

**RSP0 – 1st Annual Surveillance Assessment (ASA1-1)
Public Summary Report**

Sime Darby Plantation Sdn. Bhd.
Head Office: Level 3A, Main Block, Plantation Tower, No 2 Jalan P.J.U 1A/7 47301 Ara Damansara, Selangor, Malaysia.
Certification Unit: Strategic Operating Unit (SOU 14) – Tanah Merah Palm Oil Mill 71709 Port Dickson Negeri Sembilan, Malaysia.

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Section 1 Scope of the First Annual Surveillance Assessment

1. Company Details			
RSPO Membership Number	1-0008-04-000-00	Date	Member since: 6 September 2004
Company Name	Sime Darby Plantation Sdn Bhd		
Address	Head Office: Level 3A, Main Block, Plantation Tower, No 2 Jalan P.J.U 1A/7, 47301 Ara Damansara, Selangor, Malaysia.		
Mill Address	Certification Unit: SOU 14 Management Unit (Tanah Merah Palm Oil Mill), 71709 Port Dickson, Negeri Sembilan, Malaysia		
Subsidiary of (if applicable)	N/A		
Contact Name	Mdm. Shylajadevi Vasudevan Nair (Head Office) Mr. Muftahuddin Bin Fakeh (Tanah Merah Palm Oil Mill Manager)		
Website	www.simedarby.com	E-mail	shylaja.vasudevan@simedarby.com
Telephone	+603 – 78484371 (Head Office) +606-6673317 (Mill)	Facsimile	+603 – 78484363 (Head Office) +606-6672506 (Mill)

2. RSPO Certification Information			
Certificate Number	RSPO 541905	Date	19/05/2010
Scope of Certification	Palm Oil and Palm Kernel Production from Tanah Merah Palm Oil Mill and Supply Base: Tanah Merah Estate & Bukit Pelandok Estate		
Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
Nil	Only maintained internal certification for 5S		

3. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base)	Location [Map Reference #]	GPS	
		Easting	Northing
Tanah Merah Palm Oil Mill	Batu 6¾, Sepang Road, Tanah Merah Palm Oil Mill, Ladang Tanah Merah, 71709 Port Dickson, Negeri Sembilan, Malaysia.	101° 47' 34"	2° 39' 19"
Tanah Merah Estate	Batu 6¾, Sepang Road, Ladang Tanah Merah, 71709 Port Dickson, Negeri Sembilan, Malaysia	101° 45' 00"	2° 39' 00"
Bukit Pelandok Estate	Batu 12, Sepang Road, Ladang Bukit Pelandok, 71709 Port Dickson, Negeri Sembilan, Malaysia	101° 46' 17"	2° 39' 59"

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4. Description of Certified Supply Base

Estate	Mature (ha)	Immature (ha)	Total Planted Area (ha)	Infrastructure & Other (ha)	Total Hectareage	% of Planted
Tanah Merah Estate	3,168.91	336	3,504.91	837.61	4342.52	81%
Bukit Pelandok Estate	1,710.11	31.89	1,742	121	1863	94%
TOTAL	4,879.02	367.89	5,246.91	958.61	6205.52	87.5%

5. Plantings & Cycle

Estate	Age (Years) & Hectare (%)					FFB Tonnage / Year		
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30	Estimated (RC 2015)	Actual (Feb 15 – Jan 16)	Forecast (Feb 16 – Jan 17)
Tanah Merah Estate	8.76	22.99	52.02	9.75	6.48	88,311	71,423.15	86,097
Bukit Pelandok Estate	7.81	5.74	71.85	14.60	0	36,786	37,304	38,233
TOTAL						125,097	108,727.15	124,330

**Oil palm planted after 2005 (4-10 years) categorized as replanting area. Verified from the previous planting history, there was no conversion of planted crop on the said specific plot/area.*

6. Certified Tonnage

Mill	Estimated (RC 2015)			Actual (Feb 15 – Jan 16)			Forecast (Feb 16 – Jan 17)		
	FFB	CPO	PK	FFB	CPO	PK	FFB	CPO	PK
Tanah Merah Palm Oil Mill	125,097	32,421	8,255	108,727.15	31031.7	7,388.5	124,330	27,353	6,217
*Other certified estates	25,000			39,042.84					
Total	150,097	32,421	8,255	147,769.99	31031.7	7,388.5	124,330	27,353	6,217

**Other certified estates under other certification units: (East) RSPO 543543 valid until 18/5/20, (Sua Betong) SGS-RSPO/PM-MY14/01364 valid until 17/2/19, (Labu) SGS-RSPO/PM-MY13/01284 valid until 29/12/16*

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
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BSI is a leading global provider of management systems assessment and certification, with more than 60,000 certified locations and clients in over 100 countries. BSI Standards is the UK's National Standards Body. BSI provides independent, third-party certification of management systems. BSI is ASI Accredited (RSPO-ACC-19) to conduct RSPO assessment since 31/10/2014 with accredited office located at Kuala Lumpur, Malaysia and an office at Singapore, Jakarta, Bangkok and Australia which involve in RSPO Certification Program.

Assessment Methodology, Programme, Site Visits

The on-site assessment was conducted from 1-3 March 2016. The audit programme is included as Appendix D. The approach to the audit was to treat the mill and its supply base as an RSPO Certification Unit. Mill was audited together with the sample estates. A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HCVs, declared conservation areas and local communities.

The methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interviews of staff, workers and their families and external stakeholders, review of documentation and monitoring data. RSPO P&C 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.

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 except for 1(one) minor NC which has been escalated to Major NC. The assessment findings for the ASA1_RC are detailed in Section 3.3.

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

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This report was internally reviewed by Certification Reviewer prior to certification decision by BSI.

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

1. Assessment Program					
Name (Mill / Supply Base)	Year 1 (Recertification)	Year 2 (ASA1)	Year 3 (ASA2)	Year 4 (ASA3)	Year 5 (ASA4)
Tanah Merah Palm Oil Mill	/	/	/	/	/
Tanah Merah Estate	/	/	/	/	/
Bukit Pelandok Estate	/	/	/	/	/

Tentative Date of Next Visit: March 2016

Total No. of Mandays: 9

BSI Assessment Team:

Mohamed Hidhir Bin Zainal Abidin – Lead Assessor

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

Muhammad Haris B. Abdullah – Team member

He holds Master in Business Administration from the University Utara Malaysia and Bachelor of Business Administration (Hons) Majored in Human Resource Development from the Open University Malaysia. He has more than 3 years working experience in oil palm plantation and conducting social impact assessments of agriculture, agriculture best practices, and environmental impact assessment and workers welfare. He completed the RSPO Lead Auditor Training in April 2013 and passed the course. He is also passed the ISO 14001, ISO 9001, OHSAS 18001 Lead Auditor Training Courses and qualified as EICC auditor. He has completed International Sustainable and Carbon Certification (ISCC) Lead Auditor Training Courses. Recently he has attended the RSPO P&C Social and Labour Standards and the Mechanics of Social Auditing Workshop on 17 – 19 September in Bangkok, Thailand. He had assisted with conducting audits of oil palm plantation for more than 7 companies against the RSPO P&C in Indonesia and in Malaysia for the past 4 years. During this assessment, he assessed on the aspect of environment,

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Safety and Health, Legal, Social and community engagements, Stakeholders consultation, and workers welfare. He is able to speak and understand Bahasa Malaysia, English, Tamil and Bahasa Indonesia.

Hafriazhar Mohd Mokhtar – Team member

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

Accompanying Persons: Not Applicable.

Section 3 Assessment Findings

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

- RSPO P&C MYNI 2014 Summary of the Assessment – Appendix A
- Sime Darby Time Bound Plan – Appendix B
- RSPO Supply Chain Certification Assessment – Appendix F

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

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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.

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

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

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

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

3.3 Details of findings

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

During the ASA1_RC there were four (4) Major & two (2) Minor nonconformities raised. The Tanah Merah Certification unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted. The implementation of the corrective action plans to address the minor nonconformity will be followed up during the next surveillance assessment.

Non-Conformity		
NCR #	Description	Category (Major/Minor)
1304220M1	Requirements 2.1.1 i) Evidence of compliance with relevant legal requirements shall be available. ii) "Peraturan-Peraturan Kawalan Bekalan 1974, Peraturan 9(2)"	Major
	Evidence of Nonconformity Tanah Merah Estate: Diesel permit, Serial# N003191, Ref: NS(PD)10/2011 SK(D), was found expired on 14/4/15	
	Statement of Nonconformity Evidence of compliance with relevant legal requirements was not effectively implemented.	
	Status:	

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	<p>Immediate action:</p> <p>Respond for renewal of the diesel permit on 8 Mac 2016 at KPDNKK Port Dickson was sighted. Refer to <i>Akuan Penerimaan/Pembaharuan Permit</i> (KPDNKK)</p> <p>Corrective Action (long term)</p> <p>i) Master list of all permits and licenses with validity date/expiry date have been established.</p> <p>ii) The list will be periodically monitored and reviewed by the estate management.</p> <p>iii) Admin and Accounts officer (AAO) has been appointed to ensure the aforementioned master list is updated periodically and all permits/licenses are renewed timely.</p> <p>The Major NC was closed out on 5/4/16.</p>	
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Non-Conformity		
NCR #	Description	Category (Major/Minor)
1304220M2	<p>Requirements</p> <p>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</p> <p>Tanah Merah Estate: Review of workers' payslip for the month of February 2015 found deduction for union fee (NUPW) was not following the latest MAPA/NUPW Collective Agreement dated 28 April 2015. Sample checked: Employee No.: 2575 and 89027 found RM 11.00 deducted for union fee whereas, the CA required RM 3.00 Insurance to be fully subsidies by the company.</p>	
	<p>Statement of Nonconformity</p> <p>Deduction for union fee (NUPW) was not following the latest Collective Agreement.</p>	
	<p>Status:</p> <p>Immediate action:</p> <p>i) Estate management noted on the new regulation on the said subsidies. Estate management identified list of the affected workers and will reimburse (lump sum) the fee in coming salary (salary month April 2016)</p> <p>Corrective action:</p> <p>i) Briefing on the MAPA/NUPW Collective Agreement and new requirements have been conducted involving AAO and office staff.</p> <p>ii) Objective of the briefing is to enhance the understanding and awareness on the changes related to the latest CA and MAPA Circular (No 22/2015).</p> <p>iii) The estates has been informed via email on the changes and action required on 19 Aug 2015 by HR and IT Department.</p> <p>The Major NC was closed out on 5/4/16.</p>	

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Non-Conformity		
NCR #	Description	Category (Major/Minor)
1304220M3	Requirements 6.12.1 There shall be evidence that no forms of forced or trafficked labour are used.	Major
	Evidence of Nonconformity Bukit Pelandok Estate: Interview with workers and document review found that passport retention agreement was not followed. Security deposit of RM 100 has been collected from workers whenever workers requested to take back their passport. The records were sighted in the "Buku Pinjam Passport" Passport borrowing record book.	
	Statement of Nonconformity Foreign workers Passport retention agreement was not followed.	
	Status: Immediate action: i)Estate management to terminate the collection of passport security deposit from the workers. The collected security deposit has been return to the respective workers. ii)Issued an internal memo regards to termination of passport security deposit. iii)Briefing to the workers will be conducted at morning muster on the termination of security deposit. iv)Briefing with the Local NUPW representative will be conducted on the new changes. (Pusparani A/P Suppiah, Setiausaha NUPW Ladang Bukit Pelandok) Corrective action: i)New mechanism to monitor collection of passport will be introduced and implemented. The Major NC was closed out on 5/4/16.	

