

**RSPO – 4<sup>th</sup> Annual Surveillance Assessment (ASA4)  
Public Summary Report**

<b>Sime Darby Plantation Sdn. Bhd.</b>
Head Office: Level 3A, Main Block, Plantation Tower, No 2 Jalan P.J.U 1A/7 47301 Ara Damansara, Selangor, Malaysia.
Certification Unit: Chersonese Palm Oil Mill 34350 Kuala Kurau, Bagan Serai, Perak, Malaysia

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## Section 1 Scope of the Assessment

1. Company Details			
<b>RSPO Membership Number</b>	1-0008-04-000-00	<b>Date</b>	Member since: 6 September 2004
<b>Company Name</b>	Sime Darby Plantation Sdn Bhd		
<b>Address</b>	Head Office: Level 3A, Main Block, Plantation Tower, No 2 Jalan P.J.U 1A/7, 47301 Ara Damansara, Selangor, Malaysia.		
<b>Mill Address</b>	Certification Unit: Strategic Operating Unit (SOU 2) – Chersonese Palm Oil Mill 34350 Kuala Kurau, Bagan Serai, Perak, Malaysia		
<b>Subsidiary of (if applicable)</b>	N/A		
<b>Contact Name</b>	Pn. Sabarinah Marzuki (Head Office) Zulaffandi Bin Samad (Mill Manager)		
<b>Website</b>	<a href="http://www.simedarby.com">www.simedarby.com</a>	<b>E-mail</b>	<a href="mailto:sabarinah.marzuki@simedarby.com">sabarinah.marzuki@simedarby.com</a> <a href="mailto:kks.chersonese@simedarby.com">kks.chersonese@simedarby.com</a>
<b>Telephone</b>	03 – 78484371 (Head Office) 05-8904729 (Mill)	<b>Facsimile</b>	03 – 78484363 (Head Office) 05-8902762 (Mill)

2. RSPO Certification Information			
<b>Certificate Number</b>	SPO 590800	<b>Certified Issued Date</b>	05/10/2011
		<b>Expiry Date</b>	04/10/2016
<b>Scope of Certification</b>	Palm Oil and Palm Kernel Production from Chersonese Palm Oil Mill and Supply Base (Chersonese Estate, Holyrood Estate, Tali Ayer Estate and Kalumpang Estate)		
Other Certifications			
<b>Certificate Number</b>	<b>Standard(s)</b>	<b>Certificate Issued by</b>	<b>Expiry Date</b>
NIL	-	-	-

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

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4. Description of Certified Supply Base						
Estate	Mature (ha)	Immature (ha)	Total Planted Area (ha)	Infrastructure & Other (ha)	Total Hectareage	% of Planted
Chersonese	2,247.90	835.47	3,083.37	205.63	3,289.00	94%
Holyrood	916.88	334.39	1,251.27	81.85	1,333.12	94%
Tali Ayer	2,264.18	1,159.46	3,423.64	559.24	3,982.88	86%
Kalumpong	2,221.49	124.34	2,345.83	295.17	2,641.00	89%
<b>TOTAL</b>	<b>7,650.45</b>	<b>2,453.66</b>	<b>10,104.11</b>	<b>1,141.89</b>	<b>11,246.00</b>	<b>91%</b>

\* i) Changes of mature and immature area statement due to current re-planting programme for each estates. No changes total of planted area.

5. Plantings & Cycle								
Estate	Age (Years) & Hectare					FFB Tonnage / Year		
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30	Estimated (July 14 June-15)	Actual (July 14 June-15)	Forecast (July 15-June 16)
Chersonese	835.47	1004.23	1096.6	147.07	-	52,588	46,141	44,492
Holyrood	334.39	527.67	248.09	141.12	-	20,878	205	19,861
Tali Ayer	1,159.46	498.18	1610.07	155.93	-	56,838	64,597	59,491
Kalumpong	124.34	851.97	1369.52	0	-	53,576	57,339	59,519
<b>TOTAL</b>	<b>2,453.66</b>	<b>2882.05</b>	<b>4324.28</b>	<b>444.12</b>	<b>-</b>	<b>183,880</b>	<b>168,282</b>	<b>183,363</b>

Note: Diversion of FFB from SOU 1 and 3 supply bases (SOU3: Elphil & Kamuning Estate), (SOU 1: Padang Buluh & Bukit Selarong) Certificate# (SOU 1: SPO 550179 valid until 11/8/2020), Certificate# (SOU 3: SPO 550180 valid until 17/6/16)

FFB from Holyrood Estate was diverted to SOU3 (Elphil) due to insufficient crop received by the Elphil Palm Oil Mill.

6. Certified Tonnage									
Mill	Estimated (Previous Year (July 14 June-15))			Actual (This Year (July 14 June-15))			Forecast (Next Year (July 15-June 16))		
	FFB	CPO	PK	FFB	CPO	PK	FFB	CPO	PK
Chersonese Palm Oil Mill (Capacity: 45mt/hr)	183,880	37,880	10,115	168,282	35,280	8,871	183,363	38,506	9,168
Other Sime Darby Plantation's certified Supply	0	0	0	5,285	258	65	0	0	0
<b>TOTAL</b>	<b>183,880</b>	<b>37,880</b>	<b>10,115</b>	<b>173,567</b>	<b>35,538</b>	<b>8,936</b>	<b>183,363</b>	<b>38,506</b>	<b>9,168</b>

**Section 2 Assessment Process**

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

**Assessment Methodology, Programme, Site Visits**

The on-site assessment was conducted from 4-6 August 2015. The audit programme is included as Appendix D. The approach to the audit was to treat the mill and its supply bases as a RSPO Certification Unit. Mill was audited together with the sample estates (Chersonese and Tali Ayer 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. There is no any associated smallholder or outgrowers in the supply base.

The methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interviews of staff, workers and their families, review of documentation and monitoring data. RSPO P&C MYNI-2014 was used as Checklists and questionnaires were used to guide the collection of information. The comments made by external stakeholders were also taken into account in the assessment. For the mill supply chain element assessment RSPO SCCS November 2014 was used.

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.

There was a major nonconformity and a minor nonconformity raised during ASA4. ASA3 finding were re-verified during this assessment and remain closed. The assessment findings are detailed in Section 3.3.

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

This report was internally reviewed by RSPO Scheme Manager, Mr Senniah Appalasamy prior to certification decision by BSI.

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

<b>1. Assessment Program</b>					
<b>Name (Mill / Supply Base)</b>	<b>Year 1 (ASA1)</b>	<b>Year 2 (ASA2)</b>	<b>Year 3 (ASA3)</b>	<b>Year 4 (ASA4)</b>	<b>Year 5 (recertification)</b>
Chersonese Palm Oil Mill	√	√	√	√	√
Chersonese Estate	-	√	-	√	-
Holyrood Estate	√	-	√	-	√
Tali Ayer Estate	-	√	-	√	-
Kalumpong Estate	√	-	√	-	√

**Tentative Date of Next Visit:** August 2016

**Total No. of Mandays:** 9 mandays

**BSI Assessment Team:**

**Mohamed Hidhir – Lead Assessor**

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

**Kelvin Lim – Team member**

Kelvin Lim Kok Wei is a fulltime employee with BSI Services Malaysia. He graduated from University Tunku Abdul Rahman, Malaysia. He attended internal RSPO training in May 2014. He has completed ISO 9001:2008 Quality Management System Lead Auditor training in February 2014, MSPO Lead Auditor training in March 2014 and OHSASA 18001 Lead Auditor training in March 2015. He has vast experience in auditing social aspects in plantation and mills since April 2014. Currently he is an ISO 9001:2008 and Medical Devise auditor with BSI. He has involved in MSPO audits since May 2014 covering legal and social aspects. Recently he is involved as Social Auditor during the RSPO Assessment to assess the social aspects and legal issues. For this assessment he assessed legal issues, Social issues, workers consultation, Stakeholder Consultation and legal aspects. He is able to speak and understand Bahasa Malaysia, English, Mandarin and Bahasa Indonesia

**Hafriazhar Mohd Mokhtar – Team member**

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

**Accompanying Persons:** Not Applicable

## Section 3 Summary of Assessment Findings

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

- ☒ RSPO P&C MYNI 2014 Checklist – **Appendix A:** Summary report of the Assessment.
- ☒ Sime Darby Plantations Sdn Bhd Time Bound Plan – **Appendix B:** Time Bound Plan.
- ☒ RSPO Supply Chain Certification Checklist – **Appendix F:** CPO Mill Supply Chain Assessment Report.

### 3.2 Progress against Time Bound Plan

Sime Darby Time Bound Plan (TBP) is included as Appendix B. Sime Darby has achieved RSPO certification for 34 management units in Malaysia and 24 Management Units in Indonesia. There are no any changes in the existing certified units in Malaysia. All units' certifications are valid. Sime Darby has acquired NBPOL. NBPOL is managed as a separate management unit. NBPOL has its own RSPO membership (1-0016-04-000-00) and have achieved certification for all the certification units.

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

Due to the present mediation process, PT Mitra Austral Sejahtera TBP was revised to 2015 by Sime Darby pending on the resolution and mediation process which is acknowledged by RSPO. The final decision of issuing the certificate is under the CB that audited the PT MAS. BSI has contacted the CB and consultation was held. The CB that audited PT MAS accepted the revision of the TBP. BSI accepted the feedback from the CB that audited PT MAS as per the RSPO Certification System requirement "Where the Certification Body conducting the surveillance audit is different from that which first accepted the time-bound plan, the later Certification Body shall accept the appropriateness of the time-bound plan at the moment of first acceptance and shall only check continued appropriateness". BSI understands that there are community issue still under negotiation through agreed process. The improvement is in progress and acknowledge by RSPO and all parties as mutually agreed process. Latest meeting among the community, RSPO and the Sime Darby was held on 22 July 2014. BSI has consider that Sime Darby still comply with the RSPO requirement for partial certification and has justified the revision to TBP.

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

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

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

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

**3.3 Details of findings**

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

During the fourth annual surveillance assessment there was a major nonconformity and a minor nonconformity was raised. Chersonese Palm Oil Mill and Supply Base Estates submitted Corrective Action Plans for the nonconformities. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted. The evidence of implementation for the major nonconformities was verified. The major nonconformity was closed on 4/9/15. Following are the details of the nonconformities:

<b>Non-Conformity</b>		
<b>NCR #</b>	<b>Description</b>	<b>Category (Major / Minor)</b>
1223222M1	<p><b>Requirements:</b> Indicator 4.6.11 : Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated.</p> <p><b>Evidence of Nonconformity:</b> P&amp;D immature area (field 15A, Block 1) Chersonese Estate i) 4 out of 11 sprayers were not sent for baseline medical surveillance as most of them were joint less than 1 year.</p> <p>Refer to the trunk injection activities on (25/3/15 &amp; 28/3/15) at Chersonese Estate i) Annual medical surveillance for trunk injector gang was last done on 11/4/14 and was not done prior to the trunk injection activities.</p> <p><b>Statement of Nonconformity:</b> Baseline and annual medical surveillance for pesticides operator was not carried as per schedule.</p>	Major



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	<p><b>Action:</b> Total of 10 sprayers (new) and pesticides operator (trunk injector) was sent for medical surveillance on 6/8/15 under Klinik Vijay, DOSH reg: JKPP IH127/171/-1(309). Based on the OHD report, all workers are fit to work with no detrimental of health.</p>	
	<p><b>Status:</b> Evidence submitted was found to be adequate. Thus major NC was closed out on 4/9/15.</p>	
1223222N1	<p><b>Requirements:</b> Indicator 4.1.3 : Records of monitoring and any actions taken shall be maintained and available, as appropriate; Operational Control Procedure- Water Monitoring (SD/SDP/PSQM(ESH)/203-EN4, Rev 0, dated 26/02/2015)</p> <p><b>Evidence of Nonconformity:</b> At Tali Ayer estate (Sg Kerian div.), the treated water testing was not conducted since the 19/8/13 by MOH officer on pH, NUT, chlorine residue, total coliform. The measure of monitoring to ensure the safety of drinking water was not conducted as per the requirement.</p> <p><b>Statement of Nonconformity:</b> There was no monitoring measure to ensure the safety of drinking water by own water treatment plant.</p> <p><b>Action:</b> To carry out water sampling at monthly interval at 3 points (raw water, after closing &amp; at receiving point of treated water) internally and externally by MOH officer .</p> <p><b>Status:</b> The status of corrective action taken will be verified in the next assessment.</p>	Minor

Observation	
OBS #	Description
-	Nil

Positive Findings	
PF #	Description
1	KAIZEN projects have been initiated to improve on safety working environment and process efficiency to maximize output and minimize lost time incident on human and machinery.
2	Safety awareness campaign was organized on SOU basis through "Townhall Meeting" with internal and external stakeholder
3	All operating units has maintained good relationship with the local community and other stakeholders. Positive feedback was given to the audit team during interview.

**Issues raised by Stakeholders**

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

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

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

IS #	Description
1	<p><b>Issues:</b>  Village representative (Kampung Nibong): It was highlighted that the estate management allowed the road usage, job opportunity &amp; use of facility and feel satisfied with them.</p> <p><b>Management Responses:</b>  The management will continue to maintain the good relationship with them.</p> <p><b>Audit Team Findings:</b>  There were no any issues that require further verification was highlighted.</p>
2	<p><b>Issues:</b>  School headmaster: It was re-confirmed that the management always support school activities. The relationship is good. No other issues.</p> <p><b>Management Responses:</b>  Management assists wherever possible.</p> <p><b>Audit Team Findings:</b>  No other issues</p>
3	<p><b>Issues:</b>  Worker Representative: It was highlighted that they are satisfied with the work condition and payment. The workers also highlighted that they are receiving free cooking oil and rice from the management once in two month.</p> <p><b>Management Responses:</b>  The management is continued to give attention to the welfare, pay and condition.</p> <p><b>Audit Team Findings:</b>  There were no any issues that require further verification was highlighted. Consultation with stakeholders and Document review confirm that there were no pending issues.</p>
4	<p><b>Issues:</b>  Road Maintenance Contractor: Contractors confirm understand the contract terms and payment is prompt as per agreed contract. Operating units ensures safety during work.</p> <p><b>Management Responses:</b>  Payment is made as per the agreed terms. All operating units enforce safety to contractors and give them training.</p> <p><b>Audit Team Findings:</b>  Contract, payment records and training records were reviewed and found to be consistent. No other</p>

	issues.
5	<p><b>Issues:</b>                  Sundry Shop owner: Positive feedback has been given where management has allowed the access in the estate road, rubbish collection and education on the non- burning practice. It was feedback that there has been delayed on rubbish collection.</p>
	<p><b>Management Responses:</b>                  The management has noted the delayed of rubbish collection due the contractor using estate equipment for rubbish collection where the equipment was unavailable due to estate activities. Currently management has decided to allocate another rubbish collection cage for the contractor for rubbish collection activity.</p>
	<p><b>Audit Team Findings:</b>                  Verified on-site the rubbish collection cage was repaired in the workshop.</p>

**3.3.1 Status of Nonconformities Previously Identified and Observations**

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1085571M1	<p><b>Requirements:</b>                      Indicator 4.7.1 : Evidence of documented Occupational Safety Health (OSH) plan which is in compliance with OSH Act 1994 and Factory and Machinery Act 1967 (Act139).</p> <p>The safety and health (OSH) plan shall cover the following:                      a. A safety and health policy, which is communicated and implemented.                      b. All operations have been risk assessed and documented.                      c. An awareness and training program which includes the following specifics for pesticides :                      i. to ensure all workers involved have been adequately trained in a safe working practices ( See also C 4.8)                      ii. all precautions attached to products should be properly observed and applied to the workers.                      d. The appropriate personal protective equipment (PPE) are used for each risk assessed operation.                      i. Companies to provide the appropriate PPE at the place of work to cover all potentially hazardous operations such as pesticide application, land preparation, harvesting and if used, burning.                      e. The responsible person (s) should be identified.                      f. There are records of regular meetings between the responsible person(s) and workers where concerns of workers about health and safety are discussed.                      g. Accident and emergency procedures should exist and instructions should be clearly understood by all workers.                      h. Workers trained in First Aid should be present in both field and mill operations.                      i. First Aid equipment should be available at worksites.</p> <p><b>Evidence of Nonconformity:</b>                      Chersonese Mill:                      1. Inspection of drainage between the ramp underneath conveyor and the sterilizer station is cracked and broken and pose a safety hazard to workers. This was highlighted by the workers who were working at the ramp conveyor during the site audit at the mill. Further inspection of the area found that the cement drain side wall was broken and collapsed.                      2. The Schedule waste store is not securely locked.                      3. LOTO System is available at the mill. However, the effectiveness of the LOTO System is need enhancement. During inspection it was found relays and fuse kept inside the LOTO</p>	Major

