 9/3/2016 respectively. Meeting minutes and attendance list were sighted and there was some issues raised related to workers during the meeting. The management has taken actions to mitigate the issues.</p>	Complied
<p>Criterion 6.7: Children are not employed or exploited.</p>			

RSPO Public Summary Report
Revision 3 (July /2016)

Criterion / Indicator		Assessment Findings	Compliance
6.7.1	There shall be documentary evidence that minimum age requirements are met. - Major compliance -	SDPSB has implemented Social Policy, Child Protection Policy and Social & Humanity Management Policy dated January 2015 where the management does not condone forced labour or child labour. SOU 2 was complied with the minimum age requirement. No employees below the age of 18 which verified on the workers personnel file.	Complied
Criterion 6.8: Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.			
6.8.1	A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment shall be documented. - Major compliance -	SDPSB has implemented Social Policy, Social & Humanity Management Policy dated January 2015 where the management is committed to treat all employees fairly in terms of recruitment, progression, terms and conditions of work and representation regardless of race, caste, nationality, gender, physique, sexual orientation, union membership, political view, religion and/or age.	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 -	Mill has recruited local communities, women, and foreign workers to work in the mill. All of them are given equal opportunity and treat fairly on the housing provided, job that has been offered, salary and etc. Foreign workers have been standardized the same benefits with local workers. Salary of local workers and foreign workers were based on MAPA/NUPW and Minimum Wage Order 2016 and no discrimination happened. Sampled contracts for local and different nationality as below: a) Employment No.: 26218 (Malaysian) b) Employment No.: 26265 (Malaysian) c) Passport No.: AT500593 (Indonesian) d) Passport No.: 07796441 (Nepalese) e) Passport No.: L4054659 (Indian) f) Passport No.: AE2831350 (Bangladeshi) g) Passport No.: AE9778319 (Bangladeshi)	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
Criterion 6.9: There is no harassment or abuse in the work place, and reproductive rights are protected.			
6.9.1	Policy to prevent sexual and all other forms of harassment and violence shall be implemented and communicated to all levels of the workforce. - Major compliance -	SDPSB has implemented Social Policy and Social & Humanity Management Policy dated January 2015 where the management is committed to develop and apply a policy to prevent sexual harassment and other forms of violence against women and to protect their reproductive rights. The management has conducted briefing on the policies to the workers on 17/06/2016. Attendance list of workers is sighted.	Complied

RSPO Public Summary Report
Revision 3 (July /2016)

Criterion / Indicator	Assessment Findings	Compliance
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 -	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 -	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 -	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 -	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 -	Minor noncompliance

RSP0 Public Summary Report
Revision 3 (July /2016)

Criterion / Indicator		Assessment Findings	Compliance
6.10.4	Agreed payments shall be made in a timely manner. - Minor compliance -	According to the contract agreement, the payment shall be paid on or before 7 th day of the following month where the payment was made by headquarter. Besides, Interview with contractors and workers confirmed payment is made promptly. Inspection to the "Grievance Book" and complaint form indicated no complaint was raised in relation to processing of the payment.	Complied
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 -	Estate management has made contribution and donation to the workers and local communities. For eg: Donation to school on 12/3/2016, provide transport for children to school for free, provide school bag, shoe and uniform to the students once a year and etc. Besides, the management has also supplied rice and cooking oil to each of the worker once every two months. Evidences were sighted.	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 smallholder scheme within the certification unit.	Not applicable
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 -	The workers have signed on the letter for retention of passport. One of the worker who is currently on vacation leave until 6/8/2016 has paid a security deposit of RM 500 in order to get back the passport on 12/5/2016. However, the management has stopped this practice where the estate has received circular (dated 31/5/2016) from headquarter on 1/6/2016 regarding Cessation of Collection of RM 500 security deposit from foreign workers. For Kalumpang, the sampled workers who had return back to Malaysia or currently still on vacation leave as below: a) Passport No.: A0868361 (4/5-3/8/16) – He has paid a deposit of RM 500 before this practice been stopped by headquarter. Evidence of his acknowledgement on the deposit paid is sighted. Passport No.: AK652563 (29/5-11/6/16) – He has paid the deposit and returned to work on 11/6/2016. Receipt of return of RM 500 from headquarter dated 4/7/2016 has sighted.	Complied
6.12.2	Where applicable, it shall be demonstrated that no contract substitution has occurred. - Minor compliance -	No contract substitution was noted.	Complied
6.12.3	Where temporary or migrant workers are employed, a special labour policy and procedures shall be established and implemented. - Major compliance -	Equal opportunity and non-discriminatory policy is implemented. No temporary workers. Migrant workers are treated equally as per the locals.	Complied
Criterion 6.13: Growers and millers respect human rights.			

