

**RSPO PRINCIPLE AND CRITERIA
2nd Annual Surveillance Assessment (ASA2_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
Strategic Operating Unit (SOU 9) West Palm Oil Mill Ladang West 42960 Carey Island Selangor, Malaysia

TABLE of CONTENTS

Page No

Section 1: Scope of the Certification Assessment.....	3
1. Company Details	3
2. Certification Information	3
3. Location(s) of Mill & Supply Bases	3
4. Description of Supply Base	4
5. Plantings & Cycle.....	4
6. Certified Tonnage of FFB (Own Certified Scope)	4
7. Non-Certified Tonnage of FFB (outside supplier – excluded from certificate) if applicable	4
8. Certified Tonnage	4
Section 2: Assessment Process	5
1. Assessment Program	6
Section 3: Assessment Findings	7
3.1 Details of audit results	7
3.2 Progress against Time Bound Plan.....	8
3.3 Details of findings	12
3.3.1 Status of Nonconformities Previously Identified and Observations	20
3.3.2 Summary of the Nonconformities and Status.....	23
Assessment Conclusion and Recommendation:	24
Acknowledgement of Assessment Findings	24
Appendix A: Summary of Findings	25
Appendix B: Approved Time Bound Plan.....	69
Appendix C: Certification Unit RSPO Certificate Details.....	73
Appendix D: Assessment Plan.....	74
Appendix E: Stakeholders Contacted	76
Appendix F : CPO Mill Supply Chain Assessment Report (Module D: Identity Preserved)	77
Appendix G : Location Map of West Palm Oil Mill Certification Unit and Supply bases	80
Appendix H : West Estate Field Map.....	81
Appendix I: GHG Reporting Executive Summary.....	82
Appendix J : List of Smallholder Sampled	84
Appendix K: List of Abbreviations Used.....	85

Section 1: Scope of the Certification Assessment

1. Company Details			
RSPO Membership Number	1-0008-04-000-00	Date	Member since: 6 September 2004
Company Name	Sime Darby Plantation Sdn Bhd		
Address	Head Office: Level 3A, Main Block, Plantation Tower, No. 2, Jalan PJU 1A/7 47301 Ara Damansara, Selangor, Malaysia Certification Unit: Strategic Operating Unit (SOU 9) – West Palm Oil Mill 42960 Carey Island, Selangor, Malaysia		
Subsidiary of (if applicable)	N/A		
Contact Name	Mdm. Shylaja Devi Vasudevan Nair (Head, Sustainability Unit PSQM) Haji Mazlan Bin Abdullah		
Website	www.simedarby.com	E-mail	mazlan.abdullah.ghp@simedarby.com
Telephone	+603-78484379 (Head Office) +012 581 2769 +603 3122 0346/48 (Mill)	Facsimile	+603-78484356 (Head Office) +603 – 3122 0375

2. Certification Information			
Certificate Number	RSPO 543594	Original Certificate Issued Date	19/05/2015
		Expiry Date	18/05/2020
Scope of Certification	Palm Oil and Palm Kernel Production from West Palm Oil Mill and Supply Base (West Estate)		
Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
AR0867	ISO 9001:2008	SIRIM QAS International Sdn Bhd	08/08/2018

3. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base)	Location [Map Reference #]	GPS	
		Easting	Northing
West Palm Oil Mill (50 mt/hr)	Ladang West 42960 Carey Island, Selangor, Malaysia	101° 21' 40.7"	02° 54' 18.0"

**RSPO Public Summary Report
Revision 4 (November /2016)**

West Estate	Ladang West 42960 Carey Island, Selangor, Malaysia	101° 21' 43.7"	02° 53' 22.7"
-------------	--	----------------	---------------

Note: Infrass = infrastructure

4. Description of Supply Base							
Estate	Mature (ha)	Immature (ha)	Infrass & Other (ha)	HCV (ha)	Total Planted (ha)	Total Hectarage	% of Planted
West Estate	4,739.39	325.25	691.05	157.00	*5,064.64	*5,912.69	87.99

*Difference of figure for Total Planted and Total Hectarage compared to last year was due to human typo error for last year figure.

5. Plantings & Cycle								
Estate	Age (Years)					Tonnage / Year		
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30	Estimated (Mar 2016 – Feb 2017)	Actual (Mar 2016 – Feb 2017)	Forecast (Mar 2017 – Feb 2018)
West Estate	325.25	1,468.36	2,771.37	499.66	-	128,891.80	125,516.16	129,788.61

6. Certified Tonnage of FFB (Own Certified Scope)			
Estate	Tonnage / year		
	Estimated (ASA2_1) (Mar 2016 – Feb 2017)	Actual (ASA2_1) (Mar 2016 – Feb 2017)	Forecast (ASA3_1) (Mar 2017 – Feb 2018)
West Estate	128,891.80	125,516.16	129,788.61

7. Non-Certified Tonnage of FFB (outside supplier – excluded from certificate) if applicable			
Independent FFB Supplier	Tonnage / year		
	Estimated (ASA2_1) (Mar 2016 – Feb 2017)	Actual (ASA2_1) (Mar 2016 – Feb 2017)	Forecast (ASA3_1) (Mar 2017 – Feb 2018)
N/A	N/A	N/A	N/A

8. Certified Tonnage									
Mill	Estimated (ASA2_1) (Mar 2016 – Feb 2017)			Actual (ASA2_1) (Mar 2016 – Feb 2017)			Forecast (ASA3_1) (Mar 2017 – Feb 2018)		
	FFB	CPO OER %	PK KER %	FFB	CPO OER %	PK KER %	FFB	CPO OER %	PK KER %
West Palm Oil Mill	128,891.80	28,289.75	7,214.21	125,516.16	25,517.44	5,459.95	129,788.61	26,928.70	6,871.78
		OER: 21.95	KER: 5.60		OER: 20.33	KER: 4.35		OER: 20.75	KER: 5.29

Certified FFB from adjacent certified estate	N/A	N/A	N/A	84,640.28	17,207.37	3,681.85	N/A	N/A	N/A
					OER: 20.33	KER: 4.35			

Section 2: Assessment Process

Certification Body:

BSI Services Malaysia Sdn Bhd,
 (ASI Accreditation Number: RSPO-ACC-19)
 Unit 3, Level 10, Tower A
 The Vertical Business Suites, Bangsar South
 No. 8, Jalan Kerinchi
 59200 Kuala Lumpur
 Tel +603 2242 4211 Fax +603 2242 4218
 Nicholas Cheong: Nicholas.Cheong@bsigroup.com
www.bsigroup.com

BSI is a leading global provider of management systems assessment and certification, with more than 60,000 certified locations and clients in over 100 countries. BSI Standards is the UK's National Standards Body. BSI provides independent, third-party certification of management systems. BSI is ASI Accredited (RSPO-ACC-19) to conduct RSPO assessment since 31/10/2014 with accredited office located at Kuala Lumpur, Malaysia. BSI is accredited for RSPO Supply Chain Certification Systems (SCCS) and Principles & Criteria for Sustainable Palm Oil Production (P&C, Single Site & Group) certification Worldwide.

Assessment Methodology, Programme, Site Visits

This 2nd Annual Surveillance Assessment was conducted from 27 – 28 February 2017. 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 estate (West Estate). A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HCVs, declared conservation areas and local communities.

The methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interviews of staff, workers and their families and external stakeholders, review of documentation and monitoring data. RSPO Principles & Criteria 2013 (MYNI-2014) and RSPO Supply Chain Certification Standard 2014 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.

The approach to the audit was to treat the mill and its supply base as an RSPO Certification Unit. The mill was audited together with the estates (or smallholders) of its supply base. The estates sample were determined based on formula $N = 0.8\sqrt{y}$ where y is the number of estates. The sampled smallholder listed in Appendix J.

**RSPO Public Summary Report
Revision 4 (November /2016)**

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 one minor nonconformity has been upgraded as major nonconformity due to corrective action was not sufficient. The assessment findings for the 2nd Annual Surveillance Assessment are detailed in Section 3.3.

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

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

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

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

[Click here to enter a date.](#)

Tentative Date of Next Visit: February 27, 2018 – February 28, 2018

Total No. of Mandays: 6 mandays

BSI Assessment Team:

Hu Ning Shing – Trainee Lead Auditor

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

**RSPO Public Summary Report
Revision 4 (November /2016)****Mohamed Hidhir Zainal Abidin – Team Member**

He holds Bachelor Degree in Chemical Engineering, graduated from National University of Malaysia on 2006. He has 7 years working experience in palm oil industry specifically on palm oil milling for 5 years. He also has the experiences as auditor for several standards including ISO 9001, ISO 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.

Daniel Francis – Team Member

Daniel Francis is a fulltime employee with BSI Services Malaysia. He holds a Bachelor of Applied Science Degree in Food Science, graduated from Charles Sturt University, Australia. He has over 8 years of working experience in the oil and gas industry and 3 years in the food & beverage industry. He is an experienced auditor for several management system standards including ISO 9001, ISO 14001, OHSAS 18001 and Integrated Management System. He had completed the ISO 9001:2015 Lead Auditor Course and RSPO SCC Lead Auditor Course. He had been involved in the RSPO audits with various companies in Malaysia. During assessment, he covers the legal issues and occupational safety and health.

Accompanying Persons: Hoo Boon Han (Observer)**Section 3: Assessment Findings****3.1 Details of audit results**

This assessment has been assessed using the following RSPO normative requirements. The assessment details are provided in Appendix A.

- Sime Darby Plantation Sdn Bhd Time Bound Plan
- RSPO Group Certification Standard 2016 Checklist
- RSPO P&C for Smallholders TH-WG 2012 Checklist
- RSPO P&C GN-NIWG 2010 Checklist
- RSPO P&C INA-NIWG 2016 Checklist
- RSPO P&C PNG-NIWG 2016 Checklist
- RSPO P&C SI-NIWG 2010 Checklist
- RSPO P&C MY-NIWG 2014 Checklist
- RSPO P&C TH-WG 2011 Checklist
- RSPO Supply Chain Certification Checklist November 2014
- RSPO P&C 2013 Generic Checklist

RSPO Public Summary Report Revision 4 (November / 2016)

3.2 Progress against Time Bound Plan

Sime Darby Time Bound Plan (TBP) is included as Appendix B. Sime Darby has achieved RSPO certification for 34 management units in Malaysia and 24 Management Units in Indonesia. There are no any changes in the existing certified units in Malaysia. All units' certifications are valid. Sime Darby has acquired NBPOL. NBPOL is managed as a separate management unit. NBPOL has its own RSPO membership (1-0016-04-000-00) and have achieved certification for all the certification units. As for the Plantation in Liberia, Sime Darby has completed the NPP in 2011. However, the plantation sites will be included in TBP upon completion of the mill which is delayed due to Ebola and long drought season.

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

Due to the present mediation process, PT Mitra Austral Sejahtera TBP was revised to 2016 by Sime Darby pending on the resolution and mediation process which is acknowledged by RSPO. The final decision of issuing the certificate is under the CB that audited the PT MAS. BSI has contacted the CB and consultation was held. The CB that audited PT MAS accepted the revision of the TBP. BSI accepted the feedback from the CB that audited PT MAS as per the RSPO Certification System requirement "Where the Certification Body conducting the surveillance audit is different from that which first accepted the time-bound plan, the later Certification Body shall accept the appropriateness of the time-bound plan at the moment of first acceptance and shall only check continued appropriateness". BSI understands that there are community issue still under negotiation through agreed process.

The improvement is in progress and acknowledge by RSPO and all parties as mutually agreed process. Latest meeting among the community and Sime Darby was held on 14 January 2016. The current status details are provided in the Appendix B. BSI has consider that Sime Darby still comply with the RSPO requirement for partial certification and has justified the revision to TBP.

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

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

- a. Any unresolved significant land disputes;
- 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.

RSPO Public Summary Report
Revision 4 (November /2016)

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

**RSPO Public Summary Report
Revision 4 (November /2016)**

<p>If there have been changes, what circumstances have occurred?</p>	<p>Indonesia- PT MAS has undergone RSPO Main Assessment in July 2011. The certification body for PT MAS has considered that Sime Darby Plantation still meets the requirements of the RSPO for Partial Certification and the report has been submitted for EB review. A verification audit was conducted by the Certification Body in early 2013 and Sime Darby Plantation will proceed with the next steps of certification upon satisfactory resolution of the matter. Ongoing and regular (bi-monthly) discussions is ongoing between Sime Darby Plantation and the project affected communities. Reports on the progress update are submitted to RSPO on a regular basis since November 2012. The latest progress report submitted to RPSO dated 30th June 2016.</p> <p>Smallholders- As at June 2016, total of 24,820 Ha (59%) of total Ha, (42,008 Ha) of associated smallholders in Indonesia has been certified. Certification process for the remaining associated smallholders areas is on-going. SDP expect to achieve 100% RSPO certification of associated smallholders and outgrowers by end 2019.</p> <p>Liberia- A new mill will be set up in Liberia and planned for commissioning in Feb 2016. Preparation to undergo the RSPO Certification process is in progress and SDP targets to undergo RSPO Certification by end 2017. RSPO NPP process has been completed in 2011. Internal assessment against the draft Liberia NI has been completed and closing of gaps is in progress.</p>	<p>Yes</p>
<p>Have there been any stakeholder comments?</p>	<p>Up to date, there is no comment. SDP continues to engage all affected parties through regular discussions and progress reporting is being made to the RSPO Secretariat.</p>	<p>Yes</p>
<p>Have there been any newly acquired subsidiaries?</p>	<p>In March 2015, Sime Darby Plantation completed the acquisition of New Britain Palm Oil Limited (NBPOL). NBPOL is managed under a separate entity and the reporting of timebound plan will be under NBPOL's management. NBPOL is considered as a different entity/member under the RSPO and NBPOL is 100% RSPO Certified.</p> <p>A new mill has been set up in Liberia and planned for commissioning in Feb 2016. Preparation to undergo the RSPO Certification process is in progress and SDP targets to undergo RSPO Certification by end 2017. *RSPO NPP process has been completed in 2011. Internal assessment against the draft Liberia NI has been completed and closing of gaps is in progress.</p>	<p>Yes</p>
<p>Have there been any isolated lapses in implementation of the plan?</p>	<p>No lapses.</p>	<p>Yes</p>
<p>Un-Certified Units or Holdings</p>		

**RSPO Public Summary Report
Revision 4 (November /2016)**

<p>Did the company conduct an internal audit? If so, has a positive assurance statement been produced?</p>	<p>Indonesia - PT Mitra Austral Sejahtera has undergone RSPO Main Assessment in July 2011. The certification body for PT MAS has considered that Sime Darby Plantation still meets the requirements of the RSPO for Partial Certification and the report has been submitted for EB review. A verification audit was conducted by the Certification Body in early 2013 and Sime Darby Plantation will proceed with the next steps of certification upon satisfactory resolution of the matter. Reports on the progress update are submitted to RSPO on a regular basis since November 2012. The latest progress report submitted to RPSO dated 30th June 2016. Further details please refer to the RSPO Complaints Website: http://www.rspo.org/members/complaints/status-of-complaints/view/29 Liberia – New mill commissioned in Feb 2016, identification of gaps and preparation to meet the requirements of the RSPO P&C is in progress.</p>	<p>Yes</p>
<p>No replacement after dates defined in NIs Criterion 7.3:</p> <ul style="list-style-type: none"> • Primary forest. • Any area identified as containing High Conservation Values (HCVs). • Any area required to maintain or enhance HCVs in accordance with RSPO criterion 7.3. 	<p>HCV assessment has been conducted for uncertified units i.e. PT Mas (by Aksenta in March 2009) and Sime Darby Plantation Liberia operations (by RSPO approved assessors – Dr SK Yap in 2011).</p>	<p>Yes</p>
<p>Any new plantings since January 1st 2010 must comply with the RSPO New Plantings Procedure.</p>	<p>A new mill will be set up in Liberia and planned for commissioning in Feb 2016. Preparation to undergo the RSPO Certification process is in progress and SDP targets to undergo RSPO Certification by end 2017. RSPO NPP process has been completed in 2011. Internal assessment against the draft Liberia NI has been completed and closing of gaps is in progress. *Note: RSPO NPP Announcements for SDP can be http://www.rspo.org/certification/new-planting-procedures/public-consultations/page/14?</p>	<p>Yes</p>
<p>Any Land conflicts are being resolved through a mutually agreed process, e.g. RSPO Grievance procedure or Dispute Settlement Facility, in accordance with RSPO criteria 6.4, 7.5 and 7.6.</p>	<p>Sime Darby (Liberia) Plantation Inc. Status: Box G - Close for Monitoring Further details please refer to: http://www.rspo.org/members/complaints/status-of-complaints/view/46 PT Mitra Austral Sejahtera (Sime Darby Sdn Bhd) Further details please refer to: http://www.rspo.org/members/complaints/status-of-complaints/view/29</p>	<p>Yes</p>
<p>Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO criterion 6.3.</p>	<p>No stakeholder comments or complaints received.</p>	

**RSPO Public Summary Report
Revision 4 (November /2016)**

Any Legal non- compliance is being resolved in accordance with the legal requirements, with reference to RSPO criteria 2.1 and 2.2.	None noted. No stakeholder comments or complaints received.	Complied.
---	---	-----------

3.3 Details of findings

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

During the 2nd Annual Surveillance Assessment there were 5 (five) Major & 1 (one) Minor nonconformities raised. The West Palm Oil Mill 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 Actions for the Major Nonconformity(ies) has been verified for it effectiveness and closed accordingly.