	<p>boxes were without any locking. Some LOTO boxes were without key and not locked indicate.</p> <p>Holyrood Estate:</p> <ol style="list-style-type: none"> <li>1. No first aid kit at the replanting area at field 2014A.</li> <li>2. "Permit To Work" (PTW) issued with no acceptance or acknowledgement from the contractor or their workers working at the site. The contractor was unable to produce any PTW at the time of visit to the site.</li> <li>3. The PTW indicate that the contactors workers need to wear ear plug but it was not available to workers at site.</li> <li>4. No safety hazard signage was available at the replanting area.</li> <li>5. Safe working instruction for the excavator operator at the replanting worksite was not available. Interview with the operator and document verification revealed that the contractor attended the training but did not share the information with the operator.</li> </ol> <p>Kalumpong Estate:</p> <ol style="list-style-type: none"> <li>1. No first aid box at the nursery work site.</li> <li>2. No fire extinguisher at the nursery store.</li> <li>3. No washing area/emergency shower to clean the body during emergency situation or spillage of pesticide on the body.</li> </ol>	
	<p><b>Statement of Nonconformity:</b> Occupational Safety and Health plan is not fully implemented.</p>	
	<p><b>Action:</b> Chersonese Mill:</p> <ol style="list-style-type: none"> <li>1. Re-verified during site visit and found to in good condition.</li> <li>2. The Schedule waste store is securely locked.</li> <li>3. Noted the LOTO System implementation has improved since the last audit.</li> </ol> <p>Implementation at Chersonese and Tali Ayer Estate :</p> <ol style="list-style-type: none"> <li>1. First aid kit and fire extinguisher was available at all visited sites.</li> <li>2. Permit to work (PTW) was consistently filled for internal and external works in the estates. Noted the used PTW for trunk injection work at Chersonese Estate (internal).</li> <li>3. Accurate information recorded in the PTW sampled.</li> <li>4. Noted safety signage erected at field 15A, block 1 for during spraying activity.</li> <li>5. Safe working instruction was available at respective work unit, i.e workshop area and found that the PIC was aware on the S&amp;H requirements on the working instruction given.</li> <li>6. Emergency shower was available at the strategic area near mixing area and chemical storage area for emergency.</li> </ol>	
	<p><b>Status:</b> The NC was closed during the last assessment and re-verified during this re-assessment visit found to be remained closed and effectively implemented.</p>	

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1085571M2	<p><b>Requirements:</b> Indicator 4.6.3 : Pesticides shall be stored in accordance to the Occupational Safety and Health Act 1994 (Act 514) and Regulations and Orders and Pesticides Act 1974 (Act 149) and Regulations.</p> <p><b>Evidence of Nonconformity:</b> Sime Darby's Pictorial Safety Standard (PSS) requirement are: 1. page 39 require agrochemical store Safety signage's displayed. 2. Page 41, Section 5.4 require MSDS and SOP at the store. 3. Page 46 Section 5.7 require housekeeping and cleanliness of the store maintained</p> <p>During site visit to the nursery store, it was noted that: 1. Pesticide OTIN 975 (Class III) was kept inside the store without labeling. 2. The pesticide and agrochemical store was not locked. 3. No safety signage at the store. 4. The storage area is not kept clean, poor housekeeping, no ventilation and labeling.</p> <p><b>Statement of Nonconformity:</b> Oil Palm Nursery site at Kalumpong estate did not comply to the pesticide storage and Sime Darby's Pictorial Safet Standard requirement.</p> <p><b>Action:</b> Site visit at other Chersonese and Tali Ayer Estate ; i) Clear labelling was noted at the storage area/pallet/rack for each class chemical at the store area. ii) Chemical store was securely locked. Second lock was used for the Class IA chemical, Methamidophos. iii) Hazardous signage for chemical was noted outside the storage area. iv) Storage condition in compliance with PSS and SDS requirements.</p> <p><b>Status:</b> The NC was closed during the last assessment and re-verified during this re-assessment visit found to be remained closed and effectively implemented.</p>	Major

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1085571M3	<p><b>Requirements:</b> Indicator 5.1.1 : Documented aspects and impacts risk assessment that is periodically reviewed and updated.</p> <p><b>Evidence of Nonconformity:</b> Chersonese Mill: During the document audit on 12/8/14, it was found that the aspects and impacts risk assessment was last reviewed and updated on 30/6/14 with no changes. It was noted that the compost plant operation is included in the DOE permit of the mill (DOE approval Ref. No.: JB/P03/09/CKK/C/LP/02 Sept.2010). However, there is no environmental risk assessment was cited to assess the environmental regulatory impact to the mill . Sime Darby Plantation Mill Quality Management System (Sub-section 5.4 –Environmental Aspects and Impacts evaluation procedure No. 3 (h)) requires to include potential regulatory and legal exposure, concerns of interested parties,</p>	Major

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	<p>effect on public image and conservation issues (energy, water, paper and wildlife). It was highlighted in the OSH meeting dated 19/5/14 that EFB from compost plant always clog the mill drainage which located close to the compost plant. There was no aspect impact for the effluent treatment plant.</p> <p>Holyrood Estate: During the document audit on 13/8/14, it was found that the aspects and impacts risk assessment was last reviewed and updated on 4/7/14 with no changes. However, the loose fruit segregating operation which is also managed by contractor is not included in the risk assessment.</p> <p><b>Statement of Nonconformity:</b>          Documented aspects and impacts risk assessment did not cover the following operations          - Compost plan operation (Chersonese Mill)          - Loose fruit segregating operation (Holyrood Estate)</p> <p><b>Action:</b>          Chersonese Mill: Aspect and impact assessment for compost plant done. EAI/2013-14/023/A dated 13/8/14.          Holyrood Estate: Aspect and impact assessment for loose fruit segregation activity by contractor on 13/8/14</p> <p><b>Status:</b>          The NC was closed during the last assessment and re-verified during this re-assessment visit found to be remained closed and effectively implemented.</p>	
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Non-Conformity		
NCR #	Description	Category (Major / Minor)
1085571M4	<p><b>Requirements:</b>            Indicator 2.1.1: Evidence of compliance with legal requirements.</p> <p><b>Evidence of Nonconformity:</b>            Kalumpong Estate: Schedule waste (SW 305 – Spent lubricating oil and SW 306 - Spent hydraulic oil) were disposed on 15/5/14 through licensed contractor (Aliran Segar Sdn. Bhd – Consignment Note: AS 77393).            However, visit to the schedule waste store on 14/8/2014 found that schedule waste (SW 102 - used battery and SW 410 – used oil filter) have been stored for more than 180 days. Record review shows that the last disposal was done on 27/6/2013. This does not comply to the EQA 1974 (Schedule wastes) Regulations 2005.</p> <p><b>Statement of Nonconformity:</b>            Storage of schedule waste has exceeded 180 days storage limit. (EQA 1974 (Schedule wastes) Regulations 2005</p> <p><b>Action:</b>            Kalumpong Estate already appointed approved vendor to do collection of SW 410 and SW 102. The collection was done by Alam Aliran Kualiti Sdn. Bhd. on 29/8/2014. Visit to other site (Chersonese Estate and Tali Ayer Estate) confirmed that no scheduled waste being stored for the period of more than 180 days.</p> <p><b>Status:</b>            The NC was closed during the last assessment and re-verified during this re-assessment visit found to be remained closed and effectively implemented.</p>	Major

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1085571N1	<b>Requirements:</b> Indicator 4.4.7: Evidence of water management plans.	Minor
	<b>Evidence of Nonconformity:</b> Water Management Plan reviewed on 11 July 2014. However, 1. The water management plan did not include water usage activities at the estate oil palm nursery. 2. During the site visit to the nursery site on 14 August 2014 noted water leakages from the piping system. 3. Water contamination noted at the drains nearby the water pump.	
	<b>Statement of Nonconformity:</b> Water Management Plan did not include nursery.	
	<b>Action:</b> 1. Water management plan has included the water usage activities at the estate oil palm nursery 2. Monitoring of individual house water bill on monthly basis was done by person in-charge where in case of any abnormal reading of individual water bill, investigation will be carried out to find out whether there's any water pipe leakage 3. Regular inspection and cleaning of drains conducted to ensure no contamination	
	<b>Status:</b> The corrective action taken found to be effective thus the NC was close out on 6/8/15	

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1085571N2	<b>Requirements:</b> Indicator 5.3.2 : Having identified wastes and pollutants, an operational plan should be developed and implemented, to avoid or reduce pollution.	Minor
	<b>Evidence of Nonconformity:</b> Chersonese Mill: 1. Schedule waste (SW) was identified as pollutant. Company Pictorial Safety Standard (PSS) section 5.6 page 44 requires all SW stored at separate store and labeled "SW". The PSS also require the SW store shall be locked securely. However during the site visit, it was noted that SW was not kept at the designated store: a. cotton rags were disposed at the scrap iron area. b. A pale of used oil kept near the drain at the cages repairing store. c. The schedule waste store is not securely locked. d. Cotton gloves Contaminated with oil were disposed nearby the diesel storage tank.  2. The diesel bund was cracked. This will not mitigate any emergency situation such as leakages which can cause pollution. 3. Monsoon drain is contaminated with oil stains and boiler ash at the boiler station. The nearby drain is clogged with boiler ash. 4. There is a storage area for Calcium Carbonate powder nearby the cages repairing store. Spillage of the powder was seen inside and outside the storage area. There is no bund to	

	<p>prevent any spillage from exiting the storage area. The spillage could go into the monsoon drain adjacent to the exit of the storage area.</p> <p>Holyrood Estate: During the site visit on 13/8/14 at workshop, it was found that there were drains and oil traps had been constructed to mitigate any oil spillage. However, the front portion of the workshop where the vehicles enters does not have any mitigation to prevent oil spillages from entering into the monsoon drain.</p> <p>Kalumpong Estate:</p> <ol style="list-style-type: none"> <li>1. There is engine oil leaking cited at the two water pumps at the nursery and at field 2013A (Pump Number 11).</li> <li>2. All the leaked oil is going into the nearby drains.</li> <li>3. The company has prepared domestic waste bin at each workers house at Gedong Divison. However, it was found that domestic waste is disposed by workers around the housing area and scattered surrounding worker housing in Kalumpong Estate.</li> <li>4. The diesel bund was cracked. This will not mitigate any emergency situation such as leakages which can cause pollution.</li> <li>5. Visit to the workshop found that there were drains and oil traps had been constructed to mitigate any oil spillage. However, the front portion of the workshop where the vehicles enters does not have any mitigation to prevent oil spillages from entering into the monsoon drain.</li> <li>6. There was no oil trap at the tractor parking bay to prevent oil spillages from entering into the monsoon drain.</li> </ol>	
<p><b>Statement of Nonconformity:</b>          Implementation of operational plan to avoid or reduce pollution is not effective.</p>		
<p><b>Action:</b></p> <p>Chersonese Mill:</p> <ol style="list-style-type: none"> <li>1) Handling of scheduled waste has been done according to the procedure in-line with legal EQ (SW) Reg. 2005 requirements</li> <li>2) Cracked bunds for diesel storage tank has been repaired</li> <li>3) Process and monsoon drain has been clean and maintained to ensure smooth flow</li> <li>4) A bund to prevent spillage from calcium carbonate storage area has been constructed accordingly</li> </ol> <p>Holyrood Estate: A covered drain connected to an oil trap has been constructed at the front portion of the workshop in case of any spillage. Additionally, aluminium trays were used under the vehicle as containment in case of oil drip when it underwent repair and service at workshop.</p> <p>Kalumpong Estate:</p> <ol style="list-style-type: none"> <li>1) Diesel operated water pump has been improved by installing concrete bunds and use of drip containment. There was also a plan to convert the existing diesel operated water pump to electrical pump which has been implemented in Tali Ayer estate</li> <li>2) Drains has been cleaned and monitored regularly to ensure no oil trace</li> <li>3) A proper rubbish collection timetable has been implemented with specific person in-charge being assigned to conduct domestic waste collection</li> <li>4) Cracked bunds for diesel storage tank has been repaired</li> <li>5) A covered drain connected to an oil trap has been constructed at the front portion of the workshop in case of any spillage. Additionally, aluminium trays were used under the vehicle as containment in case of oil drip when it underwent repair and service at workshop</li> </ol>		
<p><b>Status:</b>          The corrective action taken found to be effective thus the NC was close out on 6/8/15</p>		



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Observation	
OBS #	Description
1	Work of restoring appropriate riparian buffer zones at replanting along the Sungai Segar river at Field 2014A was in progress. This will be followed up after the completion of the replanting work during next surveillance. ASA4: Noted restoration of riparian buffer zone during site visit at replanting area and also the other areas along the Sungai Segar and Sungai Kurau.

**3.3.2 Summary of the Nonconformities and Status**

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

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<p><b>Assessment Conclusion and Recommendation:</b></p> <p>Based on the findings during the recertification assessment Chersonese Palm Oil Mill Certification Unit and supply base complies with the RSPO P&amp;C Malaysian National Interpretation (MY-NI 2014) and the RSPO Supply Chain Certification Standard (Nov 2014) for CPO Mill. It is recommended that the certification of Chersonese Palm Oil Mill Certification Unit is approved and continued.</p>	
<p><b>Acknowledgement of Assessment Findings</b></p>	
<p><b>Name:</b> Zulaffandi Bin Samad</p>	<p><b>Name:</b> Mohamed Hidhir Bin Zainal Abidin</p>
<p><b>Company name:</b> Sime Darby Plantation Sdn Bhd</p>	<p><b>Company name:</b> BSI Services Malaysia Sdn. Bhd.</p>
<p><b>Title:</b> Chersonese Mill Manager</p>	<p><b>Title:</b> Lead Auditor</p>
<p><b>Signature:</b></p> <p>Sime Darby Plantation Sdn. Bhd.          KILANG KELAPA SAWIT CHERSONESE</p>  <p>(ZULAFFANDI SAMAD) MILL MANAGER</p> <p><b>Date:</b> 20/9/15</p>	<p><b>Signature:</b></p>  <p><b>Date: 18<sup>th</sup> September 2015</b></p>

**Appendix A: Summary Report of the Assessment**

Criterion / Indicator	Assessment Findings	Compliance	
<b>Principle 1: Commitment to Transparency</b>			
<b>Criterion 1.1:</b> Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.			
1.1.1	There shall be evidence that growers and millers provide adequate information on (environmental, social and/or legal) issues relevant to RSPO Criteria to relevant stakeholders for effective participation in decision making. - Minor compliance -	Adequate information covering on environmental, social and legal issues which are relevant to RSPO Criteria and relevant to stakeholders is shared for effective participation and decision making. Requests for information from the Regulatory Department such as DOSH, DOE visiting log book were attended accordingly.	Complied
1.1.2	Records of requests for information and responses shall be maintained. -Major compliance	All operating units maintain records of information request and response. For example, mill has received (NOI) notice on improvement, JKJ 26 (26A 061131) during mill inspection on 6/7/15 pertaining to sterilizer liner budging. 30 days period was given to response and mill has applied for extension. Refer to letter dated 4/8/15 to DOSH Perak. Noted appointment of DOSH licence contractor : Uni-vessel engineering dated 20/7/15. PO/LWO : 43000292530 (35/7/15) for remedial works by August 2015.	Complied
<b>Criterion 1.2:</b> Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.			