RSPO Public Summary Report
Revision 3 (July /2016)

Criterion / Indicator		Assessment Findings	Compliance
6.13.1	A policy to respect human rights shall be documented and communicated to all levels of the workforce and operations (see Criteria 1.2 and 2.1). - Major compliance -	SDPSB has implemented Social & Humanity Management Policy dated January 2015 where the management believes in developing the business with a sense of humanity, while ensuring that they are socially beneficial and do not infringe on basic human rights. The management has conducted briefing of the policies on 17/06/2016. Attendance list of workers is sighted.	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.	Indicator not applicable for Peninsular Malaysia whereby the family of the foreign workers at the operating units are staying at their home country.	Complied
Principle 7: Responsible development of new plantings Chersonese Palm Oil Mill and supply base has carried out new plantings within their certified area after 2010 specifically at new planting plot (2014A and 2014B). As per new RSPO New Planting Procedure 2015, principle 7 need to be assessed and in compliance during surveillance or recertification assessment.			
Criterion 7.1: A comprehensive and participatory independent social and environmental impact assessment is undertaken prior to establishing new plantings or operations, or expanding existing ones, and the results incorporated into planning, management and operations.			
7.1.1	An independent social and environmental impact assessment (SEIA), undertaken through a participatory methodology including the relevant affected stakeholders, shall be documented. - Major compliance -	There was no SEIA conducted prior to new planting at plot (2014A and 2014B). Thus, Major NC was issued.	Major noncompliance
7.1.2	Appropriate management planning and operational procedures shall be developed and implemented to avoid or mitigate identified potential negative impacts. - Minor compliance -	No evidence of SEIA and management plan to include then new planting area (2014A and 2014B). Thus, minor NC was issued.	Minor noncompliance
7.1.3	Where the development includes an outgrower scheme, the impacts of the scheme and the implications of the way it is managed shall be given particular attention. - Minor compliance -	There was no outgrower scheme included in SOU2 land development.	Complied
Criterion 7.2: Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations.			
7.2.1	Soil suitability maps or soil surveys adequate to establish the long-term suitability of land for oil palm cultivation shall be available and taken into account in plans and operations. - Major compliance -	Soil suitability maps or soil surveys adequate to establish the long-term suitability of land for oil palm cultivation was made available. Refer to soil maps – R&D Plantation research advisory (rubber ,soil, general agriculture precision agriculture unit (EIM) dated 8/6/16. Specific plot 2014A & B is under Jawa and Bria series.	Complied

RSPO Public Summary Report
Revision 3 (July /2016)

Criterion / Indicator	Assessment Findings	Compliance
7.2.2	Topographic information adequate to guide the planning of drainage and irrigation systems, roads and other infrastructure shall be available and taken into account in plans and operations. - Minor compliance -	Complied
Criterion 7.3: New plantings since November 2005 have not replaced primary forest or any area required to maintain or enhance one or more High Conservation Values.		
7.3.1	There shall be evidence that no new plantings have replaced primary forest, or any area required to maintain or enhance one or more High Conservation Values (HCVs), since November 2005. New plantings shall be planned and managed to best ensure the HCVs identified are maintained and/or enhanced (see Criterion 5.2). - Major compliance -	Complied
7.3.2	A comprehensive HCV assessment, including stakeholder consultation, shall be conducted prior to any conversion or new planting. This shall include a land use change analysis to determine changes to the vegetation since November 2005. This analysis shall be used, with proxies, to indicate changes to HCV status. - Major compliance -	Major noncompliance
7.3.3	Dates of land preparation and commencement shall be recorded. - Minor compliance -	Complied
7.3.4	An action plan shall be developed that describes operational actions consequent to the findings of the HCV assessment, and that references the grower's relevant operational procedures (see Criterion 5.2). - Major compliance -	Complied
7.3.5	Areas required by affected communities to meet their basic needs, taking into account potential positive and negative changes in livelihood resulting from proposed operations, shall be identified in consultation with the communities and incorporated into HCV assessments and management plans (see Criterion 5.2). - Minor compliance -	Complied
Criterion 7.4: Extensive planting on steep terrain, and/or marginal and fragile soils, including peat, is avoided.		

RSPO Public Summary Report
Revision 3 (July /2016)

Criterion / Indicator	Assessment Findings	Compliance
7.4.1	Maps identifying marginal and fragile soils, including excessive gradients and peat soils, shall be available and used to identify areas to be avoided - Minor compliance -	Complied
7.4.2	Where limited planting on fragile and marginal soils, including peat, is proposed, plans shall be developed and implemented to protect them without incurring adverse impacts. - Major compliance -	Complied
Criterion 7.5: No new plantings are established on local peoples' land where it can be demonstrated that there are legal, customary or user rights, without their free, prior and informed consent. This is dealt with through a documented system that enables these and other stakeholders to express their views through their own representative institutions.		
7.5.1	Evidence shall be available that affected local peoples understand they have the right to say 'no' to operations planned on their lands before and during initial discussions, during the stage of information gathering and associated consultations, during negotiations, and up until an agreement with the grower/miller is signed and ratified by these local peoples. - Major compliance -	Complied
Criterion 7.6: Where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.		
7.6.1	Documented identification and assessment of demonstrable legal, customary and user rights shall be available. - Major compliance -	Complied
7.6.2	A system for identifying people entitled to compensation shall be in place. - Major compliance -	Complied
7.6.3	A system for calculating and distributing fair compensation (monetary or otherwise) shall be in place. - Major compliance -	Complied
7.6.4	Communities that have lost access and rights to land for plantation expansion shall be given opportunities to benefit from plantation development. - Minor compliance -	Complied
7.6.5	The process and outcome of any compensation claims shall be documented and made publicly available. - Minor compliance -	Complied