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1443573-201702-M1	<p>Requirements Indicator 2.1.1 Evidence of compliance with relevant legal requirements shall be available.</p>	Major
	<p>Evidence of Nonconformity West Oil Mill: i) According to Workers’ Minimum Standards of Housing and Amenities Act 1990, section 23 sub-section (2) “It shall be the duty of the employer to ensure that all buildings used for the housing of workers, nurseries or community halls are visited and inspected weekly by an estate hospital assistant registered under the Estate Hospital Assistants (Registration) Act 1965 [Act 435] or any other responsible person authorized by the employer who shall report to the resident manager if the buildings are not kept clean.....”. However, the mill management was conducted the inspection once every six months in West Oil Mill. ii) Visit to the workshop compound found traces of oil on the workshop floors and diesel area grounds. Failure to comply with the Environmental Quality Act 1974 Regulation 24.</p>	
	<p>Found also oil residue in the workshop area had contaminated the water inside the perimeter of the monsoon drain flowing out of mill compound. Failure to comply with the Environmental Quality Act 1974 Regulation 25 & 27.</p>	
	<p>Statement of Nonconformity The management did not comply with the Workers’ Minimum Standards of Housing and Amenities Act 1990 and Environmental Quality Act 1974.</p>	
	<p>Corrective Actions Root Cause: 1. The responsible person appointed by the Mill management conducted housing inspection on 6 monthly basis and specific for the defect report. The person in-charge was not realize that, the inspection shall to carry out on weekly basis as per mention in the act.</p>	

	<p>2. Lack of awareness and monitoring on handling the waste at workshop. The containment wall insufficient to prevent oil spillage to the monsoon drain and the oil sump was not in properly order.</p> <p>Correction:</p> <ol style="list-style-type: none"> 1. To conduct housing and amenities weekly inspection: <ol style="list-style-type: none"> i. The inspection work will be carried out by Estate Hospital Assistant by weekly basis. ii. Any major issue will be raised up immediately to resident manager for action taken. 2. Traces of oil at Workshop area: <ol style="list-style-type: none"> i. Immediately clean up the area and tighten back daily operation related oily matters and Schedule Waste management ii. Construct proper bund to avoid any waste oil flowing into monsoon drain. iii. Dedicated area for vehicle servicing and works related oil matters. The area to equip with suitable spillages kit. <p>Corrective Action:</p> <ol style="list-style-type: none"> 1. To follow with VMO visit plan. 2. Operation unit will conduct schedule waste management training to the respective PIC as a part of his responsibility to enhance the knowledge and awareness on handling schedule waste and related regulation - EQ (schedule waste) regulation 2005. 	
	<p>Assessment Conclusion</p> <p>The CAP and evidence has been submitted on 9/3/2017. However, an on-site visit was carried out on 14/4/2017 and evidence verified as below:</p> <ol style="list-style-type: none"> 1. Regular follow-up with VMO visit plan by person-in-charge as per evidence: <ol style="list-style-type: none"> i. Appointment letter to MA Mohd Faizrul Bin Razlan (MA West Estate) as person in-charge. ii. Housing inspection schedule 2. Operation unit will conduct schedule waste management training to the respective PIC as a part of his responsibility to enhance the knowledge and awareness on handling schedule waste and related regulation - EQ (schedule waste) regulation 2005 as per evidence: <ol style="list-style-type: none"> i. Picture evidence before and after. ii. Picture of the bund construct at the area. iii. Provide sufficient tray and spill kit. iv. Training evidence <p>The NC was closed on 14/04/2017 during the onsite NC closure visit.</p>	

Non-Conformity		
NCR #	Description	Category (Major / Minor)

1443573-201702-M2	<p>Requirements Indicator 6.5.1 Documentation of pay and conditions shall be available.</p>	Major
	<p>Evidence of Nonconformity According to MAPA/NUPW Circular No. 22/2015 dated 4/8/2015, the employer required to fully subsidize RM 3.00 per month for each of the members of NUPW as premium towards NUPW/AIA Personal Accident Group Scheme. However, the West Oil Mill's management has yet to subsidize and deducted RM 11.00 from sampled workers below: a. Employee No.: 120000 b. Employee No.: 7057 c. Employee No.: 119649 d. Employee No.: 96306</p>	
	<p>Statement of Nonconformity The management did not comply with the MAPA/NUPW Circular No. 22/2015.</p>	
	<p>Corrective Actions Root Cause: 1. The systems used for tracking any changes in laws and regulations Inefficient at the organization. Correction: 1. Mill management noted on the new regulation on the said subsidies. Mill management identified list of the affected workers and reimbursed (lump sum) the fee in coming salary. (February 2017) Corrective Action: 1. Immediately give subsidize RM 3.00 per month for each members of NUPW. To continue on monthly basis until new/update MAPA/NUPW Circular issued. 2. To keep updated and follow the detail on MAPA/NUPW Circular and agreement</p>	
	<p>Assessment Conclusion The CAP and evidence has been submitted on 9/3/2017. However, an on-site visit was carried out on 14/4/2017 and evidence verified as below: 1. Immediately give subsidize RM 3.00 per month for each members of NUPW. To continue on monthly basis until new/update MAPA/NUPW Circular issued. 2. To keep updated and follow the detail on MAPA/NUPW Circular and agreement as evidence: i. List of affected workers and the reimbursement amount attached. ii. Payslip from the effected workers. The NC was closed on 14/04/2017 during the onsite NC closure visit.</p>	

Non-Conformity		
NCR #	Description	Category (Major / Minor)

<p>1443573-201702-M3</p>	<p>Requirements Indicator 6.5.2 Labour laws, union agreements or direct contracts of employment detailing payments and conditions of employment (e.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.) shall be available in the languages understood by the workers or explained carefully to them by a management official.</p>	<p>Major</p>
	<p>Evidence of Nonconformity West Oil Mill and West Estate: The contracts signed by the workers were in old version where the public holiday entitlement was 12 days instead of 13 days and security bond was stated in the contracts. The contracts sampled as below: a. Employee No.: 125178 (WOM) b. Employee No.: 115976 (WOM) c. Employee No.: 124031 (WOM) d. Employee No.: 63557 (WE) e. Employee No.: 76679 (WE) f. Employee No.: 72316 (WE) g. Employee No.: 108272 (WE) h. Employee No.: 99079 (WE) i. Employee No.: 109315 (WE) Extension contracts for sampled workers below were not available in West Estate: a. Employee No.: 97567 b. Employee No.: 72316 c. Employee No.: 96420 d. Employee No.: 76679</p>	
	<p>Statement of Nonconformity Worker's 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.) were not effectively managed.</p>	
	<p>Corrective Actions Root Cause: 1. The implementation of the new employment contract is with effect from 1 July 2016 for newly arrived workers where else the yearly contract extension is to be issued to all existing workers who have completed the 3 years of service. 2. The extension contract is not retrievable during the audit due to all the document kept at the archive store. Correction: 1. New workers which are employed after July 2016, they signed updated contract that issued by Head Quarters. 2. Signed new employment contract. 3. The extension employments contract made available. Corrective Action: 1. To continue latest version for workers contract agreement.</p>	
	<p>Assessment Conclusion The CAP and evidence has been submitted on 9/3/2017. However, an on-site visit was carried out on 14/4/2017 and evidence verified as below: 1. To continue latest version for workers contract agreement as evidence: -</p>	

**RSPO Public Summary Report
Revision 4 (November /2016)**

	<ul style="list-style-type: none"> i. New employment contract for the related workers. 2. To follow on records archiving system based on type of records. <p>The NC was closed on 14/04/2017 during the onsite NC closure visit.</p>	
--	--	--

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1443573-201702-M4	<p>Requirements Indicator D4.2 The site shall inform CB immediately if there is a projected overproduction of certified tonnage.</p>	Major
	<p>Evidence of Nonconformity Overproduction of certified tonnage recorded from Feb 16 - Jan 17, (+70,506.83 mt) vs approved volume 128,296 mt.</p>	
	<p>Statement of Nonconformity CB has not been informed for the projected overproduction of certified tonnage.</p>	
	<p>Corrective Actions <u>Root Cause:</u> Lack of communication between mill and PSQM regarding on the overproduction certified volume.</p> <p><u>Correction:</u></p> <ol style="list-style-type: none"> 1. Mill shall maintain monitoring records of production volume on quarterly basis against the projected volume reported to the Certification Bodies. Mill Manager may at his discretion determine any potential overproduction at any period of the year. 2. Mill to communicate with PSQM to amend the production amount. <p><u>Corrective Action:</u> PSQM will conduct the SCCS training to the Mill and to ensure the Mill management aware on the SCCS SOP.</p>	
	<p>Assessment Conclusion The CAP and evidence has been submitted on 9/3/2017. However, an on-site visit was carried out on 14/4/2017 and evidence verified as below:</p> <ol style="list-style-type: none"> 1. PSQM conducted the SCCS training to the Mill and to ensure the Mill management aware on the SCCS SOP as evidence. <p>The NC was closed on 14/04/2017 during the onsite NC closure visit.</p>	

Non-Conformity		
NCR #	Description	Category (Major / Minor)
	<p>Requirements Indicator 4.7.5</p>	Major

**RSPO Public Summary Report
Revision 4 (November /2016)**

1443573-201702-M5	<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>Evidence of Nonconformity</p> <p>i) During ASA2_1 site visit at mill, the content of first aid kit was still inadequate as per the Guidelines on First Aid in the Workplace (2nd Edition) by DOSH. Paracetamol was identified as an item in the first aid kit.</p> <p>ii) Site visit at P 00H, West Estate (CDA sprayer gang), content of first ai kit was found insufficient.</p>	
	<p>Corrective action was not sufficient. There was a minor nonconformity raised against this indicator during the previous audit (Recertification). Therefore, this nonconformity has been upgraded to Major as per RSPO certification system.</p>	
	<p>Statement of Nonconformity</p> <p>Emergency preparedness was not fully implemented.</p>	
	<p>Corrective Actions</p> <p>Root Cause:</p> <ol style="list-style-type: none"> MA has conducted the monthly inspection, however the pic at the mill accidentally put the paracetamol into the box. MA has conducted the monthly inspection, however worker use the item not return back the item into the box. <p>Correction:</p> <ol style="list-style-type: none"> Immediately to remove the paracetamol in the box. The PIC of the first aid box shall to inform MA if the item insufficient. The MA shall to replace immediately. <p>Corrective Action:</p> <ol style="list-style-type: none"> Estate and mill management will do the spot check time to time basis. 	
	<p>Assessment Conclusion</p> <p>The CAP and evidence has been submitted on 9/3/2017. However, an on-site visit was carried out on 14/4/2017 and evidence verified as below:</p> <ol style="list-style-type: none"> Estate and mill management conducted the spot check time to time basis. <p>The NC was closed on 14/04/2017 during the onsite NC closure visit.</p>	

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1443573-201702-N1	<p>Requirements</p> <p>Indicator 2.1.2</p> <p>A documented system, which includes written information on legal requirements, shall be maintained.</p>	Minor
	<p>Evidence of Nonconformity</p>	

**RSPO Public Summary Report
Revision 4 (November /2016)**

	<p>West Oil Mill LORR FY 2016/2017 has been prepared, checked and approval for compliance on 19/11/2016. However, the Minimum Wage Order 2012 is still being used.</p> <p>Statement of Nonconformity Written information on legal requirements was not effectively maintained.</p> <p>Corrective Actions Root Cause: The systems used for tracking any changes in laws and regulations Inefficient at the organization.</p> <p>Correction: Update the new LORR and to amend the legal compliance.</p> <p>Assessment Conclusion The continuous implementation of the corrective action will be verified during the next surveillance assessment.</p>	
--	--	--

Observation	
OBS #	Description
1	Nil

Positive Findings	
PF #	Description
1	Good commitment from the management on maintaining the certification.

Issues raised by Stakeholders	
<p>Stakeholder consultation involved internal and external stakeholders. External stakeholders were contacted by telephone to arrange meetings at a location convenient to them to discuss West Palm Oil Mill 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: Gender Committee’s member: No issue of sexual harassment or violence been reported by the female workers. She has good knowledge and understood of the complaint procedure.</p> <p>Management Responses:</p>

**RSPO Public Summary Report
Revision 4 (November /2016)**

	<p>The management will continue to monitor and ensure no sexual harassment case happened.</p> <p>Audit Team Findings: No further issue.</p>
2	<p>Issues: Medical Assistant: He reported that no major incidents happened. VMO has visited to the clinic and all the clinical wastes were collected by approved contractor.</p> <p>Management Responses: The management will continue to give co-operation to the MA to conduct his duties.</p> <p>Audit Team Findings: VMO visit records and disposal of clinical wastes records were verified.</p>
3	<p>Issues: Contractors: They were understood on the terms and conditions stated in the agreement. The payment was made promptly.</p> <p>Management Responses: The management will continue to ensure the payment is made promptly.</p> <p>Audit Team Findings: No other issue.</p>
4	<p>Issues: SJK (T) Pulau Carey Barat Headmistress: The management has given fully support to the school whenever they requested for any assistance.</p> <p>Management Responses: The management will continue to support whenever they request.</p> <p>Audit Team Findings: No further issue.</p>
5	<p>Issues: Local Community from Kg. Sg. Kurau: No land dispute issue between the village and management.</p> <p>Management Responses: The management will ensure no encroachment into the local communities' area.</p> <p>Audit Team Findings: No further issue.</p>
6	<p>Issues: Workers and NUPW representatives: The pay and condition was according to Minimum Wage Order 2016. They were treated equally without any discrimination on nationalities.</p> <p>Management Responses: The management will ensure they are treated fairly by offer the job based on skill and capabilities.</p> <p>Audit Team Findings: No other issue.</p>

3.3.1 Status of Nonconformities Previously Identified and Observations

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1304223M1	<p>Requirements: Indicator 7.1.1 An independent social and environmental impact assessment (SEIA), undertaken through a participatory methodology including the relevant affected stakeholders, shall be documented.</p>	Major
	<p>Evidence of Nonconformity: There was no SEIA conducted for the new planting plot (P13A & P15A)</p>	
	<p>Statement of Nonconformity: SEIA was not prepared for the new planting area.</p>	
	<p>Corrective Action: Correction: Provide internal Social Impact Assessment (Refer requirement of SEIA),EAI & EIE for P13A & P15A Corrective Action Plan: Estate will identified all areas subjected to the NPP 2015 requirements. Verified SIEA report dated May 2016 for the new planting plot (P13A and P15A). The major NC was closed on 10/6/16</p>	
	<p>Assessment Conclusion: SEIA has been conducted on 27-28/4/2016 by the PSQM Department. The assessment covered environmental issues such as quality of water resources, protection of river, soil erosion and sedimentation of silt, protection of sensitive areas, cessation of projects and social aspect. No new planting at West Estate during ASA2_1. The NC is remained closed.</p>	

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1304223M2	<p>Requirements: Indicator 7.3.2 A comprehensive HCV assessment, including stakeholder consultation, shall be conducted prior to any conversion or new planting. This shall include a land use change analysis to determine changes to the vegetation since November 2005. This analysis shall be used, with proxies, to indicate changes to HCV status.</p>	Major
	<p>Evidence of Nonconformity: The latest HCV assessment version 2, February 2015 did not include the new planting area (P13A & P15A) and cover land use change analysis.</p>	
	<p>Statement of Nonconformity: HCV assessment was not compressively conducted.</p>	
	<p>Corrective Action: HCV:PSQM - SEP Unit will provide further justification and information as addendum in the HCV report.</p>	

**RSPO Public Summary Report
Revision 4 (November /2016)**

	<p>LUC: Estate will get PSQM - SEPU and Precision Agriculture Unit from R&D Department regarding the Land Use Change analysis.</p> <p>Corrective Action Plan: Land use change of HCV areas (if any) will be notified to the assessor for the report to be updated Verified the latest HCV report dated May 2016 for the new planting plot (P13A and P15A) with the new classification of conservation set aside based on HCVRN definition. The major NC was closed on 10/6/16.</p>	
	<p>Assessment Conclusion: HCV report dated May 2016 for the new planting plot (P13A and P15A) was made available during the ASA2_1. The NC is remained closed. No current new planting at West Estate.</p>	

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1304223M3	<p>Requirements: Indicator 7.8.1 The carbon stock of the proposed development area and major potential sources of emissions that may result directly from the development shall be identified and estimated.</p> <p>Evidence of Nonconformity: Carbon stock assessment was not carried out for the new planting area (P13A & P15A)</p> <p>Statement of Nonconformity: Carbon stock of the proposed development area was not identified and estimated.</p> <p>Corrective Action: Correction: Estate will use default value of Carbon Stock as part of the carbon stock assessment. Corrective Action Plan: R&D shall carry out carbon stock assessment prior to oil palm planting. Verified carbon stock assessment dated May 2016 for the new planting plot (P13A and P15A). The major NC was closed on 10/6/16</p> <p>Assessment Conclusion: Carbon Stock report dated May 2016 for the new planting plot (P13A and P15A) was made available during the ASA2_1. The NC is remained closed. No current new planting at West Estate.</p>	Major

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1304223N1	<p>Requirements: Indicator 7.1.2</p>	Minor

**RSPO Public Summary Report
Revision 4 (November /2016)**

	<p>Appropriate management planning and operational procedures shall be developed</p> <p>Evidence of Nonconformity: No evidence of SEIA and management plan to include then new planting area (P13A and P15A)</p> <p>Statement of Nonconformity: Appropriate management planning and operational procedures has not been developed.</p> <p>Corrective Action: Corrective action plan is accepted. Status of corrective action taken will be verified in the audit.</p> <p>Assessment Conclusion: The management has developed SEIA has been conducted on 27-28/4/2016 by the PSQM Department. The assessment covered environmental issues such as quality of water resources, protection of river, soil erosion and sedimentation of silt, protection of sensitive areas , cessation of projects and social aspect. There is no significant issue raised on the social aspect. Therefore, no social management plan for NPP is developed. However, the management has developed an overall Social Management Plan which generated through the outcome from stakeholder meetings and complaints lodged. The social management plan was generated on 20/1/2017 and environmental management plan on 20/7/2016. The minor NC is closed during ASA2_1.</p>	
--	---	--

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1304223N2	<p>Requirements: Indicator 7.8.2 There shall be a plan to minimise net GHG emissions which takes into account avoidance of land areas with high carbon stocks and/or sequestration options</p>	Minor
	<p>Evidence of Nonconformity: There was no plan to minimise net GHG emissions established for the new planting area. (P13A & P15A)</p>	
	<p>Statement of Nonconformity: Plan to minimize GHG emission was not effectively plan.</p>	
	<p>Corrective Action: Corrective action plan is accepted. Status of corrective action taken will be verified in the audit.</p>	
	<p>Assessment Conclusion: Plan to minimise net GHG emission for new planting plot was available dated 28/02/2017. The Minor NC is closed during ASA2_1.</p>	

Non-Conformity		
NCR #	Description	Category (Major / Minor)

RSPO Public Summary Report
Revision 4 (November /2016)

1304223N3	<p>Requirements: Indicator 4.7.5 Accident and emergency procedures shall exist and instructions shall be clearly understood by all workers. Accident procedures shall be available in the appropriate language of the workforce. Assigned operatives trained in First Aid should be present in both field and other operations, and first aid equipment shall be available at worksites. Records of all accidents shall be kept and periodically reviewed.</p>	Minor
	<p>Evidence of Nonconformity: West Oil Mill : a) Information on the Items in First Aid Box List were found to be incomprehensive i.e. the quantity of each first aid items was not defined clearly. b) First aid kit at the Workshop was found to be incomplete as certain items was missing e.g. Bandage and Scissor. West Estate: First aid box was not available for the Power Spray Gang. Furthermore, none of the workers has attended first aid training.</p>	
	<p>Statement of Nonconformity: Emergency preparedness was not fully implemented.</p>	
	<p>Corrective Action: Corrective action plan is accepted. Status of corrective action taken will be verified in the audit.</p>	
	<p>Assessment Conclusion: i) During site visit at mill, the content of first aid kit was still inadequate as per the Guidelines on First Aid in the Workplace (2nd Edition) by DOSH. Paracetamol was identified as an item in the first aid kit. ii) Site visit at P 00H, West Estate (CDA sprayer gang), content of first aid kit was found insufficient. Corrective action was not sufficient. There was a minor nonconformity raised against this indicator during the previous audit. Therefore, this nonconformity has been upgraded to Major as per RSPO certification system.</p>	

Observation	
OBS #	Description

3.3.2 Summary of the Nonconformities and Status

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

**RSPO Public Summary Report
Revision 4 (November /2016)**

1151638M1 - 5.3.2	Major	6/3/2015	Closed out on 20/04/2015
1151638M2 - 2.1.1	Major	6/3/2015	Closed out on 20/04/2015
1304223M1 – 7.1.1	Major	9/3/16	Closed out on 10/6/16
1304223M2 – 7.3.2	Major	9/3/16	Closed out on 10/6/16
1304223M3 – 7.8.1	Major	9/3/16	Closed out on 10/6/16
1304223N1 – 7.1.2	Minor	9/3/16	Closed out on 28/2/2017
1304223N2 – 7.8.2	Minor	9/3/16	Closed out on 28/2/2017
1304223N3 – 4.7.5	Minor	9/3/16	Upgraded to Major Closed out on 14/4/2017
1443573-201702-M1 – 2.1.1	Major	28/02/2017	Closed out on 14/04/2017
1443573-201702-M2 – 6.5.1	Major	28/02/2017	Closed out on 14/04/2017
1443573-201702-M3 – 6.5.2	Major	28/02/2017	Closed out on 14/04/2017
1443573-201702-M4 – D 4.2	Major	28/02/2017	Closed out on 14/04/2017
1443573-201702-M5 – 4.7.5	Major	28/02/2017	Closed out on 14/04/2017
1443573-201702-N1 – 2.1.2	Minor	28/02/2017	“Open”

Assessment Conclusion and Recommendation:

Based on the findings during the assessment West Palm Oil Mill Certification Unit and supply base complies with the RSPO P&C 2013 (MY-NI 2014) and the RSPO Supply Chain Certification Standard (Nov 2014) for CPO Mill. It is recommended that the certification of West Palm Oil Mill Certification Unit is approved and continued.

