

**RSPO – 4th Annual Surveillance Assessment (ASA4)
Public Summary Report**

Sime Darby Plantation Sdn. Bhd.
Head Office: Level 3A, Main Block, Plantation Tower, No 2 Jalan P.J.U 1A/7 47301 Ara Damansara, Selangor, Malaysia.
Certification Unit: Strategic Operating Unit (SOU) 18 - Diamond Jubilee Palm Oil Mill, KM 8, Jasin - Simpang Bekoh Road, District of Jasin Jasin, Melaka, Malaysia

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Section 1 Scope of the Annual Surveillance Assessment

1. Company Details			
RSPO Membership Number	1-0008-04-000-00	Date	Member since: 6 September 2004
Company Name	Sime Darby Plantation Sdn Bhd		
Address	Head Office: Level 3A, Main Block, Plantation Tower, No 2 Jalan P.J.U 1A/7, 47301 Ara Damansara, Selangor, Malaysia.		
Mill Address	Certification Unit: Diamond Jubilee Palm Oil Mill, KM 8, Jasin - Simpang Bekoh Road, District of Jasin, Jasin, Melaka, Malaysia.		
Subsidiary of (if applicable)	N/A		
Contact Name	Pn. Sabarinah Marzuky (Head Office) Mr. Shentil Kumaran (Mill Manager)		
Website	www.simedarby.com	E-mail	sabarinah.marzuky@simedarby.com kks.diamond.jubilee@simedarby.com
Telephone	03 – 78484371 (Head Office) 06 – 5291 302 (Mill)	Facsimile	03 – 78484363 (Head Office) 06- 5292 019 (Mill)

2. RSPO Certification Information			
Certificate Number	SPO 591224	Certified Issued Date	05/10/2011
		Expiry Date	04/10/2016
Scope of Certification	Palm Oil and Palm Kernel Production from Diamond Jubilee Palm Oil Mill and Supply Base (Diamond Jubilee Estate, Bukit Asahan Estate, Serkam Estate).		
Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
NIL	-	-	-

3. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base)	Location [Map Reference #]	GPS	
		Easting	Northing
Diamond jubilee Palm Oil Mill	KM 8, Jasin – Simpang Bekoh Road, District of Jasin, 77100 Jasin, Melaka, Malaysia	102° 33' 6"	2° 2' 35"
Diamond Jubilee Estate	Ladang Diamond Jubilee, KM 8, Jasin – Simpang Bekoh Road, District of Jasin, 77100 Jasin, Melaka, Malaysia	102° 29' 18"	2° 19' 50"
Bukit Asahan Estate	Ladang Bukit Asahan, Jalan Asahan, 77100 Melaka, Malaysia.	102° 32' 45"	2° 23' 38"
Serkam Estate	Ladang Serkam, Kemendore Div., 77009 Jasin, Malacca, Malaysia.	102° 24' 59"	2° 19' 24"

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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
Diamond Jubilee	2,302.26	461.00	2,763.26	76.32	2,839.58	91.95
Bukit Asahan	2,848.71	113.33	2,962.04	110.15	3,072.19	96.41
Serkam	1,549.18	284.57	1,833.75	279.87	2,113.62	86.62
TOTAL	6,700.15	858.90	7,559.05	466.34	8,025.39	94.15

*Serkam estate: Areas reduce due to land acquired by government (3.27ha).

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)
Diamond Jubilee	461.00	1,050.88	962.90	288.48	0	60,679	46,493	52,169
Bukit Asahan	113.33	330.73	2,424.03	93.95	0	59,433	35,469	58,460
Serkam	284.57	578.45	257.79	413.16	299.78	25,876	*38,024	34,745
TOTAL	858.90	1,960.06	3,644.72	795.59	299.78	145,988	119,986	128,001
FFB received and recorded at Diamond Jubilee Mill						145,988	91,158	128,001

*Note: Serkam Estate: Total FFB produced 38,024mt. 9,196mt processed at Diamond Jubilee Mill and 28,828mt FFB was sent to Kempas Palm Oil Mill due to the Diamond Jubilee mill was running under lower capacity.

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
Diamond Jubilee Palm Oil Mill (Capacity: 25mt/hr)	145,988	32,195	8,175	91,158	20,182	5,068	128,001	28,928	7,168
Other Sime Darby Plantation's certified Supply	0	0	0	1,166	258	65	0	0	0
TOTAL	145,988	32,195	8,175	92,324	20,440	5,133	128,001	28,928	7,168

Section 2 Assessment Process

BSI Services Malaysia Sdn Bhd,
(ASI Accreditation Number: RSPO-ACC-19)
B08-01 (East), Level 8, Block B, PJ 8, No.23,
Jalan Barat, Seksyen 8, Petaling Jaya,
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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 18-20 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 (Bukit Asahan and Serkam 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 no non-conformity raised during ASA3 and previous nonconformities remain closed and re-verified during this assessment. 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 Muhd Haris Bin Abdullah 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

1.Assessment Program					
Name (Mill / Supply Base)	Year 1 (ASA1)	Year 2 (ASA2)	Year 3 (ASA3)	Year 4 (ASA4)	Year 5 (recertification)
Diamond Jubilee Palm Oil Mill	√	√	√	√	√
Diamond Jubilee Estate	√	-	√	-	√
Asahan Estate	√	√	-	√	-
Serkam Estate	-	√	√	√	√

Tentative Date of Next Visit: July 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.