RSPO Public Summary Report
Revision 3 (July /2016)

Criterion / Indicator	Assessment Findings	Compliance
7.6.6	Evidence shall be available that the affected communities and rights holders have access to information and advice, that is independent of the project proponent, concerning the legal, economic, environmental and social implications of the proposed operations on their lands. - Minor compliance -	The new planting plot was previously planted with paddy and was under R&D paddy field trial plot and within their certified area. There were no communities or local people establishment at the specific plot. Complied
Criterion 7.7: No use of fire in the preparation of new plantings other than in specific situations, as identified in the ASEAN guidelines or other regional best practice.		
7.7.1	There shall be no land preparation by burning, other than in specific situations, as identified in the 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Major compliance -	Zero open burning policy as per SOP Section B2 - Felling/Land Clearing & Land Preparation dated November 2008. Management complying with the Malaysian environmental law –EQA and Regulations 1974. Based on the land clearing records, zero burning techniques are implemented during land preparation for 2014 A and B planting. Complied
7.7.2	In exceptional cases where fire has to be used for preparing land for planting, there shall be evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Minor compliance -	No use of fire for land preparation during replanting. Complied
Criterion 7.8: New plantation developments are designed to minimise net greenhouse gas emissions.		
Preamble	It is noted that oil palm and all other agricultural crops emit and sequester greenhouse gases (GHG). There has already been significant progress by the oil palm sector, especially in relation to reducing GHG emissions relating to operations. Acknowledging both the importance of GHGs, and the current difficulties of determining emissions, the following new Criterion is introduced to demonstrate RSPO's commitment to establishing a credible basis for the Principles and Criteria on GHGs. Growers and millers commit to reporting on projected GHG emissions associated with new developments. However, it is recognised that these emissions cannot be projected with accuracy with current knowledge and methodology. Growers and millers commit to plan development in such a way to minimise net GHG emissions towards a goal of low carbon development (noting the recommendations agreed by consensus of the RSPO GHG WG2). Growers and millers commit to an implementation period for promoting best practices in reporting to the RSPO, and after December 31st 2016 to public reporting. Growers and millers make these commitments with the support of all other stakeholder groups of the RSPO.	
7.8.1	The carbon stock of the proposed development area and major potential sources of emissions that may result directly from the development shall be identified and estimated. - Major compliance -	Carbon stock assessment was not carried out for the new planting area (2014A & 2014B), thus Major NC was issued. Major noncompliance

RSP0 Public Summary Report
Revision 3 (July /2016)

Criterion / Indicator	Assessment Findings	Compliance
7.8.2	There shall be a plan to minimise net GHG emissions which takes into account avoidance of land areas with high carbon stocks and/or sequestration options. - Minor compliance -	There was no plan to minimise net GHG emissions established for the new planting area (2014A & 2014B). Thus, minor NC was issued. Minor noncompliance
<p>Principle 8: Commitment to continual improvement in key areas of activity</p>		
<p>Criterion 8.1: Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.</p>		
8.1.1	<p>The action plan for continual improvement shall be implemented, based on a consideration of the main social and environmental impacts and opportunities of the grower/mill, and shall include a range of Indicators covered by these Principles and Criteria.</p> <p>As a minimum, these shall include, but are not necessarily be limited to:</p> <ul style="list-style-type: none"> • Reduction in use of pesticides(Criterion 4.6); • Environmental impacts (Criteria 4.3, 5.1 and 5.2); • Waste reduction (Criterion 5.3); • Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8); • Social impacts (Criterion 6.1); <ul style="list-style-type: none"> • Optimising the yield of the supply base. <p>- Major compliance -</p>	<p>Similar to last assessment SOU2 estates are not using paraquat. This is one of the major commitments by the operating unit to stop using paraquat. Environmental impacts of the operations were identified. Environmental Impact Management details the impact mitigation measures and actions required to improve environmental performance for the identified significant impacts. Yield is optimised.</p> <p>Pesticide use is limited to use only when there is outbreak and justified with census prior to application. IPM is continuously implemented as part of efforts to reduce pesticide usage. Class I pesticide (Methamidaphos) has been replaced with Class III less hazardous pesticide (Acephate). Paraquat is completely eliminated. Rainfall harvesting has been implemented to reduce the fresh water usage for chemical mixing.</p> <p>Complied</p>

Appendix B: Approved 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	Kerdu	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

RSPO Public Summary Report
Revision 3 (July /2016)

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	Pemantang (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	AngsanaPT Ladangrumpun Suburabadi	Certified 2011	Tanah Bumbu District – South Kalimantan
13	Mustika (PT Sajang Heulang)	Certified 2013	Tanah Bumbu District – South Kalimantan
14	Gunung Aru (PT Bersama 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

RSPO Public Summary Report
Revision 3 (July /2016)

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: Certification Unit RSPO Certificate Details