Acknowledgement of Assessment Findings	Report Prepared by
Name: Hj Mazlan B Abdullah	Name: Ms Hu Ning Shing
Company name: Sime Darby Plantation Sdn Bhd West Palm Oil Mill (SOU 9)	Company name: BSI Services Malaysia Sdn Bhd
Title: Mill Manager	Title: Trainee Lead Auditor
Signature:  Date: 26/5/2017	Signature:  Date: 22/5/2017

Appendix A: Summary of Findings

Criterion / Indicator		Assessment Findings	Compliance
Principle 1: Commitment to Transparency			
Criterion 1.1: Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.			
1.1.1	There shall be evidence that growers and millers provide adequate information on (environmental, social and/or legal) issues relevant to RSPO Criteria to relevant stakeholders for effective participation in decision making. - Minor compliance -	Adequate information covering on environmental, social and legal issues which are relevant to RSPO Criteria and relevant to stakeholders is shared for effective participation and decision making. Requests for information from the Regulatory Department such as DOE and DOSH visit were attended. Workers normally request for house repairing which are attended promptly.	Complied
1.1.2	Records of requests for information and responses shall be maintained. -Major compliance	The requests were normally from internal stakeholders related to the house repairing work. Besides, the stakeholders will write in formal letter if they are requested for some assistance from the operating units. Most of the requests were fulfilled by the operating units.	Complied
Criterion 1.2: Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.			

**RSPO Public Summary Report
Revision 4 (November /2016)**

Criterion / Indicator	Assessment Findings	Compliance
<p>1.2.1</p> <p>Publicly available documents shall include, but are not necessary limited to:</p> <ul style="list-style-type: none"> • Land titles/user rights (Criterion 2.2); • Occupational health and safety plans (Criterion 4.7); • Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8); • HCV documentation (Criteria 5.2 and 7.3); • Pollution prevention and reduction plans (Criterion 5.6); • Details of complaints and grievances (Criterion 6.3); • Negotiation procedures (Criterion 6.4); • Continual improvement plans (Criterion 8.1); • Public summary of certification assessment report; • Human Rights Policy (Criterion 6.13). <p>- Major compliance –</p>	<p>There was no restriction noted as to the documents made available to the public except those prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.</p> <p>SDPSB 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 SDPSB's 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>Besides, policies for SDPSB were published at the same website:</p> <ul style="list-style-type: none"> • Social • Quality • Food Safety • Occupational Safety & Health • Environment & Biodiversity • Slope Protection and Buffer Zone • Lean Six Sigma • Gender <p>The policies were also displayed at various locations including the main notice boards of the estates, mill office, clinic, muster ground notice boards for employees and visitors to view.</p>	<p>Complied</p>
<p>Criteria 1.3: Growers and millers commit to ethical conduct in all business operations and transactions.</p>		
<p>1.3.1</p> <p>There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions, which shall be documented and communicated to all levels of the workforce and operations.</p> <p>-Minor compliance</p>	<p>Sime Darby Plantation has established policy on code of ethical conduct and integrity (Code of Business Conduct-COBC) which covers all operations in the plantation operation. Policy displayed on the notice board and communicated to employees. Briefing of policies were given to the workers during morning muster call once every three months.</p>	<p>Complied</p>
<p>Principle 2: Compliance with applicable laws and regulations</p>		
<p>Criterion 2.1: There is compliance with all applicable local, national and ratified international laws and regulations.</p>		

**RSPO Public Summary Report
Revision 4 (November /2016)**

<p>2.1.1</p>	<p>Evidence of compliance with relevant legal requirements shall be available. - Major compliance -</p>	<p>SOU9 had continued to comply with the legal requirements as per indicator. Compliance to each applicable law and regulation is monitored by the operating units and PSQM sustainability team. SOU9 had obtained and renewed license and permits as required by the law.</p> <p>Sample of licenses or permit viewed were:</p> <p><u>WPOM:</u></p> <ol style="list-style-type: none"> 1. MPOB license: 533238004000 (validity period 01/10/2016 – 30/09/2017) for 240,000MT. 2. DOE License: JPKKS/16/003180 (validity period 01/07/2016 - 30/06/2017). 3. Energy commission license no: 3049/2016; (validity till 20/06/2017) for 3062.75 kW installation capacity. 4. Electrical Charge-man A4, PJ-T-2-B-0148-2002 (validity till 10/10/2017) 5. Certificate of Fitness for Unfired Pressure Vessels:- <ol style="list-style-type: none"> i. (JKT15-Pin. 1/87 PMT-SL 170678) – SL PMT 31264 (valid till 06/03/2017). ii. (JKT15-Pin. 1/87 PMT-SL 170692) – SL PMT 24511 (valid till 06/03/2017). 6. Certificate of Fitness for Steam Boiler (JKT15-Pin. 5/87 PMD-SL 19099) - PMD 17422 (valid till 01/11/2017). 7. Steam Boiler and Steam Engine Driver JKJ 18 – SL/09/EIS/02/1 (2nd Grade) 8. Authorized Entrant & Standby Person for Confined Space NW-HQ-AE-1559-O (valid till 28/03/2018). 9. Competent Person for CePPOME (Certified Environmental Professional in the Treatment of Palm Oil Mill Effluent – Pond Processes) – Mazlan Bin Abdullah (600410-11-5089) validity 15/08/16 to 15/08/17. 10. Competent Person for CePSWaM (Certified Professional in Scheduled Waste Management) – Mazlan Bin Abdullah (600410-11-5089) validity 01/06/16 to 01/06/17. <p><u>West Estate:</u></p> <ol style="list-style-type: none"> 1. MPOB license: 522968002000 (validity period 01/09/2016 – 31/08/2017). 2. Diesel Permit # B020829 (24/02/2017 – 23/02/2018) Quantity: 20,000 liter (Diesel) 10,000 liter (Petrol). New permit is under process due to failure of BLESS system. However payment made (25/02/17 – BL2017018047). 3. DOA Permit to Purchase of Acephate Quantity: 450kg Ref#: SEL/2017/ACP/0008(GL) (validity period 07/02/2017 – 27/02/2017). 4. License to possess arms and ammunition KP Approval K.LGT/S.API/983 Serial#262296 bth.07/11/2013. Receipt No. C754940, District arms license register serial no. 983. 	<p>Major nonconformance</p>
--------------	---	--	-----------------------------

RSPO Public Summary Report
Revision 4 (November /2016)

Criterion / Indicator		Assessment Findings	Compliance
		<p>5. Certificate of Fitness for Unfired Pressure Vessels:-</p> <p>i. (JKT15-Pin. 1/87 PMT-SL 171379) – SL PMT 37321 (valid till 18/04/2017).</p> <p><u>West Oil Mill:</u></p> <p>1. According to Workers’ Minimum Standards of Housing and Amenities Act 1990, section 23 sub-section (2) “It shall be the duty of the employer to ensure that all buildings used for the housing of workers, nurseries or community halls are visited and inspected weekly by an estate hospital assistant registered under the Estate Hospital Assistants (Registration) Act 1965 [Act 435] or any other responsible person authorized by the employer who shall report to the resident manager if the buildings are not kept clean.....”. However, the mill management was conducted the inspection once every six months in West Oil Mill.</p> <p>Thus, a major non-conformance was raised.</p>	
2.1.2	<p>A documented system, which includes written information on legal requirements, shall be maintained.</p> <p>- Minor compliance -</p>	<p>SOU9 had documented the Legal & Other Requirements Register (LORR) covering all the necessary regulatory requirements. List of applicable legal and other requirements was made available during the assessment.</p> <p>WPOM – KKS East LORR FY 2016/2017</p> <p>LORR has been prepared, checked and approval for compliance as dated. However, the Minimum wage Order 2012 is still being used.</p> <p>West Estate – Sime Darby Plantation Sdn Bhd FY 2016/ 2017 West Estate.</p> <p>Documented procedure has been established and implemented; refer to Estate/Mill Quality Management System, Level 2: Standard Operating Manual, Appendix 5.2.4: Procedure for Legal and Other Requirements dated 10 December 2008.</p>	<p>Minor nonconformance</p>
2.1.3	<p>A mechanism for ensuring compliance shall be implemented.</p> <p>- Minor compliance -</p>	<p>A mechanism to ensure compliance to legal and other requirement has been documented in EQMS & MQMS (Estate & Mill Quality Management System) under Standard Operation Manual distributed to all operating units. PSQM Department and respective operating units will undertake the responsibility of identifying, managing, updating and tracking the legal requirement as well as monitoring the status of legal compliance. Refer to Estate/Mill Quality Management System, Level 2: Standard Operating Manual, Appendix 5.2.4: Procedure for Legal and Other Requirements dated 10 December 2008.</p> <p>Evaluation of the legal requirements and compliance status with legal requirement are monitored by the operating units.</p> <p>WPOM - Latest review was done on 19/11/2016. West Estate - Latest review was done on 15/08/2016.</p>	<p>Complied</p>

RSPO Public Summary Report
Revision 4 (November /2016)

Criterion / Indicator	Assessment Findings	Compliance
2.1.4 A system for tracking any changes in the law shall be implemented. - Minor compliance -	Tracking system to identify changes in the relevant regulations is available through the head office, website information and is communicated from the Group Head Office. On the site verification, interviews with office personnel and records indicate that the system is appropriate to the operation. Tracking system on any changes in the law had been well implemented.	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 -	West Mill and Estate operation is on freehold land. Land titles and copy of land titles are available during the audit. Total 4 land titles which are 46219, 46220, 44294 and 47697. The land title 47697 was shared with East estate. The land titles was free-hold and no restriction on the land use right.	Complied
2.2.2 Legal boundaries shall be clearly demarcated and visibly maintained. - Minor compliance -	The Estate has maps showing the locations of boundary stones that have been physically located and marked. Inspection of a sample of boundary stones at West Estate, P001H during the field inspection confirmed that they were clearly marked and maintained.	Complied
2.2.3 Where there are or have been disputes, additional proof of legal acquisition of title and evidence that fair compensation has been made to previous owners and occupants shall be available, and that these have been accepted with free, prior and informed consent (FPIC). - Minor compliance -	There is no land dispute in the West POM & Supply base at the time of audit. The land belongs to Sime Darby with further verification of document and stakeholder interview.	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 West POM & Supply base at the time of audit. The land belongs to Sime Darby with further verification of document and stakeholder interview.	Complied
2.2.5 For any conflict or dispute over the land, the extent of the disputed area shall be mapped out in a participatory way with involvement of affected parties (including neighbouring communities where applicable). -Minor compliance	There is no land dispute in the West POM & Supply base at the time of audit. The land belongs to Sime Darby with further verification of document and stakeholder interview.	Complied
2.2.6 To avoid escalation of conflict, there shall be no evidence that palm oil operations have instigated violence in maintaining peace and order in their current and planned operations. -Major compliance	There is no land dispute in the West POM & Supply base at the time of audit. The land belongs to Sime Darby with further verification of document and stakeholder interview.	Complied
Criterion 2.3: Use of the land for oil palm does not diminish the legal rights, customary or user right of other users without their free, prior and informed consent.		

RSPO Public Summary Report
Revision 4 (November /2016)

Criterion / Indicator	Assessment Findings	Compliance
2.3.1	Maps of an appropriate scale showing the extent of recognized legal, customary or user rights (Criteria 2.2, 7.5 and 7.6) shall be developed through participatory mapping involving affected parties (including neighbouring communities where applicable, and relevant authorities). - Major compliance -	Complied
2.3.2	Copies of negotiated agreements detailing the process of free, prior and informed consent (FPIC) (Criteria 2.2, 7.5 and 7.6) shall be available and shall include: a) Evidence that a plan has been developed through consultation and discussion with all affected groups in the communities, and that information has been provided to all affected groups, including information on the steps that shall be taken to involve them in decision making; b) Evidence that the company has respected communities’ decisions to give or withhold their consent to the operation at the time that this decision was taken; c) Evidence that the legal, economic, environmental and social implications for permitting operations on their land have been understood and accepted by affected communities, including the implications for the legal status of their land at the expiry of the company’s title, concession or lease on the land. - Minor compliance -	Complied
2.3.3	All relevant information shall be available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements. -Minor compliance	Complied
2.3.4	Evidence shall be available to show that communities are represented through institutions or representatives of their own choosing, including legal counsel. -Major compliance	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.

RSPO Public Summary Report
Revision 4 (November /2016)

Criterion / Indicator	Assessment Findings	Compliance
3.1.1 A business or management plan (minimum three years) shall be documented that includes, where appropriate, a business case for scheme smallholders. - Major compliance -	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, OPEX, CAPEX etc. FY2016/2017 and FY2017/2018: major CAPEX on mill equipment and machinery replacement – Inclined EFB conveyor, roofing, rail track etc. i) Plan & machinery ii)Furniture and fittings iii)Buildings	Complied
3.1.2 An annual replanting programme projected for a minimum of five years (but longer where necessary to reflect the management of fragile soils, see Criterion 4.3), with yearly review, shall be available. - Minor compliance -	Annual replanting programme projected for a minimum of five years and yearly review conducted at the head office level and participated by the Regional GM and Estate managers. Revised long range replanting programme for the next 5 years as follow: P1996P – 131 Ha 1996P3 – 123.22 Ha	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 -	SOU9 has continued to use the documented SOPs for Palm Oil Mill and the Estates. Palm Mill holds two SOPs: Sustainability Plantation Management System (MQMS/SOM/08 v.1 dated 1/11/2008) includes mill SOP and Mill Quality Management Manual v.1 2008/MQMS/QMM/08 as a guidance document to operate the mill. Estates have a separate SOP (Sime Darby SOP issued 2/1/2008 and Agricultural reference Manual) covers land preparation, planting material, upkeep, harvesting, transport etc. Noted updated procedure under SOP for water analysis and RSPO SCCS procedure: i)SPMS, Appendix 7: SOP for water quality monitoring, issue:2 dated 1/6/16. SOP for sampling guideline ii)Water and Wastewater Sampling Guideline, issue:1 dated 1/6/16. iii) RSPO Supply Chain Certification Standard and Traceability for handling certified and non-certified FFB under Appendix 15, version:2, issue: 2 dated October 2016	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.	Complied

**RSPO Public Summary Report
Revision 4 (November /2016)**

Criterion / Indicator	Assessment Findings	Compliance
4.1.3	<p>Records of monitoring and any actions taken shall be maintained and available, as appropriate. - Minor compliance -</p> <p>Mill Advisor’s latest visit was on 29-30/8/2016 (report No.: SOU9/WTM/01/16-17). Report includes monitoring of all activities in the mill covering the OER & KER performance, process losses, mill throughput (maintenance, downtime), product quality and compliance monitoring.</p> <p>Agronomist report, FY2016/2017 was carried out on 10-11/5/16. Monitoring of (rainfall, yield [performing and under-performing], palm nutrition status, fertilizer recommendation has been included in the report. Other matters such as field observation and agronomic matters was also incorporated in the report, i.e bagworm infestation, water management and high saline areas.</p>	Complied
4.1.4	<p>The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB). - Major compliance -</p> <p>No 3rd party crop received at West POM.</p>	Complied
<p>Criterion 4.2: Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.</p>		
4.2.1	<p>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 -</p> <p>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.</p>	Complied
4.2.2	<p>Records of fertiliser inputs shall be maintained. - Minor compliance -</p> <p>Fertilizer application follows the recommendation from the R&D department. Refer to agronomist report (latest visit by R&D 10-11/5/16). Fertilizer recommendation for FY16/17 as follows: Programme (July 2016 to Oct 2016, Dec 2016, Jan 2017, Feb 2017 to Apr 2017)</p> <p>Feb 2017 to Apr 2017: AS (21%N), AC (24% N), MOP (60k2O) - Soil series Jawa/Carey/Selangor Actual application : OP00H1 – 91.22 Ha (to date application: 29.80 mt)</p>	Complied
4.2.3	<p>There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status. - Minor compliance -</p> <p>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. Frequency for soil sampling is 5 years once and leaf sampling is schedule annually. The last soil sampling report, S20/2014 dated 14/3/14 and leaf sampling, P73/2016 dated 27/1/16. This will be used for the basis of fertilizer recommendation FY16/17.</p>	Complied
4.2.4	<p>A nutrient recycling strategy shall be in place, and may include use of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), and palm residues after replanting. - Minor compliance -</p> <p>A nutrient recycling has been continuously applied for the use of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME) at West Estate. For POME application, selected field, (OP98A, OP00H, OP00H1, OP01H) included in the programme covering the (128.01, 126.30, 88.83, 147.73)</p> <p>EFB application only applied to selected fields at the estate, OP05K1, Div A Sec 4, Div C Sec 7.. Current recommendation for EFB application is 40 mt/ha @ 250 kg/palm/yr.</p>	Complied

RSPO Public Summary Report
Revision 4 (November /2016)

Criterion / Indicator		Assessment Findings	Compliance
Criterion 4.3: Practices minimise and control erosion and degradation of soils.			
4.3.1	Maps of any fragile soils shall be available. - Major compliance -	There are no peat soils or soil categorised as problematic or fragile soil at West estate. The estate's soils are mostly Selangor, Bungor and Jawa series based on the report by Param Agricultural Soil Surveys (M) Sdn Bhd dated November 2011.	Complied
4.3.2	A management strategy shall be in place for plantings on slopes above a certain limit (this needs to be soil and climate specific). - Minor compliance -	Landscapes of visited estate are mostly flat and undulating, 0-4% land (Param Agricultural Soil Surveys (M) Sdn Bhd dated November 2011). However, Sime Darby has a policy on slope planting and this will be implemented during replanting	Complied
4.3.3	A road maintenance programme shall be in place. - Minor compliance -	West Estate has implemented annual road maintenance programme. Example of programme checked shows the map indicating road repairs and maintenance for the whole estate roads includes grading, compacting and stone application to strengthen the road surface. Road maintenance programme for January 2017: Resurfacing, compacting and grading: 00H1, 01H (232.56 Ha)	Complied
4.3.4	Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover management programme shall be in place. - Minor compliance -	There are no peat soils or soil categorised as problematic or fragile soil at West estate.	Complied
4.3.5	Drainability assessments shall be required prior to replanting on peat to determine the long-term viability of the necessary drainage for oil palm growing. - Minor compliance -	There are no peat soils or soil categorised as problematic or fragile soil at West estate.	Complied
4.3.6	A management strategy shall be in place for other fragile and problem soils (e.g. sandy, low organic matter, acid sulphate soils). - Minor compliance -	There are no peat soils or soil categorised as problematic or fragile soil at West estate.	Complied
Criterion 4.4: Practices maintain the quality and availability of surface and ground water.			