Senniah Appalasamy – Team member

He holds degree in Resource Economics from Agriculture University, Malaysia. He has vast experience in Plantation crop management covering oil palm plantation, rubber, cocoa and pepper for more than 10 years. He is also experience in manufacturing sector as a quality controller and production management. He is involved in RSPO implementation and assessment since 2008 as a team member and subsequently as a lead auditor with RSPO approved certification body covering assessment with RSPO P&C, RSPO SCCS, RSPO NPP and RSPO Group Certification in Malaysia, Indonesia and Thailand. He has completed ISO 9001:2008, Social Auditing Training by RSPO at Yogyakarta, RSPO SCCS awareness training, RSPO Lead Auditor Training Course, RSPO SCCS Lead Auditor Training Course, RSPO – RED Lead Auditor Training Course, International Sustainable Carbon Certification (ISCC) Lead Auditor training, Sustainability Report Assurance (SRA) Assessor Training, ISO 14001 Lead Auditor Training Course and OHSAS 18001 Lead Auditor Training Course. Besides RSPO, he is also qualified as ISCC lead auditor and SRA Lead Assessor. He have experience in other standards i.e. Global Gap Option 1 and 2 (Fruit, vegetable and aquaculture) and GMP B+ as team member. He has participated and presented paper regarding smallholder RSPO certification during RT 10 in Singapore and RT 11 in Medan, Indonesia in the experience sharing session. For this assessment he assess Mill and Estate best practices, supply chain, OSH, HCV, Legal, Environment, Social issues, stakeholder interview etc. He is able to speak and understand Bahasa Malaysia, English, Tamil and Bahasa Indonesia.

Hafriazhar Mohd Mokhtar – Team member

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

Accompanying Persons: Not Applicable

Section 3 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.

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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.

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. Diamond Jubilee 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 16/10/15. Following are the details of the nonconformities:

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1223265M1	Requirements: Indicator 2.1.1: Evidence of compliance with relevant legal requirements shall be available. USECHH Regulation 2000, Regulation 27 : Health Surveillance Programme	Major
	Evidence of Nonconformity: The last medical surveillance was conducted in 2013 and exceeded the 12 month interval.	
	Statement of Nonconformity: Health surveillance programme was not effectively implemented.	
	Action: To prepare health surveillance program/schedule and send workers to	

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	<p>occupational health doctor (OHD) as recommended in the CHRA, particularly for laboratory and workshop personnel.</p> <p>Status: Medical surveillance was conducted on September 2015 for 17 workers from laboratory and workshop. Refer to USECHH 4 (Summary report for medical surveillance) dated 13/10/15 by registered OHD, HQ/08/DOC/00138. All workers are fit to work without any abnormal results from occupational caused. Thus the major NC was closed out on 16/10/15.</p>	
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Non-Conformity		
NCR #	Description	Category (Major / Minor)
1223265N1	<p>Requirements: Indicator 4.1.3 : Records of monitoring and any actions taken shall be maintained and available, as appropriate. Sustainable Plantation Management System (SPMS) Appendix 7 Standard Operation Procedure (SOP) for taking water samples from streams/ rivers, version 1, year 2008, issue no. 1, dated 1/11/2008. The water sampling exercise for river samples as well as water for domestic usage requirements need to be carried out on quarterly basis (January, April, July and October)</p> <p>Evidence of Nonconformity: No records found for domestic water quality monitoring at Ayer Tekah Division. The last water quality monitoring was conducted on 18/3/14.</p> <p>Statement of Nonconformity: Domestic water quality monitoring was not effectively monitored and maintained as per requirements.</p> <p>Action: i) To cease the pumping of water supply from the pond immediately. ii) To flush out/clean holding tank to ensure that water inside is only from SAINS. iii) To establish an action plan to accommodate any water shortage from SAINS. iv) This action plan will be briefed to all workers in Ayer Tekah Division</p> <p>Status: Effectiveness of corrective action taken will be further verified in the next assessment.</p>	Minor

Observation	
OBS #	Description
-	Nil

Positive Findings	
PF #	Description
1	Operating units have implemented 5S Quality Environment Management System.
2	The company has good asphalt road leading to nearby village passing through the Bukit Asahan Estate build by the government.
3	KAIZEN projects have been initiated in the mill and estates to improve on environment and safe working practices. Internally certified to 5s practices.
4	Noted that all operating units are maintaining 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 Diamond Jubilee 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	Issues: Foreign workers interview: No issue regarding pay and condition of work. The workers highlighted that they are treated equally. All foreign workers have access to all facilities similar to local workers. However, there were 8 workers highlighted that water supply from government source sometime not clean.
	Management Responses: Management explained that due to the frequent water supply interruption from government supply, estate took initiative to supply treated water to workers.
	Audit Team Findings: Audit team checked the water issue with the executive and noted that recently there was water rationing from government supply. The estate management supplied free treated water to the workers. It was noted that the treated water was mixed with the government water. This has caused the clean water issue. This was discussed with the management. Nonconformity was raised in regards to water management.
2	Issues: Local workers interview: No pending disputes or any wage issues. Company follow the NUPW/MAPA agreement and minimum wage requirement.
	Management Responses: Management always encourage workers to meet them to resolve any issue immediately and open for discussion.
	Audit Team Findings: No disputes were raised by workers interviewed which indicate that the freedom to join union and procedure to voice out grievances is implanted.