Sime Darby Plantation Sdn Bhd
 Strategic Operating Unit (SOU 2)
 Chersonese Palm Oil Mill
 34350 Kuala Kurau
 Bagan Serai, Perak, Malaysia
 RSPO membership number: 1-0008-04-000-00

BSI RSPO Certificate No. : RSPO 590800
 Date of Initial Certificate Issued: 05/10/2011
 Date of Expiry: **04/10/2021**
 Applicable Standards: RSPO P&C MYNI-2014; RSPO Supply Chain Certification Standard November 2014 Module D
 – CPO Mills: Identity Preserved)

Chersonese Palm Oil Mill and Supply Base					
Location Address	Strategic Operating Unit (SOU 2) – Chersonese Palm Oil Mill 34350 Kuala Kurau, Bagan Serai, Perak, Malaysia				
GPS Location	100° 27' 12" E ; 4° 59' 24" N				
CPO Tonnage Total	43,651 mt				
PK Tonnage Total	10,393 mt				
CPO Claimed for Certification*	43,651 mt				
PK Claimed for Certification *	10,393 mt				
Own estates FFB Tonnage	207,861 mt				
Scheme Smallholder FFB Tonnage	-				
Estates	Production Area		Other use (ha)	Certified Area / Total land lease (ha)	Annual FFB Production (mt)
	Mature (ha)	Immature (ha)			
Chersonese	2045.76	1037.61	205.63	3,289.00	52,470
Holyrood	981.99	269.28	81.85	1,333.12	22,434
Tali Ayer	2,538.62	885.02	559.24	3,982.88	76,605
Kalumpong	2,221.49	312.10	107.41	2,641.00	56,352
TOTAL	7,787.86	2504.01	954.13	11,246.00	207,861

*Certified Production

Appendix D: Assessment Plan

PRELIMINARY AGENDA					
Date	Time	Subjects	Mohd Hidhir	Isman	Hu
Monday 25/7/2016	PM	Audit Team travelling to Kamunting.	√	√	√
Tuesday 26/7/2016	AM-PM	External stakeholder meeting	√	√	√
Wednesday 27/7/2016 Chersonese Palm Oil Mill	08.30 – 09.00	Opening Meeting: <ul style="list-style-type: none"> Opening Presentation by Audit team leader. Confirmation of assessment scope and finalize Audit plan (including stakeholder’s consultation). Verification on previous audit findings 	√	√	√
	09.00 – 12.00	Chersonese 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, meeting stakeholders etc.	√	√	√
	12.00 – 13.00	Lunch	√	√	√
	13.00 – 16.30	Chersonese Palm Oil Mill: Visit to laboratory, weighbridge and palm product storage area. Document Review P1 – P8: SOPs, Supply chain for CPO mill, Review on SEIA documents and records, wage records, employee data, training records, legal permits, mill inspection and internal monitoring records, CIP & implementation etc. Verify previous nonconformities.	√	√	√
	16.30-17.00	Interim Closing briefing.	√	√	√
Thursday 28/7/2016 Holyrood Estate	08.30 – 12.00	Holyrood 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.	√	√	-
	09.00 – 12.00	Meeting with stakeholders (Government, village rep, smallholders, Union Leader, contractor etc.)	-	-	√
	12.00 – 13.00	Lunch	√	√	√
	13.00 – 16.30	Holyrood Estate Document review P1 – P8: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc).	√	√	√
	16.30-17.00	Interim Closing Briefing	√	√	√

RSPO Public Summary Report
Revision 3 (July /2016)

PRELIMINARY AGENDA					
Date	Time	Subjects	Mohd Hidhir	Isman	Hu
Friday 29/7/2016 Kalumpang Estate	8.30 – 13.00	Kalumpang 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.	√	√	√
	13.00 – 14.30	Lunch & Friday prayer	√	√	√
	14.30 – 16.30	Kalumpang Estate Document review P1 – P8: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc).	√	√	√
	16.30-17.30	Prepare for closing meeting Closing Meeting Audit Team Travelling back to KL	√	√	√

Appendix E: Stakeholders Contacted

<p>Internal Stakeholders</p> <p>Managers and Assistants Mill & Estate Male Mill Staff/Workers Female Mill Staff/Workers Foreign Worker Male and Female Estate workers Joint Consultative Committee Gender Committee representatives Workers Union Representatives Onsite NUPW representative AMESU Representative Hospital Assistant Creche Attendant</p>	<p>Local Communities</p> <p>Village Head, Kampung Kuala Gula</p>
<p>Government Departments</p> <p>Wildlife Department, Kuala Gula, Taiping Headmaster, SJK(T) Ladang Gedong SOCISO, Taiping Labour Department, Taiping Headmaster, SJK(T) Ladang Kalumpang Department of Safety and Health (DOSH), Ipoh Department of Environment (DOE), Taiping</p>	<p>Contractors and Suppliers</p> <p>General Supplier FFB Transport contractor Engineering & Civil work contractor Hardware and electrical contractor</p>

RSPO Public Summary Report
Revision 3 (July /2016)