**RSPO Public Summary Report
Revision 4 (November /2016)**

Criterion / Indicator	Assessment Findings	Compliance
<p>4.4.1 An implemented water management plan shall be in place. - Minor compliance -</p>	<p><u>WPOM</u> Sighted an implemented plan established as West Oil Mill Identification & Management of Wastewaters for Financial Year 2016/2017 included the normal water usage mainly for process, cleaning & etc.</p> <p>Water Contingency plan:-</p> <ol style="list-style-type: none"> 1. Keep stock at storage tank with capacity of 2500MT with holding capacity of 5 days. 2. Keep stock at earth tank with capacity of 3000MT with holding capacity of 6 days. 3. Monthly water quality monitoring. <p>Water management plan:-</p> <ol style="list-style-type: none"> 1. Rainwater collection by gutters and to old R&D tank and water pond 2. Reducing water usage by using submersible pump at R&D pond. <p><u>West Estate</u> Sighted an implemented plan established as Water Reduction Plan 2016/2017 SOU (9) West Estate included the normal water usage mainly for process, cleaning & etc.</p> <p>Water contingency plan:-</p> <ol style="list-style-type: none"> 1. Frequent inspection for leaks 2. Collect rainwater 3. Conserve water 4. Recycle rain water 5. Recycled water spillage while mixing of chemicals <p>Water management plan:-</p> <ol style="list-style-type: none"> 1. Purchase water supply from SYABAS 2. Train staff/worker to conserve water 3. Perform treatment of polluted water 4. Construct screw gate to prevent salt water to drain 5. Carry out inspection of tide gate and flap door. <p>The Rainfall monitoring records (SOU9) West Estate was made available. The data shows an average rainfall from January 2016 till December 2016 at 123.83mm.</p>	<p>Complied</p>

RSPO Public Summary Report
Revision 4 (November /2016)

Criterion / Indicator	Assessment Findings	Compliance												
<p>4.4.2 Protection of water courses and wetlands, including maintaining and restoring appropriate riparian and other buffer zones (refer to national best practice and national guidelines) shall be demonstrated. - Major compliance -</p>	<p>Documented as a Guidelines on River Reserve Management (Management of River Reserve in Sime Darby Plantation; dated April 2014). Buffer zones established as following:</p> <table border="1" data-bbox="663 506 1303 689"> <thead> <tr> <th>River width</th> <th>Buffer zone</th> </tr> </thead> <tbody> <tr> <td>> 40 meters</td> <td>50 meters</td> </tr> <tr> <td>20 to 40 meters</td> <td>40 meters</td> </tr> <tr> <td>10 to 20 meters</td> <td>20 meters</td> </tr> <tr> <td>5 to 10 meters</td> <td>10 meters</td> </tr> <tr> <td>< 5 meters</td> <td>5 meters</td> </tr> </tbody> </table> <p>Monitoring based on Sustainable Plantation Management System Appendix 7 Standard Operation Procedure (SOP) for taking water samples from streams/ivers, version 1, year 2008, issue no. 1, dated 1/11/2008.</p> <p>The water sampling exercise for river samples as well as water for domestic usage requirements need to be carried out on quarterly basis (January, April, July and October) as following:</p> <p>WPOM - West Palm Oil Mill monsoon drain water monitoring before & after records: Report no. IE196/2017 dated 14/02/17 by Sime Darby Research Sdn. Bhd. Report shown result was in compliance against the standard tested.</p> <p>West Estate - West Estate tide gate water monitoring before & after records: Report no. IE217/2017 dated 20/02/17 by Sime Darby Research Sdn. Bhd. Report shown result was in compliance against the standard tested.</p>	River width	Buffer zone	> 40 meters	50 meters	20 to 40 meters	40 meters	10 to 20 meters	20 meters	5 to 10 meters	10 meters	< 5 meters	5 meters	<p>Complied</p>
River width	Buffer zone													
> 40 meters	50 meters													
20 to 40 meters	40 meters													
10 to 20 meters	20 meters													
5 to 10 meters	10 meters													
< 5 meters	5 meters													
<p>4.4.3 Appropriate treatment of mill effluent to required levels and regular monitoring of discharge quality, especially Biochemical Oxygen Demand (BOD), shall be in compliance with national regulations (Criteria 2.1 and 5.6). - Minor compliance -</p>	<p>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 no. EP72/2017 dated 08/02/2017 by Sime Darby Research Sdn. Bhd.; parameter monitored:- pH, Total Alkalinity, VFA, BOD, COD, TS, SS, VSS, TN, AN, O&G.</p> <p>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.</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>Recorded in File no. 5. Mill water use per tonne of FFB monitoring done accordingly as following:</p> <p>Water used: Average water consumed for the period from Jul 16 – Dec 16 = 0.94 t/FFB processed.</p>	<p>Complied</p>												

RSPO Public Summary Report
Revision 4 (November /2016)

Criterion / Indicator		Assessment Findings	Compliance
Criterion 4.5: Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.			
4.5.1	Implementation of Integrated Pest Management (IPM) plans shall be monitored. - Major compliance -	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. Although there have been no outbreaks of leaf eating pests, beneficial plants are being established along roadsides to attract natural predators. The estates are continue to plant beneficial plants such as <i>Turnera subulata</i> .	Complied
4.5.2	Training of those involved in IPM implementation shall be demonstrated. - Minor compliance -	IPM training is given by the Agronomist and plantation executives with qualification in agriculture. Interview with the barn owl occupancy census team confirm their understanding of the Sime Darby SOP in Agricultural Reference Manual v.1 Section 15 on census. Latest IPM training was conducted on 23/11/16 at West Estate.	Complied
Criterion 4.6: Pesticides are used in ways that do not endanger health or the environment			
4.6.1	Justification of all pesticides used shall be demonstrated. The use of selective products that are specific to the target pest, weed or disease and which have minimal effect on non-target species shall be used where available. - Major compliance -	The written justification in Standard Operating Procedure (SOP) of all agrochemical are available the Agricultural Reference Manual (ARM), SOP and in the Safety Pictorial Book prepared by Sime Darby Plantation Sdn Bhd. Refer to Sime Darby Agricultural Reference Manual, issue:1 version:3 dated 1/7/2011. Selected products are specific to the target pest, weed and disease. Some of recommended pesticides are: Immature planting (sample) <ul style="list-style-type: none"> - General weeds : Glyphosate - Legume & broad leave : Metsulfuron Methyl - <i>Stenochlaena palustris</i> : Sodium chlorate Mature planting <ul style="list-style-type: none"> - VOPs : glyphosate & sodium chlorate The selection is also evaluated by the agronomist during his visit to the estate.	Complied

**RSPO Public Summary Report
Revision 4 (November /2016)**

Criterion / Indicator	Assessment Findings	Compliance																												
<p>4.6.2</p> <p>Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) shall be provided. - Major compliance -</p>	<p>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 January 2017, total 0.87 Ai/Ha recorded. (Metsulfuron methyl, cypermethrin, acephate, warfarin, sodium chlorate, glyphosate, triclopyr butocy ethyl ester)</p> <p><u>Jan 16 –Dec 16:</u></p> <table border="1" data-bbox="660 622 1299 1272"> <thead> <tr> <th>Month</th> <th>Ai/Ha</th> </tr> </thead> <tbody> <tr><td>January 2016</td><td>0.96</td></tr> <tr><td>February 2016</td><td>2.00</td></tr> <tr><td>March 2016</td><td>1.79</td></tr> <tr><td>April 2016</td><td>1.26</td></tr> <tr><td>May 2016</td><td>0.31</td></tr> <tr><td>June 2016</td><td>0.51</td></tr> <tr><td>July 2016</td><td>0.88</td></tr> <tr><td>August 2016</td><td>1.14</td></tr> <tr><td>September 2016</td><td>0.81</td></tr> <tr><td>October 2016</td><td>0.87</td></tr> <tr><td>November 2016</td><td>1.46</td></tr> <tr><td>December 2016</td><td>0.66</td></tr> <tr><td>Average</td><td>1.05</td></tr> </tbody> </table>	Month	Ai/Ha	January 2016	0.96	February 2016	2.00	March 2016	1.79	April 2016	1.26	May 2016	0.31	June 2016	0.51	July 2016	0.88	August 2016	1.14	September 2016	0.81	October 2016	0.87	November 2016	1.46	December 2016	0.66	Average	1.05	<p>Complied</p>
Month	Ai/Ha																													
January 2016	0.96																													
February 2016	2.00																													
March 2016	1.79																													
April 2016	1.26																													
May 2016	0.31																													
June 2016	0.51																													
July 2016	0.88																													
August 2016	1.14																													
September 2016	0.81																													
October 2016	0.87																													
November 2016	1.46																													
December 2016	0.66																													
Average	1.05																													
<p>4.6.3</p> <p>Any use of pesticides shall be minimised as part of a plan, and in accordance with Integrated Pest Management (IPM) plans. There shall be no prophylactic use of pesticides, except in specific situations identified in national Best Practice guidelines. - Major compliance -</p>	<p>The quantity of agrochemicals required for various field conditions are documented and justified in Sime Darby Plantation Agriculture Reference Manual Section 16.5. The implementation in the field is consistent with the Agriculture Reference Manual Section 16.5</p>	<p>Complied</p>																												
<p>4.6.4</p> <p>Pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat, are not used, except in specific situations identified in national Best Practice guidelines. The use of such pesticides shall be minimised and eliminated as part of a plan, and shall only be used in exceptional circumstances. - Minor compliance -</p>	<p>Based on chemical register, 18/2/17 there was no pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat, are used. Only class III and IV chemical used at West Estate.</p>	<p>Complied</p>																												

RSPO Public Summary Report
Revision 4 (November /2016)

Criterion / Indicator	Assessment Findings	Compliance
4.6.5 Pesticides shall only be handled, used or applied by persons who have completed the necessary training and shall always be applied in accordance with the product label. Appropriate safety and application equipment shall be provided and used. All precautions attached to the products shall be properly observed, applied, and understood by workers (see Criterion 4.7). - Major compliance -	Pesticide operators given training on the safe handling and application of the pesticides. Suitable personal protective equipments and application equipment provided to the operators. All precautions attached to the products explained to operators and understood by them. This was noted during the interview with workers	Complied
4.6.6 Storage of all pesticides shall be according to recognised best practices. All pesticide containers shall be properly disposed of and not used for other purposes (see Criterion 5.3). - Major compliance -	The operating units comply with Regulation 9 of the Pesticides Act 1974 requiring balance of remaining solution to be kept under lock and key. During visit it was noted that all the remaining pesticides are kept in the store and securely locked and comply with regulation.	Complied
4.6.7 Application of pesticides shall be by proven methods that minimise risk and impacts. - Minor compliance -	The quantity of agrochemicals required for various field conditions are documented and justified in Sime Darby Plantation Agriculture Reference Manual Section 16.5. The implementation in the field is consistent with the Agriculture Reference Manual Section 16.5	Complied
4.6.8 Pesticides shall be applied aerially only where there is documented justification. Communities shall be informed of impending aerial pesticide applications with all relevant information within reasonable time prior to application. - Major compliance -	No aerial spray at SOU9.	Complied
4.6.9 Maintenance of employee and associated smallholder knowledge and skills on pesticide handling shall be demonstrated, including provision of appropriate information materials (see Criterion 4.8). - Minor compliance -	No associated smallholders at SOU9. Employees demonstrate knowledge and skills on pesticide handling. MSDS/SDS was displayed in local Bahasa Malaysia language at the agrochemical store for each chemical stored as well as the use of safety pictorial poster for the easy understanding of the agrochemical handlers	Complied
4.6.10 Proper disposal of waste material, according to procedures that are fully understood by workers and managers shall be demonstrated (see Criterion 5.3). - Minor compliance -	Proper disposal of waste material are carried out as per the company procedures. The procedures are fully understood by workers and managers. Workers interview reveal that they are aware of the zero burning policy including domestic waste are not allowed to be burned. Management disposes waste material as per regulation for schedule waste and domestic waste.	Complied

**RSPO Public Summary Report
Revision 4 (November /2016)**

Criterion / Indicator	Assessment Findings	Compliance
<p>4.6.11 Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated. - Major compliance -</p>	<p><u>WPOM</u> Last medical check-up was conducted on 15/12/2016 by DOSH Registered doctor No.: JKKP 27/669/1(709) for 24 workers. Invoice dated 25/01/2017 from Klink Hartati Healthcare & Screening to confirm medical check-up conducted and pending test reports. Medical surveillance reports to be verified during the next visit.</p> <p><u>West Estate</u> Medical surveillance carried out once a year for all chemical handlers (Foreman, Sprayer, Fogger, Trunk Injection Gang & Chemical Mixer & Sprayers). Last medical check-up was conducted on 09/11/2016 by DOSH Registered doctor No.: HQ/08/DOC/00/079 for 107 workers. All 107 workers were found fit based on the medical results.</p>	<p>Complied</p>
<p>4.6.12 No work with pesticides shall be undertaken by pregnant or breast-feeding women. - Major compliance -</p>	<p><u>WPOM/West Estate</u> The female workers confirmed knowledge of the policy of transfer to alternative duties if wished to continue working when pregnancy was confirmed or breast-feeding.</p>	<p>Complied</p>
<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>		

**RSPO Public Summary Report
Revision 4 (November /2016)**

<p>4.7.1</p>	<p>A health and safety policy shall be in place. A health and safety plan covering all activities shall be documented and implemented, and its effectiveness monitored. - Major compliance -</p>	<p>SOU9 has maintained an approved Health and Safety Policy dated January 2015 that is displayed prominently on notice boards in English.</p> <p><u>Annual & Baseline Audiometric Testing</u></p> <p>WPOM - Baseline audiometric testing completed on 21/12/2016 by Alam Hijau Integrasi (M) Sdn Bhd, HQ/08/DOC/00/491. Total of 142 workers were sent for the annual testing. Quotation dated 12/10/2016 from Alam Hijau Integrasi (M) Sdn Bhd to confirm baseline audiometric testing conducted and pending test reports. Baseline audiometric testing reports to be verified during the next visit.</p> <p><u>Chemical Health Risk Assessment (CHRA)</u></p> <p>WPOM - CHRA conducted on 14/05/2015 by registered assessor JKPP HIE 127/171-2(166). Based on the CHRA, a total of 36 findings/recommendations reported.</p> <p>West Estate - CHRA conducted on 13/07/2015 by registered assessor JKPP HIE 127/171-2(353). Based on the CHRA, a total of 08 findings/recommendations reported.</p> <p>The action plan was established through the recommendation from the assessor.</p> <p><u>Chemical Exposure Monitoring</u></p> <p>WPOM - The chemical exposure monitoring was conducted on 02/12/2015 & 03/02/2016 (ALM/CHEMICAL/KKSW/0216/2065) by JKPP HIE 127/171-3/1(181) for the laboratory was observed. The chemical exposure monitoring carried out at SOU9, n-Hexane, Manganese, Sulfuric Acid exposure level to the personnel and area from Workshop, Laboratory and Effluent Treatment Plant does not exceed the PEL listed in Schedule I. Methane gas was not detected.</p> <p><u>Positive Noise Exposure Monitoring Report</u></p> <p>WPOM – Positive Noise Exposure Monitoring was conducted on 26/10/2016 by registered assessor JKPP HIE 127/5/3-1(NO 116). 02 operators were exposed to noise level above the PEL and 01 operator was exposed to noise level above Action level. Hearing muff was given on 28/12/2016 for station operator boiler house, kernel plant, engine room and sterilizer.</p> <p><u>LEV inspection and testing</u></p> <p>WPOM - LEV inspection and testing (ALM/LEV/SIME DARBY /0316/2176) was conducted on 07/03/2016 by registered assessor JKPP HIE 127/171-3/2(150). The LEV systems installed met the minimum required face velocity and duct transport velocity along the ducting and hoods.</p> <p><u>Contractors Management</u></p> <p>WPOM - Permit to Work (PTW) has been implemented for internal and external works involving confined space, hot work, working at height, LOTO and etc. Monitoring of PTW</p>	<p>Complied</p>
--------------	--	---	-----------------

**RSPO Public Summary Report
Revision 4 (November /2016)**

Criterion / Indicator	Assessment Findings	Compliance
	for confined space entry, permit issuance and cancellation are effectively implemented.	
4.7.2	<p>All operations where health and safety is an issue shall be risk assessed, and procedures and actions shall be documented and implemented to address the identified issues. All precautions attached to products shall be properly observed and applied to the workers. - Major compliance -</p> <p>SOU9 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. Appropriate control measure has been determined and revised in the HIRARC register.</p> <p>WPOM - HIRARC was reviewed on 05/10/2016 and approved by the Manager. Mill activities was identified and risk assessed with respect to FFB grading and sorting, FFB sterilization, kernel and oil extraction, oil clarification, maintenance activities at the workshop, working in confined space, working at height and hot work activities.</p> <p>At the estate, among the HIRARC carried out covered activities like chemical mixing and spraying, chemical storage, harvesting and FFB collection and vehicle maintenance.</p> <p>West Estate - HIRARC was reviewed on 20/01/2017 and approved by the Manager. Revision done for cement works, piping and painting due to accident reported.</p>	Complied

**RSPO Public Summary Report
Revision 4 (November /2016)**

Criterion / Indicator	Assessment Findings	Compliance
<p>4.7.3</p> <p>All workers involved in the operation shall be adequately trained in safe working practices (see Criterion 4.8). Adequate and appropriate protective equipment shall be available to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, and land preparation, harvesting and, if it is used, burning.</p> <p>- Minor compliance -</p>	<p>Awareness and training program had been carried out. All workers involved had been adequately trained in safe working practices. The objective was to ensure all workers involved have been adequately trained in understanding MSDS, safe working practices and the correct use of PPE.</p> <ol style="list-style-type: none"> 1. West Oil Mill (Executive/Staff/Workers) Training Needs and Plan for FY 2016/2017 was established and approved. 2. Sime Darby Plantation Sdn Bhd SOU9 – West Estate (16/17) was established and approved. <p>Suitable PPE has been provided to the workers based on the information in the MSDS and CHRA assessor’s recommendation.</p> <p>List of Personal Protective Equipment (PPE) Provided – identifies the type of PPE for the respective activities.</p> <ol style="list-style-type: none"> i. Boiler/Engine operator – Safety Helmet, Semi leather Hand Glove, Cotton Gloves, Safety Shoes, Safety Vest and Ear Muff. ii. Field workers (sprayer, manure & harvester) – N95 respirator, anti-mist goggles, wellington boots, apron and sickle cover. <p>During the site visit, it was noted that the PPE will be replaced by the workers when damaged or lost.</p> <p>The chemical store was found to be adequately organized, properly labelled, secured and person in charge understands the OSH procedures. CSDS was placed at the chemical stores and is available. The person in charge understands the information written in CSDS.</p>	<p>Complied</p>

**RSPO Public Summary Report
Revision 4 (November /2016)**

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. - Major compliance -</p>	<p>SOU9 OSH policy is well briefed to all workers. Interview with workers reveal that they understand the policy and the importance of safety at work.</p> <p><u>WPOM</u></p> <p>OSH/ESH meeting conducted on quarterly basis and last meeting conducted on 07/01/2017 attended by 26 persons.</p> <p>The work place inspection conducted on 23/12/2016 and review of accident record was discussed during the OSH meeting. No any unresolved safety and health issues noted.</p> <p><u>OSH Committee Members for 2016/2017</u></p> <p>Chairman – Tn Hj Mazlan Abdullah (appointment letter dated 01/01/2015). Appointment letters for other OSH committee members dated 01/01/2016 & 15/01/2016.</p> <p>OSH/EHS meeting: 10/10/2016, 09/07/2016, 09/04/2016, and 09/01/2016.</p> <p><u>West Estate</u></p> <p>OSH/ESH meeting conducted on quarterly basis and last meeting conducted on 25/11/2016 attended by 26 persons.</p> <p>The work place inspection conducted on 10/10/2016 and review of accident record was discussed during the OSH meeting. No any unresolved safety and health issues noted.</p> <p><u>OSH Committee Members for 2016/2017</u></p> <p>Chairman – Tuan Mohd Idzaruddin bin Hasan (appointment letter dated 01/07/2016). Appointment letters for other OSH committee members dated 01/07/2016.</p> <p>OSH/EHS meeting: 12/08/2016, 17/06/2016 and 15/03/2016.</p>	<p>Complied</p>