3	<p>Issues: Serkam Estate Workers Union Representative: Recently there was some revision on MAPA-NUPW agreement and pay has been revised. Melaka state secretary visits the estate quarterly and meets up with the workers to identify any issues need attention. There is no any pending issue.</p>
	<p>Management Responses: The management continue to have good relationship with the workers union and resolve issues through discussions.</p>
	<p>Audit Team Findings: No disputes or grievances were identified at the time of assessment. MAPA Circular No 10/2015 Agreed Note 4: Ex-Gratia payment has been completed.</p>


3.3.1 Status of Nonconformities Previously Identified and Observations

Non-Conformity		
NCR #	Description	Category (Major / Minor)
NIL	<p>Requirements: -</p> <p>Evidence of Nonconformity: -</p> <p>Statement of Nonconformity: -</p> <p>Action: -</p> <p>Status: -</p>	NIL

Observation	
OBS #	Description
1	<p>Serkam Estate: DOSH commented on the OSH Organisation chart to be balanced between management and workers.</p> <p>OSH chart at all visited estates were verified. Noted the committee member from workers representative is more than management representative.</p>
2	<p>Diamond Jubilee Estate: Fire extinguisher available at worksite such as workshop, store etc. One of the key to the Fire extinguisher at store was missing</p> <p>All fire extinguisher inspected were equipped with necessary key, volume indicator as well as certificate of services by Fire Department.</p>

3.3.2 Summary of the Nonconformities and Status

CAR Ref.	CLASS	ISSUED	STATUS
04/2009	Minor	5/10/2011	Closed out on 18/9/2012
05/2009	Minor	5/10/2011	Closed out on 18/9/2012
06/2009	Minor	5/10/2011	Closed out on 18/9/2012
A779834/1	Major	20/9/2012	Closed out on 9/11/2012
A779834/2	Major	20/9/2012	Closed out on 9/11/2012
A779834/1	Minor	20/9/2012	Closed out on 20/8/2013
A779834/2	Minor	20/9/2012	Closed out on 20/8/2013
A779834/3	Minor	20/9/2012	Closed out on 20/8/2013
A779834/4	Minor	20/9/2012	Closed out on 20/8/2013
A779834/5	Minor	20/9/2012	Closed out on 20/8/2013
959763M0	Major	23/8/2013	Closed out on 7/10/2013
959763N1	Minor	23/8/2013	Closed out on 8/7/2014
959763N2	Minor	23/8/2013	Closed out on 8/7/2014
1223265M1	Major	20/8/2015	Closed out on 16/10/15
1223265N1	Minor	20/8/2015	"Open"

Assessment Conclusion and Recommendation:	
Based on the findings during the recertification assessment Diamond Jubilee Palm Oil Mill Certification Unit and supply base complies with the RSPO P&C Malaysian National Interpretation (MY-NI 2014) and the RSPO Supply Chain Certification Standard (Nov 2014) for CPO Mill. It is recommended that the certification of Diamond Jubilee Palm Oil Mill Certification Unit is approved and continued.	
Acknowledgement of Assessment Findings	Report Prepared by
Name: Senthilkumaran Gopal	Name: Mohamed Hidir Bin Zainal Abidin
Company name: Sime Darby Plantation Sdn Bhd, Diamond Jubilee POM	Company name: BSI Services Malaysia Sdn. Bhd.
Title: Mill Manager	Title: Lead Auditor
Signature: 	Signature: 
Date: 20th October 2015	Date: 17 th October 2015

Appendix A: Summary Report of the Assessment

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

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

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Criterion / Indicator	Assessment Findings	Compliance
<p>2.1.1 Evidence of compliance with relevant legal requirements shall be available. - Major compliance -</p>	<p>SOU 18 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. Following license and permits were checked and verified:</p> <p><u>Diamond Jubilee Palm Oil Mill</u> ST license – serial# 130199, 900 kW valid until 25/4/2016 Authorized Gas Tester (AGT) : NW-NMLK-AGT-0035-K (valid until 29/4/16) Authorized Entrant & Standby Person (AESP) : NW-HQ-AE-R-4341-M (valid until 3/11/16) NW-HQ-AE-5858-L (valid until 26/11/15) NW-HQ-AE-6041-L (valid until 3/12/15) A4 Electrical Charge man: PJ-T-4-H-0597-2001, valid until 30/6/16. Permit for overtime exceeding 104 hours obtained from Labour Department dated 2/12/2013 No. (30) dlm. Bhg PU/9/134 jilid 2 complies with Section 60A (4)(a) Employment Act 1955 MPOB license: 500288804000 (validity period 1/10/2015 - 30/9/2016) DOE Licence/ <i>Jadual Pematuhan</i> : JPKKS 004043 (validity period 1/7/2015 - 30/6/2016) for 30 MT/hr and method of POME discharge is land application River water extraction license: 026445 (validity period 1/11/2014 - 31/10/2015) with monthly raw water consumption reporting to Melaka Water Monitoring Body</p> <p><u>Bukit Asahan Estate</u> Fire arm license , Arms Act 1960 – Section 4 (1) New manager, Nathan A/L Kannan, application still in progress. Ref letter dated 29/7/15 MPOB – 527615002000 valid until 29/2/2016. SK(M)051/2005(D&A), diesel and fertilizer and valid until 22/2/15. Water abstraction License, BKSA-TPN/700-11/2/1-15/2015/0260, 16,560.00 m3, valid until 30 June 2016. (Ayer Tekah Division)</p> <p><u>Serkam Estate</u> MPOB license (nursery): 570733011000 valid until 31/3/16 CF : MK PMT 3427 valid until 2/3/16, MK PMT 1620 valid until 2/3/16.</p> <p>During this assessment it was noted that medical surveillance was not conducted as per required frequency at Diamond Jubilee Mill. The last medical surveillance was conducted in 2013 and exceeded the 12 month interval. Thus, Major NC 1223265M1 was raised.</p>	<p>Major Non-conformity</p>