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<p>1.2.1</p> <p>Publicly available documents shall include, but are not necessary limited to:</p> <ul style="list-style-type: none"> <li>• Land titles/user rights (Criterion 2.2);</li> <li>• Occupational health and safety plans (Criterion 4.7);</li> <li>• Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8);</li> <li>• HCV documentation (Criteria 5.2 and 7.3);</li> <li>• Pollution prevention and reduction plans (Criterion 5.6);</li> <li>• Details of complaints and grievances (Criterion 6.3);</li> <li>• Negotiation procedures (Criterion 6.4);</li> <li>• Continual improvement plans (Criterion 8.1);</li> <li>• Public summary of certification assessment report;</li> <li>• Human Rights Policy (Criterion 6.13).</li> </ul> <p>- Major compliance –</p>	<p>There was no restriction noted as to the documents made available to the public except those prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes. Sime Darby Plantations Sdn Bhd continued to use the internet for disseminating public information. Information relating to land titles, safety and health plans, pollution prevention plans was made available at all operating units. Procedure for complaints and grievances were available through Sime Darby Plantations Sdn Bhd website and <a href="http://www.simedarbyplantation.com/Sustainability.aspx">http://www.simedarbyplantation.com/Sustainability.aspx</a></p> <p>Among the documents that were made available for viewing are:</p> <ul style="list-style-type: none"> <li>• Good Agricultural Practices</li> <li>• Social Enhancement</li> <li>• Sustainability Management Programmes</li> <li>• Complaint and Grievances procedure.</li> <li>• Environmental Conservation</li> </ul> <p>These documents highlight current Sime Darby Plantations Sdn Bhd practices and their continual improvement plans. Besides the above document Sime Darby Plantations Sdn Bhd policy on the followings are also available at the same website:</p> <ol style="list-style-type: none"> <li>1) Social</li> <li>2) Quality</li> <li>3) Food Safety</li> <li>4) Occupational Safety &amp; Health</li> <li>5) Environment &amp; Biodiversity</li> <li>6) Slope Protection and Buffer Zone</li> <li>7) Lean Six Sigma</li> <li>8) Gender</li> </ol> <p>In addition to the website, the policies were also displayed at various locations including the main notice boards of the estates, mill offices and muster ground notice boards for employees and visitors to view.</p>	<p>Complied</p>
<p><b>Criteria 1.3:</b>  Growers and millers commit to ethical conduct in all business operations and transactions.</p>		
<p>1.3.1</p> <p>There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions, which shall be documented and communicated to all levels of the workforce and operations.</p> <p>-Minor compliance</p>	<p>Sime Darby plantation has established policy on code of ethical conduct and integrity which covers all operations in the plantation operation. Policy displayed on the notice board and communicated to employees. Interview with employees reveal that they are aware of the policy.</p>	<p>Complied</p>
<p><b>Principle 2: Compliance with applicable laws and regulations</b></p>		
<p><b>Criterion 2.1:</b>  There is compliance with all applicable local, national and ratified international laws and regulations.</p>		

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<p>2.1.1</p> <p>Evidence of compliance with relevant legal requirements shall be available.                      - Major compliance -</p>	<p>SOU 2 had continued to comply with legal requirements as per indicator. Compliance to each applicable law and regulation is monitored by the operating units and PSQM sustainability team. SOU 2 had obtained and renewed license and permits as required by the law. Sample of licenses or permit viewed were :</p> <p><b><u>Chersonese Mill</u></b>                      i) MPOB license: 533667104000 (validity period 1/11/2014 - 31/10/2015) for 192,000MT (45mt/hr)                      ii) DOE Licence/ Jadual Pematuhan : JPKKS 004229 (validity period 1/7/2015 - 30/6/2016) for 45 MT/hr and method of POME discharge is water course and land application                      iii) Poison license (NaOH): 026445 (validity period 1/1/2015 - 31/12/2015) with max purchase quantity 3,750 kg liquid and 0 kg solid                      iv) Energy commission license: PIP12.4/2002/00017 serial no.: 00125792 (validity period 30/11/2014 – 29/11/2015) for 2800 kw installation capacity                      v) Diesel permit: PPDNKK.PBR.003.SK(P/D)020/08 serial no.: A019483 (validity period 22/8/2014 – 21/8/2015) with max purchase quantity 8100 litres.</p> <p><b><u>Chersonese Estate</u></b>                      Permit # A020022, ref KPDNKK.PBR.003.SK(P/D)117/09 valid until 28/10/15                      Diesel : 9,000 liter , Petrol : 400 liter                      MPOB : 526593002000 valid until 31/1/16                      MPOB license : nursery 523370011000 31/8/15</p> <p><b><u>Tali Ayer Estate</u></b>                      Permit # A020022, ref KPDNKK.PBR.003.SK(P/D)034/08 valid until 16/6/16                      MPOB : 508238502000 valid until 31/1/16</p>	<p>Complied</p>
<p>2.1.2</p> <p>A documented system, which includes written information on legal requirements, shall be maintained.                      - Minor compliance -</p>	<p>List of applicable legal and other requirements was made available during the assessment and compiled in the QSHE/04/5.2.4 folder. Documented procedure has been established and implemented; refer to Estate/Mill Quality Management System, Level 2: Standard Operating Manual, Appendix 5.2.4: Procedure for Legal and Other Requirements dated 10 December 2008.</p>	<p>Complied</p>
<p>2.1.3</p> <p>A mechanism for ensuring compliance shall be implemented.                      - Minor compliance -</p>	<p>Evaluation of legal requirements and compliance status with legal requirement is monitored by operating units, PSQM team, OHS Department and head office Group Compliance Department (GCAD).</p>	<p>Complied</p>

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2.1.4 A system for tracking any changes in the law shall be implemented. - Minor compliance -	Tracking system available to identify changes in the relevant regulations through head office, website information and the information are communicated from the Group Head Office. On the site verification, interviews with office personnel and records indicate that the system is appropriate to the operations. Latest review was done on 24/7/15 by QA and Mill manager.	Complied
<b>Criterion 2.2:</b> 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 -	The mill and estate in SOU 2 are on freehold or lease hold land title with the copy of the land title was available for verification onsite. Total size for Chersones estate include mill was 3288.71 ha with total 65 land titles eg: PN0007130, PN00071379, GRN00027336 etc. The land use was plantation as stated in the land title. As for Tali Ayer estate, consists of 56 land titles eg: Grant 14037, Grant 657, GRN45035, GRN38701, etc. The land use for plantation purpose was clearly stated in the land title.	Complied
2.2.2 Legal boundaries shall be clearly demarcated and visibly maintained. - Minor compliance -	During the visit on site, the legal boundaries are clearly demarcated and visibly maintained at the area adjacent to the village, adjacent estate & small holder for both visited estate.	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 -	No land dispute and this were further verified with the related stakeholder during stakeholder interview. Noted that Sime Darby did not acquire land from landowners, but leased it directly from the government.	Complied
2.2.4 There shall be an absence of significant land conflict, unless requirements for acceptable conflict resolution processes (see Criteria 6.3 and 6.4) are implemented and accepted by the parties involved. -Major compliance	There is no land dispute in the SOU 2 at the time of audit. The land belongs to Sime Darby with further verification of document and stakeholder interview.	Complied
2.2.5 For any conflict or dispute over the land, the extent of the disputed area shall be mapped out in a participatory way with involvement of affected parties (including neighbouring communities where applicable). -Minor compliance	There is no land dispute in the SOU 2 at the time of audit. The land belongs to Sime Darby with further verification of document and stakeholder interview.	Complied
2.2.6 To avoid escalation of conflict, there shall be no evidence that palm oil operations have instigated violence in maintaining peace and order in their current and planned operations. -Major compliance	There is no land dispute in the SOU 2 at the time of audit. The land belongs to Sime Darby with further verification of document and stakeholder interview.	Complied

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<b>Criterion 2.3:</b> Use of the land for oil palm does not diminish the legal rights, customary or user right of other users without their free, prior and informed consent.			
2.3.1	Maps of an appropriate scale showing the extent of recognized legal, customary or user rights (Criteria 2.2, 7.5 and 7.6) shall be developed through participatory mapping involving affected parties (including neighbouring communities where applicable, and relevant authorities).. - Major compliance -	There is no land dispute in the SOU 2 at the time of audit. The land belongs to Sime Darby with further verification of document and stakeholder interview.	Complied
2.3.2	Copies of negotiated agreements detailing the process of free, prior and informed consent (FPIC) (Criteria 2.2, 7.5 and 7.6) shall be available and shall include: a) Evidence that a plan has been developed through consultation and discussion with all affected groups in the communities, and that information has been provided to all affected groups, including information on the steps that shall be taken to involve them in decision making; b) Evidence that the company has respected communities' decisions to give or withhold their consent to the operation at the time that this decision was taken; c) Evidence that the legal, economic, environmental and social implications for permitting operations on their land have been understood and accepted by affected communities, including the implications for the legal status of their land at the expiry of the company's title, concession or lease on the land. - Minor compliance -	There is no land dispute in the SOU 2 at the time of audit. The land belongs to Sime Darby with further verification of document and stakeholder interview.	Complied
2.3.3	All relevant information shall be available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements. -Minor compliance	There is no land dispute in the SOU 2 at the time of audit. The land belongs to Sime Darby with further verification of document and stakeholder interview.	Complied
2.3.4	Evidence shall be available to show that communities are represented through institutions or representatives of their own choosing, including legal counsel. -Major compliance	There is no land dispute in the SOU 2 at the time of audit. The land belongs to Sime Darby with further verification of document and stakeholder interview.	Complied
<b>Principle 3: Commitment to long-term economic and financial viability</b>			
<b>Criterion 3.1:</b> There is an implemented management plan that aims to achieve long-term economic and financial viability.			



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3.1.1 A business or management plan (minimum three years) shall be documented that includes, where appropriate, a business case for scheme smallholders. - Major compliance –	SOU2 had an annual budget for the financial year 2015/2016. The palm oil mill budget includes the projected FFB processed, CPO and PK production which projected for five years. Sample of CAPEX for SOU2 :  <u><b>Chersonese Estate</b></u> CAPEX 2015/2016 : Electrical flood lift pump – (Plant & Machinery/Utilities) Pre-mix road (main div to workers housing complex)  <u><b>Tali Ayer Estate</b></u> CAPEX 2015/2016 Vehicle : Farm Tractor (Ford and New Holland) WBS project : 2 unit of electrical pump	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 -	<u><b>Chersonese Estate</b></u> Estates have long range replanting programme for 5 year from 2015-2020 and reviewed yearly. For example, 333.53 ha will be replanted in 2015/16 financial year at Chersonese estate. There will be no replanting has been planned for the current 2014/15 financial year. 16/17: 1440.48 ha.  <u><b>Tali Ayer Estate</b></u> 5 years replanting programme 15/16 – 115.82 Ha 16/17 – 145.47 Ha 17/18 – 146.89 Ha 18/19 – 34.98 Ha	Complied
<b>Principle 4: Use of appropriate best practices by growers and millers</b>		
<b>Criterion 4.1:</b> Operating procedures are appropriately documented, consistently implemented and monitored.		
4.1.1 Standard Operating Procedures (SOPs) for estates and mills are documented - Major compliance -	SOP available for the Palm Oil Mill and the Estate. Palm Mill holds two SOPs: Sustainability Plantation Management System (MQMS/SOM/08 v.1 dated 1/11/2008) includes mill SOP and Mill Quality Management Manual v.1 2008/MQMS/QMM/08 as a guidance document to operate the mill. SOP for the Composting Plant dated 15/8/2011: Composting Management System version 1:2011. Estates have a separate SOP (Estate Quality Management Manual v.1 2008/EQMS/QMM/08 and Agricultural Reference Manual (ARM) covers planting material, nursery technique, replanting, land preparation, planting density, maturity age, field upkeep, manuring, canopy management, water management in coastal and peat plantings, ablation, ripeness standard, harvesting standard, loose fruit collection, plant protection. Weed control, leguminous cover crop establishment and rainfall recording.	Complied



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<p>4.1.2</p> <p>A mechanism to check consistent implementation of procedures shall be in place.                      - Minor compliance -</p>	<p>External Mill Advisor and a Planting Advisor inspect and report on the operations on annual basis. There were other audits by PSQM and GCAD to ensure compliance against company policy and procedure with regards to operation, finance as well as safety, health and welfare requirements. The following are rating given by internal and external for FY2014/2015 at SOU 2:</p> <p><b><u>Chersonese Palm Oil Mill</u></b></p> <p>PSQM - Operation Excellent Unit (1-5 December 2014), Mill rating at 87% (4)</p> <p>MA visit report – SOU2/CSM/02/14-15</p> <p>27-29/4/15 by MA (Fakhruddin B. Mohamed Yusof)</p> <p>PQR = 70% (previous report 68.50%)</p> <p>Safety= 74% (previous 78%)</p> <p><b><u>Chersonese Estate</u></b></p> <p>GCAD audit – Group corporate assurance report (report no:PL_075_MY1415_CHNSE_BAT dated 15/1/14.</p> <p>PA visit : report SOU2/CE/1/14-15 dated 8-11/12/14.</p> <p>PQR visit rating – Mature (73.63%), Immature (72.39%), Manuring (90.63),</p> <p><b><u>Tali Ayer Estate</u></b></p> <p>PA visit : report SOU2/TAE/2/14-15 dated 27-29/4/15.</p> <p>PQR visit rating – Mature (91.12%), Immature (80.21%), Manuring (96.88).</p>	<p>Complied</p>
<p>4.1.3</p> <p>Records of monitoring and any actions taken shall be maintained and available, as appropriate.                      - Minor compliance -</p>	<p>At Tali Ayer estate (Sg Kerian div.), the treated water testing was not conducted since the 19/8/13 by MOH officer on pH, NUT, chlorine residue, total coliform. The measure of monitoring to ensure the safety of drinking water was not conducted as per the requirement. Thus, minor non-conformity <i>1223222N1</i> was raised.</p>	<p>Minor Nonconformity</p>
<p>4.1.4</p> <p>The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB).                      - Major compliance -</p>	<p>No third party FFB purchased by the mill.</p>	<p>Complied</p>
<p><b>Criterion 4.2:</b>                      Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.</p>		
<p>4.2.1</p> <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>	<p>Complied</p>

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<p>4.2.2</p> <p>Records of fertiliser inputs shall be maintained.            - Minor compliance -</p>	<p><b><u>Chersonese Estate</u></b></p> <p>Soil series map (Precision Agriculture Unit, MZMZ) dated May 2013 was available. Soil series available are : Sabrang : 40.22%, Bariah : 22.67% Perepat : 15.48%, Sedu : 14.78%, Parit Botak :3.49%, Jawa : 1.75% Serkat : 1.61%</p> <p>Agronomist report – 25/6/15 from R&amp;D Centre - Upstream (technology Transfer and Advisory Services).            Recommendation for Main Div : AC (24% N), RP (28% P2O5) &amp; MOP (60% K2O) for July –August 2015.</p> <p><b><u>Tali Ayer Estate</u></b></p> <p>Soil series map available. Soil type mainly Sedu, Organic clay and Jawa.</p> <p>Agronomist report dated 22/12/2014, for 2015 fertilizer recommendation. Jul-Aug 15 (AC (24% N) &amp; MOP (60% K2O) for each division.</p>	<p>Complied</p>
<p>4.2.3</p> <p>There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status.            - Minor compliance -</p>	<p><b><u>Chersonese Estate</u></b></p> <p>Soil sampling analysis : Last sampling was done on 4/6/2010. Refer to S54/2010. Next review will be conducted on 2<sup>nd</sup> half of FY 2015/2016.</p> <p>Leaf sampling under agronomist report : nutrient deficiency @ palm nutritional status            Refer to Agronomist report – 25/6/15 from R&amp;D Centre - Upstream (technology Transfer and Advisory Services).</p> <p><b><u>Tali Ayer Estate</u></b></p> <p>Soil sampling analysis: Last sampling was done on 5/2/15. Refer to S7/2015.</p> <p>Leaf sampling under R&amp;D : nutrient deficiency @ palm nutritional status (P 418/2014) dated 30/9/14.</p>	<p>Complied</p>