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

Requirements	Compliance
D.1. Definition	
<p>D.1.1 A mill is deemed to be Identity Preserved (IP) if the FFB used by the mill are sourced from its own supply base certified to the RSPO Principles and Criteria (RSPO P&C). Certification for CPO mills is necessary to verify the volumes and sources of certified FFB entering the mill, the implementation of any processing controls (for example, if physical separation is used), and volume sales of RSPO certified products. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own certified land base. If a mill processes certified and uncertified FFB without physically separating the material then only Module E is applicable.</p>	<p>The Chersonese mill only receives certified FFB. Therefore qualifies for the Identity Preserved supply chain system and module. During the P&C assessment, the audit team verified the volumes and sources of certified FFB entering the mill, the implementation of processing controls and volume sales of RSPO certified products</p>
D.2 Explanation	
<p>D.2.1 The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the certification body (CB) in the public summary of the P&C certification report. This figure represents the total volume of certified palm oil product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced shall then be recorded in each subsequent annual surveillance report.</p>	<p>The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill is recorded in this public summary report.</p>
<p>D.2.2 The mill must also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim).</p>	<p>The mill has met all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim).</p> <p>Sample of shipping announcement/confirmation ID checked for PK: i) TR-9ff0e55b-6d4b, dated 10/6/16 to buyer SDPSB – Nuri KCP ii) TR-95505402-77e5, dated 13/5/16 to buyer SDPSB – Nuri KCP</p>
D.3 Documented procedures	
<p>D.3.1 The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following:</p> <p>a) Complete and up to date procedures covering the implementation of all the elements in these requirements;</p> <p>b) The role of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site’s procedures for the implementation of this standard.</p>	<p>Latest written documented procedures (RSPO SCCS v.2 Year 2014) for the chain of custody is with Identity Preserved (IP) model covering all the RSPO Supply Chain Certification Standard and Traceability for handling certified and non-certified FFB under Appendix 15. This developed based on the RSPO SCCS 21 November 2014. The previous SOP was for SG. The mill manager has the responsibility to ensure implementation assisted by the on-site compliance executive. The IP model is used because only certified FFB from own supply base is received and processed at Chersonese Palm Oil Mill. Noted draft procedure , SD/SSDP/PSQM/001, rev :0 dated 1/3/15 has yet to be approved for the SCCS procedure to incorporate latest changes internally and externally under RSPO SCCS November 2014.</p> <p>The mill manager and assistant manager have awareness of the supply chain system. The manager has overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements.</p>
<p>D.3.2 The site shall have documented procedures for receiving and processing certified and non-certified FFBs.</p>	<p>Chersonese Palm Oil mill has documented procedures (as per above in D 3.1) for the incoming FFB, processing and outgoing palm products (CPO and PK). The procedure covers receiving and processing certified and non-certified FFBs.</p>
D.4 Purchasing and goods in	

RSPO Public Summary Report
Revision 3 (July /2016)

<p>D.4.1 The site shall verify and document the tonnage and sources of certified and the tonnage of non-certified FFBs received.</p>	<p>Similar to last assessment daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the certified FFB. Records verified by internal and external audit. Chersonese mill have system to verify at the weighbridge.</p>
	<p><u>SOU 3 (Elphil Estate)</u> Code : E-121, Consignment note# 121649 dated 1/2/16, Field 94L (B crop), vehicle # AJD4595, weight : 10,970 kg</p> <p><u>SOU 3 (Kamuning Estate)</u> Code : E-256, Consignment note# 13257 dated 1/2/16, Field 2000J & 2012C (A crop), vehicle # WBB2497, weight : 10,270 kg.</p> <p><u>SOU 3 (Kamuning Estate)</u> Code : E-256, Consignment note# 13260 dated 1/2/16, Field 1999D (A crop), vehicle # WCB 3850, weight : 14,420 kg.</p>
<p>D.4.2 The site shall inform the CB immediately if there is a projected overproduction of certified tonnage.</p>	<p>The facilities aware of this procedure and stated in the.</p>
<p>D.5 Record keeping</p>	
<p>D.5.1 The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a three-monthly basis.</p>	<p>All the inventory records are maintained and updated on daily basis and monthly report shows monthly inventory. Computerized system in place. No PKO and Palm kernel meal at Chersonese Palm Oil mill. PK is sold to Sime Darby's Kernel Crushing Plant and also other 3rd party KCP . Daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the FFB received. Records of certified FFB received verified during annual surveillance. Records verified by internal and external audit.</p> <p>Sample of CPO contract verified:</p> <p>i) Buyer : SDP Nuri Contract reference: S/C-PSD-1605/CPO0566, quantity: 500 Mt Contract term: PORAM/MPOA-DSC Custom terms : RSPO CPO IP Shipment period: until 31/5/16 (contract for May 2016)</p> <p>ii) Buyer : SDP Nuri Contract reference: S/C-PSD-1606/CPO0644, quantity: 500 Mt Contract term: PORAM/MPOA-DSC Custom terms : RSPO CPO IP Shipment period: until 30/6/16 (contract for June 2016)</p>
<p>D.6 Processing</p>	
<p>D.6.1 The site shall assure and verify through documented procedures and record keeping that the RSPO certified oil palm product is kept segregated from noncertified material including during transport and storage.</p>	<p>During this assessment it was confirmed that only certified source of FFB from own plantation is processed. This ensures that there is no possibility of mixing during processing. There is a possibility that the mill will receive Certified FFB from other Sime Darby's Certified Estate which was certified under SOU1 (SPO 550179 valid until 11/8/20) & SOU3 (SPO 550180 valid until 17/6/16). This will be further verified during next surveillance assessment if such cases occurred and observed. No non-certified FFB received.</p>
<p>D.6.2 The objective is for 100 % segregated material to be reached.</p>	<p>Processing and storage records can trace back to only certified segregated FFB and finish product (CPO and PK) through traceability records such as weighbridge records. This ensures that 100% segregated materials are reached.</p>