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2.1.2 A documented system, which includes written information on legal requirements, shall be maintained. - Minor compliance -	List of applicable legal and other requirements was made available during the assessment and compiled in the QSHE/04/5.2.4 folder. Documented procedure has been established and implemented; refer to Estate/Mill Quality Management System, Level 2: Standard Operating Manual, Appendix 5.2.4: Procedure for Legal and Other Requirements dated 10 December 2008.	Complied
2.1.3 A mechanism for ensuring compliance shall be implemented. - Minor compliance -	A mechanism to ensure compliance to legal and other requirement has been documented in EQMS & MQMS (Estate & Mill Quality Management System) under Standard Operation Manual distributed to all operating units. PSQM Department and respective operating units will undertake the responsibility of identifying, managing, updating and tracking the legal requirement as well as monitoring the status of legal compliance. Reference made to Estate/Mill Quality Management System, Level 2: Standard Operating Manual, Appendix 5.2.4: Procedure for Legal and Other Requirements dated 10 December 2008.	Complied
2.1.4 A system for tracking any changes in the law shall be implemented. - Minor compliance -	Tracking system available to identify changes in the relevant regulations through head office, website information and the information are communicated from the Group's Head Office. On the site verification, interviews with office personnel and records indicate that the system is appropriate to the operations. Tracking system on any changes in the law been well implemented. E.g. regular notification by Head Office and regular updates from the DOE/DOSH websites as well as from MAPA circulars. i.e. MAPA Circular No 10/2015 Agreed Note 4: Ex-Gratia payment dated 1/04/2015.	Complied
Criterion 2.2: The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights.		
2.2.1 Documents showing legal ownership or lease, history of land tenure and the actual legal use of the land shall be available. - Major compliance -	Bukit Asahan consists of 7 land titles with 4 freehold and 3 leasehold such as (grant no. 228765 lot 11327, grant no. 197066 lot 11329, HSD 20056 PT3734). The land title stated all legal use for oil palm plantation. At Serkam estate sighted land titles to cover the plantation area (No. 22936, 15080, 23095, GM74, 22891, 22892, 22893, 22576, 22661), Mill land ownership is under Diamond Jubilee Estate.	Complied
2.2.2 Legal boundaries shall be clearly demarcated and visibly maintained. - Minor compliance -	During the field visit it was noted that legal boundaries are clearly demarcated and visibly maintained throughout the estate. i.e. Bukit Asahan along field number 2000J boundary with village. Serkam Estate along field number 02K, 02G and Durian farm owned by private owner.	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 -	Review on land ownership records and interview with relevant stakeholders confirmed there are no conflict or dispute over the land within legal boundary.	Complied

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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	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	Complied
2.2.6	To avoid escalation of conflict, there shall be no evidence that palm oil operations have instigated violence in maintaining peace and order in their current and planned operations. -Major compliance	Complied
Criterion 2.3: Use of the land for oil palm does not diminish the legal rights, customary or user right of other users without their free, prior and informed consent.		
2.3.1	Maps of an appropriate scale showing the extent of recognized legal, customary or user rights (Criteria 2.2, 7.5 and 7.6) shall be developed through participatory mapping involving affected parties (including neighbouring communities where applicable, and relevant authorities). - Major compliance -	Complied

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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 -	Bukit Asahan and Serkam estates have 5 years replanting program until 2019. Replanting is planned for palm older than 25 years old. 200.55ha will be replanted in 2014/15 financial year at Diamond Jubilee Estate. At Serkam estate replanting will be carried out at the Kesang division for the area exceeded 25 years. The delay was due the the government plant ot acquired the land but has been delayed.	Complied
Principle 4: Use of appropriate best practices by growers and millers			
Criterion 4.1:			
Operating procedures are appropriately documented, consistently implemented and monitored.			
4.1.1	Standard Operating Procedures (SOPs) for estates and mills are documented - Major compliance -	SOP available for the Palm Oil Mill and the Estates. Palm Mill holds two SOPs: Sustainability Plantation Management System (MQMS/SOM/08 v.1 dated 1/11/2008) includes mill SOP and Mill Quality Management Manual v.1 2008/MQMS/QMM/08 as a guidance document to operate the mill. Estates have a separate SOP (Sime Darby SOP issued 2/1/2008 and Agricultural reference Manual) covers land preparation, planting material, upkeep, harvesting, transport etc. Latest SOP (No. SD/SDP/PSQM/001 Rev.0 Dated 01/03/15) on supply chain revised to adopt the RSPO SCCS 2014.	Complied
4.1.2	A mechanism to check consistent implementation of procedures shall be in place. - Minor compliance -	External Mill Advisor and a Planting Advisor inspect and report on the operations on annual basis. There were other audits by PSQM and GCAD to ensure compliance against company policy and procedure with regards to operation, finance as well as safety, health and welfare requirements. The following are rating given by internal and external for FY2014/2015 at SOU 18: GCAD audit – 21/8/14, Ref : PL_1415_M001_DJUBM_AFK MA visit – PQR rating for 2015 (8-10 January 2015) 67.8%, safety rating: 62%, MA report ref: SOU17/DJM/01/14-15.	Complied
4.1.3	Records of monitoring and any actions taken shall be maintained and available, as appropriate. - Minor compliance -	No records found for domestic water quality monitoring except for the Inter Office Mail dated on 18/3/2014 despite water treatment operation to supply domestic water to linesite in Ayer Tekah division. Thus, minor NC 1223265N1 was issued.	Minor Non-Compliance
4.1.4	The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB). - Major compliance -	There is no third party FFB received by the mill. Sometime there are certified FFB received by the mill from Sime Darby Group estates. This is verified through RSPO certificate validity by the management through the weighbridge receiving system.	Complied
Criterion 4.2:			
Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.			
4.2.1	There shall be evidence that good agriculture practices, as contained in Standard Operating Procedures (SOPs), are followed to manage soil fertility to a level that ensures optimal and sustained yield, where possible. - Minor compliance -	Good agriculture practices which follows the group agriculture manual contains Standard Operating Procedures to ensure soil fertility is managed to a level that ensures optimal and sustained yield	Complied