Non-Conformity		
NCR #	Description	Category (Major/Minor)
1304220M4	Requirements 5.3.3 A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented.	Major
	Evidence of Nonconformity <u>Tanah Merah Estate</u> Visit to the estate facility compound found traces of oil contaminated the soil at Mechanisation Department parking bay nearby workshop <u>Bukit Pelandok Estate</u> Visit to the estate facility compound found traces of oil contaminated the soil at the vehicle repair parking shade nearby workshop	
	There was a minor nonconformity raised against this indicator during the previous audit (RC). Therefore, this nonconformity has been upgraded to Major as per RSPO certification system.	
	Statement of Nonconformity Operational plan to avoid pollution not implemented effectively.	

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	<p>Status: Immediate action: i)The operator to remove all the contaminated soil and to dispose the soil as a schedule waste. ii)The operator will be responsible to ensure pollution prevention are in place at the mechanize department.</p> <p>Corrective Action: i)Bukit Pelandok estate will conduct workplace inspection on quarterly basis. The result of the inspection will be presented during the OSH meeting. ii)SW Management training on the SOU basis will be conducted on 22 Mac 2016. The trainer is a Pn Sharifah (ESH region).</p> <p>The Major NC was closed out on 5/4/16.</p>	
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Non-Conformity		
NCR #	Description	Category (Major/Minor)
1304220N1	<p>Requirements 4.7.3 : All workers involved in the operation shall be adequately trained in safe working practices (see Criterion 4.8). Adequate and appropriate protective equipment shall be available to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, and land preparation, harvesting and, if it is used, burning.</p>	Minor
	<p>Evidence of Nonconformity Tanah Merah Estate (Mechanization Department workshop): Operator was observed doing disc cutting job without proper PPE.</p>	
	<p>Statement of Nonconformity Inadequate and inappropriate protective equipment worn by worker at the place of work.</p>	
	<p>Status: Corrective action: i)Management will ensure all related PPE for cutting job available and maintain. ii)The PPE training and SOP training will be carry out before May 2016</p> <p>Corrective action plan is accepted and evidence of implementation will be further verified in the next audit.</p>	

Non-Conformity		
NCR #	Description	Category (Major/Minor)
1304220N2	<p>Requirements 4.1.2 A mechanism to check consistent implementation of procedures shall be in place.</p>	Minor
	<p>Evidence of Nonconformity Bukit Pelandok Estate: A few expired drugs were found and kept inside dispensary refrigerator. i) Xylocaine 2% (Jan 2016) ii)Chlopyramin (Jan 2016)</p>	

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	<p>Statement of Nonconformity Mechanism to check consistent implementation was not effective.</p> <p>Status: Corrective action: i)Workplace inspection will be conducted on quarterly basis and to include inspection of the expiry drug in the checklist. ii)All the expired drug will be disposed as a schedule waste (Clinical waste SW 404) and liaise with Kualiti Alam Sdn Bhd for disposal. iii)Designated container (Sharp & bin) for expired drugs, and need to dispose as per schedule waste management.</p> <p>Corrective action plan is accepted and evidence of implementation will be further verified in the next audit.</p>	
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Observation	
OBS #	Description
-	Nil

Positive Findings	
PF #	Description
1	KAIZEN projects have been initiated to improve on safety working environment and process efficiency to maximize output and minimize lost time incident on human and machinery.
2	The palm oil mill has maximised the use of renewable energy by consuming shell and fibre produced internally.
3	The Mill and Estates have maintained good relationship with internal and external stakeholders. Positive feedback was given to the audit team during interview.
4	Substitution of class IA chemical, methamidophos to less hazardous chemical, Acephate (class III) for trunk injection activities.

Issues raised by Stakeholders	
<p>Stakeholder consultation involved internal and external stakeholders. External stakeholders were contacted by telephone to arrange meetings at a location convenient to them to discuss Tanah Merah Certification Unit's environmental and social performance, legal and any known dispute issues.</p> <p>Meetings were conducted with stakeholders to seek their views on the performance of the company with respect to the RSPO requirements and aspects where they considered that improvements could be made. At the start of each meeting, the interviewer explained the purpose of the audit followed by an evaluation of the relationship between the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and later was verified with the management team. These have been incorporated into the assessment findings.</p> <p>Structured worker interviews with male and female workers and staff were held in private at the workplace in the mill and the estates. Fieldworkers were interviewed informally in small groups in the field. In addition, the wives of workers and staff were interviewed in informal group meetings at their housing. Separate visits were made to each of the local communities to meet with the village head and residents. Company officials were not present at any of the internal or external stakeholder interviews. A list of Stakeholders contacted is included as Appendix E.</p>	
IS #	Description
1	<p>Issues SJKT Ladang Tanah Merah Headmaster - 15 teachers include headmaster & 120 student – 70% from Tanah Merah & Bukit Pelandok</p>

	<p>estates Many help receive – grass cutting, rubbish collection</p> <p>Management Responses Comments acknowledged.</p> <p>Audit Team Findings No further issue.</p>
4	<p>Issues JKKKK Kampung Chuah Chairman - Allowed access through estate filed – back street Bar gate open for villagers to access</p> <p>Management Responses Comments acknowledged.</p> <p>Audit Team Findings No further issue.</p>
3	<p>Issues AMESU Negeri Sembilan Secretary/Field staff Thanked management to allow use of estate facility hall for state union meeting</p> <p>Management Responses To control according to the crop processing. To optimized mill operations. Management is trying to control to control the overtime (only when it is necessary).</p> <p>Audit Team Findings No issues</p>
4	<p>Issues: Ketua Cawangan Kampung Jangling - 33 houses, 1 mosque, 1 community hall & 200+ resident villagers - Drop gate close timing – 6am - 6pm – blocking main access – happened a death due to ambulance stuck - 100+ chopped palm for road widening - Main access road status under estate hope can do grasscutting - Meeting on 30/12/2015 – village request for signboard of emergency contact number - Tractor/lorry use public/private road – risk of incident due to overload FFB - JUPEM confirmed no overlap land title - Banjir kilat due to hujan lebat – drainage desludging</p> <p>Management Responses: - Land department to decide on - It was known that there were issues among village chairman - Drop gate closed for security reason however AP frequent patrolling around the area, in-case of emergency can contact directly - Received request to raise bund but require action by authority (DID) – sought for approval - Grasscutting done on periodical basis although not estate compound - Blind side mirror installed on road – will consider to install speed limit signboard although public road</p> <p>Audit Team Findings: - Action was already in-place supported with evidence - No further issue</p>
5	<p>Issues: NUPW Secretary Section 1 – Ladang Bukit Pelandok/Clinic Assistant – Estate Clinic - PPE issuance good - Very helpful management</p>

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	<ul style="list-style-type: none"> - Request of raincoat - Meeting on 26/1/2016 - House repair request - Workers from other division – riding bike using main road – risk - Leptospirosis – there cases detected among foreign workers – due to dirty housing compound – increased rat population <p>Management Responses:</p> <ul style="list-style-type: none"> - PPE issuance including raincoat done on periodical basis and upon request if damage - House repair being budgeted on annual basis subjected to approval - No authority for public road but monitor road users within estate compound - Periodical visit conducted by VMO does not report any issue related to leptospirosis <p>Audit Team Findings:</p> <ul style="list-style-type: none"> - Action was already in-place supported with evidence - No further issue
6	<p>Issues: Grocery store operator/owner within estate compound</p> <ul style="list-style-type: none"> - No issue <p>Management Responses: Comments acknowledged.</p> <p>Audit Team Findings: No further issue.</p>
7	<p>Issues: NUPW Secretary – Ladang Tanah Merah</p> <ul style="list-style-type: none"> - Culvert broken – hole on the road – unsafe/dangerous condition nearby temple <p>Management Responses:</p> <ul style="list-style-type: none"> - Access is actually alternative road - Box culvert to be repair in next financial year as budgeted <p>Audit Team Findings:</p> <ul style="list-style-type: none"> - Action was already in-place supported with evidence - No further issue
8	<p>Issues Mill contractor</p> <ul style="list-style-type: none"> - Stream flowing from Kualiti Alam clogged during heavy downpour - During Kualiti Alam facility caught by fire – bad odour due to air pollution - Fume emission from Kualiti Alam caused corroded transport chassis - It was once sighted that cow was dead after drinking water from river nearby Kualiti Alam <p>Management Responses</p> <ul style="list-style-type: none"> - Joint safety committee meeting was often conducted between estate and Kualiti Alam management to discuss any matters or issues concerned - Relevant authority often visit and monitor Kualiti Alam operation <p>Audit Team Findings</p> <ul style="list-style-type: none"> - Action was already in-place supported with evidence <p>No further issue</p>

3.3.1 Status of Nonconformities Previously Identified and Observations

All the previous Major nonconformities are remains closed. There was one Minor nonconformity raised during Recertification

Non-Conformity

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NCR #	Description	Category (Major/Minor)
1159921N1	<p>Requirements 5.3.3 A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented.</p>	Minor
	<p>Evidence of Nonconformity It was noted that the outlet discharge point for schedule waste store secondary containment was not adequately implemented whereby there is no stop valve at the area where schedule waste storage for SW 305 was found.</p>	
	<p>Statement of Nonconformity Operational plan not fully implemented.</p>	
	<p>Status: The control method on the outlet discharge point for scheduled waste store secondary containment has been repaired and improved to avoid unwanted spillage. However, it was found during the site visit that there was still an issue of pollution prevention plan and control implementation in Tanah Merah and Bukit Pelandok estates. Hence, findings were not closed and have been escalated to Major Nonconformity on 3/3/2016.</p>	

Observation	
OBS #	Description
Nil	

3.3.2 Summary of the Nonconformities and Status

CAR Ref.	CLASS	ISSUED	STATUS
CR01	Major	11/09/2008	Closed on 26/10/2008
CR02	Minor	11/09/2008	Closed on 26/10/2008
CR03	Minor	11/09/2008	Closed on 26/10/2008
CR04	Minor	11/09/2008	Closed on 5/5/2011
CR05	Minor	5/05/2011	Closed on 24/3/2012
CR06	Minor	5/05/2011	Closed on 24/3/2012
1028798N0	Minor	7/03/2014	Closed on 24/2/2015
1159921N1	Minor	27/02/2015	Not closed. Escalated to Major NC as RSPO certification system
1304220M1	Major	3/3/16	Closed on 5/4/16
1304220M2	Major	3/3/16	Closed on 5/4/16
1304220M3	Major	3/3/16	Closed on 5/4/16
1304220M4	Major	3/3/16	Closed on 5/4/16
1304220N1	Minor	3/3/16	"Open"
1304220N2	Minor	3/3/16	"Open"

Assessment Conclusion and Recommendation:	
Based on the findings during the assessment Tanah Merah 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 Tanah Merah Palm Oil Mill Certification Unit is approved and continued.	
Acknowledgement of Assessment Findings	Report Prepared by
Name: Mr Muftahuddin Bin Fakeh	Name: Mohamed Hidhir Bin Zainal Abidin
Company name: Tanah Merah Palm Oil Mill	Company name: BSI Services Malaysia Sdn. Bhd.
Title: Mill Manager	Title: Lead Auditor
Signature:  SIME DARBY PLANTATION SDN. BHD. (Company No. 647766-V) MEDANG TANAH MERAH MUKHARREEM BIN ISMAIL Sr. Manager	Signature: 
Date: 3/5/14	Date: 2/5/16

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, DOE visiting log book were attended accordingly.	Complied
1.1.2	Records of requests for information and responses shall be maintained. -Major compliance	All operating units maintain records of information request and response. Request for information are attended promptly and confirmed by stakeholders interviewed.	Complied
Criterion 1.2: Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.			