RSPO Public Summary Report
Revision 3 (July /2016)

Actual Tonnage Certified Palm Production – 01 July 2015 – 30 June 2016 (ASA4)

Mill	Capacity	CPO	PK
Chersonese Palm Oil Mill	45mt/hr	32,614.11	8,117.59

Actual Tonnage Sales of Certified Palm Products - 01 July 2015 – 30 June 2016(ASA4)

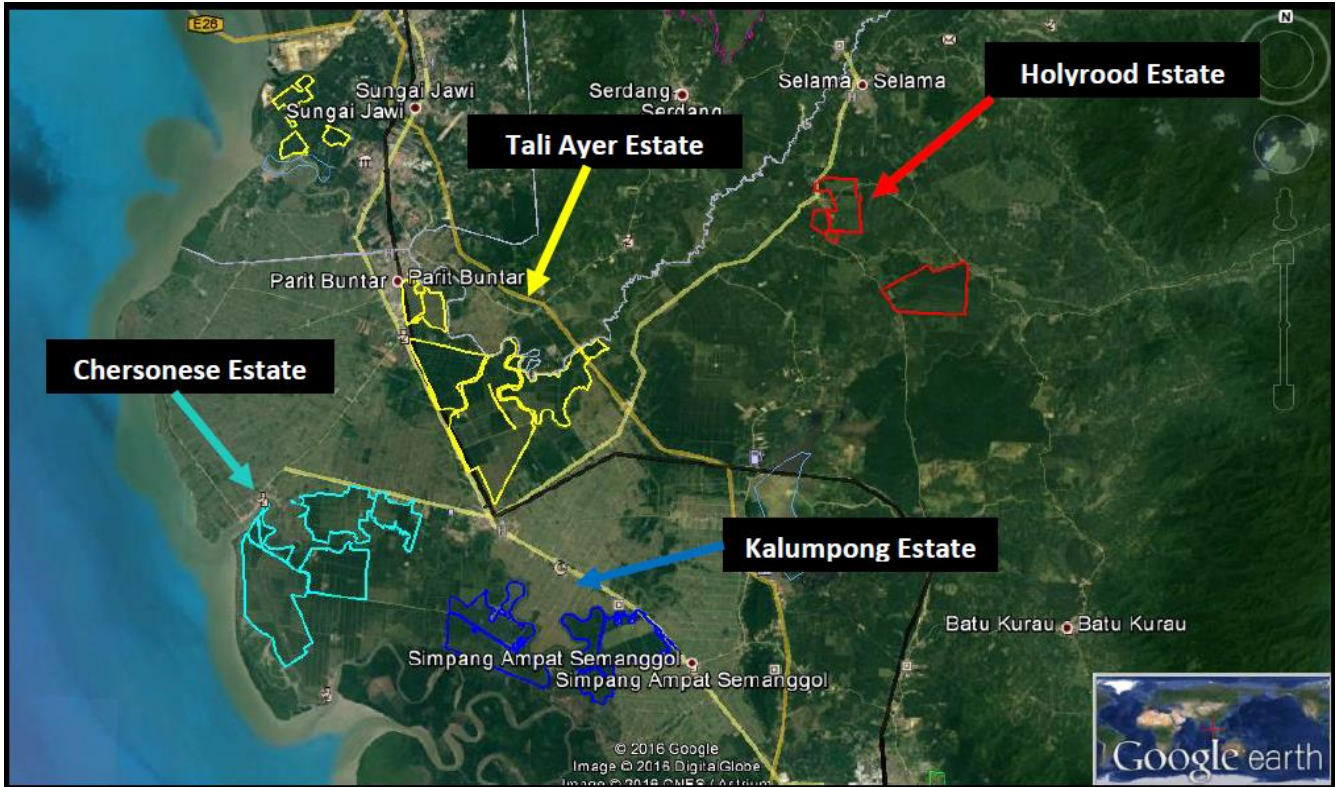
Mill	Certified CPO Sales	Certified PK Sales	Remarks
Chersonese Palm Oil Mill	10,500	5,950	Sales of certified palm products in eTrace

Actual Tonnage Certified FFB Received Monthly by the mill - 01 July 2014 – 30 June 2015 (ASA3)