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4.2.2 Records of fertiliser inputs shall be maintained. - Minor compliance -	<p><u>Bukit Asahan Estate</u></p> <p>Fertilizer application follows the recommendation from the R&D department. Records verified shows that 22.01mt Borate was applied in the month of January 2015 at 1,807.20ha.</p> <p><u>Serkam Estate</u></p> <p>The application of fertilizer has been recorded in the application program form. The application of fertilizer for the 1st quarter of 2015 has been verified and according to the recommendation. Fertilizer applied MOP at rate of 2kg/palm in February 2014 as per recommendation.</p>	Complied
4.2.3 There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status. - Minor compliance -	Sime Darby Seeds and Agriculture Services Sdn Bhd prepare the annual fertilizer recommendation. Leaf analysis result which shows the nutrient level was used as guidance for the fertilizer recommendation. At Serkam estate the leaf sampling to carry out the periodic tissue analysis was in progress during the assessment. Soil analysis carried out at 5 years interval. Recent soil analysis was carried out on 22/8/2014 Report Number S70/2014.	Complied
4.2.4 A nutrient recycling strategy shall be in place, and may include use of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), and palm residues after replanting. - Minor compliance -	Nutrient recycling strategy is in place and includes use of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), and palm residues after replanting. EFB applied at selected fields at the estates. Average about 45mt/ha EFB applied. POME applied at Diamond Jubilee Estate.	Complied
<p>Criterion 4.3: Practices minimise and control erosion and degradation of soils.</p>		
4.3.1 Maps of any fragile soils shall be available. - Major compliance -	Soil series map available. There are no peat soils or soil categorised as problematic or fragile soil at all estates.	Complied
4.3.2 A management strategy shall be in place for plantings on slopes above a certain limit (this needs to be soil and climate specific). - Minor compliance -	Slope map available. The slope ranging from 0°-2°: 25%; 2°-6°: 46%; 6°-12°: 27%; 12°-25°: 2%. Slope area constructed with terrace and side drainage. Planting terraces had been constructed where slope >10°. Fields are established with cover crops such as <i>muccuna</i> and soft grasses and ferns.	Complied
4.3.3 A road maintenance programme shall be in place. - Minor compliance -	Estates visited have implemented annual Road Maintenance Programme. Roads inspected during field audit are generally in a good condition due to the lateritic soil. Road maintenance carried out with grader and compactor. Road maintenance includes road grading, laterite re-surfacing wherever necessary, road side drain upkeep, culvert upkeep, road side silt pits construction etc. Monthly progress records are prepared and sent to zone office. Mill is located beside the government road.	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 -	No peat soil at SOU 18.	Complied

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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 -	No peat soil at SOU 18 Complied
4.3.6	A management strategy shall be in place for other fragile and problem soils (e.g. sandy, low organic matter, acid sulphate soils). - Minor compliance -	There is no soil categorised as problematic or fragile soil at all estates visited. Complied
Criterion 4.4: Practices maintain the quality and availability of surface and ground water.		
4.4.1	An implemented water management plan shall be in place. - Minor compliance -	Establishment of water management plan: Contingency plan during water shortage for financial year 2015/2016 at Diamond Jubilee Mill are: <ul style="list-style-type: none"> • Water shortage/dry spell <ol style="list-style-type: none"> 1) Purchase water from SAM 2) Train staff/workers to conserve water 3) Revise demand and supply conditions 4) Monitor water supply • Severe water pollution <ol style="list-style-type: none"> 1) Purchase water from SAM 2) Perform treatment of polluted water 3) Reusing/recycling/rationing Establishment of water management plan: Wastewater management: <ul style="list-style-type: none"> • Chemical mixing water spillage – recycle for chemical mixing • Sprayer PPE washing water – recycle for chemical mixing • Workshop , linesite & office drains and washrooms water – septic tank and drains Contingency plan during water shortage: <ul style="list-style-type: none"> • No rain / prolonged dry period - planting area <ol style="list-style-type: none"> 1) Fill up drain with water from catchment area 2) Fill up drain with water from waterway • No rain / prolonged dry period - line site <ol style="list-style-type: none"> 1) Purchase water from SAM • Emergency condition / Severe water pollution / contamination – planting area <ol style="list-style-type: none"> 1) Use mobile water tank 2) Purchase water supply from SAM Complied

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Criterion / Indicator	Assessment Findings	Compliance												
<p>4.4.2 Protection of water courses and wetlands, including maintaining and restoring appropriate riparian and other buffer zones (refer to national best practice and national guidelines) shall be demonstrated. - Major compliance -</p>	<p>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="660 477 1297 658"> <thead> <tr> <th>River width</th> <th>Buffer zone</th> </tr> </thead> <tbody> <tr> <td>> 40 meters</td> <td>50 meters</td> </tr> <tr> <td>20 to 40 meters</td> <td>40 meters</td> </tr> <tr> <td>10 to 20 meters</td> <td>20 meters</td> </tr> <tr> <td>5 to 10 meters</td> <td>10 meters</td> </tr> <tr> <td>< 5 meters</td> <td>5 meters</td> </tr> </tbody> </table> <p>Sampled Bukit Asahan buffer zones stream water monitoring:</p> <ul style="list-style-type: none"> River water monitoring records: Quarterly Pesticide in Water Analysis Test Report; Sampled Test Report no. PL232/2015 dated 21/5/2015 by Sime Darby Research Sdn. Bhd.; parameters monitored:- Aldrin, Dieldrin, t-DDT, Heptachlor, Heptachlor Epoxide, Chlordane, Lindane and Endosulfan. Report shown that water samples from upstream, midstream and downstream were not detected with the pesticide contents. River water monitoring records: Quarterly Industrial Effluent Water Analysis Test Report; Sampled Test Report no. IE409/2015 dated 29/5/2015 by Sime Darby Research Sdn. Bhd.; parameters monitored:- pH, BOD, COD, SS, AN and P. Samples were taken from each point of monsoon drains in the mill. Report shown that water samples from all points were within allowable limit of Class IIA/IIB of INWQS 	River width	Buffer zone	> 40 meters	50 meters	20 to 40 meters	40 meters	10 to 20 meters	20 meters	5 to 10 meters	10 meters	< 5 meters	5 meters	<p>Complied</p>
River width	Buffer zone													
> 40 meters	50 meters													
20 to 40 meters	40 meters													
10 to 20 meters	20 meters													
5 to 10 meters	10 meters													
< 5 meters	5 meters													
<p>4.4.3 Appropriate treatment of mill effluent to required levels and regular monitoring of discharge quality, especially Biochemical Oxygen Demand (BOD), shall be in compliance with national regulations (Criteria 2.1 and 5.6). - Minor compliance -</p>	<p>Effluent monitoring records: Monthly Effluent Analysis Test Report no. EP419/2015 dated 13/7/2014 by Sime Darby Research Sdn. Bhd.; parameter monitored:- pH, Total Alkalinity, VFA, BOD, COD, TS, SS, VSS, TN, AN, O&G. Samples were taken from each point of treatment in the system consist of raw pond, acid ponds, digester tanks and final pond before field application. BOD limit for final discharge <5000mg/L were met as well as all parameters that were within allowable limit.</p>	<p>Complied</p>												
<p>4.4.4 Mill water use per tonne of Fresh Fruit Bunches (FFB) (see Criterion 5.6) shall be monitored. - Minor compliance -</p>	<p>Diamond Jubilee mill monitored the water consumption on monthly basis for both its source of water supply from Syarikat Air Melaka Berhad (SAMB) (drinking) and raw water (boiler & process). Total water consumed for the period from July 2014 to June 2015 was 2.06m³/mt FFB processed.</p>	<p>Complied</p>												
<p>Criterion 4.5: Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.</p>														