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Criterion / Indicator	Assessment Findings	Compliance
<p>1.2.1</p> <p>Publicly available documents shall include, but are not necessary limited to:</p> <ul style="list-style-type: none"> • Land titles/user rights (Criterion 2.2); • Occupational health and safety plans (Criterion 4.7); • Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8); • HCV documentation (Criteria 5.2 and 7.3); • Pollution prevention and reduction plans (Criterion 5.6); • Details of complaints and grievances (Criterion 6.3); • Negotiation procedures (Criterion 6.4); • Continual improvement plans (Criterion 8.1); • Public summary of certification assessment report; • Human Rights Policy (Criterion 6.13). <p>- Major compliance –</p>	<p>There was no restriction noted as to the documents made available to the public except those prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.</p> <p>Sime Darby Plantations Sdn Bhd continued to use the internet for disseminating public information. Information relating to land titles, safety and health plans, pollution prevention plans was made available at all operating units. Procedure for complaints and grievances were available through Sime Darby Plantations Sdn Bhd website at http://www.simedarbyplantation.com/Sustainability.aspx</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>Committed to a code of ethical conduct and integrity in all operations and transactions documented and communicated to all levels of the workforce and operations. The code of business conduct available since December 2011 includes elements of human right as well.</p> <p>Complied</p>
<p>Principle 2: Compliance with applicable laws and regulations</p>		
<p>Criterion 2.1: There is compliance with all applicable local, national and ratified international laws and regulations.</p>		

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Criterion / Indicator	Assessment Findings	Compliance
<p>2.1.1 Evidence of compliance with relevant legal requirements shall be available. - Major compliance -</p>	<p>SOU 14 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 14 had obtained and renewed license and permits as required by the law. Sample of licenses or permit viewed were :</p> <p>i) Mill annual inspection for SB and UPV was done on 11/1/16 - PMT 39222 (Steam Receiver) - NS PMT 896, NS PMT 183, PMT 48 (Horizontal Sterilizer) - PMD18737 (boiler) - PMA 6356, NS PMA 3702 (crane)</p> <p>ii) Certified Environmental Professional in the Treatment of Palm Oil Mill Effluent CePPOME, ii) Certified Environmental Professional in Scheduled Waste Management CePSWaM Nominated person, mill manager. Refer to email and registration form dated 30/1/16. iii) AESP for confined space competent person -NW-HQ-AE-R-4114-M, valid until 29/09/16. -AGT (Kempas POM): NW-HQ-AGT-1069-M</p> <p>iv) Electrical Chageman license, PJ-T-4-H-1741-2000, A4 chageman valid until 16/3/16</p> <p>Tanah Merah POM has obtained and renewed license and permits as required by the law. Amongst the licenses or permit viewed were:</p> <p>a) MPOB license: 532379004000 (valid until 31/8/2016) for 201,000MT b) DOE License/Jadual Pematuhan: ASNS (B) 31/152/000/003, license# 003289 (validity period 1/7/2015 - 30/6/2016) for 35MT/hr and method of POME discharge is land application. BOD limit is 5000 mg/l. c) Water abstraction license: BKSA-PD/700-11/2/1-45/2015/0242 (validity period until 30/06/2016) for the volume of 262,800 m2 per annum. d) Energy commission license; license no.:MLK/2009/0018; serial no.: 00138598 (valid until 14/12/2016) for 1735 kW installation capacity e) Diesel permit, ref:NS(PD)12/1999 SK (D), Diesel: 18,200 liter, valid until 25/6/16.</p> <p><u>Tanah Merah Estate</u> a) MPOB license: 527164002000 valid until 29/2/16 (expired). Renewal in progress, refer to payment voucher 11/2/16 (REF-00148362) b) Diesel permit, Serial# N003191, Ref: NS(PD)10/2011 SK(D), Diesel: 15,000 liter, Petrol: 9,000. Permit expired on 1/4/15. Major NC under "Peraturan2 Kawalan Bekalan 1974, Peraturan 9(2). Thus Major NC was raised.</p> <p><u>Bukit Pelandok Estate</u> a) MPOB license – 530985002000 valid until 30/6/16 b) Diesel permit, Ref: NS(PD)8/1999 SK (D), Diesel: 18,000 liter, valid until 25/5/16</p>	<p>Major Non-Compliance</p>

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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 All operating units have Legal & Other Requirements Register (LORR) covering all the necessary regulatory requirements. At the mill the LORR was reviewed on 28/1/2016.	Complied
2.1.3 A mechanism for ensuring compliance shall be implemented. - Minor compliance -	A mechanism to ensure compliance to legal and other requirement has been documented in EQMS & MQMS (Estate & Mill Quality Management System) under Standard Operation Manual distributed to all operating units under SOU4. PSQM Department and respective operating units will undertake the responsibility of identifying, managing, updating and tracking the legal requirement as well as monitoring the status of legal compliance. Refer to Estate/Mill Quality Management System, Level 2: Standard Operating Manual, Appendix 5.2.4: Procedure for Legal and Other Requirements dated 10 December 2008.	Complied
2.1.4 A system for tracking any changes in the law shall be implemented. - Minor compliance -	Tracking system available to identify changes in the relevant regulations through head office, website information and the information are communicated from the Group Head Office. On the site verification, interviews with office personnel and records indicate that the system is appropriate to the operations. Tracking system on any changes in the law been well implemented. E.g. regular notification by Head Office and regular updates from the DOE/DOSH websites as well as from MAPA seculars.	Complied
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 -	<u>Tanah Merah estate:</u> Sighted land titles to cover the plantation area and mill (Lot No. 0008889 HM00161781, GRN 00248408, 161783, 197067, 228764, 161781, 32341, 1327, 32340, 32339, 238129, 76000, 1826, 32343). <u>Bukit Pelandok</u> Quit rent 2016 Title area : 1862.1383 ha Sample : Land title: 228765, Lot 11327, Mukim Jimah, District Port Dickson, total area: 1486 Ha.	Complied
2.2.2 Legal boundaries shall be clearly demarcated and visibly maintained. - Minor compliance -	Field visit to P90B noted that boundary is visibly maintained and verified during the visit. Legal boundaries are clearly demarcated and visibly maintained throughout the estate. Mill is located inside Tanah Merah Estate and sharing the estate boundary. All the boundaries are visibly maintained as per company SOP.	Complied

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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 -	There is no land dispute in the certification unit and supply base at the time of audit. The land belongs to Sime Darby and land ownership documents verified.	Complied
2.2.4	There shall be an absence of significant land conflict, unless requirements for acceptable conflict resolution processes (see Criteria 6.3 and 6.4) are implemented and accepted by the parties involved. -Major compliance	There is no land dispute in the certification unit and supply base at the time of audit. The land belongs to Sime Darby and land ownership documents verified.	Complied
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 certification unit and supply base at the time of audit. The land belongs to Sime Darby and land ownership documents verified.	Complied
2.2.6	To avoid escalation of conflict, there shall be no evidence that palm oil operations have instigated violence in maintaining peace and order in their current and planned operations. -Major compliance	There is no land dispute in the certification unit and supply base at the time of audit. The land belongs to Sime Darby and land ownership documents verified.	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 -	The estate lands are legally owned and leased by the company. The existing estates are not encumbered by any customary land rights. Interview with the surrounding communities and stakeholders confirm no disputes.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
2.3.2	<p>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:</p> <p>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;</p> <p>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;</p> <p>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.</p> <p>- Minor compliance -</p>	The estate lands are legally owned by the company and no other users were identified within the land area.	Complied
2.3.3	<p>All relevant information shall be available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements.</p> <p>-Minor compliance</p>	The estate lands are legally owned by the company and no other users were identified within the land area.	Complied
2.3.4	<p>Evidence shall be available to show that communities are represented through institutions or representatives of their own choosing, including legal counsel.</p> <p>-Major compliance</p>	The estate lands are legally owned by the company and no other users were identified within the land area.	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	<p>A business or management plan (minimum three years) shall be documented that includes, where appropriate, a business case for scheme smallholders.</p> <p>- Major compliance -</p>	Annual business plan in the form of annual budget and the projection for 5 years prepared as guidance for future planning. The business plan contains FFB yield, CPO, OER, and KER, costs of production, etc.	Complied

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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 -	Annual replanting programme projected for a minimum of five years and yearly review conducted at the head office level and participated by the Regional GM and Estate managers. Replanting and immature checklist form R1.20 used for evaluating the replanting area. Review based on the replanting information form R1.10. <u>TME:</u> 218ha will be replanted in current 2015/16 FY. The long range replanting programme is available till 2019/20 FY. <u>BPE:</u> The long range replanting plan shows there will be no replanting in FY 15/16. Next replanting will be in 16/17 FY for 56.16ha.	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 -	Sime Darby Agricultural Reference Manual Oil Palm Planting; Serial number: SDP/OP/ARM/10523; Issue no.: 1; Year 2011; Version: 3; Issue date: 1/7/2011.	Complied
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 14: Mill Visit Report – SOU14/TMM/01/15-16. Date of visit 27-29/7/15. PQR: 66.1%, previous 78.5% Safety: 62%, previous 66% During the visit at Bukit Pelandok estate, expired drug Xylocaine 2% (Jan 2016) and Chlopyramin (Jan 2016) were found at the drug shelf in the dispensary. It was noted that the monitoring of the expired drug was found inconsistent. Thus, minor nonconformity has been raised.	Minor Non-Compliance
4.1.3	Records of monitoring and any actions taken shall be maintained and available, as appropriate. - Minor compliance -	Internal RSPO audit was conducted on 6/1/2016 by the RSPO & Certification Unit, PSQM. <u>TME:</u> PA visit: 15-18/6/2015 (Report No.: 02/14-15) Agronomist: 22 - 23 June 2015 <u>BPE:</u> PA visit: 22-24/6/2015 (Report No.: 02/14-15) Agronomist: 20 - 21 October 2015 Energy Commission report – latest report sent to EC for February 2016 dated 5/2/16. Total generation of 170,080 kW/h recorded.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
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. Mill only received certified FFB from group estates	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 -	<u>TME:</u> Fertilizer application follows the recommendation from the R&D department. Records verified shows that 3/2/2016 field 01A applied with Ammonium Chloride covering 28.40ha at the rate of 2.50kg/palm. <u>BPE:</u> The application of fertilizer has been recorded in the application program form. The application of fertilizer for the Month of January 2016 has been verified and according to the recommendation. Fertilizer applied MOP at rate of 2kg/palm in January 2015 as per recommendation.	Complied
4.2.3	There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status. - Minor compliance -	Sime Darby Seeds and Agriculture Services Sdn Bhd prepare the annual fertilizer recommendation. Leaf analysis result which shows the nutrient level was used as guidance for the fertilizer recommendation. Leaf sampling carried out on 1-17/2/2016 by Sime Darby R&D Department personnel. Periodic soil sampling is carried out at 5 years interval. Last was done in 27/2/2014 (report No.: S13/2014).	Complied
4.2.4	A nutrient recycling strategy shall be in place, and may include use of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), and palm residues after replanting. - Minor compliance -	EFB application only applied to selected fields at the estates. Average about 45mt/ha EFB applied. Land application of POME using furrow system at Tanah Merah estate is maintained.	Complied
Criterion 4.3: Practices minimise and control erosion and degradation of soils.			
4.3.1	Maps of any fragile soils shall be available. - Major compliance -	All the estates hold copies of soil map. Soil maps and field visit confirm that there is no fragile soil on the estates.	Complied
4.3.2	A management strategy shall be in place for plantings on slopes above a certain limit (this needs to be soil and climate specific). - Minor compliance -	Slope map available. The slope ranging from 0°-2°: 15%; 2°-6°: 56%; 6°-12°: 27%; 12°-20°: 1%. Slope area constructed with terrace and side drainage. Planting terraces had been constructed where slope >10°. Fields are established with cover crops such as mucuna and soft grasses and ferns.	Complied