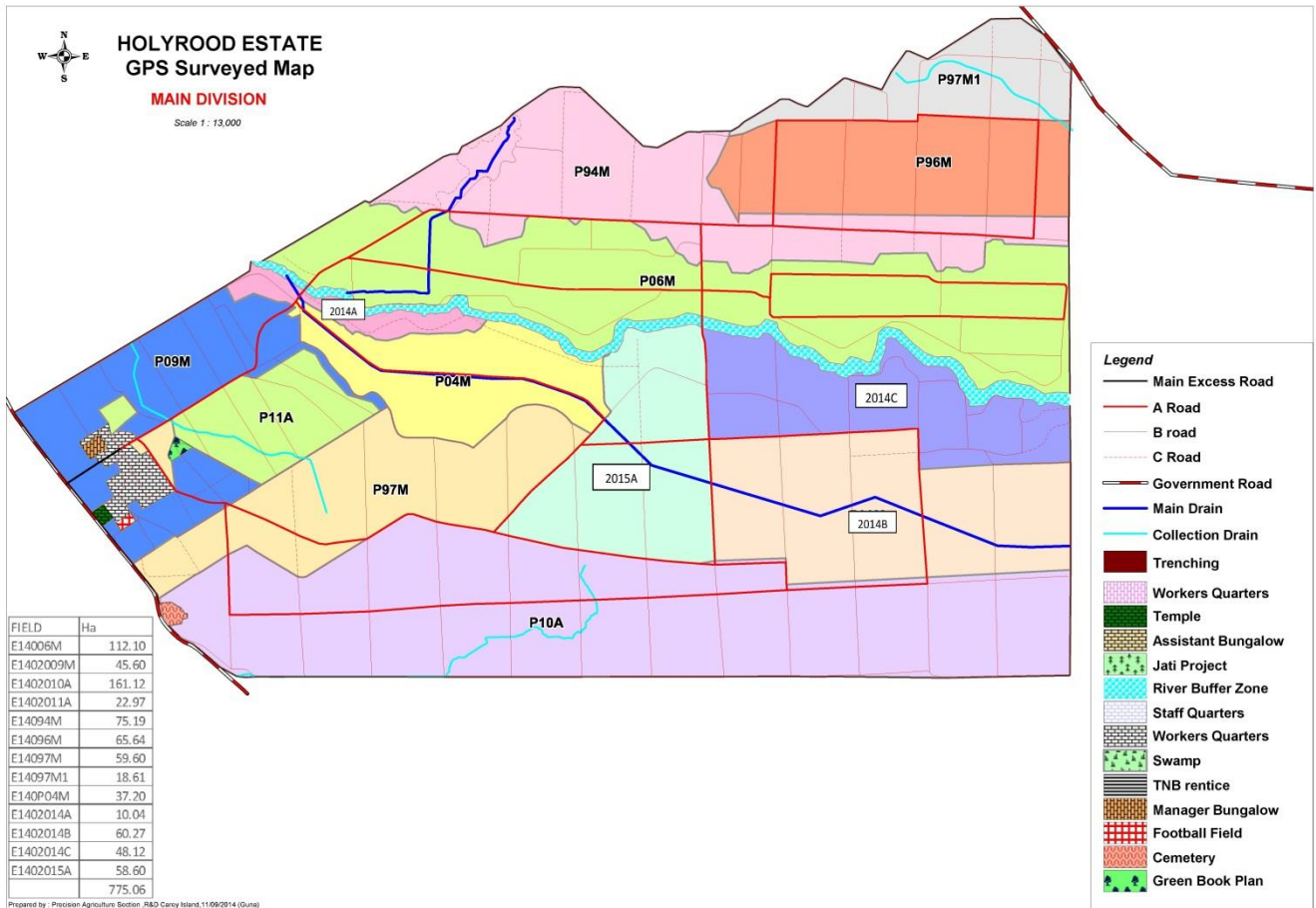
Month	Chersonese Estate	Holyrood Estate	Tali Ayer Estate	Kalumpong Estate	Elphil	Kamuning	Total FFB/Month
July 2015	4,664.65	188.02	7,941.49	6,487.83	0	0	19,281.99
Aug 2015	4,177.06	24.28	6,668.68	6,946.87	0	0	17,816.89
Sept 2015	3,326.45	0	5,450.46	4,909.40	0	0	13,686.31
Oct 2015	3,188.98	16.78	4,832.8	4,325.08	0	0	12,363.64
Nov 2015	2,611.57	12.37	3,501.64	3,442.39	0	0	9,567.97
Dec 2015	2,689.20	21.60	3,632.21	3,341.06	0	0	9,684.07
Jan 2016	2,745.76	104.79	3,806.84	3,044.66	0	0	9,702.05
Feb 2016	3,864.72	46.59	4,849.89	3,918.38	805.99	1,007.89	14,493.46
Mar 2016	3,912.80	20.60	4,682.77	3,965.47	0	0	12,581.64
Apr 2016	4,531.44	9.79	4,920.01	4,108.05	0	0	13,569.29
May 2016	4,471.30	22.40	4,370.26	3,717.73	0	0	12,581.69
June 2016	3,550.02	0	4,390.60	3,683.16	0	0	11,623.78
TOTAL	43,733.95	467.22	59,047.65	51,890.08	805.99	1,007.89	156,952.78

Certificate of supplying estate Elphil SOU3 (Kamuning and Elphil), RSPO 550180 valid until 17/6/2021.