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Criterion / Indicator	Assessment Findings	Compliance
4.5.1 Implementation of Integrated Pest Management (IPM) plans shall be monitored. - Major compliance -	The IPM is documented in Agriculture Reference Manual. The estates continue to implement biological control for the oil palm pest in the plantation such as leaf eating pest and rat. IPM techniques applied at the estates include monitoring of pest numbers for initiation of control measures. There was no leaf eating pest attack in the estates visited. Barn owls <i>Tyto alba</i> has been introduced for biological control of rats. Barn owl boxes are constructed at the rate of 1 box to 10ha. Census records dated 18/8/2015 conducted show that the owl occupancy is 88%. Although there have been no outbreaks of leaf eating pests, beneficial plants are being established along roadsides to attract natural predators. The estates have planted beneficial plants such as <i>Cassia cobanensis</i> and <i>Turnera subulata</i> and <i>Antigonon leptopus</i> . It was noted that the census interval for barn owl occupancy was as per Sime Darby SOP in Agricultural Reference Manual v.1 Section 15.	Complied
4.5.2 Training of those involved in IPM implementation shall be demonstrated. - Minor compliance -	IPM training is given by the Agronomist and plantation executives with qualification in agriculture. Interview with the barn owl occupancy census staff and mandor confirm their understanding of the Sime Darby SOP in Agricultural Reference Manual v.1 Section 15 on census. IPM training covers barn owl census, planting of beneficial plants etc. training provided by the R&D department on 10/8/2015, Attended by 6 personnel including assistants, staff and workers.	Complied
Criterion 4.6: Pesticides are used in ways that do not endanger health or the environment		
4.6.1 Justification of all pesticides used shall be demonstrated. The use of selective products that are specific to the target pest, weed or disease and which have minimal effect on non-target species shall be used where available. - Major compliance -	The written justification in Standard Operating Procedure (SOP) of all agrochemical are available the Agricultural Reference Manual (ARM), SOP and in the Safety Pictorial Book prepared by Sime Darby Plantation Sdn Bhd. Refer to Sime Darby Agricultural Reference Manual, issue:1 version:3 dated 1/7/2011. Selected products are specific to the target pest, weed and disease. Some of recommended pesticides are: Immature planting (sample) <ul style="list-style-type: none"> - General weeds : Glyphosate - Legume & broad leave : Metsulfuron Methyl - <i>Stenochlaena palustris</i> : Sodium chlorate Mature planting <ul style="list-style-type: none"> - VOPs : glyphosate & sodium chlorate The selection is also evaluated by the agronomist during his visit to the estate.	Complied

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Criterion / Indicator	Assessment Findings	Compliance
4.6.2 Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) shall be provided. - Major compliance -	Records of pesticides use (including active ingredients used and their LD 50, area treated, amount of a.i. applied per ha and number of applications) had been maintained and kept by the estate for a minimum of 5 years (2010 to 2015). Verified that records of monitoring were satisfactorily.	Complied
4.6.3 Any use of pesticides shall be minimised as part of a plan, and in accordance with Integrated Pest Management (IPM) plans. There shall be no prophylactic use of pesticides, except in specific situations identified in national Best Practice guidelines. - Major compliance -	The quantity of agrochemicals required for various field conditions are documented and justified in Sime Darby Plantation Agriculture Reference Manual Section 16.5. The implementation in the field is consistent with the Agriculture Reference Manual Section 16.5	Complied
4.6.4 Pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat, are not used, except in specific situations identified in national Best Practice guidelines. The use of such pesticides shall be minimised and eliminated as part of a plan, and shall only be used in exceptional circumstances. - Minor compliance -	Paraquat was eliminated. At the time of assessment there was no class 1a or 1b pesticide. Alternatives such as Glyphosate were used with the elimination of Paraquat.	Complied
4.6.5 Pesticides shall only be handled, used or applied by persons who have completed the necessary training and shall always be applied in accordance with the product label. Appropriate safety and application equipment shall be provided and used. All precautions attached to the products shall be properly observed, applied, and understood by workers (see Criterion 4.7). - Major compliance -	Pesticide operators given training on the safe handling and application of the pesticides. Suitable personal protective equipment's and application equipment provided to the operators. All precautions attached to the products explained to operators and understood by them. This was noted during the interview with workers.	Complied
4.6.6 Storage of all pesticides shall be according to recognised best practices. All pesticide containers shall be properly disposed of and not used for other purposes (see Criterion 5.3). - Major compliance -	The operating units comply with Regulation 9 of the Pesticides Act 1974 requiring balance of remaining solution to be kept under lock and key. During visit it was noted that all the remaining pesticides are kept in the store and securely locked and comply with regulation.	Complied
4.6.7 Application of pesticides shall be by proven methods that minimise risk and impacts. - Minor compliance -	The quantity of agrochemicals required for various field conditions are documented and justified in Sime Darby Plantation Agriculture Reference Manual Section 16.5. The implementation in the field is consistent with the Agriculture Reference Manual Section 16.5.	Complied