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4.3.3	A road maintenance programme shall be in place. - Minor compliance -	Estates visited have implemented annual Road Maintenance Programme. Roads inspected during field audit are generally in a good condition due to the lateritic soil. Road maintenance carried out internally with grader and compactor. Road maintenance includes road grading, laterite re-surfacing wherever necessary, road side drain upkeep, culvert upkeep, road side silt pits construction etc. Monthly progress records are prepared and sent to head office.	Complied
4.3.4	Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover management programme shall be in place. - Minor compliance -	There is no peat soil or soil categorised as problematic or fragile soil at both estates visited.	Complied
4.3.5	Drainability assessments shall be required prior to replanting on peat to determine the long-term viability of the necessary drainage for oil palm growing. - Minor compliance -	There is no peat soil.	Complied
4.3.6	A management strategy shall be in place for other fragile and problem soils (e.g. sandy, low organic matter, acid sulphate soils). - Minor compliance -	There is no peat soil or soil categorised as problematic or fragile soil at both estates visited.	Complied
Criterion 4.4:			
Practices maintain the quality and availability of surface and ground water.			
4.4.1	An implemented water management plan shall be in place. - Minor compliance -	Mill water management plan dated 21/1/2016. - Identification & management of wastewaters: Action plan to identify source of wastewater & management of the containment/treatment/reuse/recycle/disposal method of wastewaters. - Action plan to reduce fresh water usage-reduce water use for cleaning, reduce no. of cleaning - Contingency plan during water shortage – reduce no. of cleaning Estate water management plan dated 18/1/2016. Contingency during shortage: Action plan to reduce water usage – rainwater harvesting, water usage reduction program, river water extraction	Complied

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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><u>Tanah Merah Estate</u></p> <p>Sampled water monitoring records: Quarterly Water Analysis Test Report no. IE922/2015 dated 31/12/2015 for samples taken on 3/11/2015 by Sime Darby Research Sdn. Bhd.; parameters monitored-: pH, BOD, COD, SS & AN. Samples were taken from outgoing water points of 1999 I field, nursery field and 1998 A field flowing towards Sungai Jangling. Latest sampling was taken and sent to lab on 22/2/2016 awaiting results. Other monitoring including pesticide and microbiology content test. Total rainfall received by main division of Tanah Merah Estate for 2015 was 1915.16mm. A1/A2 division was 3854.90mm.</p> <p><u>Bukit Pelandok Estate</u></p> <p>Sampled water monitoring records: Quarterly Water Analysis Test Report no. IE1026/2015 dated 30/12/2015 for samples taken on 21/10/2015 by Sime Darby Research Sdn. Bhd.; parameters monitored-: pH, BOD, COD, SS & AN. Samples were taken from outgoing water points of 98B field, 89A field and 96B field flowing towards Sungai Sepang. Latest sampling was taken and sent to lab on 22/2/2016 awaiting results. Other monitoring including pesticide and microbiology content test. A1/A2 division was 3854.90mm. Rainfall received by Bukit Pelandok Estate main division for 2015 was 2957.50 mm</p>	<p>Complied</p>
<p>4.4.3 Appropriate treatment of mill effluent to required levels and regular monitoring of discharge quality, especially Biochemical Oxygen Demand (BOD), shall be in compliance with national regulations (Criteria 2.1 and 5.6). - Minor compliance -</p>	<p>Palm Oil Mill Effluent (POME) treated through anaerobic pond treatment system where the licensed limit for final discharge BOD allowed by DOE was 5000mg/l through land application. Regular monitoring was conducted by the mill by taking the sample of waste water in final discharge point on monthly basis and water at the upstream, midstream and downstream of the river on quarterly basis.</p> <p>Sampled effluent monitoring records: Monthly Effluent Analysis Test Report sampled no. EP655/2015 dated 26/11/2015 for sample taken on 5/11/2015 by Sime Darby Research Sdn. Bhd.; parameter monitored-: pH, Total Alkalinity, VFA, BOD, COD, TS, SS, VSS, TN, AN, O&G. Samples were taken from each point of treatment in the system consist of raw pond, acid ponds, digester tanks and final pond before field application. BOD limit for final discharge <5000mg/L were met as well as all parameters that were within allowable limit. Latest sample for the month of Dec 2015, Jan & Feb 2016 was evidently sent for analysis but result was not received. This was also reported in DOE quarterly report.</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>Mill water usage for Jan-Dec 2015: ranged from 0.75 – 1.66 mt/FFB processed. Targeted/expected water usage for mill operation was at 1.5 mt/FFB processed.</p>	<p>Complied</p>

Criterion 4.5:

Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.

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Criterion / Indicator		Assessment Findings	Compliance
4.5.1	Implementation of Integrated Pest Management (IPM) plans shall be monitored. - Major compliance -	Similar to last assessment, the IPM is documented in Agriculture Reference Manual. The estates continue to implement biological control for the oil palm pest in the plantation such as leaf eating pest and rat. IPM techniques applied at the estates include monitoring of pest numbers and the use of triggers for initiation of control measures. Barn owls <i>Tyto alba</i> has been introduced for biological control of rats. Barn owl boxes are constructed at the rate of 1 box to 10ha. Census records show that there is no outbreak of leaf eating pest. Although there have been no outbreaks of leaf eating pests, beneficial plants are being established along roadsides to attract natural predators. The estates have planted beneficial plants such as <i>Cassia cobanensis</i> and <i>Turnera subulata</i> and <i>Antigonon leptopus</i> . It was noted that the census interval for barn owl occupancy was as per Sime Darby SOP in Agricultural Reference Manual v.1 Section 15.	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. IPM training covers barn owl census, planting of beneficial plants etc. training provided by the R&D department on 19/2/2016, Attended by 5 personnel including assistants, staff and workers.	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 -	Justification of pesticides applied is available in the Sime Darby Agriculture Reference Manual Section 15 item 3.4. The use of pesticide is specific to the target pest, weed and disease. Justification takes consideration to minimize effect on non-target species.	Complied
4.6.2	Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) shall be provided. - Major compliance -	Records of pesticides use (including active ingredients used and their LD 50, area treated, amount of a.i. applied per ha and number of applications) had been maintained and kept by the estate for a minimum of 5 years (2010 to 2015). Verified that records of monitoring were satisfactorily.	Complied
4.6.3	Any use of pesticides shall be minimised as part of a plan, and in accordance with Integrated Pest Management (IPM) plans. There shall be no prophylactic use of pesticides, except in specific situations identified in national Best Practice guidelines. - Major compliance -	The quantity of agrochemicals required for various field conditions are documented and justified in Sime Darby Plantation Agriculture Reference Manual Section 16.5. The implementation in the field is consistent with the Agriculture Reference Manual Section 16.5.	Complied

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Criterion / Indicator	Assessment Findings	Compliance
4.6.4	<p><u>Tanah Merah Estate</u></p> <p>Chemical register dated 1/2/16 was sighted. No current stock for class I chemical. New chemical, Acephate will be introduced in 2016.</p> <p>Permit to buy Methamidophos and Acephate</p> <p>i) NS/2015/METHA/0016(GL) dated 14/9/15 for total of 60 liter.</p> <p>ii) NS /2016/ACP/0007(GL) dated 18/1/16 for 150 kg.</p>	Complied
4.6.5	<p>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.</p>	Complied
4.6.6	<p>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.</p>	Complied
4.6.7	<p>The quantity of agrochemicals required for various field conditions are documented and justified in Sime Darby Plantation Agriculture Reference Manual Section 16.5. The implementation in the field is consistent with the Agriculture Reference Manual Section 16.5</p>	Complied
4.6.8	<p>No aerial spray at SOU14.</p>	Complied
4.6.9	<p>No associated smallholders at SOU14. 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.</p>	Complied
4.6.10	<p>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.</p>	Complied

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Criterion / Indicator	Assessment Findings	Compliance
4.6.11 Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated. - Major compliance -	<p><u>Tanah Merah Estate</u></p> <p>Medical Surveillance.</p> <p>2016 (trunk injector)</p> <p>Based on USECHH 3, all workers are fit to work. 9 trunk injector was sent to OHD. Date of check 4/2/16, 15 and 16/2/16 and OHD ref : HQ/08/DOC/00(28)</p> <p>2015 (sprayer)</p> <p>Based on USECHH 3, all workers are fit to work. 34 sprayers were sent to OHD. Date of check (annual programme (Jan, Mar, Apr July Aug) 2015 and OHD ref : HQ/08/DOC/00(28)</p> <p><u>Bukit Pelandok Estate (2016)</u></p> <p>Based on USECHH 3, all workers are fit to work. 10 sprayer and workshop operator sent for to OHD. Date of check 23/2/15. OHD ref : HQ/08/DOC/00/00(28).</p>	Complied
4.6.12 No work with pesticides shall be undertaken by pregnant or breast-feeding women. - Major compliance -	No female pesticide operators. However, interview with female workers confirmed knowledge of the policy of transfer to alternative duties if they wished to continue working when pregnancy was confirmed or breast-feeding.	Complied
<p>Criterion 4.7: An occupational health and safety plan is documented, effectively communicated and implemented. The health and safety plan shall cover the following:</p>		

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<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.</p> <p>- Major compliance -</p>	<p>SOU14 has maintained an approved Health and Safety Policy dated January 2015 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. The ESH management plan sighted addressed issues related to hazards and risks, legal register and its requirements for compliance, OSH awareness and training programme, accident and emergency procedures, treatment of illness/injury during the job, use of PPE, OSH Committee meetings, etc. The latest ESH plan FY2014/2015 was made available during this assessment. Sample of Tanah Merah Palm Oil Mill ESH programme for FY2015/2016 were :</p> <p><u>Audiometric Testing</u> Last audiometric testing was done on 23/11/15 by Klinik Port Dickson. Refer to report dated 12/1/16. Total of 11 workers were sent for the annual testing. 2 workers were reported affected with HI scheduled for the next surveillance.</p> <p><u>Medical Surveillance Programme</u> Was not done OHD for the employee that exposed to schedule II chemical (n-hexane and benzene) Last check on 21-22/1/16 by OHD and found to be fit to work.</p> <p><u>Personal Chemical Exposure Monitoring (PCEM)</u> PCEM was last carried out on 24/7/15 by registered IHT 1, JKKP/HIE/127/171-3/1(183) for N-hexane, Choloform, IPA. The results was found below (MEL) maximum exposure limit @ permissible exposure limit (PEL) for 8 hours Total Weighted Average (TWA₈)</p>	<p>Complied</p>

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Criterion / Indicator	Assessment Findings	Compliance
<p>4.7.2</p> <p>All operations where health and safety is an issue shall be risk assessed, and procedures and actions shall be documented and implemented to address the identified issues. All precautions attached to products shall be properly observed and applied to the workers.</p> <p>- Major compliance -</p>	<p>SOU 14 had identified and reviewed significant hazards and risks and determined appropriate risk control measures. The hazard identification, risk assessment and risk control (HIRARC) records, as well as CHRA reports were verified during the assessment. CHRA dated 17/6/15 for Tanah Merah POM was verified and done by registered assessor, JKPP HIE 127/171-166.</p> <p><u>Tanah Merah Estate</u></p> <p>CHRA – by registered assessor, JKPP IH 127/171-2(160) dated 30/5/15.</p> <p>Additional CHRA (Acephate), 29/2/16. Addendum report to be verified in the next audit.</p> <p><u>Bukit Pelandok Estate</u></p> <p>CHRA – by registered assessor, JKPP IH 127/171-2(160) dated 31/5/15.</p> <p>Sample of HIRARC reviewed at the visited operating units were:</p> <p><u>Tanah Merah POM</u></p> <p>HIRARC revised after accident, dated 8/6/15.</p> <p>Slip trip and fall – revised to medium risk 9 (4 to 10)</p> <p><u>Tanah Merah Estate</u></p> <p>HIRARC revised after accident, dated July 15.</p> <p>Road accident. Commuting to work.</p> <p><u>Bukit Pelandok Estate</u></p> <p>Transporting workers – motorcycle 22/8/15</p>	<p>Complied</p>
<p>4.7.3</p> <p>All workers involved in the operation shall be adequately trained in safe working practices (see Criterion 4.8). Adequate and appropriate protective equipment shall be available to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, and land preparation, harvesting and, if it is used, burning.</p> <p>- Minor compliance -</p>	<p>During site visit, it was found that Mechanization Department workshop at Tanah Merah Estate, workshop operator was observed doing disc cutting job without proper PPE. Thus, Minor NC was issued.</p>	<p>Minor Non-Compliance</p>