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4.2.4 A nutrient recycling strategy shall be in place, and may include use of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), and palm residues after replanting. - Minor compliance -	<p><b>Chersonese Estate</b>            EFB application recommendation – R&amp;D correspondence (14/7/15 ) (40 mt/hr @ 270 kg per palm (mature) 148 palm per Ha, Immature (32 mt/hr @ 180 palm per Ha)            July 2015 : Mature (field 95A) – recommendation rate (270 Kg (493.02) per palm : actual (343.18)            Immature</p> <p>Compost application : FY2014/2015 (731.48 Ha)            programme for compost application (to date 46.06%)</p> <p><b>Tali Ayer Estate</b>            EFB application coverage for July 2015.            2014A – 100.31 Ha            2014B – 114.44 ha</p> <p>Recommendation 180 kg/palm based 180 palm per Ha stand.            No compost application at Tali Ayer Estate.</p>	Complied
<p><b>Criterion 4.3:</b>            Practices minimise and control erosion and degradation of soils.</p>		
4.3.1 Maps of any fragile soils shall be available. - Major compliance -	All the estates hold copies of soil map. Soil maps and field visit confirm that there is no fragile soil on the estates	Complied
4.3.2 A management strategy shall be in place for plantings on slopes above a certain limit (this needs to be soil and climate specific). - Minor compliance -	Most of the area in SOU 2 area flat and low lying area. The directive for planting terraces in accordance with SDPSB policy where slope >10° need to establish with cover crops such as muccuna and soft grasses and ferns.	Complied
4.3.3 A road maintenance programme shall be in place. - Minor compliance -	<p><b>Chersonese Estate</b>            Road maintenance programme : FY2015/2016 is available (Total completed programme : Jul 14 – Apr 15 ( 1436.61 ha) July 2015 (Field – 02J1 : 29.8 Ha), 09J2 : 31.82 Ha, 06JSMKT :31.72 ha)</p> <p><b>Tali Ayer Estate</b>            Road maintenance programme : FY2015/2016 is available (Total completed programme : Jul 15 – 152.55 Ha )</p>	Complied
4.3.4 Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover management programme shall be in place. - Minor compliance -	There is no peat soil or soil categorised as problematic or fragile soil at all estates visited.	Complied
4.3.5 Drainability assessments shall be required prior to replanting on peat to determine the long-term viability of the necessary drainage for oil palm growing. - Minor compliance -	There is no peat soil at SOU2.	Complied

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4.3.6	A management strategy shall be in place for other fragile and problem soils (e.g. sandy, low organic matter, acid sulphate soils). - Minor compliance -	There is no peat soil or soil categorised as problematic or fragile soil at all estates visited..	Complied
<b>Criterion 4.4:</b> Practices maintain the quality and availability of surface and ground water.			
4.4.1	An implemented water management plan shall be in place. - Minor compliance -	Mill: Establishment of water management plan: Contingency plan during water shortage for financial year 2014/2015: <ul style="list-style-type: none"> <li>• Water shortage/dry spell               <ol style="list-style-type: none"> <li>1) Purchase water from Lembaga Air Perak LAP</li> <li>2) Train staff/workers to conserve water</li> <li>3) Revise demand and supply conditions</li> <li>4) Monitor water supply</li> </ol> </li> <li>• Severe water pollution               <ol style="list-style-type: none"> <li>1) Purchase water from LAP</li> <li>2) Perform treatment of polluted water</li> <li>3) Reusing/recycling/rationing</li> </ol> </li> </ul> Tali Ayer Estate:- Operation of water gate and water pump for the irrigation management.  Establishment of water management plan: Contingency plan during water shortage: <ul style="list-style-type: none"> <li>• No rain / prolonged dry period - planting area               <ol style="list-style-type: none"> <li>1) Fill up drain with water from catchment area</li> <li>2) Fill up drain with water from waterway</li> </ol> </li> <li>• No rain / prolonged dry period - line site               <ol style="list-style-type: none"> <li>1) Purchase water from LAP</li> </ol> </li> <li>• Emergency condition / Severe water pollution / contamination – planting area               <ol style="list-style-type: none"> <li>1) Use mobile water tank</li> <li>2) Purchase water supply from LAP</li> </ol> </li> </ul>	Complied

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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>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="662 477 1303 658"> <thead> <tr> <th>River width</th> <th>Buffer zone</th> </tr> </thead> <tbody> <tr> <td>&gt; 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>&lt; 5 meters</td> <td>5 meters</td> </tr> </tbody> </table> <p>Chersonese Estate implemented the monitoring of river water flowing towards Kuala Kurau sampling point. Samples were taken from 2 sampling points (upstream and downstream) of streams running across Chersonese Estate that flows towards Kuala Kurau. Sample analyses were done every 3 months by Sime Darby Research Sdn. Bhd. R&amp;D Centre Carey Island. Sampled analysis report (report # PL212/2015 dated 6/5/2015)</p> <p>Additional analysis conducted by Chersonese Estate was the Pesticide Analysis Test for drain water samples. Sampled analysis report # PL212/2015 dated 6/5/2015 done by Sime Darby Research Sdn. Bhd. Lab Services Laboratories R&amp;D Centre Carey Island-Downstream.</p> <p>For Tali Ayer estate, discharged water samples were taken from upstream and downstream points of Sungai Krian, Sungai Semagagah and Sungai Semang. Sampled analysis report (report # PL255/2014 dated 16/6/2014) done by Sime Darby Research Sdn. Bhd. Lab Services Laboratories R&amp;D Centre Carey Island-Downstream.</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	Complied
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													
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 -	Effluent monitoring records: Monthly Effluent Analysis Test Report; Test Report no. EP352/2015 dated 3/7/2014 by Sime Darby Research Sdn. Bhd.; parameter monitored: pH, Total Alkalinity, VFA, BOD, COD, TS, SS, VSS, TN, AN, O&G. Other sampled records of BOD Analysis for the month of June, May, April and March 2015 shown that the mill effluents were in compliance with license regulations.	Complied												
4.4.4 Mill water use per tonne of Fresh Fruit Bunches (FFB) (see Criterion 5.6) shall be monitored. - Minor compliance -	Chersonese mill monitored the water consumption on monthly basis for both its source of water supply from LAP (boiler & drinking) and raw water (process). Total water consumed for the period from July 2014 to June 2015 was 1.13m <sup>3</sup> /mt FFB processed.	Complied												
<b>Criterion 4.5:</b> Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.														

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4.5.1 Implementation of Integrated Pest Management (IPM) plans shall be monitored. - Major compliance -	<p>SOU 2 continued to implement IPM and as documented in Agriculture Reference Manual. The estates continue to implement biological control for the oil palm pest in the plantation such as leaf eating pest and rat. IPM techniques applied at the estates include monitoring of pest numbers and the use of triggers for initiation of control measures.</p> <p><b><u>Chersonese Estate</u></b>            Progress of IPM implementation as to date            PA recommendation : to establish beneficial plant in the ratio (6:2:2) Cassia cobanensis: Turnera subulata, antigonon leptopus (Chersone Estate)</p> <p><b><u>Tali Ayer Estate</u></b>            Barn Owl Box occupancy rate : 55%, installed at 1:20 ha ratio.</p>	Complied
4.5.2 Training of those involved in IPM implementation shall be demonstrated. - Minor compliance -	<p>IPM training is given by the Agronomist and plantation executives with qualification in agriculture. Interview with the barn owl occupancy census team confirm their understanding of the Sime Darby SOP in Agricultural Reference Manual v.1 Section 15 on census. Latest IPM training conducted at SOU2 :</p> <p>IPM training by senior estate assistant on 3/8/15 for staff and workers that involved in IPM - Chersonese Estate</p> <p>IPM Training – RSPO &amp; Rat Baiting Workshop, Emerald Club, Bkt Selarong Estate (11/6/15)</p>	Complied
<b>Criterion 4.6:</b> 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 -	<p>The written justification in Standard Operating Procedure (SOP) of all agrochemical are available the Agricultural Reference Manual (ARM), SOP and in the Safety Pictorial Book prepared by Sime Darby Plantation Sdn Bhd. Refer to Sime Darby Agricultural Reference Manual, issue:1 version:3 dated 1/7/2011. Selected products are specific to the target pest, weed and disease. Some of recommended pesticides are:</p> <p>Immature planting (sample)</p> <ul style="list-style-type: none"> <li>- General weeds : Glyphosate</li> <li>- Legume &amp; broad leave : Metsulfuron Methyl</li> <li>- Stenochlaena palustris : Sodium chlorate</li> </ul> <p>Mature planting</p> <ul style="list-style-type: none"> <li>- VOPs : glyphosate &amp; sodium chlorate</li> </ul> <p>The selection is also evaluated by the agronomist during his visit to the estate.</p>	Complied

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<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 and their active ingredients used, LD50, area treated, amount of a.i. applied per ha, and number of applications was maintained.</p> <p><b><u>Chersonese Estate</u></b></p> <p>Multiphos 60 (Methamidophos) = (Nov 14 – June 15)                      0.01 Ai/Ha</p> <p><b><u>Tali Ayer Estate</u></b></p> <p>Glyphosate (41%), Basta (13.50%), Sodium Chloride (98%), Cypermethrin (5.5%). July to June 2015 – 0.84 Ai/Ha</p>	<p>Complied</p>
<p>4.6.3</p> <p>Any use of pesticides shall be minimised as part of a plan, and in accordance with Integrated Pest Management (IPM) plans. There shall be no prophylactic use of pesticides, except in specific situations identified in national Best Practice guidelines.                      - 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><b><u>Chersonese Estate</u></b></p> <p>Paraquat was eliminated. Alternatives such as Glyphosate were used with the elimination of Paraquat. At the time of assessment, Class 1a chemical was used at Chersonese Estate for Bagworm treatment.</p> <p>Permit for Class 1a chemical was granted from Department of Agriculture (DOA), refer to permit PK/METHA(GL)/15/019 for the quantity of 60 liter and approved on 23/3/15.</p> <p><b><u>Tali Ayer Estate</u></b></p> <p>Chemical register for FY2014/2015 – only class III &amp; IV chemical used.</p>	<p>Complied</p>
<p>4.6.5</p> <p>Pesticides shall only be handled, used or applied by persons who have completed the necessary training and shall always be applied in accordance with the product label. Appropriate safety and application equipment shall be provided and used. All precautions attached to the products shall be properly observed, applied, and understood by workers (see Criterion 4.7).                      - Major compliance -</p>	<p>Pesticide operators given training on the safe handling and application of the pesticides. Suitable personal protective equipments and application equipment provided to the operators. All precautions attached to the products explained to operators and understood by them. This was noted during the interview with workers.</p>	<p>Complied</p>
<p>4.6.6</p> <p>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 -</p>	<p>The operating units comply with Regulation 9 of the Pesticides Act 1974 requiring balance of remaining solution to be kept under lock and key. During visit it was noted that all the remaining pesticides are kept in the store and securely locked and comply with regulation.</p>	<p>Complied</p>

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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 aeri ally only where there is documented justification. Communities shall be informed of impending aerial pesticide applications with all relevant information within reasonable time prior to application. - Major compliance -	No aerial spraying at SOU2	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 SOU2. Employees demonstrate knowledge and skills on pesticide handling. MSDS/SDS was displayed in local Bahasa Malaysia language at the agrochemical store for each chemical stored as well as the use of safety pictorial poster for the easy understanding of the agrochemical handlers.	Complied
4.6.10 Proper disposal of waste material, according to procedures that are fully understood by workers and managers shall be demonstrated (see Criterion 5.3). - Minor compliance -	Disposal method of all identified waste was already included in the pollution prevention plan where the site visit confirmed that the practice of reduce, reuse and recycle of materials has been implemented throughout the company within mill and estates.	Complied
4.6.11 Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated. - Major compliance -	A major non-compliance was issued for the medical surveillance issues at Chersonese Estate. It was found that new workers involved in P&D treatment was not sent for baseline medical surveillance. For trunk injector gang, the last medical surveillance was conducted on 11/4/14 and was not conducted prior to the trunk injection activities. Thus Major NC 1223222M1 was issued.	Major Nonconformity
4.6.12 No work with pesticides shall be undertaken by pregnant or breast-feeding women. - Major compliance -	There are female pesticide operators but only for normal weeding work. However, based on interview with female workers confirmed knowledge of the policy of transfer to alternative duties if they wished to continue working when pregnancy was confirmed or breast-feeding.	Complied

**Criterion 4.7:**  
An occupational health and safety plan is documented, effectively communicated and implemented. The health and safety plan shall cover the following:



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<p>4.7.1</p> <p>A health and safety policy shall be in place. A health and safety plan covering all activities shall be documented and implemented, and its effectiveness monitored.                      - Major compliance -</p>	<p>SOU2 estates has maintained an approved Health and Safety Policy dated April 2011 by Sime Darby Plantations Sdn Bhd, EVP Dato’ Franki Antony Dass that is displayed prominently on notice boards in English and local language Bahasa Malaysia. The Policy is implemented through the OSH activities by the on-site safety officers and monitored by OSH Manager from Head Office. Environment safety and health (ESH) management plan for each operating unit had been established. The ESH management plan sighted addressed issues related to hazards and risks, legal register and its requirements for compliance, OSH awareness and training programme, accident and emergency procedures, treatment of illness/injury during the job, use of PPE, OSH Committee meetings, etc. The latest ESH plan FY2014/2015 was made available during this assessment. Sample of Chersonese Oil Mill ESH programme for FY2014/2015 were :</p> <p><b>Additional noise monitoring</b>                      Done by JKKP HIE 127/5/3-1 (134) on 12/6/15 and new noise level were mapped out. 3 station &gt; 90 dB(A), Boiler house, Kernel plant, Engine room. 85-90 dB(A), Press station , tipping and Sterilizer. To continue with existing control and monitoring of workers annual audiogram.</p> <p><b>Audiometric Testing</b>                      Last audiometric testing was done on 7/5/15. Total of 91 employee was sent for the test. Result of testing :                      i) 9 workers was found to have HI                      ii) 2 STS : plan to send to OHD by August 2015.                      OHD (Dr Kaviyarsan, HQ/08/DOC/00/491)</p> <p>Preventive action – Hearing Conservation Programme :                      Last done on 5/7/14 by Registered Noise Competent Person (JKKP HIE 127/5/3-1(74).</p> <p><b>Medical Surveillance Programme</b>                      As per CHRA recommendation dated July 2010 by (JKKP IH 127/171-(2)124, medical surveillance programme has been planned for those exposed to N-hexane, Benzene and welding fumes (manganese etc). The latest medical surveillance was carried out on 10-12/12/14 by registered OHD, (HQ/08/DOC/00(309) under Klinik Vijay for 21 workers from boiler, laboratory ,WTP and workshop personnel. From the results, all workers sent for medical surveillance are fit to work with no detrimental of heath. New revisited CHRA was done on 30/7/15. Refer to PO# 4300288154.</p> <p><b>LEV inspection and testing</b>                      Conducted on 10/1/15 by JKKP HIE 127/171-3/2(25)                      Comply with ACGIH requirement, Face velocity (0.5 m/s), transport velocity (5 m/s)</p> <p>Monthly inspection by lab supervisor, latest inspection was done on 19/5/15.</p>	<p>Complied</p>