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4.6.8 Pesticides shall be applied aerially only where there is documented justification. Communities shall be informed of impending aerial pesticide applications with all relevant information within reasonable time prior to application. - Major compliance -	No aerial spraying at SOU 18.	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. Employees handling pesticide given knowledge and skill required by the R&D Department and OSH Department to cover safe handling practices and standard operating procedures.	Complied
4.6.10 Proper disposal of waste material, according to procedures that are fully understood by workers and managers shall be demonstrated (see Criterion 5.3). - Minor compliance -	Proper disposal of waste material are carried out as per the company procedures. The procedures are fully understood by workers and managers. Workers interview reveal that they are aware of the zero burning policy including domestic waste are not allowed to be burned. Management disposes waste material as per regulation for schedule waste and domestic waste.	Complied
4.6.11 Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated. - Major compliance -	<p><u>Bukit Asahan Estate</u></p> <p>Medical surveillance was conducted as per recommendation under newly revisited CHRA by PAC Testing and Consulting (JKKP IH 127/171-2(308) and JKKP IH 127/171-2(223) dated April 2015. 2 group of pesticides operators/sprayers was sent for health surveillance on August and October 2015. From the medical report, all operators were found to be fit without any detrimental of health.</p> <p><u>Serkam Estate</u></p> <p>Medical surveillance was conducted as per recommendation under newly revisited CHRA by PAC Testing and Consulting (JKKP IH 127/171-2(308) and JKKP IH 127/171-2(223) dated March 2015. The latest medical surveillance was done on January 2015 and all were found it to work.</p>	Complied
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
<p>Criterion 4.7: An occupational health and safety plan is documented, effectively communicated and implemented. The health and safety plan shall cover the following:</p>		

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<p>4.7.1</p> <p>A health and safety policy shall be in place. A health and safety plan covering all activities shall be documented and implemented, and its effectiveness monitored.</p> <p>- Major compliance -</p>	<p>SOU18 has maintained an approved Health and Safety Policy dated April 2011 by Sime Darby Plantations Sdn Bhd, EVP 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 FY2015/2016 was made available during this assessment. Sample of Diamond Jubilee Mill ESH programme conducted for FY2015/2016 were :</p> <p><u>Audiometric Testing</u> Last audiometric testing was done on 13/7/15 and 3/8/15. Total of 94 employees were sent for the test and pending for the results. Full report will be further verified in the next audit.</p> <p><u>LEV inspection and testing</u> Retrofitting of LEV system has been completed in March 2015. LEV performance test was done by on 8-9/4/15 by R&D Department and found to be in compliance with the recommended ACGIH requirement. Initial inspection by IHT has yet to be conducted this year and will be verified in the next assessment.</p>	<p>Complied</p>

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Criterion / Indicator	Assessment Findings	Compliance
<p>4.7.2</p> <p>All operations where health and safety is an issue shall be risk assessed, and procedures and actions shall be documented and implemented to address the identified issues. All precautions attached to products shall be properly observed and applied to the workers. - Major compliance -</p>	<p>SOU 18 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 revisited CHRA report for Diamond Jubilee Palm Oil Mill, (JKKP HIE 127/171-(2)358 dated May 2015. All CHRA for estates and have yet to be revisited and will be expired in 2015. Status will be verified in the next assessment</p> <p>Recommendation by CHRA assessor :</p> <p>Lab operator – Medical surveillance (Hexane), LEV inspection. Workshop operator – medical surveillance (Chromium & Manganese) Water Treatment Plant operator - Medical surveillance</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. Noted changes of HIRARC at all visited operating unit as follows :</p> <p><u>Diamond Jubilee Palm Oil Mill</u> 2 accident in 2015 – revision of HIRARC Slip trip and fall : 12/5/15 Stuck between object : 30/7/15</p> <p><u>Bukit Asahan Estate</u> Revised 17/8/15 after accident occurrence.</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"> i) Sterilizer and boiler/power operator – Safety Helmet, Semi leather Hand Glove, Cotton Gloves, Safety Shoes, Safety Vest and Ear Muff ii) Lab operator – Respirator (double cartridge) Nitrile Glove (chemical resistant), safety boots, Ear plug (NRR = 24 dB) iii) Field workers (sprayer, manurer & harvester) – N95 respirator, anti-mist goggles, wellington boots, apron and sickle cover. 	<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.</p> <p>- Major compliance -</p>	<p>Assistant manager at each of the operating units are appointed as OSH Coordinators and Estate Hospital Assistant as Safety and Health Committee Secretary. OSH Committees meeting conducted quarterly and meeting minutes includes issues raised and action taken from workplace inspection report etc. The last meeting was conducted on the 15/5/15 at Diamond Jubilee Palm Oil Mill. All committee members 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 noted. Below are the date of meeting for 2015 conducted at visited operating unit:</p> <p><u>Diamond Jubilee Mill</u></p> <p>OSH meeting date : 15/5/15, 28/4/15, 20/1/15</p> <p><u>Bukit Asahan Estate</u></p> <p>Latest OHS meeting : 14/7/15, 20/4/15 & 17/1/15</p> <p><u>Serkam Estate</u></p> <p>Latest OHS meeting : 6/8/15, 24/4/15 & 23/1/15</p>	<p>Complied</p>
<p>4.7.5</p> <p>Accident and emergency procedures shall exist and instructions shall be clearly understood by all workers. Accident procedures shall be available in the appropriate language of the workforce. Assigned operatives trained in First Aid should be present in both field and other operations, and first aid equipment shall be available at worksites. Records of all accidents shall be kept and periodically reviewed.</p> <p>- Minor compliance -</p>	<p>Emergency Response Plan (ERP) has been established and defined in procedure, Level 2, Standard Operation Manual, Sub Section 5.5, Management Responsibility, Appendix 5.5.3.3 Emergency Preparedness and Response Procedure, version:1, issue :1 dated 1/11/2008. Emergency response activities were also included in the ESH plan FY 14/15. The following were Emergency Response Plan were addressed: Fire Outbreak, Accident and incident occurrence, Oil Spillage and etc. Latest fire evacuation drill was done on 16/5/15 involving 58 employees.</p> <p>Accident and emergency procedures have been communicated to employees, contractors and visitors. Workers trained in First Aid were present in the mill and field operations. First Aid Kits were available at worksites. Records on all accidents kept and summary sent to Head Office. Quarterly review on accident cases carried out during OSH quarterly meeting. All operating units keeping all the JKKP 6 & 8 forms. The previous nonconformity remains closed and the action plans implemented</p>	<p>Complied</p>
<p>4.7.6</p> <p>All workers shall be provided with medical care, and covered by accident insurance.</p> <p>- Minor compliance -</p>	<p>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.: FW145061 valid till 30/6/2016 covering 16 workers. Bukit Asahan estate: policy No. FW 150693 valid until 30/6/2016 covering 262 workers.</p>	<p>Complied</p>