**RSPO Public Summary Report
Revision 4 (November /2016)**

Criterion / Indicator	Assessment Findings	Compliance
<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. - Minor compliance -</p>	<p>Accident and emergency procedures have been communicated to employees, contractors and visitors.</p> <ol style="list-style-type: none"> 1. WPOM - Fire evacuation drill was last conducted on 31/01/2017 to test the state of readiness during emergency situation. 2. West Estate - Fire evacuation drill was last conducted on 14/02/2017 to test the state of readiness during emergency situation. <p>Accident and emergency procedures are in Bahasa Malaysia and this is understood by the responsible workers, staff or executives involved in the operation. Good understanding level observed among the workers.</p> <ol style="list-style-type: none"> 1. Training for First Aid is conducted in annually. Sufficient first aiders trained. 2. First aid equipment is available at worksites. During the site visit there is evident that First Aid Box is available at the relevant area with sufficient contents and in good condition. 3. Fire extinguisher (ABC Powder) assessed during the site observation are available and within the expiry date. 4. Portable emergency eye wash facility available at chemical store and laboratory. Both are in good working condition. <p>Quarterly review on accident cases carried out during OSH quarterly meeting.</p> <p><u>WPOM</u></p> <p>02 accidents reported. JKKP 8 was sent to DOSH on 27/01/2017.</p> <p>DOSH visits (05/11/2016) been recorded in the DOSH log book and comments highlighted by DOSH was noted and action taken accordingly.</p> <p><u>West Estate</u></p> <p>47 accidents reported. JKKP 8 was sent to DOSH on 30/01/2017.</p> <p>DOSH visits (10/10/2016) been recorded in the DOSH log book and comments highlighted by DOSH was noted and action taken accordingly.</p>	<p>Major nonconformance</p>

RSPO Public Summary Report
Revision 4 (November /2016)

Criterion / Indicator	Assessment Findings	Compliance															
<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>Medical care is provided to all the employees. Reviewed on workers profile records found that all workers are covered by the accident insurances.</p> <p>Malaysian workers are covered by SOCSO or Perkeso (Pertubuhan Keselamatan Sosial). Refer to form 8A, "Jadual Caruman" for <u>January 2017</u>.</p> <p>Foreign workers are covered by Foreign Workers Compensation Scheme Certificate of Insurance.</p> <table border="1" data-bbox="663 667 1299 1014"> <thead> <tr> <th>Insurance</th> <th>Period</th> <th>Remark</th> </tr> </thead> <tbody> <tr> <td>RHB Insurance (FW183667)</td> <td>15/05/2016 – 14/05/2017</td> <td>WPOM</td> </tr> <tr> <td>RHB Insurance (FW185174)</td> <td>08/04/2016 – 07/04/2017</td> <td>WPOM</td> </tr> <tr> <td>RHB Insurance (MW122295)</td> <td>14/01/2017 – 13/01/2018</td> <td>West Estate</td> </tr> <tr> <td>RHB Insurance (MW122228)</td> <td>18/02/2017 – 17/02/2018</td> <td>West Estate</td> </tr> </tbody> </table>	Insurance	Period	Remark	RHB Insurance (FW183667)	15/05/2016 – 14/05/2017	WPOM	RHB Insurance (FW185174)	08/04/2016 – 07/04/2017	WPOM	RHB Insurance (MW122295)	14/01/2017 – 13/01/2018	West Estate	RHB Insurance (MW122228)	18/02/2017 – 17/02/2018	West Estate	<p>Complied</p>
Insurance	Period	Remark															
RHB Insurance (FW183667)	15/05/2016 – 14/05/2017	WPOM															
RHB Insurance (FW185174)	08/04/2016 – 07/04/2017	WPOM															
RHB Insurance (MW122295)	14/01/2017 – 13/01/2018	West Estate															
RHB Insurance (MW122228)	18/02/2017 – 17/02/2018	West Estate															
<p>4.7.7</p> <p>Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics</p> <p>- Minor compliance -</p>	<p>Accident records are found to be updated. All records on Lost Time Accident (LTA) metrics are maintained.</p> <p>Samples of accident statistic as shown below :</p> <table border="1" data-bbox="663 1155 1273 1339"> <thead> <tr> <th>Year</th> <th>WPOM</th> <th>West Estate</th> </tr> </thead> <tbody> <tr> <td>to-date</td> <td></td> <td></td> </tr> <tr> <td>2015</td> <td>0 (LTA 43)</td> <td>39 (LTA 239)</td> </tr> <tr> <td>2016</td> <td>0 (LTA 49)</td> <td>47 (LTA 349)</td> </tr> </tbody> </table> <p>*LTA is equivalent to lost man days (MC)</p> <p>WPOM recorded LTI as at January 2017 – 504,000.</p> <p>West Estate recorded LTI as at January 2017 – 1,416,072.</p>	Year	WPOM	West Estate	to-date			2015	0 (LTA 43)	39 (LTA 239)	2016	0 (LTA 49)	47 (LTA 349)	<p>Complied</p>			
Year	WPOM	West Estate															
to-date																	
2015	0 (LTA 43)	39 (LTA 239)															
2016	0 (LTA 49)	47 (LTA 349)															
<p>Criterion 4.8: All staff, workers, smallholders and contract workers are appropriately trained.</p>																	
<p>4.8.1</p> <p>A formal training programme shall be in place that covers all aspects of the RSPO Principles and Criteria, and that includes regular assessments of training needs and documentation of the programme.</p> <p>- Major compliance -</p>	<p>SOU9 has established an annual training program that covers all aspects of the RSPO Principles and Criteria.</p> <p>The training need analysis and program was made available for verification at all visited sites.</p> <p>WPOM – Environment, Safety & Health Program West Oil Mill FY2016/2017. Implementation is still on-going. 14 training needs/requirements identified for various categories of operating units.</p> <p>West Estate – Environment, Safety & Health Program West Estate 2016/2017. Implementation is still on-going. 12 training needs/requirements identified for various categories of operating unit.</p>	<p>Complied</p>															

RSPO Public Summary Report
Revision 4 (November / 2016)

Criterion / Indicator	Assessment Findings	Compliance																																																						
4.8.2 Records of training for each employee shall be maintained. - Minor compliance -	<p>Training records for employees available and maintained at the office. Records are verified on a sampling basis which covers all aspect of training and RSPO P&C requirement. Samples of training record for 2016 as follows:</p> <p><u>WPOM</u></p> <table border="1" data-bbox="660 562 1299 1272"> <thead> <tr> <th>Date</th> <th>Training</th> <th>Trainer</th> </tr> </thead> <tbody> <tr> <td>25/10/16</td> <td>CPR & Occupational First Aid</td> <td>First Response Services</td> </tr> <tr> <td>20/10/16</td> <td>Training Oil Room Operators.</td> <td>QA</td> </tr> <tr> <td>09/09/16</td> <td>Kernel Plant Training (Nut Grading)</td> <td>QA</td> </tr> <tr> <td>09/08/16</td> <td>MAPA In House Training</td> <td>MAPA</td> </tr> <tr> <td>18/03/16</td> <td>Training on audio video multicyclone, general safety and LOTTO.</td> <td>QA</td> </tr> <tr> <td>01/03/16</td> <td>New Worker Safety Briefing.</td> <td>QA</td> </tr> <tr> <td>22/01/16</td> <td>Training Press & Kernel plant process control on operation.</td> <td>QA</td> </tr> <tr> <td>13/01/16</td> <td>Lab Safety with Merck</td> <td>Merck Millipore</td> </tr> </tbody> </table> <p><u>West Estate</u></p> <table border="1" data-bbox="660 1368 1299 1989"> <thead> <tr> <th>Date</th> <th>Training</th> <th>Trainer</th> </tr> </thead> <tbody> <tr> <td>28/12/16</td> <td>First Aid Training and Stroke Disease</td> <td>Mohamad Nazari (MA)</td> </tr> <tr> <td>23/12/16</td> <td>Workplace & Road Safety Talk</td> <td>Pn Nur Nadiyah Hani</td> </tr> <tr> <td>29/11/16</td> <td>Tractor Driver Training</td> <td>En Nuruddin</td> </tr> <tr> <td>23/11/16</td> <td>Inmature Circle Sprayer Training</td> <td>PSQM</td> </tr> <tr> <td>10/08/16</td> <td>Palm King Sickle Demonstration</td> <td>PSQM</td> </tr> <tr> <td>27/07/16</td> <td>Safety Maintenance of Inter Pump</td> <td>En Ahmad Faisal</td> </tr> <tr> <td>21/07/16</td> <td>Safety Townhall – Selangor Zone</td> <td>En Mohd Azlan Shah</td> </tr> <tr> <td>02/03/16</td> <td>LSS (Tally Sheet Training)</td> <td>QA WPOM</td> </tr> </tbody> </table>	Date	Training	Trainer	25/10/16	CPR & Occupational First Aid	First Response Services	20/10/16	Training Oil Room Operators.	QA	09/09/16	Kernel Plant Training (Nut Grading)	QA	09/08/16	MAPA In House Training	MAPA	18/03/16	Training on audio video multicyclone, general safety and LOTTO.	QA	01/03/16	New Worker Safety Briefing.	QA	22/01/16	Training Press & Kernel plant process control on operation.	QA	13/01/16	Lab Safety with Merck	Merck Millipore	Date	Training	Trainer	28/12/16	First Aid Training and Stroke Disease	Mohamad Nazari (MA)	23/12/16	Workplace & Road Safety Talk	Pn Nur Nadiyah Hani	29/11/16	Tractor Driver Training	En Nuruddin	23/11/16	Inmature Circle Sprayer Training	PSQM	10/08/16	Palm King Sickle Demonstration	PSQM	27/07/16	Safety Maintenance of Inter Pump	En Ahmad Faisal	21/07/16	Safety Townhall – Selangor Zone	En Mohd Azlan Shah	02/03/16	LSS (Tally Sheet Training)	QA WPOM	<p>Complied</p>
Date	Training	Trainer																																																						
25/10/16	CPR & Occupational First Aid	First Response Services																																																						
20/10/16	Training Oil Room Operators.	QA																																																						
09/09/16	Kernel Plant Training (Nut Grading)	QA																																																						
09/08/16	MAPA In House Training	MAPA																																																						
18/03/16	Training on audio video multicyclone, general safety and LOTTO.	QA																																																						
01/03/16	New Worker Safety Briefing.	QA																																																						
22/01/16	Training Press & Kernel plant process control on operation.	QA																																																						
13/01/16	Lab Safety with Merck	Merck Millipore																																																						
Date	Training	Trainer																																																						
28/12/16	First Aid Training and Stroke Disease	Mohamad Nazari (MA)																																																						
23/12/16	Workplace & Road Safety Talk	Pn Nur Nadiyah Hani																																																						
29/11/16	Tractor Driver Training	En Nuruddin																																																						
23/11/16	Inmature Circle Sprayer Training	PSQM																																																						
10/08/16	Palm King Sickle Demonstration	PSQM																																																						
27/07/16	Safety Maintenance of Inter Pump	En Ahmad Faisal																																																						
21/07/16	Safety Townhall – Selangor Zone	En Mohd Azlan Shah																																																						
02/03/16	LSS (Tally Sheet Training)	QA WPOM																																																						

**RSPO Public Summary Report
Revision 4 (November / 2016)**

Criterion / Indicator	Assessment Findings	Compliance
Principle 5: Environmental responsibility and conservation of natural resources and biodiversity		
Criterion 5.1: Aspects of plantation and mill management, including replanting, that have environmental impacts are identified, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.		
5.1.1	An environmental impact assessment (EIA) shall be documented. - Major compliance -	SOU9 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; Register • Appendix 5.4.1c - Environmental Aspect and Impact Identification form, Version 1; Year 2008 Issue no. 1; Dated 1 April 2009; MR-01/EAI • Appendix 5.4.1d - Environmental Impacts Evaluation form, Version 1; Year 2008 Issue no. 1; Dated 1 April 2009; MR-02/EIE.

**RSPO Public Summary Report
Revision 4 (November /2016)**

Criterion / Indicator	Assessment Findings	Compliance
<p>5.1.2</p> <p>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>	<p>There is no change of current practices required to mitigate negative effects based on identified impacts for both the mill and estates.</p> <p>However the mill and estates have conducted periodical review on the aspects and impacts identified and evaluated as registered.</p> <p>The mill and estates has continuously implemented its annual programs that were established as part of its individual Pollution Prevention Plan. Managers and assistant managers of mill and estates were identified as person-in-charge of the programs which were established upon review of the aspect and impact register. It was observed that the reviewing and updating on the registers were done annually if there's no any new activity within respective sites.</p> <p>Review of aspect and impact register were done as following:</p> <p><u>WPOM</u> Environmental Aspect Identification (EAI) and Environmental Evaluation (EIE) reviewed and updated on 24/11/2016. Neither any change to current operation nor new activity identified by the mill other than normal mill operation including weighbridge operation, process, maintenance, water and waste water treatment.</p> <p><u>West Estate</u> Environment Aspect and Impact (EAI) and Environmental Impact Evaluation (EIE) SOU (9) West Estate Reviewed for FY2016/17 reviewed on 20/07/2016. Existing EAI reviewed was for dispensary, field – FFB transportation, field – Weeding and Spraying, harvesting & collection, petrol/diesel, maintenance, road, nest, replanting, store, workshop, scheduled waste store, pest and diseases control, goat raring, compound and line site.</p>	<p>Complied</p>

**RSPO Public Summary Report
Revision 4 (November /2016)**

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><u>WPOM</u></p> <p>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 no. EP72/2017 dated 08/02/2017 for sample taken on 04/01/2017 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. • Online scheduled waste inventory & consignment (file ref. no. 31/152/000/086; Inventory no. 1002B454142122017) – updated as of 07/02/2017 where the quantity and storage period were within allowable limit. 	<p>Complied</p>
<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 and operations managed to best ensure that they are maintained and/or enhanced.</p>		

**RSPO Public Summary Report
Revision 4 (November /2016)**

Criterion / Indicator	Assessment Findings	Compliance
<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 has been conducted on the Feb 2015 by Sustainability Department (Social & Environment Projects Unit) which involved the representatives from local government agencies, local communities, service providers, and neighbouring estates. In addition to the revisited HCV assessment, additional HCV assessment was carried out for the new planting plot in 2016 on 27-28 April 2016 by PSQM team. There was HCV area identified in West estate. List of HCV areas as follows: Natural pond (HCV 4): 4.79 ha Fringe mangrove (HCV 4): 39.84 ha Hatters castle (HCV 6): 1.12 ha Total HCV areas: 45.75 ha</p> <p>Conservation set-aside (CSA) was also identified within west estate. Agro-forestry, arboretum (herb) was classified as CSA with the total of 111.25 ha.</p> <p>The exercise has taken into consideration all aspects of environmentally sensitive areas such as ponds, streams, wildlife boundaries and was documented. Visits to site confirmed that west estate is surrounded by river/straits and villages. The HCVs, conservation areas/environmentally sensitive areas i.e. bund along the stretches of river/straits which passes bordering through the estate had been identified and being monitored.</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>Wildlife found in plantation identified in the HCV report dated February 2015. Common wildlife which classified under IUCN conservation status and WCA 2010 (Act 716) was identified, i.e for birds (white-throated kingfisher - least concern (IUCN)/totally protected wildlife), mammals (wild boar - least concern(IUCN)/ protected wildlife), reptiles (king cobra – vulnerable (IUCN)/protected wildlife)</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. Records of patrolling and animal sighting was maintained and updated.</p> <p>Mechanism for reporting the sightings of various types of wildlife, were found to have been in place. Monitoring and control of any illegal hunting, fishing or collecting activities was also implemented. Signage’s that prohibit hunting, fishing and water polluting activities were verified on-site at the west estate found to have been satisfactorily maintained.</p>	<p>Complied</p>

**RSPO Public Summary Report
Revision 4 (November /2016)**

Criterion / Indicator	Assessment Findings	Compliance
5.2.3	<p>There shall be a programme to regularly educate the workforce about the status of these RTE species, and appropriate disciplinary measures shall be instigated in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect or kill these species.</p> <p>- Minor compliance -</p>	Complied
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>		

RSPO Public Summary Report
Revision 4 (November /2016)

Criterion / Indicator	Assessment Findings	Compliance
<p>5.3.1</p> <p>All waste products and sources of pollution shall be identified and documented. - Major compliance -</p>	<p>As per Sustainable Plantation Management System Appendix 9 Procedure for Handling of Domestic Waste version 1, year 2008, issue no. 1, dated 1 October 2008.</p> <p>Mill: type of waste – effluent, fibre/shell, EFB, boiler clinker, wash water, scrap metal, scheduled waste, boiler blowdown, hydro-cyclone wash water, methane gas.</p> <p>Estate: type of waste – scheduled waste – SW102, SW305, SW306, SW409, SW410, SW404 – workshop, clinic, SW store, store; domestic waste – rubbish & sewage – line-site, office, workshop, store, shop & recycle waste – empty container, scrap metal.</p> <p>Records on the usage and disposal were well recorded and documented. Appropriate secondary containment for the diesel skid tanks, chemical and scheduled waste storage areas was verified to be maintained accordingly.</p> <p><u>WPOM</u></p> <p>Scheduled waste for KKS West through Kualiti Alam Sdn Bhd:-</p> <ol style="list-style-type: none"> 1. 04/08/16 consignment #2016080413W43DHZ for SW323. 2. 04/08/16 consignment #2016080412Z25EWU for SW306. <p><u>West Estate</u></p> <p>Record of medical waste disposal shown latest disposal was done on 10/01/17 through Radicare (M) Sdn Bhd serial #0079971.</p> <p>Scheduled waste for West Estate through Tex Cycle (P2) Sdn Bhd:-</p> <ol style="list-style-type: none"> 1. 23/01/17 consignment #T47-01056-SW409. 2. 02/12/16 consignment #T46-15518-SW409. 	<p>Complied</p>
<p>5.3.2</p> <p>All chemicals and their containers shall be disposed of responsibly. - Major compliance -</p>	<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.</p> <p>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>	<p>Complied</p>

RSPO Public Summary Report
Revision 4 (November /2016)

Criterion / Indicator	Assessment Findings	Compliance
5.3.3 A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented. - Minor compliance -	<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>The company has continued managing scheduled waste stores at the mill and each of the estates. Agrochemical containers are triple rinsed and punctured to avoid any misuse.</p> <p>Sampled Environmental Improvement Plan/Pollution Prevention Plan KKS West SOU9 dated 24/11/2016 including control of black smoke, effluent, POME, oil spillage domestic, waste water and scheduled waste sighted during the visit as well as for estates.</p>	Complied
Criterion 5.4: Efficiency of fossil fuel use and the use of renewable energy is optimised.		
5.4.1 A plan for improving efficiency of the use of fossil fuels and to optimise renewable energy shall be in place and monitored. - Minor compliance -	<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. 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.</p> <p>Monthly records of energy consumption of non-renewable and renewable fuel per metric tonne of palm product at the Mill were 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.</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 open burning policy as per SOP Section B2 - Felling/Land Clearing & Land Preparation dated November 2008. Management complying with the Malaysian environmental law -EQA and Regulations 1974. No open burning noted based on the records on the land clearing and felling for the new planting plot, P13A and P15A in 2015. No replanting programme carried out in 2016.</p>	Complied

RSPO Public Summary Report
Revision 4 (November /2016)