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Criterion / Indicator	Assessment Findings	Compliance
<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>Assistant manager at each of the operating units are appointed as OSH Coordinators and Estate Hospital Assistant as Safety and Health Committee Secretary. OSH Committees meeting conducted quarterly and meeting minutes includes issues raised and action taken from workplace inspection report etc. The last meeting was conducted on the 14/12/15 at Tanah Merah Palm Oil Mill. All members has attended the meeting with discussion on the accident review, safety improvement plan, issues from workers has been discussed and action to be taken. There was no major issue.</p> <p><u>Tanah Merah Palm Oil Mill</u> SHC meeting : #3 - 12/9/15, #2 – 12/6/15, #1 - 14/3/15</p> <p><u>Tanah Merah Estate</u> SHC meeting : 9/10/15, 9/10/15, 24/4/15, 17/2/15</p> <p><u>Pengkalan Bukit Estate</u> 4#: 27/8/15, 3#: 25/6/15, 2#: 18/3/15.</p>	<p>Complied</p>
<p>4.7.5</p> <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>	<p>Emergency Response Plan (ERP) has been established and defined in procedure, Level 2, Standard Operation Manual, Sub Section 5.5, Management Responsibility, Appendix 5.5.3.3 Emergency Preparedness and Response Procedure, version:1, issue :1 dated 1/11/2008. Emergency response activities were also included in the ESH plan FY 14/15. The following were Emergency Response Plan were addressed: Fire Outbreak, Accident and incident occurrence, Oil Spillage and etc. Latest fire evacuation drill was done on 13/2/16 at Tanah Merah Oil Mill.</p> <p>Accident and emergency procedures have been communicated to employees, contractors and visitors. Workers trained in First Aid were present in the mill and field operations. First Aid Kits were available at worksites. Records on all accidents kept and summary sent to Head Office. Quarterly review on accident cases carried out during OSH quarterly meeting. All operating units keeping all the JKKP 6 & 8 forms</p>	<p>Complied</p>
<p>4.7.6</p> <p>All workers shall be provided with medical care, and covered by accident insurance.</p> <p>- Minor compliance -</p>	<p><u>Tanah Merah POM</u></p> <p>Workers master list, as at 24/2/16 total of 24 foreign workers. Policy FW149509, under RHB Insurance Berhad valid until 30/6/16.</p> <p><u>Tanah Merah Estate</u></p> <p>Workers master list, as at 29/2/16 total of 227 foreign workers. Policy FW149507, under RHB Insurance Berhad valid until 30/6/16 for 182 workers.</p> <p><u>Bukit Pelandok</u></p> <p>Policy FW145024, under RHB Insurance Berhad valid until 30/6/16 for 106 workers.</p>	<p>Complied</p>

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Criterion / Indicator		Assessment Findings				Compliance
4.7.7	Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics - Minor compliance -	Year	Tanah Merah Mill	Tanah Merah Estate	Bukit Pelandok Estate	Complied
		2015	1 (8)	17 (225)	11 (89)	
		2016	0	0	0	
<p>*LTA is equivalent to lost man days (MC)</p> <p>100 LTA recorded for the road accident (commuting to work). Under SOCSO case and still in progress. Latest correspondence with SOCSO on 22/2/16.</p>						
<p>Criterion 4.8: All staff, workers, smallholders and contract workers are appropriately trained.</p>						
4.8.1	A formal training programme shall be in place that covers all aspects of the RSPO Principles and Criteria, and that includes regular assessments of training needs and documentation of the programme. - Major compliance -	A formal training programme on all aspects of RSPO principle and Criteria has been established and implemented. The training need analysis and program was made available for verification at all visited sites.				Complied
4.8.2	Records of training for each employee shall be maintained. - Minor compliance -	<p>Records of training for employees available and maintained. Records verified on a sampling basis at the Mill and the estates visited covers all aspect of training and RSPO P&C. Samples of training conducted for FY15/16 are as follows:</p> <ul style="list-style-type: none"> • Safety Briefing (8/1/16) • Working at Height Training (9/6/15) • Schedule waste Training (3/8/15) • First Aid Training (4/8/15) • Fire Drill Training (13/2/16) • Chemical Spillage Training (10/6/15) • Rat Baiting Training (29/12/15) • Spraying Training (4/12/15) • MB SOP Training (19/8/15) • Harvesting Training (18/1/15) <p>Tanah Merah Estate</p> <ul style="list-style-type: none"> - Basal Sanitation training (5/1/16) - ESH Town hall (28/12/15) - Quality & Safety Training For Manuring (23/12/15) - Safety and Maintenance Mechanical Buffalo Training (30/12/15) - R&D (nursery) training (19/2/16) 				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.

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Criterion / Indicator		Assessment Findings	Compliance
5.1.1	An environmental impact assessment (EIA) shall be documented. - Major compliance -	Plans and impact assessments relating to environmental impacts based on documents as following: <ul style="list-style-type: none"> • Appendix 5.4.1b - Environmental Aspect and Impact Evaluation Procedure, Version 1; Year 2008 Issue no. 1; Dated 1 April 2009 • Appendix 5.4.1c - Environmental Aspect and Impact Identification form, Version 1; Year 2008 Issue no. 1; Dated 1 April 2009 • Appendix 5.4.1d – Environmental Impacts Evaluation form, Version 1; Year 2008 Issue no. 1; Dated 1 April 2009 	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 -	<p>Tanah Merah Mill: Environmental Aspect Identification (EAI) and Environmental Evaluation (EIE) reviewed and updated on 15/1/2016 accordingly.</p> <p>Tanah Merah Estate: Environment Aspect and Impact Identification was last reviewed on 25/1/2016. No any changes to the estate activity identified.</p> <p>Bukit Pelanduk Estate: Environment Aspect and Impact Identification review meeting on 20/1/2016. No changes identified</p> <p>It was observed that the reviewing and updating on the registers were done annually if there's no any new activity within respective sites. Next reviews are due on January 2017.</p>	Complied

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Criterion / Indicator	Assessment Findings	Compliance
<p>5.1.3</p> <p>This plan shall incorporate a monitoring protocol, adaptive to operational changes, which shall be implemented to monitor the effectiveness of the mitigation measures. The plan shall be reviewed as a minimum every two years to reflect the results of monitoring and where there are operational changes that may have positive and negative environmental impacts.</p> <p>- Minor compliance -</p>	<p>Tanah Merah mill: Monitoring plan was established based on DOE license compliance schedule which include scheduled waste storage and disposal record, POME final discharge BOD and boiler stack sampling.</p> <p>Based on Sustainable Plantation Management System Appendix 10 Procedure for Mill Environmental Performance version 1, year 2008, issue no. 1, dated 1 October 2008. Uses the Mill Environmental Performance Review (Form A) Mill environmental monitoring records available/sighted:</p> <ul style="list-style-type: none"> • Sampled effluent monitoring records: Monthly Effluent Analysis Test Report sampled no. EP655/2015 dated 26/11/2015 for sample taken on 5/11/2015 by Sime Darby Research Sdn. Bhd.; parameter monitored:- pH, Total Alkalinity, VFA, BOD, COD, TS, SS, VSS, TN, AN, O&G. Samples were taken from each point of treatment in the system consist of raw pond, acid ponds, digester tanks and final pond before field application. BOD limit for final discharge <5000mg/L were met as well as all parameters that were within allowable limit. Latest sample for the month of Dec 2015, Jan & Feb 2016 was evidently sent for analysis but result was not received. This was also reported in DOE quarterly report. • Boiler stack sampling records: Isokinetic Stack Monitoring done on 23/7/2015 for Stack no. 1 by SEMC Sdn. Bhd. (Report/Project ref. # SEMC/SMEDARBY/ISO/180/2015; dated 7/8/2015). Result shown the stack emissions are within limit at 0.072 g/Nm³. Previous monitoring was done on January 2015. • Boiler stack sampling records: Isokinetic Stack Monitoring done on 3/9/2015 for Stack no. 2 by SEMC Sdn. Bhd. (Report/Project ref. # SEMC/SMEDARBY/ISO/260/2015; dated 25/9/2015). Result shown the stack emissions are within limit at 0.092 g/Nm³. Previous monitoring was done on March 2015. • Online scheduled waste inventory & consignment ref. # ASNS(B)31/152/000/003 inventory # 0503N20697412 2016 – updated as of 6/2/2016 where the quantity and storage period were within allowable limit. Latest Scheduled Waste disposal done on 6/10/2015, consignment # 201500715IKOA5Y for SW 409 by Tex Cycle, on 25/8/2015 # 2015081512KJ0RX1 (SW 322), and # 3025083422RN7IX0 (SW 305) by Kualiti Alam and # 51352 (SW 305) on 24/8/2015 by Malik Family Resources Sdn. Bhd. <p>The monitoring was based on Sustainable Plantation Management System version 1, year 2008, issue no. 1, dated 1 October 2008.</p> <p>An environmental performance indicator monitoring masterlist has been established to monitor the effectiveness of the mitigation measures and being used for annual review.</p>	<p>Complied</p>

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Criterion / Indicator	Assessment Findings	Compliance	
<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>			
<p>5.2.1</p>	<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). - Major compliance -</p>	<p>HCV Re-Assessment for Strategic Operating Unit (SOU) 14 Tanah Merah has been conducted on February 2015 by Plantation Sustainability Quality Management (PSQM) Department, Sime Darby Plantation Sdn. Bhd. Interim Report (Version II). Total HCV area identified for Tanah Merah Estate falls under Water Catchment area (4ha) – HCV category 4. Unused/Old cemetery (0.30ha) – under HCV category 6. Jungle tree planting (CSA) areas of 4.70ha – HCV 1 and Water Catchment areas of 3.53ha – HCV 2.</p> <p>Identified HCV: Tanah Merah River of Life, field 13B - Action: regular patrol Bukit Siamang Conservation Area (BSCA) - Action: No trespassing signboard - AP patrolling - Continuous Enhancement of Bio-D Sungai Jangling Wetland Conservation Area (SJWCA) - Action: No spraying marking/signboard - Buffer zone establishment - Water sampling Water Retention Ponds, field 13C River reserve Mangrove Forests field 13A</p>	<p>Complied</p>
<p>5.2.2</p>	<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. - Major compliance -</p>	<p>Regular patrols within the operating unit estates were carried out and findings recorded by the respective Estate executives to monitor the Conservation / buffer zone areas. Mechanism for reporting the sightings of various types of wildlife, were found to have been in place. Monitoring and control of any illegal hunting, fishing or collecting activities was also implemented. Signage that prohibit hunting, fishing and water polluting activities were verified on-site at the estates visited (i.e. Tanah Merah & Bukit Pelandok estates) found to have been satisfactorily maintained.</p>	<p>Complied</p>
<p>5.2.3</p>	<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. - Minor compliance -</p>	<p>The program to regularly educate the workforce and community about the status of these RTE species are also established with on-going consultation with the relevant authorities at the Port Dickson District. There is evidence of commitment to discourage any illegal or inappropriate hunting, fishing or collecting activities via the signage erected around the affected areas which prohibit such activities.</p>	<p>Complied</p>