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<p>4.7.2</p> <p>All operations where health and safety is an issue shall be risk assessed, and procedures and actions shall be documented and implemented to address the identified issues. All precautions attached to products shall be properly observed and applied to the workers.                      - Major compliance -</p>	<p>SOU 2 had identified and reviewed significant hazards and risks and determined appropriate risk control measures. The hazard identification, risk assessment and risk control (HIRARC) records, as well as CHRA reports were verified during the assessment. Refer to generic CHRA report for Chersonese Palm Oil Mill, (JKKP IH 127/171-(2)124 dated July 2010. All CHRA for estates and mill and have yet to be revisited and will be expired in 2015. Status will be verified in the next assessment.</p> <p>At the estates, among the HIRARC carried out covered activities like chemical mixing and spraying, chemical storage, harvesting and FFB collection and vehicle maintenance. For mill operations, all key activities 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. HIRARC has been reviewed on the 18/3/15 (EFB dumping area) and 25//11/14 and 15/4/14 (Sterilization and Ash disposal) to review the accident occurrences.</p> <p>Other changes of HIRARC noted at other estates:  <b><u>Chersonese Estate</u></b>                      2 road accident occurred in June 2015. HIRADC was revised on 5/7/15. Planning for road safety training on SOU basis (Oct 2015)</p> <p><b><u>Tali Ayer Estate</u></b>                      AP patrolling using motorcycle (10/2/15) risk category upgraded (low to medium)                      Travelling using pontoon : bridge collapse (25/6/ 15)</p>	<p>Complied</p>
<p>4.7.3</p> <p>All workers involved in the operation shall be adequately trained in safe working practices (see Criterion 4.8). Adequate and appropriate protective equipment shall be available to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, and land preparation, harvesting and, if it is used, burning.                      - Minor compliance -</p>	<p>Awareness and training programme 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. Suitable PPE has been provided to the workers based on the information in the MSDS/CSDS and CHRA assessor's recommendation.</p> <p>List of Personal Protective Equipment (PPE) Provided – identifies the type of PPE for the respective activities.</p> <ul style="list-style-type: none"> <li>i) Sterilizer and boiler/power operator – Safety Helmet, Semi leather Hand Glove, Cotton Gloves, Safety Shoes, Safety Vest and Ear Muff</li> <li>ii) Lab operator – Respirator (double cartridge) Nitrile Glove (chemical resistant), safety boots, Ear plug (NRR = 24 dB)</li> <li>iii) Field workers (sprayer, manurer &amp; harvester) – N95 respirator, anti-mist goggles, wellington boots, apron and sickle cover.</li> </ul>	<p>Complied</p>

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<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>Assistant manager at each of the operating units are appointed as OSH Coordinators and Estate Hospital Assistant as Safety and Health Committee Secretary. OSH Committees meeting conducted quarterly and meeting minutes includes issues raised and action taken from workplace inspection report etc. The last meeting was conducted on the 18/5/15 at Chersonese Palm Oil Mill. 26 members has attended the meeting with discussion on the accident review, safety improvement plan, issues from workers has been discussed and action to be taken. There was no major issue.</p> <p><b>Chersonese Palm Oil Mill</b>                      SHC organization chart FY14/15                      i) Chairman – Zulaffandi Samad (Mill Manager)                      ii) Secretary – Mohd Ridhwan Ravindran (QA)</p> <p><b>Chersonese Estate</b>                      SHC org chart (FY14/15)                      Chairman – Mohamed Bin Maidin                      Secretary – Ismail Hj Yahya</p> <p>OSH meeting ( latest 23/6/15) #1 (24/3/15)</p>	<p>Complied</p>
<p>4.7.5</p> <p>Accident and emergency procedures shall exist and instructions shall be clearly understood by all workers. Accident procedures shall be available in the appropriate language of the workforce. Assigned operatives trained in First Aid should be present in both field and other operations, and first aid equipment shall be available at worksites. Records of all accidents shall be kept and periodically reviewed.                      - Minor compliance -</p>	<p>Emergency Response Plan (ERP) has been established and defined in procedure, Level 2, Standard Operation Manual, Sub Section 5.5, Management Responsibility, Appendix 5.5.3.3 Emergency Preparedness and Response Procedure, version:1, issue :1 dated 1/11/2008. Emergency response activities were also included in the ESH plan FY 14/15. The following were Emergency Response Plan were addressed: Fire Outbreak, Accident and incident occurrence, Oil Spillage and etc. Latest fire evacuation drill was done on 23/7/15.</p> <p>Accident and emergency procedures have been communicated to employees, contractors and visitors. Workers trained in First Aid were present in the mill and field operations. First Aid Kits were available at worksites. Records on all accidents kept and summary sent to Head Office. Quarterly review on accident cases carried out during OSH quarterly meeting. All operating units keeping all the JKKP 6 &amp; 8 forms. The previous nonconformity remains closed and the action plans implemented.</p>	<p>Complied</p>

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4.7.6	All workers shall be provided with medical care, and covered by accident insurance. - Minor compliance -	Medical care is provided to all the employees. Local workers are covered under SOCSO scheme while foreign workers are covered under foreign workers compensation scheme. Mill: RHB Insurance Berhad Policy No.: FW149512 valid till 30/6/2016 covering 154 workers. Chersonese estate: policy No. FW145053 valid until 30/6/2016.	Complied												
4.7.7	Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics - Minor compliance -	Records on Lost Time Accident (LTA) metrics displayed at the operating units through Safety Statistic Billboard and reported to PSQM-ESH department using new online system called SMS-IT. Sample of accident statistic as shown below :  <table border="1" data-bbox="699 757 1273 922"> <thead> <tr> <th>Year</th> <th>Chersonese Mill</th> <th>Chersonese Estate</th> <th>Tali Ayer Estate</th> </tr> </thead> <tbody> <tr> <td>2014</td> <td>2 (7 LTA)</td> <td>3 (12 LTA)</td> <td>1 (12 LTA)</td> </tr> <tr> <td>2015</td> <td>1 (7 LTA)</td> <td>2 (42 LTA)</td> <td>1 (60LTA )</td> </tr> </tbody> </table> <p>*LTA is equivalent to lost man days (MC)</p>	Year	Chersonese Mill	Chersonese Estate	Tali Ayer Estate	2014	2 (7 LTA)	3 (12 LTA)	1 (12 LTA)	2015	1 (7 LTA)	2 (42 LTA)	1 (60LTA )	Complied
Year	Chersonese Mill	Chersonese Estate	Tali Ayer Estate												
2014	2 (7 LTA)	3 (12 LTA)	1 (12 LTA)												
2015	1 (7 LTA)	2 (42 LTA)	1 (60LTA )												
<b>Criterion 4.8:</b>															
All staff, workers, smallholders and contract workers are appropriately trained.															
4.8.1	A formal training programme shall be in place that covers all aspects of the RSPO Principles and Criteria, and that includes regular assessments of training needs and documentation of the programme. - Major compliance -	A formal training programme on all aspects of RSPO principle and Criteria has been established and implemented. The training need analysis and program FY14/15 includes: <ul style="list-style-type: none"> <li>• Townhall Safety and Health</li> <li>• Safety &amp; SOP training</li> <li>• Chemical Safe Handling Training</li> <li>• AESP Training</li> <li>• Code of Business Conduct</li> <li>• First Aid Training</li> <li>• Fire Drill Training</li> <li>• IPM Training</li> <li>• PPE Training</li> <li>• Driver Competency Handling Training (KUBOTA)</li> </ul>	Complied												

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Criterion / Indicator	Assessment Findings	Compliance																																								
4.8.2 Records of training for each employee shall be maintained. - Minor compliance -	Records of training for employees available and maintained. Records verified on a sampling basis at the Mill and r estates visited covers all aspect of training and RSPO P&C. <table border="1" data-bbox="671 506 1284 1637"> <thead> <tr> <th>Date Training</th> <th>Title</th> <th>Trainer(s)</th> <th>Participant s</th> </tr> </thead> <tbody> <tr> <td>18/09/14</td> <td>Townhall Safety and Health</td> <td>Management (GM – VP)</td> <td>Mill and Estate</td> </tr> <tr> <td>23/05/15</td> <td>Safety &amp; SOP training</td> <td>Management</td> <td>Mill Operator</td> </tr> <tr> <td>8/7/14</td> <td>Chemical Safe Handling Training</td> <td>NALCO</td> <td>Staff and workers</td> </tr> <tr> <td>24-26/8/14</td> <td>AESP Training</td> <td>NIOSH</td> <td>Executive, QA &amp; Supervisor</td> </tr> <tr> <td>24/7/15</td> <td>Code of Business Conduct</td> <td>Management</td> <td>Staff and workers</td> </tr> <tr> <td>9/7/15</td> <td>First aid training</td> <td>EHA</td> <td>First aider</td> </tr> <tr> <td>11/6/15</td> <td>IPM Training</td> <td>PSQM</td> <td>Staff and workers</td> </tr> <tr> <td>13/7/15</td> <td>PPE awareness training</td> <td>Management</td> <td>Field workers</td> </tr> <tr> <td>7/12/14</td> <td>Driver Competency Handling Training</td> <td>Sime KUBOTA</td> <td>Tractor drivers</td> </tr> </tbody> </table>	Date Training	Title	Trainer(s)	Participant s	18/09/14	Townhall Safety and Health	Management (GM – VP)	Mill and Estate	23/05/15	Safety & SOP training	Management	Mill Operator	8/7/14	Chemical Safe Handling Training	NALCO	Staff and workers	24-26/8/14	AESP Training	NIOSH	Executive, QA & Supervisor	24/7/15	Code of Business Conduct	Management	Staff and workers	9/7/15	First aid training	EHA	First aider	11/6/15	IPM Training	PSQM	Staff and workers	13/7/15	PPE awareness training	Management	Field workers	7/12/14	Driver Competency Handling Training	Sime KUBOTA	Tractor drivers	Complied
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**Principle 5: Environmental responsibility and conservation of natural resources and biodiversity**

**Criterion 5.1:**

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

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<p>5.1.1</p> <p>An environmental impact assessment (EIA) shall be documented.            - Major compliance -</p>	<p>Plans and impact assessments relating to environmental impacts based on documents as following:</p> <ul style="list-style-type: none"> <li>• Appendix 5.4.1b - Environmental Aspect and Impact Evaluation Procedure, Version 1; Year 2008 Issue no. 1; Dated 1 April 2009; Register</li> <li>• Appendix 5.4.1c - Environmental Aspect and Impact Identification form, Version 1; Year 2008 Issue no. 1; Dated 1 April 2009; MR-01/EAI</li> <li>• Appendix 5.4.1d – Environmental Impacts Evaluation form, Version 1; Year 2008 Issue no. 1; Dated 1 April 2009; MR-02/EIE</li> </ul>	<p>Complied</p>
<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>Chersonese Mill: Environmental Aspect Identification (EAI) and Environmental Evaluation (EIE) reviewed and updated on 24/7/2015. Mill has included the aspect of compost plant which was operated in adjacent to the mill since mid 2007.</p> <p>Chersonese Estate and Tali Ayer Estate– Environment Aspect and Impact Identification for various activities- construction work, compound, dispensary, field, harvesting and collection, main entrance, pest and disease control, petrol and diesel, power station, replanting, road, schedule waste store, workshop.</p> <p>Chersonese Estate: Environment Aspect and Impact Identification review done on 24/6/2015.</p> <p>Tali Ayer Estate: Environment Aspect and Impact Identification review meeting on 8/6/2015. There was an update to include the environmental aspect and impact of bridge construction activity within the plantation compound due to old bridge collapsed.</p> <p>It was observed that the reviewing and updating on the registers were done annually if there’s no any new activity within respective sites.</p>	<p>Complied</p>

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<p>5.1.3</p> <p>This plan shall incorporate a monitoring protocol, adaptive to operational changes, which shall be implemented to monitor the effectiveness of the mitigation measures. The plan shall be reviewed as a minimum every two years to reflect the results of monitoring and where there are operational changes that may have positive and negative environmental impacts.</p> <p>- Minor compliance -</p>	<p>Chersonese mill: Monitoring plan was established based on DOE license compliance schedule which include scheduled waste storage and disposal record, POME final discharge BOD and boiler stack sampling</p> <p>Based on Sustainable Plantation Management System Appendix 10 Procedure for Mill Environmental Performance version 1, year 2008, issue no. 1, dated 1 October 2008. Uses the Mill Environmental Performance Review (Form A) Mill environmental monitoring records available/sighted:</p> <ul style="list-style-type: none"> <li>• Effluent monitoring records: Monthly Effluent Analysis Test Report no. EP352/2015 dated 3/7/2014 by Sime Darby Research Sdn. Bhd.; parameter monitored:- pH, Total Alkalinity, VFA, BOD, COD, TS, SS, VSS, TN, AN, O&amp;G All parameters were within allowable limit</li> <li>• Boiler stack sampling records: Measurement of Dust Particulate Concentration on 5/2/2015 by Environmental Science (M) Sdn. Bhd. (Report ref. # L-PG-AC1502CSD-0106; dated 16/2/2015) for boiler chimney no. 1. Result shown the stack emissions are within limit at 0.3567 g/Nm<sup>3</sup>.</li> <li>• Online scheduled waste inventory &amp; consignment – updated as of 30/06/2015 where the quantity and storage period were within allowable limit. Latest Scheduled Waste disposal done on 5 Jan 2015, consignment # 0060135 (SW 418), # 0060134 (SW 409), # 0056031 (SW 410), # 0046421 (SW 109), # 0046422 (SW 305) &amp; # 0046420 (SW 306) by Kualiti Alam</li> </ul> <p>Chersonese estate:</p> <p>Pollution prevention plan – 2015/2016</p> <ul style="list-style-type: none"> <li>• Leakage of pesticides</li> <li>• Spillage of engine oil at tractor bay</li> </ul> <p>Illegal dumping of domestic waste</p>	<p>Complied</p>
<p><b>Criterion 5.2:</b>            The status of rare, threatened or endangered species and other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and operations managed to best ensure that they are maintained and/or enhanced.</p>		
<p>5.2.1</p> <p>Information shall be collated in a High Conservation Value (HCV) assessment that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors).</p> <p>- Major compliance -</p>	<p>Re-Assessment of HCV was conducted by Sustainability Department (Social &amp; Environment Projects Unit) on June 2011 attended representatives from local government agencies, local communities, service providers, and neighbouring estates. The review mechanism had appropriately involved stakeholders such as the sustainability team. Total 28.31 ha of HCV area identified inside SOU2. The exercise has taken into consideration all aspects of environmentally sensitive areas such as ponds, streams, wildlife boundaries and was documented. As per the monitoring plan, the identified HCV, conservation areas/environmentally sensitive areas i.e. bund along the stretches of river/straits which passes bordering through the estate continuously monitored and maintained.</p>	<p>Complied</p>

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5.2.2	Where rare, threatened or endangered (RTE) species, or HCVs, are present or are affected by plantation or mill operations, appropriate measures that are expected to maintain and/or enhance them shall be implemented through a management plan. - Major compliance -	Regular patrols within the operating unit estates were carried out and findings recorded by the respective Estate executives to monitor the Conservation / buffer zone areas. Mechanism for reporting the sightings of various types of wildlife, were found to have been in place. Monitoring and control of any illegal hunting, fishing or collecting activities was also implemented. Signage's that prohibit hunting, fishing and water polluting activities were verified on-site at the visited estates found to have been satisfactorily maintained.	Complied
5.2.3	There shall be a programme to regularly educate the workforce about the status of these RTE species, and appropriate disciplinary measures shall be instigated in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect or kill these species. - Minor compliance -	The program to regularly educate the workforce and community about the status of these RTE species are also established with on-going consultation with the relevant authorities at the Bagan Serai District. There is evidence of commitment to discourage any illegal or inappropriate hunting, fishing or collecting activities via the signage erected around the affected areas which prohibit such activities.	Complied
5.2.4	Where a management plan has been created there shall be ongoing monitoring: • The status of HCV and RTE species that are affected by plantation or mill operations shall be documented and reported; • Outcomes of monitoring shall be fed back into the management plan. - Minor compliance -	The HCV and Biodiversity around the estate were monitored and maintained by each respected estates. Enhancement of the river buffer zones are also being carried together with earth bund project at Chersonese Estate. Habitat protection includes prevention of disturbance by workers through awareness campaigns and regular patrols of the area. Inspection of housing areas and interview of residents confirmed workers are aware of the company policy that prohibits illegal hunting.	Complied
5.2.5	Where HCV set-asides with existing rights of local communities have been identified, there shall be evidence of a negotiated agreement that optimally safeguards both the HCVs and these rights. - Minor compliance -	It is verified that there has been no instance of HCV set-aside that conflicts with the rights of local communities at all visited estates. Thus negotiated agreement of such nature is not applicable.	Complied
<b>Criterion 5.3:</b> Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.			