Criterion / Indicator	Assessment Findings	Compliance									
5.5.2	<p>Where fire has been used for preparing land for replanting, there shall be evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions.</p> <p>- Minor compliance -</p>	<p>The SOU9 operating unit had adhered to the zero burning policy for replanting at the estates.</p> <p>During the audit, there were no replanting activities carried out in the West estate.</p> <p>There was no evidence of any burning of domestic waste at the housing line sites and at the domestic landfills of the estate during on site field assessment.</p>	Complied								
<p>Criterion 5.6: Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.</p>											
5.6.1	<p>An assessment of all polluting activities shall be conducted, including gaseous emissions, particulate/soot emissions and effluent (see Criterion 4.4).</p> <p>- Major compliance -</p>	<p>As prescribed under "<i>Jadual Pematuhan</i> , license# 003180, air emission from boiler stack have to be monitored twice per year. Stack sampling result for 2016 :</p> <table border="1" data-bbox="676 826 1278 1238"> <tr> <td>Date of monitoring</td> <td>Stack no.1</td> </tr> <tr> <td>30/8/16 (1st half), report ref# ALM/WESTOIL/0816/25 56</td> <td>Solid particle – 0.175 g/Nm³ at 12%CO₂ NOx – 0.261 g/Nm³</td> </tr> <tr> <td>Date of monitoring</td> <td>Stack no.2</td> </tr> <tr> <td>18/10/16 (2nd half), report ref# ALM/WESTOIL/1016/26 76</td> <td>Solid particle – 0.173 g/Nm³ at 12%CO₂ NOx – 0.01 g/Nm³</td> </tr> </table> <p>* Stack emission limit @ 0.4 g/Nm³ until 4/6/19.</p> <p>Smoke emission was monitored using online system (CEMS-DIS) to DOE based on the transmitted data from boiler smoke density indicator and recorder. Emission result was found in compliance with the regulatory limit. Verified smoke density report for January and February 2017. Noted there were a few occasion of black smoke (>40% opacity) but only during boiler start-up. Smoke density recorder was last calibrated on 17/2/17 and valid until 23/5/17 for the next calibration.</p>	Date of monitoring	Stack no.1	30/8/16 (1 st half), report ref# ALM/WESTOIL/0816/25 56	Solid particle – 0.175 g/Nm ³ at 12%CO ₂ NOx – 0.261 g/Nm ³	Date of monitoring	Stack no.2	18/10/16 (2 nd half), report ref# ALM/WESTOIL/1016/26 76	Solid particle – 0.173 g/Nm ³ at 12%CO ₂ NOx – 0.01 g/Nm ³	Complied
Date of monitoring	Stack no.1										
30/8/16 (1 st half), report ref# ALM/WESTOIL/0816/25 56	Solid particle – 0.175 g/Nm ³ at 12%CO ₂ NOx – 0.261 g/Nm ³										
Date of monitoring	Stack no.2										
18/10/16 (2 nd half), report ref# ALM/WESTOIL/1016/26 76	Solid particle – 0.173 g/Nm ³ at 12%CO ₂ NOx – 0.01 g/Nm ³										
5.6.2	<p>Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented.</p> <p>- Major compliance</p>	<p>For the estate, GHG emissions identified including CO_x, SO_x and NO_x from various sources including fossil fuel, chemical, peat oxidation, sinks, crop sequestration, fertilizer consumptions and sequestration in conservation area.</p> <p>For mill, GHG emission identified from POME, fuel consumption and grid electricity utilization. 5 years plan for GHG reduction (phase I, 20 mills (Malaysia) was sighted. Programme such as feed in tariff (FIT), flaring, CNG , CaP, Co-gen was included in the plan.</p>	Complied								

**RSPO Public Summary Report
Revision 4 (November /2016)**

Criterion / Indicator	Assessment Findings	Compliance	
5.6.3	<p>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.</p> <p>- Minor compliance -</p>	<p>Monitoring and reporting of the significant pollutants to water, gaseous emissions to air and contamination on land are in place. Tools and systems used include the DOE online CEMS monitoring for air emissions, water quality at discharge points as per DID regulations and SW disposal were adhering to DOE requirements. Water samples were regularly taken every month and tested by mill environment officer in charge and analysed to ensure compliance to DOE requirements at final discharge points. The water samples were sent to Sime Darby R&D Laboratory for analysis. Records are maintained and verified on-site to have met the permissible regulatory limits. Quarterly reporting to DOE was also done and record documented.</p> <p>Monitoring of the GHG quantity was done through RSPO PalmGHG Calculator Version 3.0.1 is used and the management opted for full version was applied. The report prepared on 22 Jan 2017.</p> <p>These GHG calculations were done as per certification unit basics including 5 estate and mill. Summary emissions:</p> <ul style="list-style-type: none"> a. Emission/ mt CPO= 1.24 tCO2 e/mt CPO b. Emission/ mt PK= 1.24 tCO2 e/mt PK <p>Details of GHG calculation can be found under Appendix K: GHG Reporting Executive Summary.</p>	Complied
<p>Principle 6: Responsible consideration of employees and of individuals and communities affected by growers and millers.</p>			
<p>Criterion 6.1: Aspects of plantation and mill management that have social impacts, including replanting, are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.</p>			
6.1.1	<p>A social impact assessment (SIA) including records of meetings shall be documented.</p> <p>- Major compliance -</p>	<p>Social Impact Assessment (SIA) was conducted on 27-28/3/2014 by Social & Environment Projects Unit, PSQM Department. The methodologies of the assessment were interview with the workers and external stakeholders such as local communities, site observations and documentation review. Attendant list of the interviewed stakeholder was sighted in the report.</p>	Complied
6.1.2	<p>There shall be evidence that the assessment has been done with the participation of affected parties.</p> <p>- Major compliance -</p>	<p>The assessment was conducted with the participation of relevant stakeholders such as neighbouring villagers, government authority, contractors and suppliers, internal workers and etc. Attendance list of the stakeholders was sighted.</p>	Complied
6.1.3	<p>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.</p> <p>- Major compliance -</p>	<p>The mill and estate’s management have developed an action plan for social assessment based on the issues raised during SIA. The plan has incorporated timetable with responsibilities for mitigation and monitoring of the social impacts were developed and reviewed as necessary.</p>	Complied

**RSPO Public Summary Report
Revision 4 (November /2016)**

Criterion / Indicator	Assessment Findings	Compliance
6.1.4	The plans shall be reviewed as a minimum once every two years and updated as necessary, in those cases where the review has concluded that changes should be made to current practices. There shall be evidence that the review includes the participation of affected parties. - Minor compliance -	The plan was reviewed on yearly basis and last reviewed was conducted on 20/2/2017 in mill and on 20/1/2017 in estate. Complied
6.1.5	Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme). - Minor compliance -	No smallholder scheme was involved in the certification units. Not applicable
Criterion 6.2: There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.		
6.2.1	Consultation and communication procedures shall be documented. - Major compliance -	SDPSB has developed a documented procedure in Sustainable Plantation Management System on handling social issues, Appendix 5, Version 1, and Issue No.1, dated 01/4/2008. The procedure has detailing the process of handling social issues raised by the stakeholders and resolve in an effective, timely and appropriate manner. Complied
6.2.2	A management official responsible for these issues shall be nominated. - Minor compliance -	Account and Administration Officer of mill and Assistant Manager of the estate have been appointed as Social officer to handle all issues related to social (internal and external) by the Mill Manager and Estate Manager dated 7/10/2015 and 1/1/2017 respectively. 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 -	Stakeholder’s meeting was conducted on 6/1/2017 with the participation from the external stakeholders in West POM. Meeting minutes was sighted and the issues raised during the meeting has been diverted to the coming Zone meeting and estate. No further issue was sighted. The management has implemented Repairs & Jobs Requisition – Bungalows & Linesite for the internal workers to request any repair job required for the housing. The management has taken action to repair the requesting job. Stakeholder meeting was conducted on 12/11/2016 with the local communities in West Estate. Issues raised during the meeting was resolved. Meeting minutes was sighted. Stakeholder list was updated with the inclusion of local communities, government authorities, contractors and suppliers. 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

RSPO Public Summary Report
Revision 4 (November /2016)

Criterion / Indicator	Assessment Findings	Compliance
6.3.2	<p>Documentation of both the process by which a dispute was resolved and the outcome shall be available.</p> <p>- Major compliance -</p> <p>The mill management has implemented Internal and External Complaint logbook. Most of the complaints were from the internal workers such as house repair and cleanliness of the housing compound. The management has taken action to rectify the problem.</p> <p>The estate's management has implemented Workers' quarters/ office/ building repairs complaint book for internal workers. Most of the complaints were regarding house repair such as broken of door lock, light bulb not functioning and etc.</p>	Complied
<p>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.</p>		
6.4.1	<p>A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be in place.</p> <p>- Major compliance -</p> <p>SOP to identify legal and customary rights as well as people entitled to compensation has been established with titled "Handling Land Disputes" dated 1/11/2008. There have been no issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders.</p>	Complied
6.4.2	<p>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.</p> <p>- Minor compliance -</p> <p>SOP as per Clause 6.4.1.</p>	Complied
6.4.3	<p>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.</p> <p>- Major compliance -</p> <p>No issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders reported during the time of audit.</p>	Complied
<p>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.</p>		

**RSPO Public Summary Report
Revision 4 (November /2016)**

Criterion / Indicator	Assessment Findings	Compliance	
6.5.1	<p>Documentation of pay and conditions shall be available. - Major compliance -</p>	<p>The mill and estates have recruited local workers and foreign workers. The management has included basic pay, net pay, gross pay, deduction of salary, phone allowance, holiday pay and etc on the pay slip. Payslip of month November 2016 to January 2017 for workers have been sampled as below:</p> <p><u>West POM:</u></p> <ul style="list-style-type: none"> a) Employee No.: 125178 b) Employee No.: 85253 c) Employee No.: 127963 d) Employee No.: 120000 <p><u>West Estate:</u></p> <ul style="list-style-type: none"> a) Employee No.: 108272 b) Employee No.: 102367 c) Employee No.: 96420 d) Employee No.: 123472 <p>All the sampled workers below were achieved Minimum Wage Order 2016 of RM 1000/ month or RM 38.46/ day.</p> <p>According to MAPA/NUPW Circular No. 22/2015 dated 4/8/2015, the employer required to fully subsidize RM 3.00 per month for each of the members of NUPW as premium towards NUPW/AIA Personal Accident Group Scheme. However, the West Oil Mill's management has yet to subsidize and deducted RM 11.00 from sampled workers below:</p> <ul style="list-style-type: none"> a. Employee No.: 120000 b. Employee No.: 7057 c. Employee No.: 119649 d. Employee No.: 96306 <p>Thus, a major non-conformance was raised.</p>	<p>Major nonconformance</p>

RSPO Public Summary Report
Revision 4 (November /2016)

Criterion / Indicator	Assessment Findings	Compliance
<p>6.5.2</p> <p>Labour laws, union agreements or direct contracts of employment detailing payments and conditions of employment (e.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.) shall be available in the languages understood by the workers or explained carefully to them by a management official.</p> <p>- Major compliance -</p>	<p>Employment contract are available in language that understood by workers. The contract has detailing the payments and employment conditions such as period of working, working hour, medical assistance, holiday and annual leave, termination of services and etc. The contract was signed by the workers and sampled contracts as below:</p> <ul style="list-style-type: none"> a. Employee No.: 125178 signed on 7/9/2016 (WOM) b. Employee No.: 127963 signed on 15/11/2016 (WOM) c. Employee No.: 124031 signed on 10/8/2015 (WOM) d. Employee No.: 128846 signed on 1/12/2016 (WE) <p>Extension contracts were signed by the workers who have worked more than 3 years as below:</p> <ul style="list-style-type: none"> a. Employee No.: 93203 (WOM) b. Employee No.: 63557 (WE) c. Employee No.: 99079 (WE) <p>However, extension contracts for sampled workers below were not available in West Estate:</p> <ul style="list-style-type: none"> a. Employee No.: 97567 b. Employee No.: 72316 c. Employee No.: 96420 d. Employee No.: 76679 <p><u>West Oil Mill and West Estate:</u> The contracts signed by the workers were in old version where the public holiday entitlement was 12 days instead of 13 days and security bond was stated in the contracts. The contracts sampled as below:</p> <ul style="list-style-type: none"> a. Employee No.: 125178 (WOM) b. Employee No.: 115976 (WOM) c. Employee No.: 124031 (WOM) d. Employee No.: 63557 (WE) e. Employee No.: 76679 (WE) f. Employee No.: 72316 (WE) g. Employee No.: 108272 (WE) h. Employee No.: 99079 (WE) i. Employee No.: 109315 (WE) <p>Thus, a major non-conformance was raised.</p>	<p>Major nonconformance</p>
<p>6.5.3</p> <p>Growers and millers shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible.</p> <p>- Minor compliance –</p>	<p>The management has provided water and electricity supply to the workers. Besides, the management has a medical facility in the compound where the employees are allowed to access the facility throughout the serving period without any charges. Employees are staying in the linesite provided by the management without any rental incurred.</p>	<p>Complied</p>

RSPO Public Summary Report
Revision 4 (November /2016)

Criterion / Indicator	Assessment Findings	Compliance	
6.5.4	<p>Growers and millers shall make demonstrable efforts to monitor and improve workers’ access to adequate, sufficient and affordable food.</p> <p>- Minor compliance –</p>	<p>Foods and goods for employees were provided through sundry shop at the vicinity of the operating units. Most of the sundry shops are operated by the former estates workers or family members. Besides, the mill and estate were nearby the town or village where the workers are easily access to the shop to purchase goods and foods. Interviewed with the workers found that they were understood and satisfied with the foods and goods price selling in the operating unit’s compound.</p>	Complied
<p>Criterion 6.6: The employer respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.</p>			
6.6.1	<p>A published statement in local languages recognising freedom of association shall be available.</p> <p>- Major compliance -</p>	<p>SDPSB has implemented Social Policy dated January 2015 where the management is committed and respect the rights of all personnel to form and join trade unions of their choice and to bargain collectively.</p>	Complied
6.6.2	<p>Minutes of meetings with main trade unions or workers representatives shall be documented.</p> <p>- Minor compliance -</p>	<p><u>West POM:</u> NUPW meeting was conducted on 18/1/2017 with total 15 participants. Meeting minute is sighted and no issue has been reported in the meeting. AMESU meeting was conducted on 2/2/2017 and no issue has reported. Interview with the Union representatives confirmed that no issue.</p> <p><u>West Estate:</u> Meeting with NUPW on 30/3/2016, 20/9/2016 and 20/1/2017 with attendance list sighted. Meeting minutes was sighted. There were 2 issues raised during the meeting which are water disruption and electricity cut-off. Action plan has been generated on 20/1/2017. Evidences of the action taken have been verified such as the communication email and the drawing from engineering department and etc. The detail of outcome will be verified during next surveillance.</p>	Complied
<p>Criterion 6.7: Children are not employed or exploited.</p>			
6.7.1	<p>There shall be documentary evidence that minimum age requirements are met.</p> <p>- Major compliance -</p>	<p>The company has developed Child Protection policy dated January 2015. Operating units are complied with the minimum age requirement. No employees below the age of 18 were sighted through the master list of active employee list.</p>	Complied
<p>Criterion 6.8: Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.</p>			
6.8.1	<p>A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment shall be documented.</p> <p>- Major compliance -</p>	<p>SDPSB has implemented Social Policy, Social & Humanity Management Policy dated January 2015 where the management is committed to treat all employees fairly in terms of recruitment, progression, terms and conditions of work and representation regardless of race, caste, nationality, gender, sexual orientation, union membership, political view, religion and/or age.</p>	Complied

**RSPO Public Summary Report
Revision 4 (November /2016)**

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 -	Mill has recruited local communities, women, and foreign workers to work in the mill. All of them are given equal opportunity and treat fairly on the housing provided, job that has been offered, salary and etc. Salary of local workers and foreign workers were based on MAPA/NUPW and Minimum Wage Order 2016 and no discrimination happened.	Complied
6.8.3	It shall be demonstrated that recruitment selection, hiring and promotion are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available. - Minor compliance -	There is no any discrimination based on religion, gender, nationality and etc during their recruitment. The recruitment process is based on skills, capabilities, medical fitness necessary and etc.	Complied
Criterion 6.9: There is no harassment or abuse in the work place, and reproductive rights are protected.			
6.9.1	Policy to prevent sexual and all other forms of harassment and violence shall be implemented and communicated to all levels of the workforce. - Major compliance -	SDPSB has implemented Social Policy and Social & Humanity Management Policy dated January 2015 where the management is committed to develop and apply a policy to prevent sexual harassment and other forms of violence against women and to protect their reproductive rights. Briefing of policies were given to the workers during morning muster call once every three months.	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 -	SDPSB has implemented Social Policy and Social & Humanity Management Policy dated January 2015 where the management is committed to develop and apply a policy to prevent sexual harassment and other forms of violence against women and to protect their reproductive rights. The policy was displayed on the notice board which was accessible by the workers. Briefing of policies were given to the workers during morning muster call once every three months.	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 -	<p>The mill and estate management have established a Gender Committee to discuss and resolve issues related to women. The managements had implemented procedure for sexual harassment grievance and complaint form to any incidences of sexual harassment is implemented.</p> <p>Meeting was conducted on 14/12/2016 and 17/2/2017 in West POM. Meeting minutes were sighted and no sexual harassment or violence cases reported to date. Activities have been conducted such as Women’s Day celebration, organized trip with all the women’s workers, monthly exercise together and etc.</p> <p>Meeting was conducted on 19/1/2017, 27/12/2016, 23/9/2016 and 8/9/2016 in West Estate. No sexual harassment case reported so far. The committee has organized activities such as healthy and balance diet talk, cooking class, PAP Smear program and etc.</p> <p>Briefing of policies were given to the workers during morning muster call once every three months.</p>	Complied
Criterion 6.10: Growers and mills deal fairly and transparently with smallholders and other local businesses.			

RSPO Public Summary Report
Revision 4 (November /2016)

Criterion / Indicator		Assessment Findings	Compliance
6.10.1	Current and past prices paid for Fresh Fruit Bunches (FFB) shall be publicly available. - Minor compliance -	West POM process FFB from company owned estates only. No FFB purchased from out-growers or smallholders.	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 -	West POM process FFB from company owned estates only. No FFB purchased from out-growers or smallholders.	Complied
6.10.3	Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent. - Minor compliance -	Contract agreement was verified during the audit and sampled contracts were as below: <ul style="list-style-type: none"> a. Ad-hoc Land transporter: signed on 21/2/2017 and valid to 20/5/2017 for transporting CPO. b. Ref No.: T/SDPSB/PEN/FFB/0815/007 signed on 10/8/2016 commenced from 1/9/2016 with 3 years validity for FFB transport. <p>The terms and conditions were stated in the agreement.</p>	Complied
6.10.4	Agreed payments shall be made in a timely manner. - Minor compliance -	Payment will be made 30 days after upon receipt of the invoice and confirmation of the quantity of CPO delivered to destination according to the agreement signed. Payment was made through the financial department at head office. Interviewed with the contractors confirmed that the payment was made promptly.	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 -	The mill and estate's management have made contribution to the local communities, school and the internal stakeholders such as prize giving to the school, blood donation activity, donation of cement for construction in school, sport day which involved workers, school uniform and shoe contribution to the students, yearly children schooling transport subsidy to the parent, provide transport for the school during sport day as per requested, health screening for drivers and etc. Interviewed with the local community and school representatives confirmed that the management was very supportive to provide contributions to them upon request.	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 -	There were no scheme smallholders under the certification unit.	Not applicable
Criterion 6.12: No forms of forced or trafficked labour are used.			