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Criterion / Indicator	Assessment Findings	Compliance
5.2.4	<p>Where a management plan has been created there shall be ongoing monitoring:</p> <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. <p>- Minor compliance -</p>	Complied
5.2.5	<p>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.</p> <p>- Minor compliance -</p>	Complied
<p>Criterion 5.3: Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.</p>		
5.3.1	<p>All waste products and sources of pollution shall be identified and documented.</p> <p>- Major compliance -</p>	Complied

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Criterion / Indicator	Assessment Findings	Compliance
5.3.2 All chemicals and their containers shall be disposed of responsibly. - Major compliance -	<p>Based on policy to reduce, reuse and recycle, the management of used chemicals and containers were done in accordance Scheduled Waste regulations.</p> <p>For estates, the empty pesticides container were collected in scheduled waste store after being triple rinsing and punctured at the bottom of the container.</p> <p>Stores for scheduled waste were inspected at audited sites in mill and estates and disposal was done by scheduled waste disposal company authorized and licensed by Department of Environment. The mill and estates also have a proper Scheduled Waste Store for storing scheduled waste until time of disposal by DOE authorized waste disposal contractor.</p>	Complied
5.3.3 A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented. - Minor compliance -	<p><u>Tanah Merah Mill</u></p> <p>Scheduled waste is managed well with designated storage area at the mill and each of the estates not to less than 180 days in accordance with the requirements of the Environmental Quality Act 1974 (Scheduled Wastes), Regulations, 2005. Disposal was through licensed collector.</p> <p><u>Tanah Merah Estate</u></p> <p>Visit to the estate facility compound found traces of oil contaminated the soil at Mechanisation Department parking bay nearby workshop</p> <p><u>Bukit Pelandok Estate</u></p> <p>Visit to the estate facility compound found traces of oil contaminated the soil at the vehicle repair parking shade nearby workshop</p> <p>There was a minor nonconformity raised against this indicator during the previous audit (RC). Therefore, this nonconformity has been upgraded to Major as per RSPO certification system.</p>	Major- Non Compliance
Criterion 5.4: Efficiency of fossil fuel use and the use of renewable energy is optimised.		

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Criterion / Indicator	Assessment Findings	Compliance
5.4.1 A plan for improving efficiency of the use of fossil fuels and to optimise renewable energy shall be in place and monitored. - Minor compliance -	<p>Monthly record on energy consumption for both renewable and non-renewable sources were kept and documented. It is monitored to optimise use of renewable energy. Data is being compiled for comparison and control for future improvement.</p> <p>Apart from use of grid supply (TNB) 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 on a 70:30 ratio basis respectively. Monthly records of energy consumption of non-renewable and renewable fuel per metric tonne of palm product at the Mill was sighted available.</p> <p>At the estates, diesel consumption per metric ton FFB was also monitored on a monthly basis. It was verified that energy usage are being monitored at the operating units for better control and comparison of trends. Domestic electricity was supplied by TNB while diesel was used for vehicles and machineries. Tanah Merah Estate diesel usage range from 1.33 – 3.92 liter/mt FFB produced.</p>	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 -	<p>Zero burning within estate area has been implemented in Tanah Merah and Bukit Pelandok Estate as part of its pollution prevention plan. This was based on the action plan to prevent open burning which includes planting cover crops, installing zero burning notice boards, briefing and etc.</p> <p>Furthermore, the Group policy of "Zero open burning" is enforced since July 2008. The operating units adhered to the policy of "Zero open burning" for any replanting, if any, in the estates. Field inspections made in both Tanah Merah and Bukit Pelandok estates field showed no evidence of open burning</p>	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 -	<p>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 Tanah Merah and Bukit Pelandok estates. There was no evidence of any burning of domestic waste at the housing line sites and at the domestic landfills of the estates during on site field assessment.</p>	Complied
Criterion 5.6: Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.		

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Criterion / Indicator		Assessment Findings	Compliance
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 -	Based on the assessment of all polluting activities as of the Environment Aspect and Impact assessment in line with Sime Darby Plantation Carbon Policy – to reduce carbon emissions by 40% from 2009 levels by year 2020 signed by MD on January 2015	Complied
5.6.2	Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented. - Major compliance	Main source of significant pollutants and greenhouse gas (GHG) identified was methane (CH ₄) emission through POME treatment as well as boiler stack from the mill. Other less significant GHG emissions identified including CO _x , SO _x and NO _x from various sources including fossil fuel, chemical and fertilizer consumptions mainly from estates activities.	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 -	An email has been sent to RSPO ERWG for monitored GHG of Tanah Merah estate and Bukit Pelandok estate dated on 30/11/2015 (forwarded to group on 12/1/2016).	Minor Nonconformity
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 Social Impact Assessment was carried out on 7-9 Oct 2014 with the participation of affected parties i.e stakeholders, estate management & staff, field workers, government agencies, neighbouring villagers and being internally reviewed on yearly basis as per recommendation. The PSQM department is responsible to perform the SIA assessment. The social action plan contains a time table with person responsible to manage and monitor each issue. The Mill Social Action Plan for 2015/16 financial year prepared on 02 July 2015 has included new issues raised by stakeholders with timeframe for action. Completed issues have been removed from the plan to address the previous observation raised. The estate social action plan for 2015/16 was updated on the December 2015 after the stakeholder meeting.	Complied
6.1.2	There shall be evidence that the assessment has been done with the participation of affected parties. - Major compliance -	Assessment also covered social amenities, environment, road users, employee changes, safety and health issues, surrounding communities, government official, police, labour department, health department, contractors and suppliers.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
6.1.3	Plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts identified, shall be developed in consultation with the affected parties, documented and timetabled, including responsibilities for implementation. - Major compliance -	Based on the SIA findings and recommendation from the PSQM executives, a timetable with responsibilities for mitigation and monitoring of the social impacts were developed and reviewed as necessary. The assistant manager is responsible for the social issues and communication with the stakeholders. Social action plan FY 15/16 has been prepared and implemented. The issues from the external and internal stakeholder such as government agency, contractor, village representative, Worker representative has been included in the plan and with the action plan.	Complied
6.1.4	The plans shall be reviewed as a minimum once every two years and updated as necessary, in those cases where the review has concluded that changes should be made to current practices. There shall be evidence that the review includes the participation of affected parties. - Minor compliance -	Annual SIA improvement plan last reviewed in July and December 2015 respectively by Mill and estates. The assessment was through meeting with the effected parties and stakeholders.	Complied
6.1.5	Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme). - Minor compliance -	No smallholder schemes at Tanah Merah Certification Unit.	Complied
Criterion 6.2: There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.			
6.2.1	Consultation and communication procedures shall be documented. - Major compliance -	Documented consultation and communication procedures "Handling Social Issues" SOP dated 01 Nov 2008 was established and available.	Complied
6.2.2	A management official responsible for these issues shall be nominated. - Minor compliance -	The responsibility to ensure effective implementation of the SOP is the respective Mill and Estate Managers assisted by social officers. The Social Officer of the respective operating unit handles social issues of the mill and estates.	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 -	List of stakeholders updated and maintained. Records of meetings were maintained. The records are available in the Social Management Plan files at the respective operating units. Latest stakeholder meeting was conducted on 30/12/2015 at Tanah Merah Club House for the whole SOU 14 attended by 28 people.	Complied
Criterion 6.3: There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all effected parties.			
6.3.1	The system, open to all affected parties, shall resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistleblowers, where requested. - Major compliance -	A documented dispute resolution procedure is available in Mill and Estate Quality Management System Manual which is effective, timely, appropriate and open to any affected parties. The complaint and grievances is open to effected parties including internal and external stakeholders.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
6.3.2	Documentation of both the process by which a dispute was resolved and the outcome shall be available. - Major compliance -	SOP to resolve social disputes "Handling Social Issues" SOP dated 01 Nov 2008 has been established. Stakeholder meetings are held regularly to identify and give opportunity to stakeholders to complaint or raise disputes. Issues are discussed and consensual agreements reached during stakeholder meetings. Follow-up actions had timelines, responsibilities, and details of actions and monitored by managers for satisfactory conclusion. Minutes of meetings are maintained and reviewed.	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- titled "Handling Land Disputes" SOP dated 01 Nov 2008. There have been no issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders.	Complied
6.4.2	A procedure for calculating and distributing fair compensation (monetary or otherwise) shall be established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation. This procedure shall take into account: gender differences in the power to claim rights, ownership and access to land; differences of transmigrants and long-established communities; and differences in ethnic groups' proof of legal versus communal ownership of land. - Minor compliance -	SOP is as per in 6.4.1 above.	Complied
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 -	Documentation of pay and conditions such as pay slips shows gross pay, net pay, leave, medical leave pay etc are maintained by the company.	Complied