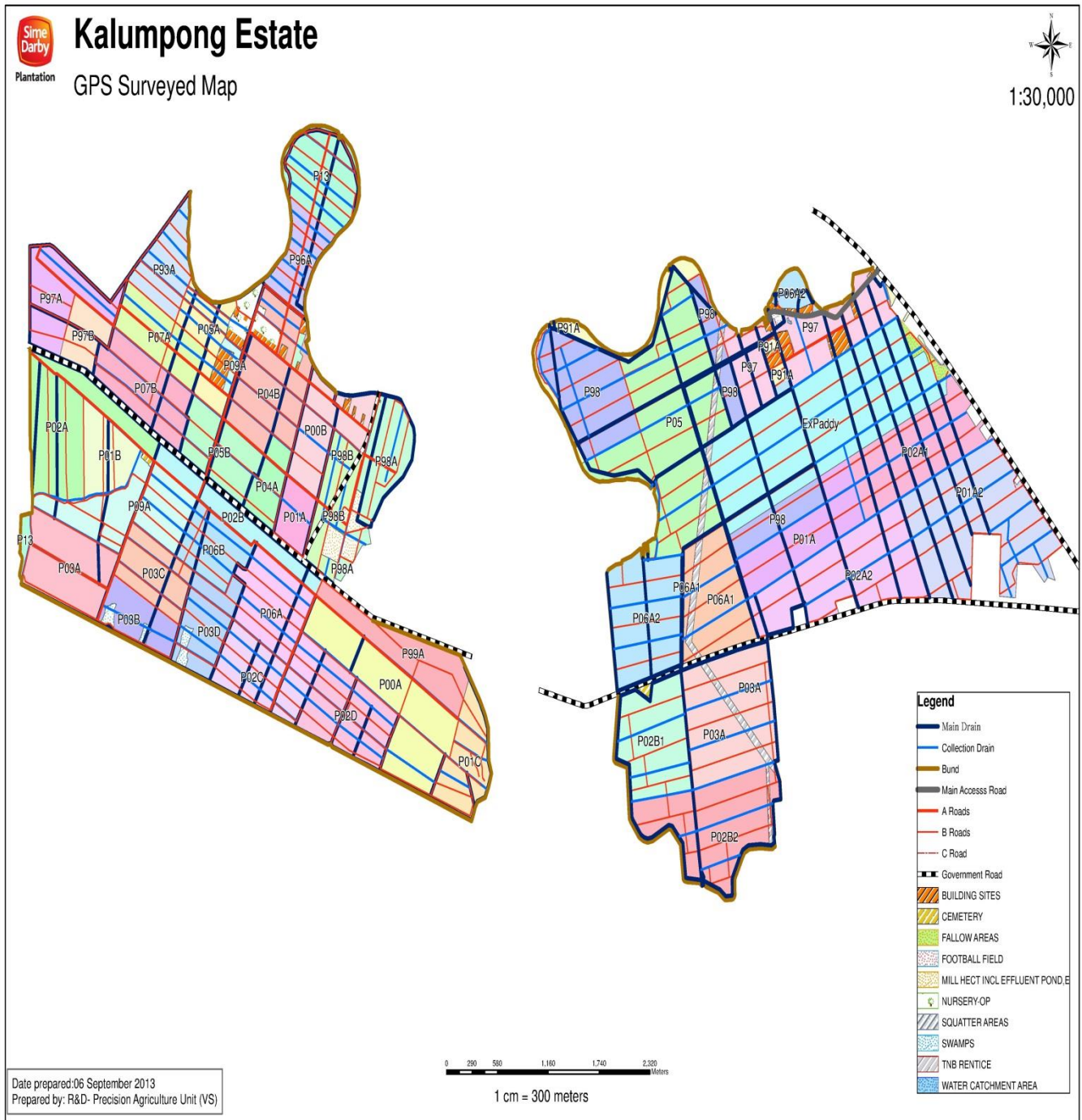
Appendix G: Location Map of Chersonese Palm Oil Mill Certification Unit and Supply bases



Appendix H : Holyrood Estate Field Map



Appendix I : Kalumpong 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
HCV	High Conservation Value
IPM	Integrated Pest Management
ISCC	International Sustainable Carbon Certification
MPOA	Malaysian Palm Oil Association
MSDS	Material Safety Data Sheet
MSPO	Malaysian Sustainable Palm Oil
MY-NI	Malaysian National Interpretation
NGO	Non Governmental Organisation
OSH	Occupational Safety & Health
PK	Palm Kernel
PKO	Palm Kernel Oil
POM	Palm Oil Mill
PPE	Personal Protective Equipment
RED	Renewable Energy Directive
RSPO	P&C Roundtable on Sustainable Palm Oil Principle & Criteria
SCCS	Supply Chain Certification Standard
SEIA	Social & Environmental Impact Assessment
SIA	Social Impact Assessment
SOP	Standard Operating Procedure