RSPO Public Summary Report
Revision 4 (November /2016)

Criterion / Indicator	Assessment Findings	Compliance
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. No evident of trafficked workers were found during the audit. Sampled workers with valid permit as below: a. Permit No.: PD 5495541 expired on 29/8/2017 (WOM) b. Permit No.: PD 5777264 expired on 30/7/2017 WOM c. Permit No.: PD 6807765 expired on 11/11/2017 (WOM) d. Permit No.: PD 5214046 expired on 2/6/2017 (WE) e. Permit No.: PD 6543919 expired on 11/11/2017 (WE) f. Permit No.: PD 6015547 expired on 24/7/2017 (WE)	Complied
6.12.2 Where applicable, it shall be demonstrated that no contract substitution has occurred. - Minor compliance -	No contract substitution was noted.	Complied
6.12.3 Where temporary or migrant workers are employed, a special labour policy and procedures shall be established and implemented. - Major compliance -	Equal opportunity and non-discriminatory policy is implemented. No temporary workers. Migrant workers are treated equally as per the locals.	Complied
Criterion 6.13: Growers and millers respect human rights.		
6.13.1 A policy to respect human rights shall be documented and communicated to all levels of the workforce and operations (see Criteria 1.2 and 2.1). - Major compliance -	The Social and Humanity management policy covers the necessary aspects of human rights. Employees are aware of their rights and workers and staff union monitor to ensure no violations. Briefing of policies were given to the workers during morning muster call once every three months.	Complied
6.13.2 As long as children of foreign workers in Sabah and Sarawak are ineligible to attend government school, the plantation companies should engage in a process to secure these children access to education as a moral obligation.	Not applicable.	Complied
Principle 7: Responsible development of new plantings A comprehensive and participatory independent social and environmental impact assessment is undertaken prior to establishing new plantings or operations, or expanding existing ones, and the results incorporated into planning, management and operations.		
7.1.1 An independent social and environmental impact assessment (SEIA), undertaken through a participatory methodology including the relevant affected stakeholders, shall be documented. - Major compliance -	Last SEIA was carried out on 27-28/4/2016 for the new planting plot, (P13A and P15B). Report dated May 2016 was made available during audit. The area is within estate's certified and the only cover internal stakeholder (staff and workers) and sundry shop owner.	Complied

**RSPO Public Summary Report
Revision 4 (November /2016)**

Criterion / Indicator	Assessment Findings	Compliance	
7.1.2	<p>Appropriate management planning and operational procedures shall be developed and implemented to avoid or mitigate identified potential negative impacts.</p> <p>- Minor compliance -</p>	<p>Management plan has been incorporated in the SEIA report dated 27-28/4/16. Among the management plan sighted:</p> <p>i) All bare areas shall be replanted with appropriate vegetation or grass.</p> <p>ii) Drainage system shall be provided to drain the water out of the structure of the road and diverted to vegetated areas.</p> <p>iii)The use of fertilizers and pesticides to be applied in a controlled manner. The disposal or dumping of fertilizers and pesticides are not allowed in the river or watercourse</p> <p>iv) Safety and health</p> <ul style="list-style-type: none"> - Dust accumulated - Machinery & transportation <p>Progress of the management plan was monitored regularly. As for 2017, there was no change of management plan noted.</p>	Complied
7.1.3	<p>Where the development includes an outgrower scheme, the impacts of the scheme and the implications of the way it is managed shall be given particular attention.</p> <p>- Minor compliance -</p>	<p>There was no outgrower scheme included in SOU9 land development.</p>	Complied
<p>Criterion 7.2: Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results incorporated into plans and operations.</p>			
7.2.1	<p>Soil suitability maps or soil surveys adequate to establish the long-term suitability of land for oil palm cultivation shall be available and taken into account in plans and operations.</p> <p>- Major compliance -</p>	<p>Based on soil series map dated 21 April 2015 by R&D Plantation Research and Advisory Department, Precision Agriculture Unit SBMH, the new planting plot was under Jawa series and suitable for oil palm cultivation.</p>	Complied
7.2.2	<p>Topographic information adequate to guide the planning of drainage and irrigation systems, roads and other infrastructure shall be available and taken into account in plans and operations.</p> <p>- Minor compliance -</p>	<p>Adequate topographic information provided to guide the planning of drainage and irrigation systems, roads and other infrastructure to guide the planning of drainage and irrigation systems, roads and other infrastructure. Refer to the latest topography map dated February 2016 by R&D-PRA, Precision Agriculture Unit NHM.</p>	Complied
<p>Criterion 7.3: New plantings since November 2005 have not replaced primary forest or any area required to maintain or enhance one or more High Conservation Values</p>			
7.3.1	<p>There shall be evidence that no new plantings have replaced primary forest, or any area required to maintain or enhance one or more High Conservation Values (HCVs), since November 2005. New plantings shall be planned and managed to best ensure the HCVs identified are maintained and/or enhanced (see Criterion 5.2).</p> <p>- Major compliance -</p>	<p>The new planting plot was previously planted with tea tree, Jatropha and Mengkudu and was under R&D trial plot. The area was not categorized under HCV based on the latest HCV assessment version 2, February 2015.</p>	Complied

RSPO Public Summary Report
Revision 4 (November /2016)

Criterion / Indicator	Assessment Findings	Compliance
7.3.2	A comprehensive HCV assessment, including stakeholder consultation, shall be conducted prior to any conversion or new planting. This shall include a land use change analysis to determine changes to the vegetation since November 2005. This analysis shall be used, with proxies, to indicate changes to HCV status. - Major compliance -	Complied
7.3.3	Dates of land preparation and commencement shall be recorded. - Minor compliance -	Complied
7.3.4	An action plan shall be developed that describes operational actions consequent to the findings of the HCV assessment, and that references the grower's relevant operational procedures (see Criterion 5.2). - Major compliance -	Complied
7.3.5	Areas required by affected communities to meet their basic needs, taking into account potential positive and negative changes in livelihood resulting from proposed operations, shall be identified in consultation with the communities and incorporated into HCV assessments and management plans (see Criterion 5.2). - Minor compliance -	Complied
Criterion 7.4: Extensive planting on steep terrain, and/or marginal and fragile soils,including pear		
7.4.1	Maps identifying marginal and fragile soils, including excessive gradients and peat soils, shall be available and used to identify areas to be avoided	Complied
7.4.2	Where limited planting on fragile and marginal soils, including peat, is proposed, plans shall be developed and implemented to protect them without incurring adverse impacts. - Major compliance -	Complied
Criterion 7.5: No new plantings are established on local peoples' land where it can be demonstrated that there are legal, customary or user rights, without their free, prior and informed consent. This is dealt with through a documented system that enables these and other stakeholders to express their views through their own representative institutions.		

RSPO Public Summary Report
Revision 4 (November /2016)

Criterion / Indicator	Assessment Findings	Compliance
7.5.1	Evidence shall be available that affected local peoples understand they have the right to say 'no' to operations planned on their lands before and during initial discussions, during the stage of information gathering and associated consultations, during negotiations, and up until an agreement with the grower/miller is signed and ratified by these local peoples. - Major compliance -	The new planting plot was previously planted with tea tree, Jatropha and Mengkudu and was under R&D trial plot and within their certified area. There were no communities or local people establishment at the specific plot. Complied
Criterion 7.6: Where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.		
7.6.1	Documented identification and assessment of demonstrable legal, customary and user rights shall be available. - Major compliance -	The new planting plot was previously planted with tea tree, Jatropha and Mengkudu and was under R&D trial plot and within their certified area. There were no communities or local people establishment at the specific plot. Complied
7.6.2	A system for identifying people entitled to compensation shall be in place. - Major compliance -	The new planting plot was previously planted with tea tree, Jatropha and Mengkudu and was under R&D trial plot and within their certified area. There were no communities or local people establishment at the specific plot. Complied
7.6.3	A system for calculating and distributing fair compensation (monetary or otherwise) shall be in place. - Major compliance -	The new planting plot was previously planted with tea tree, Jatropha and Mengkudu and was under R&D trial plot and within their certified area. There were no communities or local people establishment at the specific plot. Complied
7.6.4	Communities that have lost access and rights to land for plantation expansion shall be given opportunities to benefit from plantation development. - Minor compliance -	The new planting plot was previously planted with tea tree, Jatropha and Mengkudu and was under R&D trial plot and within their certified area. There were no communities or local people establishment at the specific plot. Complied
7.6.5	The process and outcome of any compensation claims shall be documented and made publicly available. - Minor compliance -	The new planting plot was previously planted with tea tree, Jatropha and Mengkudu and was under R&D trial plot and within their certified area. There were no communities or local people establishment at the specific plot. Complied
7.6.6	Evidence shall be available that the affected communities and rights holders have access to information and advice, that is independent of the project proponent, concerning the legal, economic, environmental and social implications of the proposed operations on their lands. - Minor compliance -	The new planting plot was previously planted with tea tree, Jatropha and Mengkudu and was under R&D trial plot and within their certified area. There were no communities or local people establishment at the specific plot. Complied
Criterion 7.7: Where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and		

RSPO Public Summary Report
Revision 4 (November /2016)

Criterion / Indicator	Assessment Findings	Compliance
7.7.1	There shall be no land preparation by burning, other than in specific situations, as identified in the 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Major compliance -	Complied
7.7.2	In exceptional cases where fire has to be used for preparing land for planting, there shall be evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Minor compliance -	Complied
Criterion 7.8: New plantations developments are designed to minimise net greenhouse gas emissions		
7.8.1	The carbon stock of the proposed development area and major potential sources of emissions that may result directly from the development shall be identified and estimated. - Major compliance -	Complied
7.8.2	There shall be a plan to minimise net GHG emissions which takes into account avoidance of land areas with high carbon stocks and/or sequestration options. - Minor compliance -	Complied
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.		

**RSPO Public Summary Report
Revision 4 (November /2016)**

Criterion / Indicator	Assessment Findings	Compliance
<p>8.1.1</p> <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 West estate are not using paraquat. This is one of the major commitment by the operating unit to stop using paraquat. For bagworm control, alternative such as Acephate was introduced which less hazardous compared to class 1A, methamidophos.</p> <p>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.</p> <p>KAIZEN PROJECT initiated FY2016/2017 at West POM:</p> <ul style="list-style-type: none"> i) Reduce electricity usage ii) Reduce oil loss in MRE (mixed raw effluent) iii) Improve FFB recovery <p>The mill and estate’s management have developed continuous improvement plan for Y2016/2017 as below:</p> <ul style="list-style-type: none"> a. To construct cement/ tar road outside oil mill compound till the end of estate to prevent dust pollution at mill entrance vehicle moment. The targeted complete date is December 2017. b. Isolate machinery with high oil losses ad rectify before it is re-operated to maintain monthly OER at or above 21.50% for F2016/2017. c. To collect rainwater in order to reduce the usage of fresh water by placing suitable tank at strategic location. d. To beautify the surrounding of school by planting ornamental plant along the road side upon request from the stakeholder. e. and etc. 	<p>Complied</p>

RSPO Public Summary Report Revision 4 (November /2016)

Appendix B: Approved Time Bound Plan

SDP- RSPO Certification Status for Malaysia Operations

SOU NO	Name of SOU	Location	Date of Certification	End Date of Certification	Certificate Number	Remarks
1	Sg. Dingin	Karangan, Kedah	12 Aug '10	11-Aug-20	SPO 550179	N.A
2	Chersonese	Kuala Kurau, Perak	5 Oct '11	4-Oct-21	CU-RSPO-815148, RSPO 590800	N.A
3	Elphil	Sg Siput, Perak	18 Jun '11	17-Jun-21	RSPO 550180	N.A
4	Flemington	Teluk Intan, Perak	5 Oct '11	4-Oct-21	CU-RSPO-819144, RSPO 590802	N.A
5	Seri Intan	Teluk Intan, Perak	3 Mar '11	2-Mar-21	CU-RSPO-811218, RSPO 0015	N.A
5	Selaba	Teluk Intan, Perak	3 Mar '11	2-Mar-21	CU-RSPO-819142, RSPO 0016	N.A
5a	Sg Samak		3 Mar '11	NA	NA	N.A
6	Tennamaram	Bestari Jaya, Selangor	3 Mar '11	2-Mar-21	CU-RSPO-819143, RSPO 0014	N.A
7	Bkt Kerayong	Kapar, Selangor	15 Apr '11	14-Apr-21	RSPO 550181	N.A
8	East	Carey Island, Selangor	19 May '10	18-May-20	SPO 543543	N.A
9	West	Carey Island, Selangor	19 May '10	18-May-20	SPO 543594	N.A
9a	Sepang	Sepang, Selangor	19 May '10	NA	NA	N.A
10	Bukit Puteri	Raub, Pahang	7 Jul '16	6-Jul-21	CU-RSPO-815147, 18502206 001, 824 502 14020	N.A
11	Kerdau	Temerloh, Pahang	7 Jul '16	6-Jul-21	CU-RSPO-819155, 18502207 001, 824 502 14019	N.A
12	Jabor	Kuantan, Pahang	7 Jul '16	6-Jul-21	CU-RSPO-819156, RSPO 928288, 824 502 16049	N.A
13	Labu	Nilai, Negeri Sembilan	30 Dec '11	29-Dec-16	CU-RSPO-819163, SGS-RSPO/PM/MY13/01284, 824 502 16039	Recertification of Labu POM is in progress. PalmTrace License is valid till end of March 2017 in the PalmTrace system.
14	Tanah Merah	Port Dickson, Negeri Sembilan	19 May '10	18-May-20	SPO 541905	
15	Sua Betong	Port Dickson, Negeri Sembilan	18/2/2014	17-Feb-19	SGS-RSPOPM-MY14/01364, 824 502 16032	Sua Betong Oil Mill has been comissioned to replace Rantau Oil Mill with Certificate No: CU- RSPO-819165,

RSPO Public Summary Report
Revision 4 (November /2016)

						certification date: 30 Dec 2011.
16	Kok Foh	Bahau, Negeri Sembilan	7 Jul '16	6-Jul-21	CU-RSPO-819157, RSPO 928188, 824 502 16051	N.A
17	Kempas	Jasin, Melaka	19 May '10	18-May-20	RSPO 005	N.A
18	Diamond Jubilee	Jasin, Melaka	5 Oct '11	4-Oct-21	CU-RSPO-819146, RSPO 591224	N.A
19	Pagoh	Muar, Johor	28/1/2014	27-Jan-19	RSPO 600305	Pagoh Oil Mill has been commissioned to replace Nordanal Oil Mill with Certificate No: SPO 549297, certification date: 7 Jan 2011.
19a	Yong Peng	Yong Peng, Johor	20 Oct '10	19-Oct-15	RSPO 550182	N.A
20	Chaah	Chaah, Johor	18 Nov '10	17-Nov-20	RSPO 548299	N.A
21	Gunung Mas	Kluang, Johor	19 May '10	18-May-20	RSPO 901888	N.A
22	Bukit Benut	Kluang, Johor	5 Oct '11	4-Oct-21	CU-RSPO-819147, RSPO 591229	N.A
23	Ulu Remis	Layang-layang, Johor	11 Apr '16	10-Apr-21	SGS-RSPO/PM-00722, 824 502 16042	N.A
24	Hadapan	Layang-layang, Johor	29 Mar '11	28-Mar-21	SGS-RSPO/PM-00715, 824 502 16040	N.A
25	Segalud	Sandakan, Sabah	20 May '10	19-May-15	RSPO 547123	N.A
26	Sandakan Bay	Sandakan, Sabah	1 Oct '08	30-Sep-18	RSPO 537872	N.A
27	Melalap	Tenom, Sabah	21 Jan '11	20-Jan-21	RSPO 547124	N.A
28	Binuang	Kunak, Sabah	16 Jan '09	12-Jul-20	RSPO 001	N.A
29	Giram	Kunak Sabah	16 Jan '09	12-Jul-20	RSPO 002	
30	Merotai	Tawau, Sabah	16 Jan '09	12-Jul-20	RSPO 004	
30a	Jeleta Bumi	Kunak, Sabah	24/5/2010	NA	NA	
30b	Mostyn	Kunak Sabah	16 Jan '09	NA	NA	N.A
31	Lavang	Bintulu, Sarawak	30 Dec '11	29-Dec-21	CU-RSPO-819166, MUTU-RSPO/053	N.A
32	Rajawali	Bintulu, Sarawak	30 Dec '16	29-Dec-21	CU-RSPO-819167, RSPO 0020	N.A
33	Derawan	Bintulu, Sarawak	30 Dec '11	29-Dec-21	CU-RSPO-819169, RSPO 0019	N.A
34	Pekaka	Bintulu, Sarawak	30 Dec '11	29-Dec-21	CU-RSPO-815150, MUTU-RSPO/054	N.A

Legends

Certification Withdrawal

NA - NOT APPLICABLE

Note: There are 2 certificate numbers for some SOUs due to transfer of CB.

RSPO Public Summary Report Revision 4 (November / 2016)

SDP- RSPO Certification Status for Indonesia Operations

NO	Name of PT	Name of Mill	Location	Date of Certification	End Date of Certification	Certificate Number	Remarks
1	PT LAHAN TANI SAKTI	ALUR DUMAI	Bagan Sinembah/Tanh Putih, Pujud, Rokan Hilir, Riau	16-Jan-12	16-Jan-17	MUTU-RSPO/011	
2	PT SAJANG HEULANG	ANGSANA MINI	Sebamban, Indonesia	6-Jul-11	6-Jul-16	MUTU-RSPO/006b	Mill closed down
3	PT SAJANG HEULANG	MUSTIKA	Sebamban, Indonesia	3-Jul-13	3-Jul-18	MUTU-RSPO/027	
4	PT LADANGRUMPUN SUBURUBADI	ANGSANA	Sebamban, Indonesia	9-Nov-16	8-Nov-21	MUTU-RSPO/006a	
5	PT LANGGENG MUARAMAKMUR	BEBUNGA	Pamukan Utara, Tanah Grogot, Kotabaru/Pasir, Kalimantan Selatan/Kalimantan Timur	16-Mar-12	16-Mar-17	MUTU-RSPO/014	
6	PT KRIDATAMA LANCAR	SUKAMANDANG	Seruyan Tengah, Sampit, Seruyan, Kalimantan Tengah	2-Sep-16	1-Sep-21	MUTU-RSPO/003	
7	PT BAHARI GEMBIRA RIA	LADANG PANJANG	Kumpeh Ulu, Jambi, Muaro Jambi, Jambi	9-Jul-12	9-Jul-17	MUTU-RSPO/019	
8	PT TUNGGAL MITRA PLANTATIONS	MANGGALA	Riau, Indonesia	25-Nov-10	24-Nov-20	MUTU-RSPO/002	
9	PT PARIPURNA SWAKARSA	PONDOK LABU	Pamukan Selatan, Tanah Grogot, Kotabaru, Kalimantan Selatan	16-Mar-12	16-Mar-17	MUTU-RSPO/016	
10	PT BERSAMA SEJAHTERA SAKTI	GUNUNG ARU	Sebamban, Indonesia	21-Oct-16	20-Oct-21	MUTU-RSPO/005	
11	PT GUTHRIE PECCONINA	RANTAU PANJANG	Muara Lakitan, Lubuk Linggau, Musi Rawas, Sumatera Selatan	16-Mar-12	16-Mar-17	MUTU-RSPO/017	
12	PT LAGUNA MANDIRI	RANTAU	Sungai Durian, Kotabaru, Kalimantan Selatan	30-Dec-11	30-Dec-16	MUTU-RSPO/009	Recertification of Rantau POM is in progress. PalmTrace License is valid till end of Feb 2017 in the PalmTrace system.
13		BETUNG		1-April-14	1-April-19	MUTU-RSPO/035	
14	PT INDOTRUBA TENGAH	SEKUNYIR	Kalimantan Tengah, Indonesia	23-Nov-10	22-Nov-20	MUTU-RSPO/001	
15	PT SWADAYA ANDIKA	SELABAK	Sungai Durian, Kotabaru, Kalimantan Selatan	16-Mar-12	16-Mar-17	MUTU-RSPO/015	
16	PT BINA SAINS CEMERLANG	SG PINANG	Muara Lakitan, Lubuk Linggau, Musi Rawas, Sumatera Selatan	11-Sep-12	11-Sep-17	MUTU-RSPO/020	