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Criterion / Indicator	Assessment Findings	Compliance	
6.5.2	Labour laws, union agreements or direct contracts of employment detailing payments and conditions of employment (e.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.) shall be available in the languages understood by the workers or explained carefully to them by a management official. - Major compliance -	Employment contract are available in languages understood by workers. Pay and conditions explained to workers by the operating units. The contract follows MAPA/NUPW agreements. Basic daily pay was verified to be in accordance with the Minimum Wage Order 2012. However, at Tanah Merah estate, review of workers' payslip for the month of February 2015 found deduction for union fee (NUPW) was not following the latest MAPA/NUPW Collective Agreement dated 28 April 2015. Sample checked: Employee No.: 2575 and 89027 found RM 11.00 deducted for union fee whereas, the CA required RM 3.00 Insurance to be subsidies by the company. Thus, Major nonconformity was raised.	Major Non-Compliance
6.5.3	Growers and millers shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible. - Minor compliance -	Palm Oil Mill and estates provide adequate housing, water supplies, medical, educational and welfare amenities in accordance with Workers' Minimum Standard of Housing and Amenities Act 1990 (Act 446). There is on-going upgrading of housing. Water is supplied to workers housing through piping. The water tanks are provided for storage purpose.	Complied
6.5.4	Growers and millers shall make demonstrable efforts to monitor and improve workers' access to adequate, sufficient and affordable food. - Minor compliance -	Accesses to food for the workers are considered adequately and sufficiently.	Complied
Criterion 6.6: The employer respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.			
6.6.1	A published statement in local languages recognising freedom of association shall be available. - Major compliance -	Workers have freedom to join the workers union. Policy on Freedom of Association dated April 2008.	Complied
6.6.2	Minutes of meetings with main trade unions or workers representatives shall be documented. - Minor compliance -	Worker Union was formed by the workers. Formal meeting with the management was conducted on 26/1/2016 attended by 10 union representatives including foreign workers representative.	Complied
Criterion 6.7: Children are not employed or exploited.			
6.7.1	There shall be documentary evidence that minimum age requirements are met. - Major compliance -	Operating units are complied with the minimum age requirement. No employees below the age of 18.	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 -	A policy on equal opportunity available and displayed at the offices along with the other policies.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
6.8.2	Evidence shall be provided that employees and groups including local communities, women, and migrant workers have not been discriminated against. - Major compliance -	Migrant workers are recruited with 3 years contract. Local workers are on a long term employment. No any kind of discrimination was noted. Job opportunities and amenities such as free housing, water and electricity supplies, medical care are given to all employees without discrimination. All employees are aware of the grievance procedures through the various Committees such as Gender Committee for women, foreign workers representation and union committee to highlight their concerns and grievances if any. No grievances were highlighted to the audit team by internal and external stakeholders.	Complied
6.8.3	It shall be demonstrated that recruitment selection, hiring and promotion are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available. - Minor compliance -	Recruitment selection, hiring and promotion are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available. It was noted during the audit that there is no discrimination based on nationality, race, gender, age, etc.	Complied
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 -	Policy on protection against Sexual Harassment and other forms of harassment available and implemented. There is no any reported case of harassment in the operating units.	Complied
6.9.2	A policy to protect the reproductive rights of all, especially of women, shall be implemented and communicated to all levels of the workforce. - Major compliance -	Reproductive rights of the female workers are protected. Female employees are aware that they are entitled for two months paid maternity leave.	Complied
6.9.3	A specific grievance mechanism which respects anonymity and protects complainants where requested shall be established, implemented, and communicated to all levels of the workforce. - Minor compliance -	Existing grievance procedure to handle grievances from internal and external stakeholders contains flow chart and available in the local language. Grievances and complaints are treated as confidential and not discussed in public. Each operating units have formed Gender Committee to discuss or provide awareness among female workers. Last meeting was done on 19/12/2015 attended by 6 members.	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 -	There is no smallholder dealing with the palm oil mill. Pricing mechanism for FFB is not applicable because the FFB sourced is from own company estates.	Complied
6.10.2	Evidence shall be available that growers/millers have explained FFB pricing, and pricing mechanisms for FFB and inputs/services shall be documented (where these are under the control of the mill or plantation). - Major compliance -	There is no smallholder dealing with the palm oil mill. Pricing mechanism for FFB is not applicable because the FFB sourced is from own company estates.	Complied
6.10.3	Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent. - Minor compliance -	Interview confirmed that contractors/suppliers and workers understand contractual agreement and stated that the contract is transparent and fair. The company has standard term and condition of contract agreement.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
6.10.4	Agreed payments shall be made in a timely manner. - Minor compliance -	Interview of contractors and workers confirmed payment is made promptly. Inspection to the "Grievance Book" indicated no complaint was raised in relation to processing of the payment.	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 -	Contributions are regularly made to school activities and community activities. This was confirmed by school teachers and local community during interview. Company also allow access to local community to access through the estate roads. Consultations with the local communities are held to encourage them to highlight and suggest any activities for local community development.	Complied
6.11.2	Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve smallholder productivity. - Minor compliance -	No scheme smallholders.	Complied
Criterion 6.12: No forms of forced or trafficked labour are used.			
6.12.1	There shall be evidence that no forms of forced or trafficked labour are used. - Major compliance -	All employees are legal with local identification card for local employees and foreign employees are with valid passports and working permits. However, at Bukit Pelandok estate, interview with workers and document review found that passport retention agreement was not followed. Security deposit of RM 100 has been collected from workers whenever workers requested to take back their passport. The records were sighted in the "Buku Pinjam Passport" Passport borrowing record book. Thus, Major nonconformity was raised.	Major non conformity
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.			
6.13.1	A policy to respect human rights shall be documented and communicated to all levels of the workforce and operations (see Criteria 1.2 and 2.1). - Major compliance -	The existing policy covers the necessary aspects of human rights. Employees are aware of their rights and workers and staff union monitor to ensure no violations.	Complied
Principle 7: Responsible development of new plantings Tanah Merah Certification unit and supply base did not carry out any new plantings after Nov 2005. Verified from the previous planting history, there was no conversion of planted crop and increased of planted area on the said specific plot/area under 4-10 years planting and only categorized as replanting area. Therefore, the requirement of Principle 7 is not applicable during this assessment.			

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Criterion / Indicator	Assessment Findings	Compliance	
Principle 8: Commitment to continual improvement in key areas of activity			
Criterion 8.1: Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.			
8.1.1	<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 all estates are not using paraquat. This is one of the major commitments by all the operating units 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><u>Mill:</u> KAIZEN PROJECT for:</p> <ul style="list-style-type: none"> i) Reduce time taken for regeneration process. ii) Reduce electricity consumption by installation of capacitor bank. iii) Reduce chemical usage at water treatment plant. <p><u>Estates:</u> 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><u>CAPEX</u></p> <ul style="list-style-type: none"> i) New high efficiency boiler c/w sscrubbing system. ii) Land irrigation piping iii) Domestic equipment upgrading/replacement iv) Firefighting system upgrading 	Complied

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

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

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

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

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

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Appendix C: Sime Darby Plantation Sdn Bhd – Tanah Merah Certification Unit RSPO Certificate Details

Sime Darby Plantation Sdn. Bhd.
 Strategic Operating Unit (SOU 14)
 Tanah Merah Palm Oil Mill
 Negeri Sembilan, Malaysia.

BSI RSPO Certificate No: RSPO 541905
 Date of Initial Certificate Issued: 19/5/2010
 Date of Expiry: 18/5/2020
 RSPO membership number: 1-0008-04-000-00
 Applicable Standards: RSPO P&C MYNI-2014; RSPO Supply Chain Certification Standard November 2014 Module D
 - CPO Mills: Identity Preserved

Tanah Merah Palm Oil Mill and Supply Base					
Location Address		Tanah Merah Palm Oil Mill 71709 Port Dickson, Negeri Sembilan, Malaysia			
GPS Location		101° 47' 34.03" E ; 2° 39' 19.09" N			
CPO Tonnage Total		27,353			
PK Tonnage Total		6,217			
CPO Claimed for Certification		27,353			
PK Claimed for Certification		6,217			
Own estates FFB Tonnage		124,330			
Scheme Smallholder FFB Tonnage		-			
Company's adjacent Suppliers FFB Tonnage – Other adjacent estates (Certified)		30,304			
Estates	Production Area		Other use (ha)	Certified Area / Total land lease (ha)	Annual FFB Production (mt)
	Mature (ha)	Immature (ha)			
Tanah Merah Estate	3,168.91	336	837.61	4342.52	86,097
Bukit Pelandok Estate	1,710.11	31.89	121	1863	38,233
TOTAL	4,879.02	367.89	958.61	6205.52	124,330

Appendix D: Assessment Plan

PRELIMINARY AGENDA					
Date	Time	Subjects	Mohd Hidhir	Hafriazhar	Haris
Monday 29/2/2016	PM	Audit Team travelling to site	√	√	√
Tuesday 1/3/2016 Tanah Merah 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). 	√	√	√
	09.00 – 12.00	Tanah Merah 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	Tanah Merah 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.	√	√	√
Wednesday 2/3/2016 Tanah Merah Estate	08.30 – 12.00	Tanah Merah 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	Tanah Merah 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	√	√	√
Thursday 3/3/2016 Bukit Pelandok Estate	8.30 – 12.00	Bukit Pelandok 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.	√	√	√
	12.00 – 13.00	Lunch	√	√	√

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PRELIMINARY AGENDA					
Date	Time	Subjects	Mohd Hidhir	Hafriazhar	Haris
	13.00 – 16.30	Bukit Pelandok 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	√	√	√
Friday 4/3/16	AM	Audit Team Travelling back to KL	√	√	√

Appendix E: Stakeholders Contacted

<p>Internal Stakeholders</p> <p>Tanah Merah Certification Unit Management team and Staff Representatives from Sustainability Department On site compliance executives Mill Manager and Assistants Estate Managers and Assistants Facility Administrators Gender Committee Representatives Hospital Assistant Male and Female workers Kindergarten Teacher Workers Union Representatives Onsite NUPW secretary AMESU Representative Planting Advisor</p>	<p>Local Communities</p> <p>Kampung Haji Kamisan Representative</p>
<p>Government Departments</p> <p>Government School Headmistress Department of Safety and Health Department of Environment</p>	<p>Contractors</p> <p>General Supplier FFB Transport contractor Engineering work contractor</p> <p>External Stakeholders</p> <p>AMESU NUPW</p>

Appendix F: Tanah Merah Palm Oil Mill Supply Chain Assessment (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>Tanah Merah Palm Oil Mill only receives certified FFB. Therefore qualifies for the Identity Preserved supply chain system and module. During the P&C assessment, the audit team verified the volumes and sources of certified FFB entering the mill, the implementation of processing controls and volume sales of RSPO certified products</p>
D.2 Explanation	
<p>D.2.1 The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the certification body (CB) in the public summary of the P&C certification report. This figure represents the total volume of certified palm oil product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced shall then be recorded in each subsequent annual surveillance report.</p>	<p>The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill is recorded in this public summary report.</p>
<p>D.2.2 The mill must also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim).</p>	<p>The mill has met all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim).</p>
D.3 Documented procedures	
<p>D.3.1 The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following:</p> <ul style="list-style-type: none"> a) Complete and up to date procedures covering the implementation of all the elements in these requirements; b) The role of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site's procedures for the implementation of this standard. 	<p>Latest written documented procedures (RSPO SCCS v.2 Year 2014) for the chain of custody is with Identity Preserved (IP) model covering all the RSPO Supply Chain Certification Standard and Traceability for handling certified and non-certified FFB under Appendix 15. This developed based on the RSPO SCCS 21 November 2014. The previous SOP was for SG. The mill manager has the responsibility to ensure implementation assisted by the on-site compliance executive. The IP model is used because only certified FFB from own supply base is received and processed at Tanah Merah 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 as well as MSPO traceability requirements.</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>Tanah Merah 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	

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D.4.1 The site shall verify and document the tonnage and sources of certified and the tonnage of non-certified FFBs received.	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. Tanah Merah mill have system to verify at the weighbridge.
D.4.2 The site shall inform the CB immediately if there is a projected overproduction of certified tonnage.	The facilities aware of this procedure and stated in the procedure.
D.5 Record keeping	
D.5.1 The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a three-monthly basis.	<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 Tanah Merah Palm Oil mill. PK is sold to Sime Darby Futures Trading.</p> <p>CPO sold to Sime Darby own refinery (Golden Jomalina & Nuri). Daily records are prepared at the entry point at the weighbridge.</p> <p>Sample of CPO contract and WB ticket: November 2015 – Jomalina Refinery (5001002574) Contract number: S/C-PSD/1511/CPO1364, Quantity 500 mt. Date: 28/11/15, Lorry: NBK 7366, WB ticket#008697, weight; 26.18 mt. ID stamped: RSPO Fully Segregated CPO</p> <p>October 2015 – Jomalina Refinery (5003002705) Contract number: S/C-PSD/1510/CPO1266, Quantity 500 mt. Date: 29/10/15, Lorry: NBK 3069, WB ticket#060356, weight; 31.46 mt. ID stamped: RSPO Fully Segregated CPO</p> <p>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>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>
D.6 Processing	
D.6.1 The site shall assure and verify through documented procedures and record keeping that the RSPO certified oil palm product is kept segregated from noncertified material including during transport and storage.	During this assessment it was confirmed that only certified source of FFB from own plantation is processed. This ensures that there is no possibility of mixing during processing.
D.6.2 The objective is for 100 % segregated material to be reached.	Processing and storage records can trace back to only certified segregated FFB and finish product (CPO and PK) through traceability records such as weighbridge records. This ensures that 100% segregated materials are reached.