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<p>5.3.1</p> <p>All waste products and sources of pollution shall be identified and documented.                      - Major compliance -</p>	<p>Waste sources have been identified accordingly by both the mill and estates.</p> <p>Visits made to Chersonese Mill together with Chersonese and Tali Ayer estates showed that all waste products and sources of pollution were identified and documented. The documentation and identification of all the waste products such as scheduled waste, domestic waste and recyclable waste such as metal, plastic, mill waste and polluting materials e.g. EFB, POME, Stack emissions and Boiler ashes were maintained and monitored at the Mill. The aspect identifications were tabulated in SB/5.2/EAI and impacts evaluations were tabulated in SB/5.2/EIE</p> <p>Scheduled Waste identified included spent hydraulic oil (SW 305), spent lubricant oil (SW 306), used chemical containers / drums (SW 409), used filters SW 410) and used batteries (SW 102).</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.</p>	<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. 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>

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<p>5.3.3</p> <p>A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented.            - Minor compliance -</p>	<p>Mill:</p> <ul style="list-style-type: none"> <li>• Latest Scheduled Waste disposal done on 30/4/2015, consignment # 1230041 (SW 409) by Alam Aliran Kualiti (M) Sdn. Bhd., # 1230026 (SW 110) by Cakera Enterprise and 30/6/2015, consignment # 997394 by Nasdeem Ventures Sdn. Bhd.</li> </ul> <p>Chersonese Estate:</p> <ul style="list-style-type: none"> <li>• Latest Clinical Waste (SW 404) disposal was done on 27/5/2015 by Faber Medi-Serve Sdn. Bhd. through Klinik Tan Cheng Leng (Consignment # AEQ0021). Disposal was done at Loji Pembakaran Sisa Klinikal Taiping Perak (Facility code: 50013 901/033)</li> <li>• Scheduled waste was disposed by Alam Aliran Kualiti Sdn. Bhd (SW 409 &amp; SW 410) and Nasdeem Ventures Sdn. Bhd. (SW 305 &amp; SW 306) on 29/6/2015.</li> </ul> <p>Tali Ayer Estate:</p> <ul style="list-style-type: none"> <li>• Latest Clinical Waste (SW 404) disposal was done on 12/2/2015 by Faber Medi-Serve Sdn. Bhd. through Klinik Tan Cheng Leng (Consignment # AEQ). Disposal was done at Loji Pembakaran Sisa Klinikal Taiping Perak (Facility code: 50013 901/033)</li> </ul> <p>Scheduled waste was disposed by Tex Cycle Sdn. Bhd. for empty pesticide container and contaminated gloves/rags (SW 409). Other categories of scheduled waste also disposed by Tex Cycle were SW 410, SW 425 and SW 102.</p>	<p>Complied</p>
<p><b>Criterion 5.4:</b>            Efficiency of fossil fuel use and the use of renewable energy is optimised.</p>		
<p>5.4.1</p> <p>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>	<p>Monthly record on energy consumption for both renewable and non-renewable sources were kept and documented. It is monitored to optimise use of renewable energy. Data is being compiled for comparison and control for future improvement.</p> <p>Apart from use of diesel for electricity, palm fibre and shells were also used to generate electricity through steam turbine and boiler. The use of energy in palm oil mill and line site was monitored monthly to compare the energy usage against the production of CPO. Electricity generation was through steam turbine and boiler where Palm fibre and PK shells were used as renewable energy/fuel on a 70:30 ratio basis respectively. Monthly records of energy consumption of non-renewable and renewable fuel per metric tonne of palm product at the Mill 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.</p>	<p>Complied</p>

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<b>Criterion 5.5:</b> Use of fire for preparing land or replanting is avoided, except in specific situations as identified in the ASEAN guidelines or other regional best practice.			
5.5.1	There shall be no land preparation by burning, other than in specific situations as identified in the 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Major compliance -	Based on the action plan to prevent open burning which includes planting cover crops, installing zero burning notice boards, briefing and etc.  Furthermore, the Group policy of "Zero open burning" is enforced since July 2008. The operating units adhered to the policy of "Zero open burning" for any replanting, if any, in the estates. Field inspections made in Chersonese and Tali Ayer estates field showed no evidence of open burning.	Complied
5.5.2	Where fire has been used for preparing land for replanting, there shall be evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Minor compliance -	The operating units have adhered to the zero burning policy for replanting at the estates. During the audit, there were no replanting activities carried out in the Chersonese and Tali Ayer estates. There was no evidence of any burning of domestic waste at the housing line sites and at the domestic landfills of the estates during on site field assessment.	Complied
<b>Criterion 5.6:</b> Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.			
5.6.1	An assessment of all polluting activities shall be conducted, including gaseous emissions, particulate/soot emissions and effluent (see Criterion 4.4). - Major compliance -	Based on the assessment of all polluting activities as of the Environment Aspect and Impact assessment, identified source was boiler chimney. Current monitoring was through online boiler smoke density and alarm and six-monthly boiler stack monitoring of dust particulate. Sampled monitoring report done on 17/2/2015 by Environmental Science (M) Sdn. Bhd. (Report ref. # L-PG-AQ1503NSD-0457; dated 2/3/2015) for boiler chimney no. 2. Result shown the stack emissions are within limit at 0.3603 g/Nm <sup>3</sup> .	Complied
5.6.2	Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented. - Major compliance	Main source of significant pollutants and greenhouse gas (GHG) identified was methane (CH <sub>4</sub> ) emission through POME treatment. The company are in process of obtaining proposals to construct methane capture facilities in POME treatment pond. Project arrangement handled by HQ and the project expected to complete the construction of the biogas plant by 2016.  Other less significant GHG emissions identified including CO <sub>x</sub> , SO <sub>x</sub> and NO <sub>x</sub> from various sources including fossil fuel, chemical and fertilizer consumptions.	Complied
5.6.3	A monitoring system shall be in place, with regular reporting on progress for these significant pollutants and emissions from estate and mill operations, using appropriate tools. - Minor compliance -	Monitoring of the GHG quantity was done through its custom GHG calculator where annual quantification of all GHG sources was input into the calculator. Default values of emissions factor Calculation of the GHG emissions were derived from publicly available sources including World Resource Institute and BioGrace. These calculations were done in HQ level where GHG calculations were done separately between the mill and estates. Reporting of the GHG to RSPO ERWG has been implemented since Jan 2015.	Complied

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<b>Principle 6: Responsible consideration of employees and of individuals and communities affected by growers and millers.</b>			
<b>Criterion 6.1:</b> Aspects of plantation and mill management that have social impacts, including replanting, are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.			
6.1.1	A social impact assessment (SIA) including records of meetings shall be documented. - Major compliance -	SIA has been conducted on 2009 with yearly revision on the action plan. Social Management Plan & action FY14/15 has been verified and being implemented as the plan. The pending action plan has been bought forward and included in the Social Management Plan & action FY115/16 after the stakeholder meeting which was held respectively in respective estate. Stakeholder meeting was conducted on 28/5/15 (Chersonese mill & estate) and 29/7/15 (Tali Ayer estate), that involve internal & external stakeholder. Attendance record was taken and maintained accordingly.	Complied
6.1.2	There shall be evidence that the assessment has been done with the participation of affected parties. - Major compliance -	Meeting attendance and interview with stakeholders found they were invited for the meeting and the issues highlighted by them have been included in the management plan. Latest Stakeholder meeting was held on 28/5/15 at Chersonese estate that involves total 32 persons such as school representative, contractor, supplier, smallholder, shrimp famer etc. Issues that required further action has been included in the 15/16 action plan. At Tali Ayer estate, the stakeholder meeting conducted on the 29/7/15. Total of 23 persons attended include worker representative, neighbouring village, School lading sg. Bodak, contractor. Issues of concerns have been included in the action 15/16 to be followed up accordingly.	Complied
6.1.3	Plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts identified, shall be developed in consultation with the affected parties, documented and timetabled, including responsibilities for implementation. - Major compliance -	Social management plan has been included in the SIA assessment to mitigate the negative impacts with time frame and person in charge. There were no negative impacts raised by any external stakeholders. Internal stakeholders raised mainly issues on housing repair and upgrading of other facilities.	Complied
6.1.4	The plans shall be reviewed as a minimum once every two years and updated as necessary, in those cases where the review has concluded that changes should be made to current practices. There shall be evidence that the review includes the participation of affected parties. - Minor compliance -	Social Management Plan & action plan was reviewed on annual basis. The latest reviewed was conducted on July 2015 through stakeholder meeting with related internal & external stakeholder.	Complied
6.1.5	Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme). - Minor compliance -	There was no smallholder scheme within the certification units.	Complied

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<b>Criterion 6.2:</b> 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 -	Consultation and communication procedure is similar to the procedure reported during the previous assessments.	Complied
6.2.2	A management official responsible for these issues shall be nominated. - Minor compliance -	The mill and estates have appointed the respective person in charge as the management official for any social issues. Eg. Chersonese POM has appointed Assistant manager with appointment letter dated 1/8/15, Chersonese estate has appointed Estate manager with appointment letter dated 1/1/2015 and Tali Ayer estate, has appointed estate snr. Manager with appointment letter dated 1/1/2015	Complied
6.2.3	A list of stakeholders, records of all communication, including confirmation of receipt and that efforts are made to ensure understanding by affected parties, and records of actions taken in response to input from stakeholders, shall be maintained. - Minor compliance -	The mill and estates have an updated list of stakeholders. It includes internal and external stakeholders such as government departments, contractor, suppliers and workers representatives.  Stakeholder Meeting, housing repair request form, weekly meeting etc. was the record used for 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 and action taken has been verified during the visit.	Complied
<b>Criterion 6.3:</b> 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 -	Sime Darby Group Grievance procedure is available and documented under "Complaint & Request Internal/External QSHE/08/5.5.3". This procedure was communicated to stakeholders during meetings as a part of process to resolve any disputes. Complaint and grievances was recorded in complaint book. Inspection of the records indicated that the systems to resolve all disputes are in a timely manner. There are cases where complaints were raised verbally to the staff and executives although workers are encouraged to record in the book. Even verbal grievances are attended promptly. This was confirmed by the workers and staff interviewed. During this audit there is no any pending disputes noted.	Complied

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Criterion / Indicator	Assessment Findings	Compliance
6.3.2 Documentation of both the process by which a dispute was resolved and the outcome shall be available. - Major compliance -	SOP to resolve social disputes "Handling Social Issues" SOP dated 01 Nov 2008 has been established. Stakeholder meetings are held regularly to identify and give opportunity to stakeholders to complaint or raise disputes. Issues are discussed and consensual agreements reached during stakeholder meetings. Follow-up actions had timelines, responsibilities, and details of actions were included in the social action plan and monitored by managers for satisfactory conclusion. Minutes of meetings are maintained and reviewed. Apart from that, the record of complaint by interested stakeholders has been recorded in the complaint form and has been followed up accordingly i.e. The house repair request by workers related to housing repair has been verified that the request has been followed up accordingly.	Complied
<b>Criterion 6.4:</b> Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.		
6.4.1 A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be in place. - Major compliance -	SOP to identify legal and customary rights as well as people entitled to compensation has been established- titled "Handling Land Disputes" SOP dated 01 Nov 2008. There have been no issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders.	Complied
6.4.2 A procedure for calculating and distributing fair compensation (monetary or otherwise) shall be established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation. This procedure shall take into account: gender differences in the power to claim rights, ownership and access to land; differences of transmigrants and long-established communities; and differences in ethnic groups' proof of legal versus communal ownership of land. - Minor compliance -	SOP as per clause 6.4.1	Complied
6.4.3 The process and outcome of any negotiated agreements and compensation claims shall be documented, with evidence of the participation of affected parties, and made publicly available. - Major compliance -	No issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders to date.	Complied
<b>Criterion 6.5:</b> Pay and conditions for employees and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.		

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Criterion / Indicator	Assessment Findings	Compliance
6.5.1 Documentation of pay and conditions shall be available. - Major compliance -	Workers contract and payment follow the MAPA/NUPW Agreement. Payslip and contract of mill workers and plantation workers are as per the contract signed by them and follow the NUPW and MAPA agreement. All the workers earn more than RM 900. Inspection on (Employees No.: 47246, 65886, 84328, 26109, 793035 and 25875) for the month of June & July 2015 shows that pay is more than the minimum wage of RM 900.00 set by the government. Furthermore, interviewed with workers confirmed their paid has meet the minimum wage as per the contract.	Complied
6.5.2 Labour laws, union agreements or direct contracts of employment detailing payments and conditions of employment (e.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.) shall be available in the languages understood by the workers or explained carefully to them by a management official. - Major compliance -	The contract agreement has been revised on 2015 which clearly stated that is in accordance with the MAPA / NUPW provisions. Interviews of staff and workers confirmed that they understood the terms and conditions of their contract of employment and received benefits accordingly.	Complied
6.5.3 Growers and millers shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible. - Minor compliance –	All the housing meets the government standard and interview of staff and workers raised no issues related to housing and facilities provide by the company.  At Tali Ayer estate (Sg Kerian div.), the treated water testing was not conducted since the 19/8/13 by MOH officer on pH, NUT, chlorine residue, total coliform. The measure of monitoring to ensure the safety of drinking water was not conducted as per the requirement. Hence, minor nonconformity has been raised. (refer to indicator 4.1.3 above)	Complied
6.5.4 Growers and millers shall make demonstrable efforts to monitor and improve workers’ access to adequate, sufficient and affordable food. - Minor compliance –	Accesses to food for the workers are considered adequately and sufficiently as the location of mill and estate was located near the federal road that connected to town.	Complied
<b>Criterion 6.6:</b> The employer respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.		
6.6.1 A published statement in local languages recognising freedom of association shall be available. - Major compliance -	Workers have freedom to join the workers union. Policy on Freedom of Association dated April 2008.	Complied



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Criterion / Indicator		Assessment Findings	Compliance
6.6.2	Minutes of meetings with main trade unions or workers representatives shall be documented. - Minor compliance -	NUPW meeting was conducted with attendance of estate management team with the committee members that include local and foreign worker representatives. The meeting minutes for the site visit during the audit (Chersonese POM, estate & Tali Ayer estate) has been verified on site which dated 9/6/15 & 10/7/15 respectively. The attendance has been taken and maintained with the meeting minutes. Issues related to work was discussed and it was confirmed by the union secretary that there is no any unresolved labour issue. Interview with the on-site workers union secretary reveals that most of the work related issues are resolved through verbal discussion.	Complied
<b>Criterion 6.7:</b> Children are not employed or exploited.			
6.7.1	There shall be documentary evidence that minimum age requirements are met. - Major compliance -	SOU 2 was complied with the minimum age requirement. No employees below the age of 18 which verified on the workers personnel file	Complied
<b>Criterion 6.8:</b> Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.			
6.8.1	A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment shall be documented. - Major compliance -	A policy on equal opportunity available and displayed at the offices along with the other policies.	Complied
6.8.2	Evidence shall be provided that employees and groups including local communities, women, and migrant workers have not been discriminated against. - Major compliance -	Migrant workers are recruited with 3 years contract. Local workers are on a long term employment. No any kind of discrimination was noted. Job opportunities and amenities such as free housing, water and electricity supplies, medical care are given to all employees without discrimination. All employees are aware of the grievance procedures through the various Committees such as Gender Committee for women, foreign workers representation and union committee to highlight their concerns and grievances if any. No grievances were highlighted to the audit team by internal and external stakeholders.	Complied
6.8.3	It shall be demonstrated that recruitment selection, hiring and promotion are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available. - Minor compliance -	Recruitment selection, hiring and promotion are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available. It was noted during the audit that there is no discrimination based on nationality, race, gender, age, etc.	Complied
<b>Criterion 6.9:</b> There is no harassment or abuse in the work place, and reproductive rights are protected.			
6.9.1	Policy to prevent sexual and all other forms of harassment and violence shall be implemented and communicated to all levels of the workforce. - Major compliance -	Policy on protection against Sexual Harassment and other forms of harassment available and implemented. There is no any reported case of harassment in the operating units.	Complied