**RSPO Public Summary Report
Revision 4 (November / 2016)**

17	PT TEGUH SEMPURNA	PEMANTANG	Kuala Kuayan, Sampit, Kotawaringin Timur, Kalimantan Tengah	9-Sep-16	8-Sep-21	MUTU-RSPO/004	
18	PT BHUMIREKSA NUSA SEJATI	TELUK BAKAU	Pelangiran, Sg. Guntung, Indragiri Iilir, Riau	01-Dec-16	30-Nov-21	MUTU-RSPO/008	
19		MANDAH		1 April 2014	1 April 2019	MUTU-RSPO/036	
20	PT ANEKA INTIPERSADA	TELUK SIAK	Tualang, Perawang, Siak, Riau	8-Dec-16	7-Dec-21	MUTU-RSPO/007	
21	PT TAMACO GRAHA KRIDA	UNGKAYA	Witaponda, Kolonodale, Morowali, Sulawesi Tengah	10-Jul-12	10-Jul-17	MUTU-RSPO/018	
22	PT SIME INDO AGRO	BK AJONG	Kalimantan Barat, Indonesia	18-Jul-16	17-Jul-21	MUTU-RSPO/088	
23	PT PADANG PALMA PERMAI/PT PERKASA SUBUR SAKTI	BLANG SIMPO	Karang Baru, Kuala Simpang, Aceh Tamiang, Nangroe Aceh Darussalam	3-May-13	3-May-18	MUTU-RSPO/026	
24	PT SANDIKA NATAPALMA/PT BUDIDAYA AGRO LESTARI	LEMBIRU	Desa Suka Karya Kec. Marau Kab. Ketapang, Kalimantan Barat	3-Jul-14	2-Jul-19	MUTU-RSPO/044	
25	PT MITRAL AUSTRAL SEJAHTERA	MAS Mill	Desa Rahayu Kec. Parindu Kab.Sanggau, Kalimantan Barat	NA	NA	NA	

Legends

Pending Certification by RSPO EB	Mill down	closed
----------------------------------	-----------	--------

NA - NOT APPLICABLE

Appendix C: Certification Unit RSPO Certificate Details

Sime Darby Plantation Sdn Bhd
Strategic Operating Unit (SOU 9)
West Palm Oil Mill
42960 Carey Island
Selangor, Malaysia
RSPO membership number: 1-0008-04-000-00

BSI RSPO Certificate No. : RSPO 543594
Date of Initial Certificate Issued: 19/05/2010
Date of Expiry: 18/05/2020
Applicable Standards: RSPO P&C MYNI-2014; RSPO Supply Chain Certification Standard November 2014 Module D – CPO Mills: Identity Preserved)

West Palm Oil Mill and Supply Base					
Location Address	Strategic Operating Unit (SOU 9) – West Palm Oil Mill, Ladang West 42960 Carey Island, Selangor, Malaysia				
GPS Location	101° 21' 40.7" E ; 02° 54' 18.0" N				
CPO Tonnage Total	26,928.70 mt				
PK Tonnage Total	6,871.78 mt				
CPO Claimed for Certification*	26,928.70 mt				
PK Claimed for Certification *	6,871.78 mt				
Own estates FFB Tonnage	129,788.61 mt				
Scheme Smallholder FFB Tonnage	-				
Estates	Production Area		Other use (ha)	Certified Area / Total land lease (ha)	Annual FFB Production (mt)
	Mature (ha)	Immature (ha)			
West Estate	4,739.39	325.25	848.05	5,912.69	129,788.61

Appendix D: Assessment Plan

Date	Time	Subjects	Hu Ning Shing	Hidhir	Daniel
Sunday 26/02/2017	AM	Audit team travelling to site	√	√	√
Monday 27/02/2017 West Palm Oil Mill	0830 – 0900	Opening Meeting: • Opening Presentation by Audit team leader. • Confirmation of assessment scope and finalize Audit plan (including stakeholder’s consultation).	√	√	√
	0900 - 1200	West Palm Oil Mill Inspection: FFB receiving, warehouse, workshop, wastes management & Landfill, Effluent Ponds, OSH & ERP, Environment issues, POME application, water treatment, staff, workers and contractor interview, housing and facility inspection, clinic, meeting stakeholders etc	√	√	√
	1000 - 1100	Meeting with stakeholders (village rep, smallholders, Union Leader, contractor etc)	√	-	-
	1200 - 1300	Lunch	√	√	√
	1300-1630	West Palm Oil Mill Visit to laboratory, weighbridge and palm product storage area. Document Review P1 – P8: SOPs, Supply chain for CPO mill, Review on SEIA documents and records, wage records, employee data, training records, legal permits, mill inspection and internal monitoring records, CIP & implementation etc. Verify previous nonconformities.	√	√	√
	1630-1700	Interim Closing briefing	√	√	√
	Tuesday 28/02/2017 West Estate	0830-1200	West Estate Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, , etc.	√	√
1200-1300		Lunch	√	√	√
1300-1630		West Estate Document review P1 – P8: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc).	√	√	√
1630-1700		Preparation for closing meeting	√	√	√
1700-1730		Closing meeting	√	√	√

**RSP0 Public Summary Report
Revision 4 (November / 2016)**

Date	Time	Subjects	Hu Ning Shing	Hidhir	Daniel
	1730	Audit team travelling back to KL	√	√	√

Appendix E: Stakeholders Contacted

<p>Internal Stakeholders Managers Assistant Managers Staffs Workers' Representatives NUPW Representative Gender Committee Representative Crèche Attendant Medical Assistant</p>	<p>External Stakeholders Contractors SJK (T) Pulau Carey Barat Headmistress</p>
--	---

<p>Government Departments</p>	<p>Local Communities Head of Villager, Kg. Sg. Kurau</p>
--------------------------------------	--

RSPO Public Summary Report
Revision 4 (November /2016)

Appendix F : CPO Mill Supply Chain Assessment Report (Module D: 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>West 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> <p>a) Complete and up to date procedures covering the implementation of all the elements in these requirements;</p> <p>b) The role of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site's procedures for the implementation of this standard.</p> <p>D.3.2 The site shall have documented procedures for receiving and processing certified and non-certified FFBs.</p>	<p>Latest written documented procedures 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, version:2, issue: 2 dated October 2016. This developed based on the RSPO SCCS 21 November 2014. The previous SOP was for SG. The mill manager has the responsibility to ensure implementation assisted by the on-site compliance executive. The IP model is used because only certified FFB from own supply base is received and processed at West Palm Oil Mill.</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>West Palm Oil mill has documented procedures (as per above in D 3.1) for the incoming FFB, processing and outgoing palm products (CPO and PK). The procedure covers receiving and processing certified and non-certified FFBs.</p>
D.4 Purchasing and goods in	
<p>D.4.1 The site shall verify and document the tonnage and sources of certified and the tonnage of non-certified FFBs received.;</p>	<p>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. West mill have system to verify at the weighbridge.</p>

**RSPO Public Summary Report
Revision 4 (November /2016)**

	<p>Sample of weighbridge ticket :</p> <p>SOU 7 (Bukit Cheraka Estate) Code : E-167, date:20/7/16, WB ticket# 188270, Field 2001A, (A crop), total weight: 14.59 mt</p> <p>SOU 8 (Glengowrie Estate) Code : E-249, date:20/7/16, WB ticket# 188266, Field 97G (A crop), total weight: 6.39 mt</p> <p>SOU 8 (East Estate) Code : E-152, date:20/7/16, WB ticket# 188253, Field 04K2 (A crop), total weight: 9.69 mt</p> <p>SOU 8 (Dusun Durian Estate) Code : E-117, date:20/7/16, WB ticket# 188258, Field 2012B (B crop), total weight: 8.87 mt</p> <p>SOU 8 (Sepang Estate) Code : E-123, date:20/7/16, WB ticket# 188260, Field 2012D (B crop), total weight: 8.99 mt</p>
<p>D.4.2 The site shall inform the CB immediately if there is a projected overproduction of certified tonnage.</p>	<p>Overproduction of certified tonnage recorded from Feb 16 - Jan 17, (+ 70,506.83 mt) compared to approve volume of 128,296 mt. Thus, Major NC was issued.</p>
<p>D.5 Record keeping</p>	
<p>D.5.1 The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a three-monthly basis.</p>	<p>All the inventory records are maintained and updated on daily basis and monthly and reported on monthly and 3 monthly inventory. Computerized system in place. No PKO and Palm kernel meal at West Palm Oil mill. PK is sold to Sime Darby's Kernel Crushing Plant, SDP Nuri. CPO sold to Sime Darby's owned refineries (SDP Joma) and the other 3rd party buyer. Daily records are prepared at the entry point at the weighbridge.</p> <p>Sample of CPO contract and WB ticket: January 2017 – RSPO IP contract : S/C-PSD/1701/PK0026, 400 mt Date: 23/11/17, Lorry: BJJ7295, WB ticket# 014213, weight: 29.13 mt, RSPO cert# RSPO 543594</p> <p>January 2017 – S/C-PSD/1701/CPO0016E (SDP JOMA Refinery) 400 mt Date: 19/1/17, Lorry: NDE 455, WB ticket# 014204, weight; 38.97 mt.</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>D.6 Processing</p>	
<p>D.6.1 The site shall assure and verify through documented procedures and record keeping that the RSPO certified oil palm product is kept segregated from noncertified material including during transport and storage.</p>	<p>During this assessment it was confirmed that only certified source of FFB from own plantation is processed. This ensures that there is no possibility of mixing during processing.</p>

**RSPO Public Summary Report
Revision 4 (November /2016)**

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 – March 2016 – February 2017 (ASA2 1)

Mill	Capacity & Supply Chain Model	CPO	PK
West Palm Oil Mill	50 mt/hr Identity Preserved (IP)	42,724.81 mt	9,141.81 mt

Actual Sales of Certified Palm Products – March 2016 – February 2017 (ASA2 1)

Mill	Certified CPO Sales	Certified PK Sales	Remarks
West Palm Oil Mill	10,150.00 mt	6,650 mt (Physical sales)	Physical sales : 10,150.00 mt (CPO) Certificates allocated: 9,000 mt (CPO) (Confirmed sales through PalmTrace)

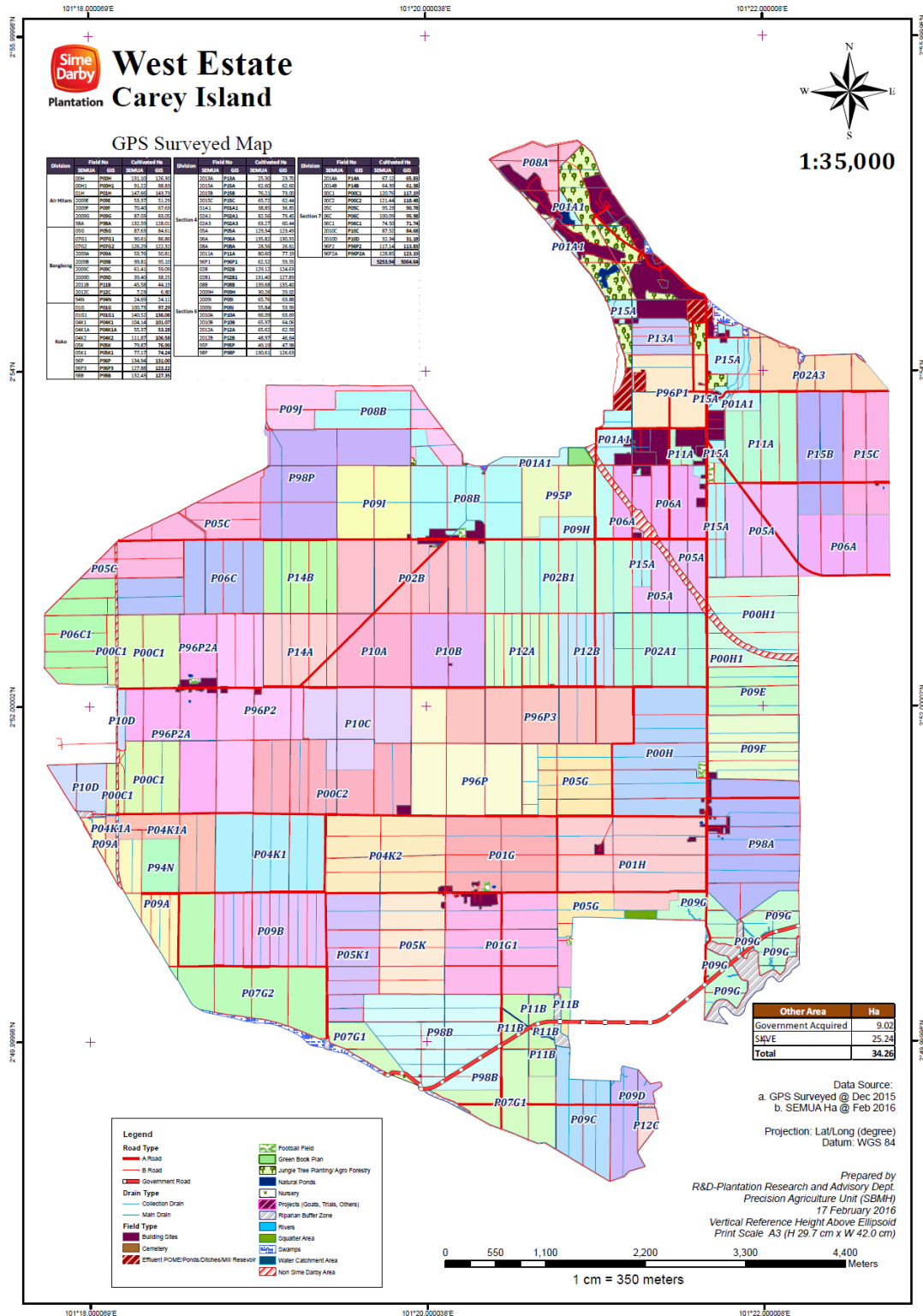
Actual Certified FFB Received Monthly –March 2016 – February 2017 (ASA2 1)

Month	Actual Certified FFB Received Monthly –March 2016 – February 2017 (ASA2 1)						
	West Estate	East Estate	Dusun Durian Estate	Glenworrie Estate	Sepang Estate	Bukit Cheraka Estate	Total FFB/Month (mt)
March 2016	8,989.43	5,222.30	-	-	-	-	14,211.73
April 2016	9,507.11	7,227.90	979.68	37.94	476.90	-	18,229.53
May 2016	10,866.67	6,607.76	0.29	-	-	-	17,474.72
June 2016	10,949.23	7,464.85	457.20	-	338.94	23.03	19,233.25
July 2016	9,116.20	6,308.65	419.98	6.39	298.99	28.50	16,178.71
August 2016	11,802.36	5,403.27	-	-	-	-	17,205.63
September 2016	12,300.60	7,612.08	59.20	-	-	-	19,971.88
October 2016	10,658.30	5,921.87	1,040.44	-	93.57	-	17,714.18
November 2016	11,653.19	5,982.05	164.13	-	92.67	-	17,892.04
December 2016	10,196.64	8,282.06	2,550.24	-	1,373.20	-	22,402.14
January 2017	10,021.15	4,482.16	-	-	-	-	14,503.31
February 2017	9,455.28	5,521.41	162.63	-	-	-	15,139.32
Total	125,516.16	76,036.36	5,833.79	44.33	2,674.27	51.53	210,156.44

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



Appendix H : West Estate Field Map



Appendix I: GHG Reporting Executive Summary

The GHG emissions that were produced in 2016 for West Oil Mill and supply base was calculated using the GHGpalm Calculator version 3.0. The assessment team had verified the data input in the GHGpalm Calculator against operations records. Palm GHG Calculation Options selected 'Full version' and 'Exclude LUC Emission' calculation option is not applied. The records verified includes:

- i. Estates area planted data
- ii. Fuel consumed
- iii. Mill datas include CPO produced, PKO Produced and FFB Processed
- iv. Fertilizer consumed data for both estates and smallholders.

The summary of the Net GHG emitted in 2016 for Genting Ayer Item Oil Mill mill and supply base are as following:

Emission per product	tCO ₂ e/tProduct
CPO	1.24
PKO	1.24

Extraction	%
OER	20.46
KER	4.41

Production	t/yr
FFB Process	206,173.12
CPO Produced	42,183.02
PKO Produced	9,092.23

Land Use	Ha
OP Planted Area	18,528.14
OP Planted on peat	0
Conservation (forested)	0
Conservation (non-forested)	18,528.14
Total	18,528.14

Summary of Field Emission and Sink

	Own Crop*		Group		3 rd Party		Total	
	tCO ₂ e	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e / FFB
Emission								
Land Conversion	50,170.73	0.41	37207.78	0.5	0	0	87,378.51	0.91
CO ₂ Emission from fertilizer	5,262.80	0.04	3831.25	0.05	0	0	9,094.05	0.09
NO ₂ Emmision	5,329.16	0.04	2702.21	0.04	0	0	8,031.37	0.08
Fuel Consumption	492.70	0	477.52	0.01	0	0	970.22	0.01
Peat Oxidation	0	0	0	0	0	0	0	0
Sink								
Crop Sequestration	-47,413.81	-0.39	-35253.18	-0.47	0	0	-82,666.99	-0.86
Conservation Sequestration	0	0	0	0	0	0	0	0
Total	13,841.58	0.11	8,965.58	0.12	0	0	22,807.16	0.23

**RSPO Public Summary Report
Revision 4 (November / 2016)**

**Note: Includes both estates and smallholders*

Summary of Mill Emission and Credit

	tCO ₂ e	tCO ₂ e/tFFB
Emission		
POME	40,413.42	0.2
Fuel Consumption	126.47	0
Grid Electricity Utilisation	0	0
Credit		
Export of Grid Electricity	0	0
Sales of PKS	0	0
Sales of EFB	0	0
Total	40539.89	0.13

Summary of Kernel Crusher Emission and Credit (if applicable)

Emissions	tCO ₂ e
PK from own mill	11,236.23
PK from other source	0
Fuel Consumptions	0
Total Crusher emissions	0

*This mill has no kernel crusher operation.

Palm Oil Mill Effluent (POME) Treatment:	
Divert to Compost (%)	0
Divert to anaerobic diversion (%)	100

POME Diverted to Anaerobic Digestion:	
Divert to anaerobic pond (%)	100
Divert to methane captured (flaring) (%)	0
Divert to methane captured (energy generation) (%)	0

Appendix J : List of Smallholder Sampled

-Not applicable-

Appendix K: List of Abbreviations Used

AMESU	All Malayan Estates Staff Union
ASA	Annual Surveillance Assessment
BOD	Biological Oxygen Demand
CHRA	Chemical Health Risk Assessment
CIP	Continual Improvement Plan
CPO	Crude Palm Oil
DOE	Department of Environment
DOSH	Department of Occupational Safety & Health
EFB	Empty Fruit Bunch
EIA	Environmental Impact Assessment
EMS	Environmental Management System
ERP	Emergency Response Plan
FFB	Fresh Fruit Bunch
HCV	High Conservation Value
HIRARC	Hazard Identification, Risk Assessment and Risk Control
IPM	Integrated Pest Management
ISCC	International Sustainable Carbon Certification
MAPA	Malayan Agricultural Producers Association
MPOA	Malaysian Palm Oil Association
MSDS	Material Safety Data Sheet
MSPO	Malaysian Sustainable Palm Oil
MY-NI	Malaysian National Interpretation
NGO	Non Governmental Organisation
NUPW	National Union of Plantation Workers
OSH	Occupational Safety & Health
PK	Palm Kernel
PKO	Palm Kernel Oil
POM	Palm Oil Mill
PPE	Personal Protective Equipment
RED	Renewable Energy Directive
RSPO	P&C Roundtable on Sustainable Palm Oil Principle & Criteria
SCCS	Supply Chain Certification Standard
SDPSB	Sime Darby Plantation Sdn Bhd
SEIA	Social & Environmental Impact Assessment
SIA	Social Impact Assessment
SOP	Standard Operating Procedure
SOU	Strategic Operating Unit
WE	West Estate
WOM	West Oil Mill