Actual Certified Palm Production – February 2015 – January 2016 (Recertification)

MILL	CAPACITY & Supply Chain Model	CPO	PK
Tanah Merah Palm Oil Mill	35mt/hr, Identity Preserved (IP)	31031.7	7,388.5

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Actual Sales of Certified Palm Products – February 2015 – January 2016 (Recertification)

MILL	Certified CPO Sales	Certified PK Sales	Remarks
Tanah Merah Palm Oil Mill	10,982.12	1,110.06	Sales of certified palm product in etrace

Actual Certified FFB Received Monthly – February 2015 – January 2016 (Recertification)

Month	Tanah Merah Estate	Bukit Pelandok Estate	PD Lukut	Sengkang	Sua Betong	Salak	Siliau	New Labu	Glenworrie	Tampin Linggi	Sepang	Bradwall	Labu	Total FFB/Month
Feb. 2015	3994.33	2438.81	47.17	-	-	1558.65	250.18	-	-	114.71	-	522.08	-	8925.93
March 2015	6402.45	3713.09	684.02	-	1264.27	1014.03	1116.06	-	21.13	162.87	196.83	620.53	-	15195.28
April 2015	7436.18	4041.91	1219.96	942.76	-	1574.10	-	179.61	-	52.02	-	-	308.60	15755.14
May 2015	8831.24	4211.87	412.84	705.14	-	936.16	-	-	22.75	-	695.28	-	-	15815.28
June 2015	8947.09	4262.49	672.67	537.99	-	-	-	-	-	-	-	-	-	14420.24
July 2015	8128.64	3943.57	479.29	440.39	-	1377.12	-	-	-	-	-	-	11.30	14380.31
August 2015	6231.07	3840.76	54.24	510.78	-	448.64	-	354.12	-	-	-	-	1621.83	13061.44
Sept 2015	5673.33	3158.47	954.89	2486.87	-	691.62	-	-	-	-	-	-	-	12965.18
Oct 2015	5097.16	2667.81	572.20	2875.84	-	971.13	-	-	-	-	-	-	-	12184.14
Nov 2015	3943.72	1906.83	378.70	2212.16	-	230.17	-	-	-	-	-	-	-	8671.58
Dec 2015	3396.43	1646.52	1286.59	2397.78	-	-	-	-	-	-	-	-	-	8727.32
Jan 2016	3341.51	1471.87	993.28	1729.90	-	131.59	-	-	-	-	-	-	-	7668.15
Total	71423.15	37304	7755.85	14839.61	1264.27	131.59	1366.24	533.73	43.88	329.60	892.11	1142.61	1941.73	147769.99

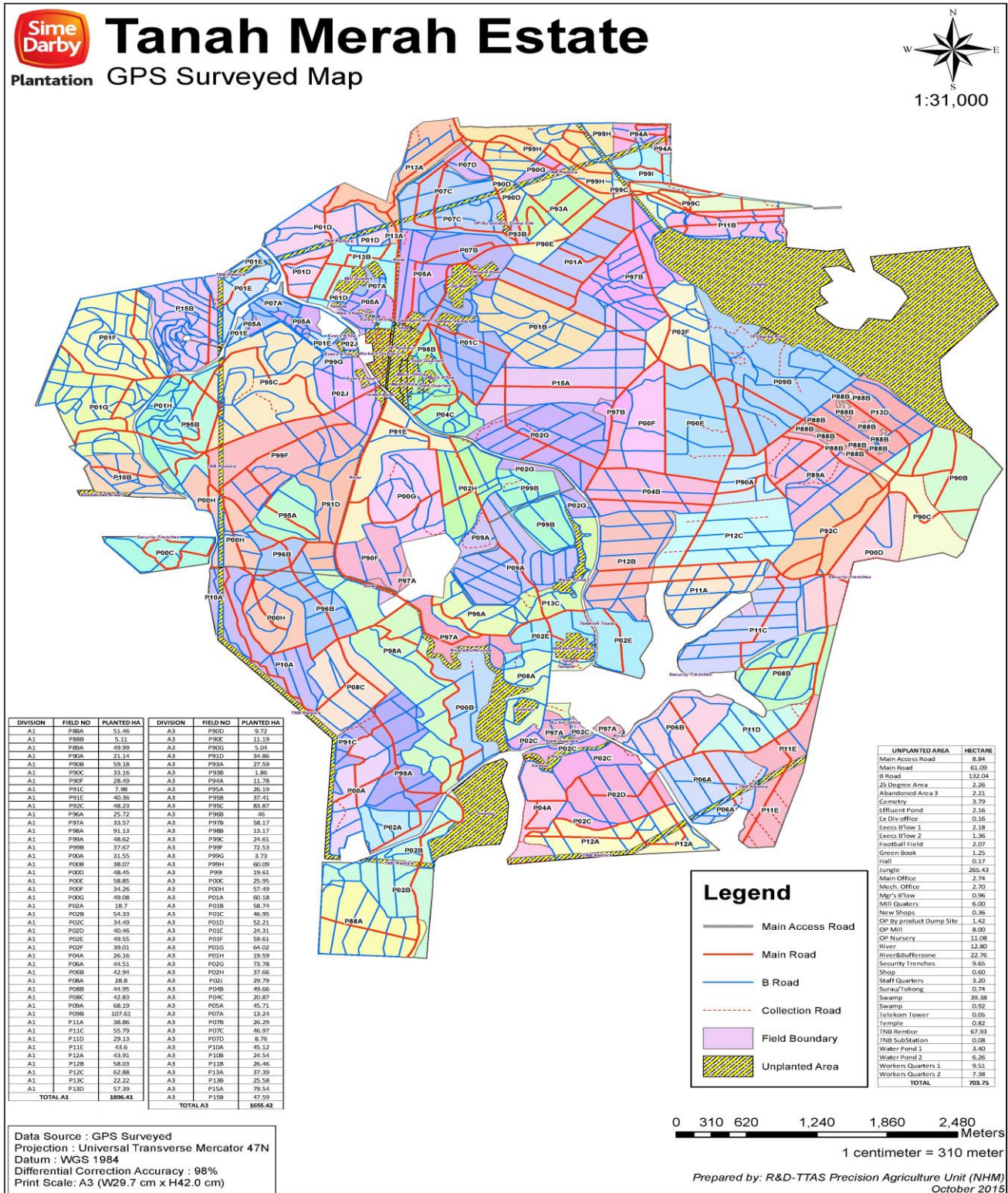
Validity check on the certificate: RSPO 543543 valid until 18/5/20, SGS-RSPO/PM-MY14/01364 valid until 17/2/19, SGS-RSPO/PM-MY13/01284 valid until 29/12/16

East (Glenworrie & Sepang) RSPO 543543

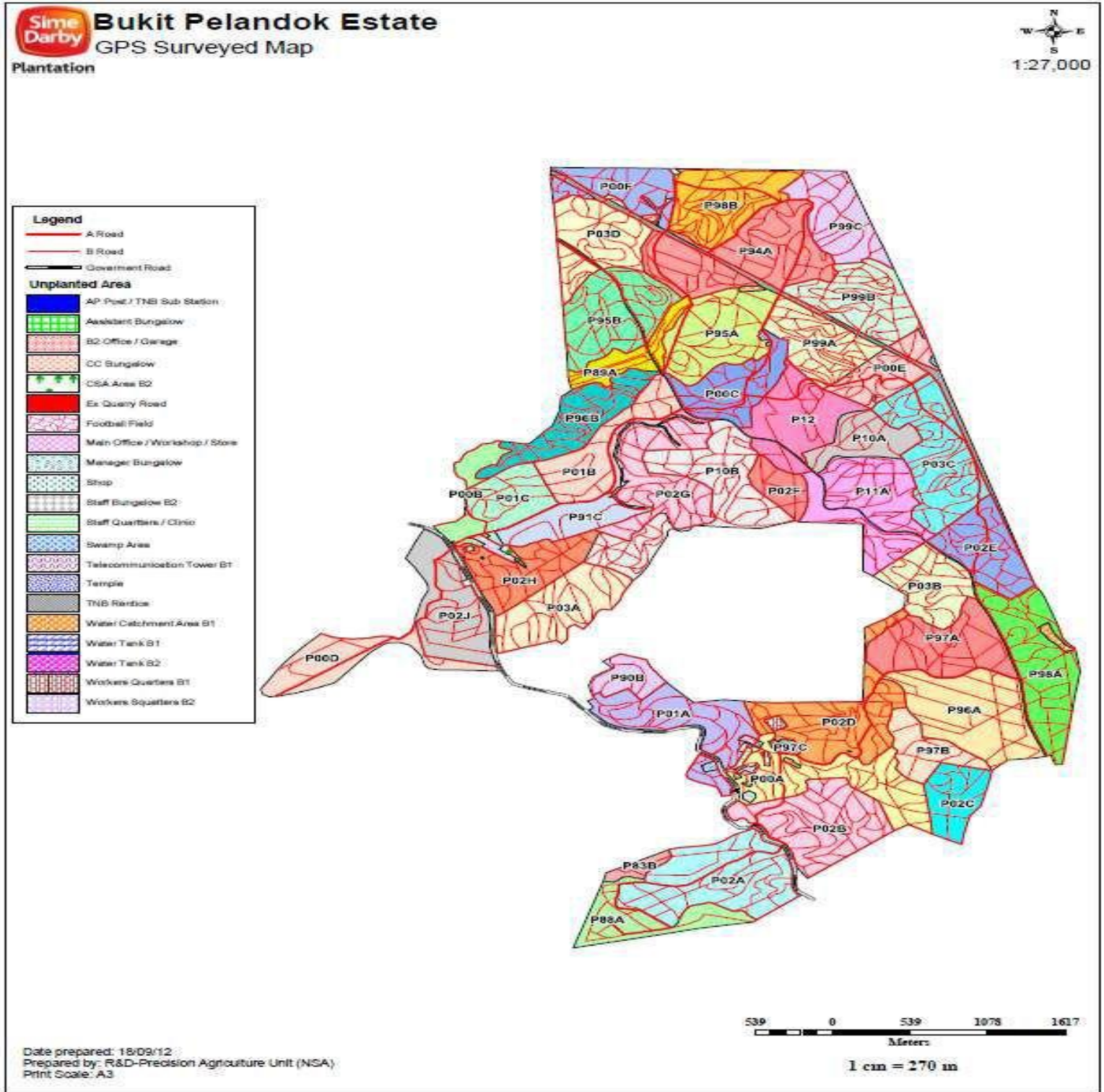
Sua Betong (Tampin Linggi, Bradwall) SGS-RSPO/PM-MY14/01364

Labu (New Labu and Labu) SGS-RSPO/PM-MY13/01284

Appendix G: Tanah Merah Estate Field Map



Appendix H: Bukit Pelandok Estate Field Map



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Appendix I: List of Abbreviations Used

AMESU	All Malaysian Estate Staff Union
AN	Ammoniacal Nitrogen
ASA1	Annual Surveillance Assessment 1
BOD	Biological Oxygen Demand
CHRA	Chemical Health Risk Assessment
CPO	Crude Palm Oil
DDE	Dusun Durian Estate
DOE	Department of Environment
DOSH	Department of Occupational Safety & Health
EFB	Empty Fruit Bunch
EMS	Environmental Management System
FFB	Fresh Fruit Bunch
GMP	Good Manufacturing Practice
HCV	High Conservation Value
IAV	Initial Assessment Visit
IPM	Integrated Pest Management
ISCC	International Sustainable Carbon Certification
MAPA	Malaysian Agriculture Producers Association
MPOA	Malaysian Palm Oil Association
MSDS	Material Safety Data Sheet
MY-NI	Malaysian National Interpretation
NUPW	National Union of Plantation Workers
O&G	Oil and Grease
PK	Palm Kernel
PPE	Personal Protective Equipment
PSQM	Plantation Sustainability and Quality Management
PQR	Performance Quality Rating
RC	Re-Certification
RED	Renewable Energy Directive
RSPO P&C	Roundtable on Sustainable Palm Oil Principle & Criteria
SCCS	Supply Chain Certification Standard
SEIA	Social & Environmental Impact Assessment
SIA	Social Impact Assessment
SOP	Standard Operating Procedure
SOU	Strategic Operating Unit
SS	Suspended Solids
TN	Total Nitrogen
TS	Total Solids
VFA	Volatile Fatty Acids