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Criterion / Indicator	Assessment Findings	Compliance
6.9.2 A policy to protect the reproductive rights of all, especially of women, shall be implemented and communicated to all levels of the workforce. - Major compliance -	Reproductive rights of the female workers are protected. Female employees are aware that they are entitled for two months paid maternity leave. It was noted that the changing room for sprayer has been separated between male and female in estate that involved female sprayer.	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 -	Sime Darby has developed a Handbook for gender committee in 2014. Mill & estate have formed gender committee. Latest meeting was done on 18/5/15 (POM), 5/7/15 (Chersonese Estate) & 3/6/15 (Tali Ayer Estate) and attended by committee members from respective operating unit. So far no issues related to gender issues such as sexual harassment, gender discrimination, etc. were highlighted during the meeting.	Complied
<b>Criterion 6.10:</b> Growers and mills deal fairly and transparently with smallholders and other local businesses.		
6.10.1 Current and past prices paid for Fresh Fruit Bunches (FFB) shall be publicly available. - Minor compliance -	No FFB purchased from out-growers or smallholders as Chersonese POM only processed FFB from company owned estate only.	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 -	No FFB purchased from out-growers or smallholders as Chersonese POM only processed FFB from company owned estate only.	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 -	Contractors/suppliers understand contractual agreement and stated that the contract is transparent and fair. The company has standard term and condition of contract agreement which is explained prior to signing. Trailed the record for Kalisswaree Enterprise (Spraying activities) & Tohed Enterprise (Housekeeping activities)	Complied
6.10.4 Agreed payments shall be made in a timely manner. - Minor compliance -	Interview of contractors and workers confirmed payment is made promptly. Inspection to the "Grievance Book" and complaint form indicated no complaint was raised in relation to processing of the payment.	Complied
<b>Criterion 6.11:</b> 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 -	Chersonese mill and estates contribute to local development through donations to local schools, temples and mosques, which are considered an appropriate form of assistance. Apart from that, the use of estate road by the villager and borrow of equipment by estate for the ease of the villager has been allowed with no additional charges required.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
6.11.2	Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve smallholder productivity. - Minor compliance -	No smallholder scheme within the certification unit.	Complied
<b>Criterion 6.12:</b> No forms of forced or trafficked labour are used.			
6.12.1	There shall be evidence that no forms of forced or trafficked labour are used. - Major compliance -	Workers, staff and stakeholder interview confirm that there is no any form of forced labour or trafficked labour in the operating units. All employees have employment contract and paid the agreed national minimum wages.	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
<b>Criterion 6.13:</b> Growers and millers respect human rights.			
6.13.1	A policy to respect human rights shall be documented and communicated to all levels of the workforce and operations (see Criteria 1.2 and 2.1). - Major compliance -	The existing policy covers the necessary aspects of human rights. Employees are aware of their rights and workers and staff union monitor to ensure no violations.	Complied
6.13.2	As long as children of foreign workers in Sabah and Sarawak are ineligible to attend government school, the plantation companies should engage in a process to secure these children access to education as a moral obligation.	Indicator not applicable for Peninsular Malaysia whereby the family of the foreign workers at the operating units are staying at their home country.	Complied
<b>Principle 7: Responsible development of new plantings</b> Chersonese Palm Oil Mill Certification unit and supply base did not carry out any new plantings since November 2005. Therefore, Principle 7 is not applicable during this recertification assessment. The immature area is replanted area.			
<b>Principle 8: Commitment to continual improvement in key areas of activity</b>			
<b>Criterion 8.1:</b> Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.			

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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"> <li>• Reduction in use of pesticides(Criterion 4.6);</li> <li>• Environmental impacts (Criteria 4.3, 5.1 and 5.2);</li> <li>• Waste reduction (Criterion 5.3);</li> <li>• Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8);</li> <li>• Social impacts (Criterion 6.1);               <ul style="list-style-type: none"> <li>• Optimising the yield of the supply base.</li> </ul> </li> </ul> <p>- Major compliance -</p>	<p>Chersonese Palm Oil Mill and supply base estates have carried out annual review of the environmental and social aspects of its operations to identify improvements. The Social Action Plan has continued to work towards improving stakeholder relationship through engagement and dialogue besides further improving the workers housing. Initiative on KAIZEN project at Chersonese Palm Oil Mill showed commitment towards continual improvement to improve plant safety and process performance.</p> <p>Pesticide use is limited to use only when there is outbreak and justified with census prior to application. IPM is continuously implemented as part of efforts to reduce pesticide usage. Paraquat is completely eliminated. Recycling awareness is progressively implemented and evidence of recycling was noted during the assessment. Process waste is fully utilized for boiler fuel (shell and fibre).</p>	<p>Complied</p>

**Appendix B: Time Bound Plan**

<b>TIME BOUND PLAN – Certification Units in Malaysia</b>			
<b>No.</b>	<b>MANAGEMENT UNIT</b>		<b>LOCATION</b>
	<b>P O M</b>	<b>Time Bound</b>	
1	Sg Dingin	Certified 2010 – Recertification completed in June 2015	Kedah
2	Chersonese	Certified 2011	Perak
3	Elphil	Certified 2011	Perak
4	Flemington	Certified 2011	Perak
5	Seri Intan	Certified 2011	Perak
6	Selaba	Certified 2011	Perak
7	Tenamaram	Certified 2011	Selangor
8	Bkt Kerayong	Certified 2011	Selangor
9	East	Certified 2010 – Recertification Completed in February 2015	Selangor
10	West	Certified 2010 – Recertification Completed in March 2015	Selangor
11	Bukit Puteri	Certified 2011	Pahang
12	Kerdau	Certified 2011	Pahang
13	Jabor	Certified 2011	Pahang
14	Labu	Certified 2011	N. Sembilan
15	Tanah Merah	Certified 2010 – Recertification Completed in February 2015	N. Sembilan
16	Sua Betong	Certified 2014	N. Sembilan
17	Kok Foh	Certified 2011	N. Sembilan
18	Kempas	Certified 2010 – Recertification completed in April 2015.	Malacca
19	Diamond Jubilee	Certified 2011	Malacca
20	Pagoh	Certified 2014	Johor
21	Chaaah	Certified 2010 – Recertification in August 2015	Johor
22	Gunung Mas	Certified 2010 – Recertification completed.	Johor
23	Bukit Benut	Certified 2011	Johor
24	Ulu Remis	Certified 2011	Johor
25	Hadapan	Certified 2011	Johor
26	Sandakan Bay	Certified 2008. Recertification completed.	Sabah
27	Melalap	Certified 2011	Sabah
28	Binuang	Certified 2009. Recertification completed.	Sabah
29	Giram	Certified 2009. Recertification completed.	Sabah
30	Merotai	Certified 2009. Recertification completed.	Sabah
31	Lavang	Certified 2011	Sarawak
32	Rajawali	Certified 2011	Sarawak
33	Derawan	Certified 2011	Sarawak
34	Pekaka	Certified 2011	Sarawak

<b>TIME BOUND PLAN – Certification Units in Indonesia</b>			
<b>No.</b>	<b>MANAGEMENT UNIT</b>		<b>LOCATION</b>
	<b>P O M</b>	<b>Time Bound</b>	
1	Sekunyir (PT. Indotruba Tengah)	Certified 2010	Seruyan and West Kotawaringin District – Central Kalimantan
2	Manggala (PT. Tunggal Mitra Plantations)	Certified 2010	Rokan Hilir District – Riau
3	Bk. Ajong (PT. Sime Indo Agro)	Certified 2010	Sanggau District –West Kalimantan
4	Teluk Siak (PT Aneka Inti Persada)	Certified 2011	Pekanbaru, Siak District – Riau
5	Sungai Pinang (PT. Bina Sains Cemerlang)	Certified 2012	Musi Rawas District – South Sumatera
6	Sukamandang (PT. Kridatama Lancar)	Certified 2011	Seruyan and East Kotawaringin District – Central Kalimantan
7	Pemantang (PT. Teguh Sempurna)	Certified 2011	Seruyan and East Kotawaringin District – Central Kalimantan
8	Alur Dumai (PT Lahan Tani Sakti)	Certified 2011	Rokan Hilir District – Riau
9	Teluk Bakau (PT. Bhumireksa Nusa Sejati)	Certified 2011	Indra Giri Hilir District – Riau

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

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24	<p>MAS (PT Mitra Austral Sejahtera)  The certification body for PT MAS has considered that Sime Darby Plantation still meets the requirements of the RSPO for Partial Certification and the report has been submitted for EB review. A verification audit was conducted by the Certification Body in early 2013 and Sime Darby Plantation will proceed with the next steps of certification upon satisfactory resolution of the matter. Regular discussions is ongoing between Sime Darby Plantation and the project affected communities.</p> <p><b>RSPO Certification Target Date for PT MAS</b></p> <ul style="list-style-type: none"> <li>The target date for certification is by end 2015. However, this is subject to the progress of the matter being resolved.</li> </ul> <p><b>Progress Update (Sept 2014 – March 2015)</b></p> <ul style="list-style-type: none"> <li>Regular discussions is ongoing between Sime Darby Plantation and the project affected communities (PAC). The most recent SDP-PAC meeting was held on 23 Feb 2015.</li> <li>SDP will maintain to liaise with the communities via 'Tim Kerja Perwakilan Petani (TKPP) and direct discussion with Kerunang/ Entapang communities.</li> <li>On the community request for DSF mediation (from 2 out of 9 villages), ref letter to RSPO 12 June 2014. SDP visited the communities on 27 August 2014 to listen and have a better understanding on the requests from these two communities and the subsequent meeting with the communities of Entapang and Kerunang was held on 12 Dec 2014 where the communities highlighted that they will not join the current SDP-PAC committee meetings and will continue to engage directly with SD.</li> <li>SDP is continuing to work on direct engagement with PAC – working towards a consensus with the PAC to withdraw their complaint.</li> <li>RSPO Secretariat is well informed on the progress of this matters through regular briefing and progress reports.</li> <li>To-date, 12 out of 14 demands from the other 7 communities have been resolved, another two remaining demands are related to land matters.</li> </ul>	2015	Sanggau District – West Kalimantan
25	Lembiru (PT Sandika Nata Palma)	Certified 2014	Ketapang District – West Kalimantan

**Appendix C: Sime Darby Plantation Sdn Bhd – SOU 2 Chersonese Certification Unit  
 RSPO Certificate Details**

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

BSI RSPO Certificate No: SPO 590800  
 Date of Initial Certificate Issued: 5 October 2011  
 Date of Expiry: 4 October 2016  
 Applicable Standards: RSPO P&C MY-NI 2014; RSPO Certification System June 2007 (revised March 2011); Annex 4: Procedures for Annual Surveillance; RSPO P&C 2013; RSPO Supply Chain Certification Standard and System 21 November 2014 Module D - CPO Mills: Identity Preserved

Chersonese Palm Oil Mill and Supply Base					
Location Address	Strategic Operating Unit (SOU) 2 - Chersonese Palm Oil Mill, 34350 Kuala Kurau, Bagan Serai, Perak, Malaysia.				
GPS Location	100° 27' 12" E ; 4° 59' 24" N				
CPO Tonnage Total	38,506mt				
PK Tonnage Total	9,168mt				
CPO Claimed for Certification	38,506mt				
PK Claimed for Certification	9,168mt				
Own estates FFB Tonnage	183,363mt				
Scheme Smallholder FFB Tonnage	-				
Estates	Production Area		Other use (ha)	Certified Area / Total land lease (ha)	Annual FFB Production (mt)
	Mature (ha)	Immature (ha)			
Chersonese Estate	2,247.90	835.47	205.63	3,289.00	44,492
Holyrood Estate	916.88	334.39	81.85	1,333.12	19,861
Tali Ayer Estate	2,264.18	1,159.46	559.24	3,982.88	59,491
Kalumpong Estate	2,221.49	124.34	295.17	2,641.00	59,519
<b>TOTAL</b>	<b>7,650.45</b>	<b>2,453.66</b>	<b>1,141.89</b>	<b>11,246.00</b>	<b>183,363</b>

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**Appendix D: Assessment Plan**

PRELIMINARY AGENDA (Revision 2)					
Date	Time	Subjects	Mohd Hidhir	Hafriazhar	Kelvin Lim
Monday 3/8/2015	PM	Audit Team travelling to site	√	√	√
Tuesday 4/8/2015  <b>Chersonese Palm Oil Mill</b>	08.30 – 09.00	Opening Meeting: <ul style="list-style-type: none"> <li>Opening Presentation by Audit team leader.</li> <li>Confirmation of assessment scope and finalize Audit plan (including stakeholder's consultation).</li> </ul>	√	√	√
	09.00 – 12.00	<b>Chersonese Palm Oil Mill</b> Inspection: FFB receiving, warehouse, workshop, wastes management & Landfill, Effluent Ponds, OSH & ERP, Environment issues, POME application, water treatment, staff, workers and contractor interview, housing and facility inspection, clinic, meeting stakeholders etc.	√	√	√
	12.00 – 13.00	Lunch	√	√	√
	13.00 – 16.30	<b>Chersonese Palm Oil Mill:</b> Visit to laboratory, weighbridge and palm product storage area. Document Review P1 – P8: SOPs, Supply chain for CPO mill, Review on SEIA documents and records, wage records, employee data, training records, legal permits, mill inspection and internal monitoring records, CIP & implementation etc. Verify previous nonconformities.	√	√	√
	16.30-17.00	Interim Closing briefing.	√	√	√
Wednesday 5/8/2015	08.30 – 12.00	<b>Chersonese Estate</b> Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, , etc.	√	√	-
	09.00 – 12.00	<b>Meeting with stakeholders</b> (Government, village rep, smallholders, Union Leader, contractor etc.)	-	-	√
	12.00 – 13.00	Lunch	√	√	√
	13.00 – 16.30	<b>Chersonese Estate</b> Document review P1 – P8: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc).	√	√	√
	16.30-17.00	Interim Closing Briefing	√	√	√
Thursday 6/8/2015	8.30 – 12.00	<b>Tali Ayer Estate</b> Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, , etc.	√	√	√
	12.00 – 14.00	Lunch	√	√	√



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PRELIMINARY AGENDA (Revision 2)					
Date	Time	Subjects	Mohd Hidhir	Hafriazhar	Kelvin Lim
	13.00 – 16.30	<b>Tali Ayer Estate</b> Document review P1 – P8: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc).	√	√	√
	16.30-17.30	Prepare for closing meeting Closing Meeting	√	√	√
Friday 7/8/2015	AM	Audit Team Travelling	√	√	√

**Appendix E: Stakeholders Contacted**

**INTERNAL & EXTERNAL STAKEHOLDERS**

<p><b>Internal Stakeholders</b></p> <p>Managers and Assistants  Male Mill Staff/Workers  Female Mill Staff/Workers  Foreign Workers  Male and Female Estate workers  Hospital Assistant  Female Assistant at Clinic  Union Representatives  Gender Committee Secretary</p>	<p><b>External Stakeholders</b></p> <p>Head of the Village – Kampung Nibong H Angus  Join Consultative Committee at village  NUPW Representative  AMESU Representative  Mosque Committee  Shrimp owner  Sundry shop owner</p>
<p><b>Contractors &amp; Consultants</b></p> <p>Transport contractor  General supplier  Rubbish collection contractor  Road maintenance contractor</p>	<p><b>Government Departments</b></p> <p>Head Master, SJK (T) Ladang Chersonese</p>

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

Requirements	Compliance
<b>D.1. Definition</b>	
<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&amp;C). Certification for CPO mills is necessary to verify the volumes and sources of certified FFB entering the mill, the implementation of any processing controls (for example, if physical separation is used), and volume sales of RSPO certified products. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own certified land base. If a mill processes certified and uncertified FFB without physically separating the material then only Module E is applicable.</p>	<p>The Chersonese mill only receives certified FFB. Therefore qualifies for the Identity Preserved supply chain system and module. During the P&amp;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>
<b>D.2 Explanation</b>	
<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&amp;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>
<b>D.3 Documented procedures</b>	
<p>D.3.1 The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following:</p> <p>a) Complete and up to date procedures covering the implementation of all the elements in these requirements;</p> <p>b) The role of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site's procedures for the implementation of this standard.</p>	<p>Latest written documented procedures (RSPO SCCS v.2 Year 2014) for the chain of custody is with Identity Preserved (IP) model covering all the RSPO Supply Chain Certification Standard and Traceability for handling certified and non-certified FFB under Appendix 15. This developed based on the RSPO SCCS 21 November 2014. The previous SOP was for SG. The mill manager has the responsibility to ensure implementation assisted by the on-site compliance executive. The IP model is used because only certified FFB from own supply base is received and processed at Chersonese Palm Oil Mill. Noted draft procedure , SD/SSDP/PSQM/001, rev :0 dated 1/3/15 has yet to be approved for the SCCS procedure to incorporate latest changes internally and externally under RSPO SCCS November 2014.</p> <p>The mill manager and assistant manager have awareness of the supply chain system. The manager has overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements.</p>
<p>D.3.2 The site shall have documented procedures for receiving and processing certified and non-certified FFBs.</p>	<p>Chersonese Palm Oil mill has documented procedures (as per above in D 3.1) for the incoming FFB, processing and outgoing palm products (CPO and PK). The procedure covers receiving and processing certified and non-certified FFBs.</p>
<b>D.4 Purchasing and goods in</b>	
<p>D.4.1 The site shall verify and document the tonnage and sources of certified and the tonnage of non-certified FFBs received.</p>	<p>Similar to last assessment daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the certified FFB. Records verified by internal and external audit. Chersonese mill have system to verify at the weighbridge.</p>

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	<p><b>SOU 3 (Elphil Estate)</b> Code : E-121, Consignment note# 35887, Field 99P &amp; 99P1 (A crop)</p> <p><b>SOU 3 (Kamuning Estate)</b> Code : E-256, Consignment note# 012089, Field 1999A &amp; 2010A (A crop)</p> <p><b>SOU 1 (Padang Buluh Estate)</b> Code : E-273, Consignment note# 35857, Field 2000C, 2000A, 2003A, 2011A 7 2013 B (A crop)</p>
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D.4.2 The site shall inform the CB immediately if there is a projected overproduction of certified tonnage.	The facilities aware of this procedure and stated in the.
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**D.5 Record keeping**

D.5.1 The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a three-monthly basis.	All the inventory records are maintained and updated on daily basis and monthly report shows monthly inventory. Computerized system in place. No PKO and Palm kernel meal at Chersonese Palm Oil mill. PK is sold to Sime Darby's Kernel Crushing Plant and also other 3 <sup>rd</sup> party KCP. Daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the FFB received. Records of certified FFB received verified during annual surveillance. Records verified by internal and external audit.
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**D.6 Processing**

D.6.1 The site shall assure and verify through documented procedures and record keeping that the RSPO certified oil palm product is kept segregated from noncertified material including during transport and storage.	During this assessment it was confirmed that only certified source of FFB from own plantation is processed. This ensures that there is no possibility of mixing during processing. There is a possibility that the mill will receive Certified FFB from other Sime Darby's Certified Estate which was certified under SOU1 (SPO 550179 valid until 11/8/20) & SOU3 (SPO 550180 valid until 17/6/16). This will be further verified during next surveillance assessment if such cases occurred and observed. No non-certified FFB received.
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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.
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**Actual Tonnage Certified Palm Production – 01 July 2014 – 30 June 2015 (ASA3)**

Mill	Capacity	CPO	PK
Chersonese Palm Oil Mill	45mt/hr	35,538	8.936

**Actual Tonnage Sales of Certified Palm Products - 01 July 2014 – 30 June 2015 (ASA3)**

Mill	Certified CPO Sales	Certified PK Sales	Remarks
Chersonese Palm Oil Mill	26,673.36	465.88	Sales of certified palm products in eTrace

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

Month	Chersonese Estate	Holyrood Estate	Tali Ayer Estate	Kalumpong Estate	Bkt Selarong	Elphil	Kamuning	Pdg Buloh	Total FFB/Month
July 2014	4,488	0	7,212	6,344	0	0	0	0	18,044
Aug 2014	4,312	0	8,087	6,596	0	0	0	0	18,995
Sept 2014	3,768	0	5,001	4,362	0	0	0	0	13,131

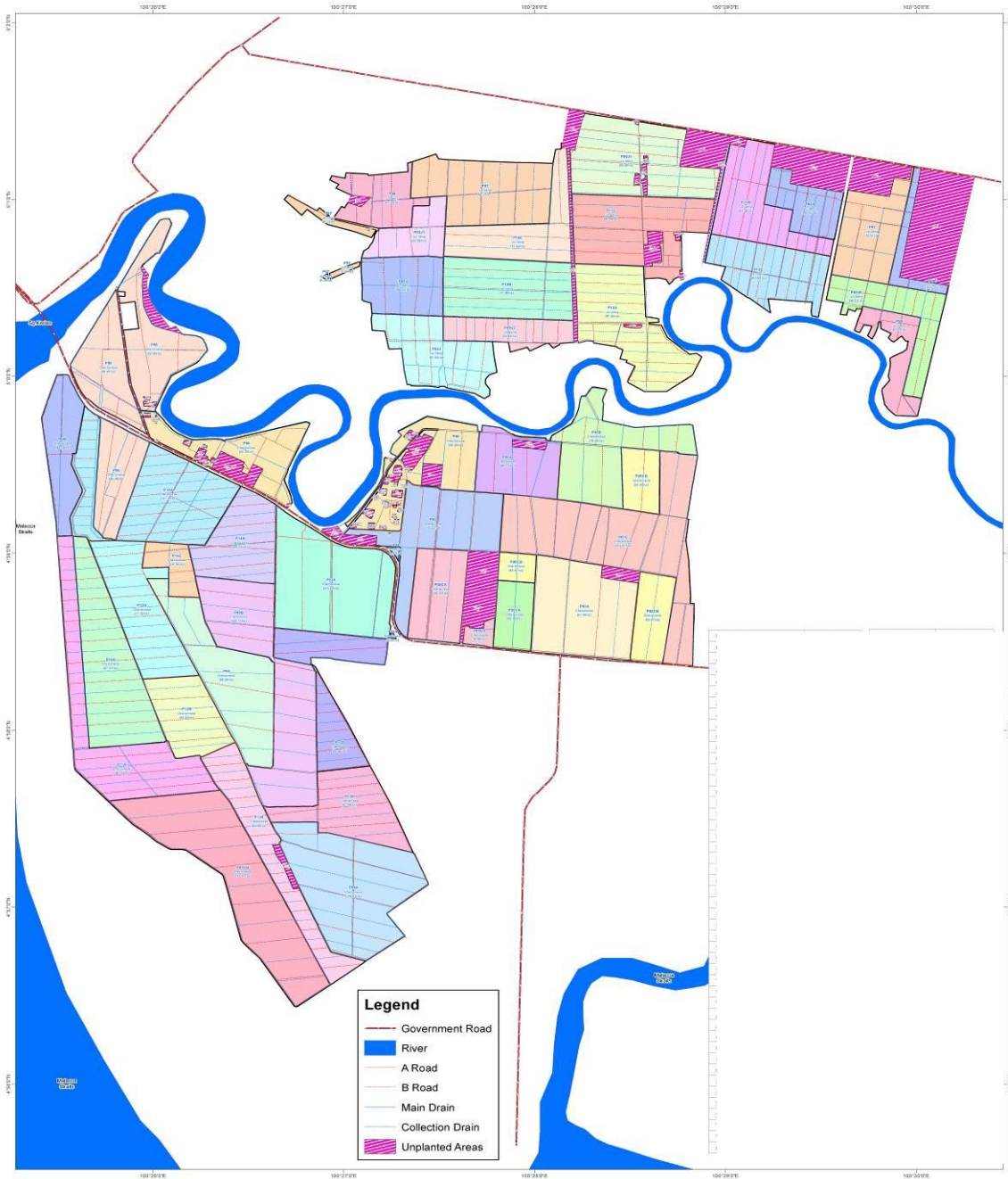
**RSPO Public Summary Report**  
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Oct 2014	2,950	0	4,265	3,774	0	0	0	0	10,989
Nov 2014	2,374	0	3,324	2,936	0	0	0	0	8,634
Dec 2014	2,346	0	3,063	2,620	0	0	0	0	8,029
Jan 2015	2,701	0	3,733	2,905	0	0	0	0	9,339
Feb 2015	3,261	0	1,186	3,775	0	0	0	0	8,222
Mar 2015	4,403	145	5,931	4,944	254	2,048	2,767	216	20,708
Apr 2015	5,221	0	6,908	5,840	0	0	0	0	17,969
May 2015	5,256	0	7,462	5,844	0	0	0	0	18,562
June 2015	5,061	60	8,425	7,399	0	0	0	0	20,945
TOTAL	46,141	205	64,597	57,339	254	2,048	2,767	216	173,567

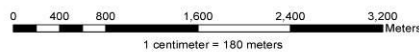
**Appendix G: Chersonese Estate Field Map**



**Chersonese Estate**  
Chersonese and Jin Seng Division  
GPS Surveyed Map



Data Source: GPS Survey  
Print Scale: A1 (H 23.4 in x W 33.1 in)  
Coordinate System: GCS WGS 1984  
Datum: WGS 1984  
Units: Degree



Prepared by: R&D-Plantation Research & Advisory  
Rubber, Soils & General Agriculture  
Precision Agriculture Unit (PAZU)  
28 April 2015



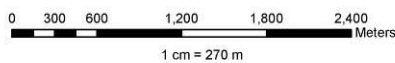
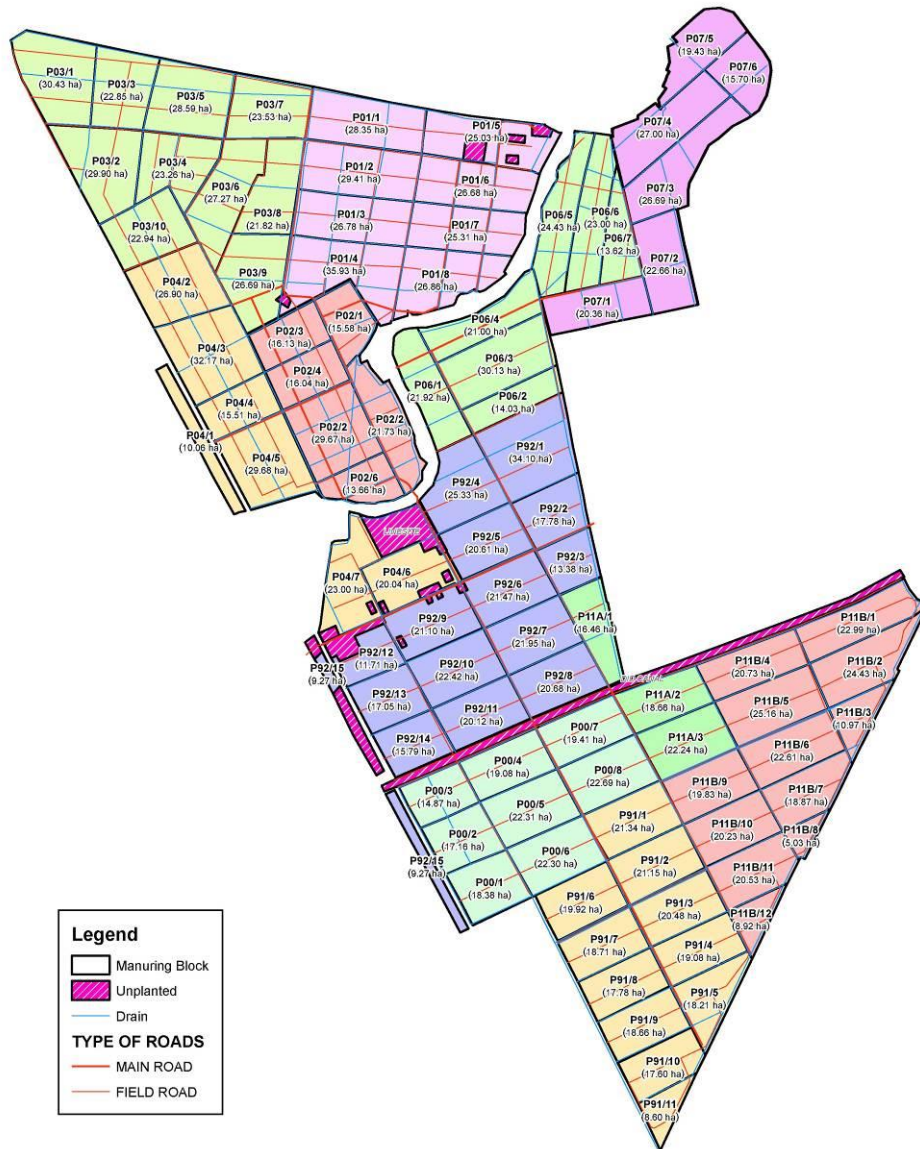
**Appendix H: Tali Ayer Estate Field Map**



**Tali Ayer Estate**  
**Tali Ayer & Sg Bogak Division**  
**Manuring Block Map**



1:27,000



Data Source : GPS Survey  
 Projection : Rectified Skew Orthomorphic (RSO)  
 Datum : Kartau 1948  
 Date Prepared: 20 February 2012  
 Prepared By: R&D - TTAS Precision Agriculture Unit (MZMZ)  
 Print Scale : A3 (H 29.7 cm x W 42.0 cm)

**Appendix I: List of Abbreviations Used**

ASA	Annual Surveillance Assessment
BOD	Biological Oxygen Demand
CHRA	Chemical Health Risk Assessment
CIP	Continual Improvement Plan
CPO	Crude Palm Oil
DOE	Department of Environment
DOSH	Department of Occupational Safety & Health
EFB	Empty Fruit Bunch
EIA	Environmental Impact Assessment
EMS	Environmental Management System
ERP	Emergency Response Plan
FFB	Fresh Fruit Bunch
GMP	Good Manufacturing Practice
HCV	High Conservation Value
IAV	Initial Assessment Visit
IPM	Integrated Pest Management
ISCC	International Sustainable Carbon Certification
MPOA	Malaysian Palm Oil Association
MSDS	Material Safety Data Sheet
MSPO	Malaysian Sustainable Palm Oil
MY-NI	Malaysian National Interpretation
NGO	Non-Governmental Organisation
OSH	Occupational Safety & Health
PK	Palm Kernel
PKO	Palm Kernel Oil
PPE	Personal Protective Equipment
RC	Re-Certification
RED	Renewable Energy Directive
RSPO P&C	Roundtable on Sustainable Palm Oil Principle & Criteria
SCCS	Supply Chain Certification Standard
SEIA	Social & Environmental Impact Assessment
SIA	Social Impact Assessment
SOP	Standard Operating Procedure