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Criterion / Indicator	Assessment Findings	Compliance												
4.7.7 Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics - Minor compliance -	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="699 562 1273 819"> <thead> <tr> <th>Year</th> <th>Diamond Jubilee Mill</th> <th>Bukit Asahan Estate</th> <th>Serkam Estate</th> </tr> </thead> <tbody> <tr> <td>2014</td> <td>0 (0 LTA)</td> <td>13 (106 LTA)</td> <td>11 (19 LTA)</td> </tr> <tr> <td>2015</td> <td>2 (114 LTA)</td> <td>16 (LTA)</td> <td>3 (5 LTA)</td> </tr> </tbody> </table> *LTA is equivalent to lost man days (MC)	Year	Diamond Jubilee Mill	Bukit Asahan Estate	Serkam Estate	2014	0 (0 LTA)	13 (106 LTA)	11 (19 LTA)	2015	2 (114 LTA)	16 (LTA)	3 (5 LTA)	Complied
Year	Diamond Jubilee Mill	Bukit Asahan Estate	Serkam Estate											
2014	0 (0 LTA)	13 (106 LTA)	11 (19 LTA)											
2015	2 (114 LTA)	16 (LTA)	3 (5 LTA)											
Criterion 4.8: All staff, workers, smallholders and contract workers are appropriately trained.														
4.8.1 A formal training programme shall be in place that covers all aspects of the RSPO Principles and Criteria, and that includes regular assessments of training needs and documentation of the programme. - Major compliance -	Formal training programme on all aspects of RSPO Principles and Criteria has been established and implemented. Training for various categories of operators, including all field and office staff, with regards to individual duties and training needs had been reviewed and found to be complied.	Complied												

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Criterion / Indicator	Assessment Findings	Compliance
4.8.2 Records of training for each employee shall be maintained. - Minor compliance -	<p>Records of training for employees available and maintained. Records verified on a sampling basis at the Mill and estates visited covers all aspect of training and RSPO P&C.</p> <p>Mill:</p> <ol style="list-style-type: none"> 1. SCCS Training on 26/1/2015 based on RSPO SCCS 2014 and explain the internal audit procedure: PSQM-Sec. II, v1(2008) issue No. 1. Attended by mill and estate personnels. 2. Scheduled waste training (7/8/15) 3. Gender and Social Policy (29/7/15) 4. Chemical handling and PPE training (5/8/15) 5. Hearing Conservation Training (19/11/2014) <p>Estate:</p> <ol style="list-style-type: none"> 1. IPM training 10/8/2015 2. Gender Committee briefing on how to report harassment conducted on 31/7/2015. 2. Leaf Sampling Techniques Training dated 17/8/2015 by R&D Department. 3. Manuring training (3/7/15) 4. Spraying training (17/7/15) 5. MyCrop training (12/7/15) 6. Fire Fighting training (27/2/15) 7. OSH Committee training (26/2/15) 8. Hooklift Training (5/8/15) by Sime Darby Industrial 	Complied
Principle 5: Environmental responsibility and conservation of natural resources and biodiversity		
<p>Criterion 5.1: Aspects of plantation and mill management, including replanting, that have environmental impacts are identified, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.</p>		
5.1.1 An environmental impact assessment (EIA) shall be documented. - Major compliance -	<p>Plans and impact assessments relating to environmental impacts based on documents as following:</p> <ul style="list-style-type: none"> • Appendix 5.4.1b - Environmental Aspect and Impact Evaluation Procedure, Version 1; Year 2008 Issue no. 1; Dated 1 April 2009; Register • Appendix 5.4.1c - Environmental Aspect and Impact Identification form, Version 1; Year 2008 Issue no. 1; Dated 1 April 2009; MR-01/EAI <p>Appendix 5.4.1d – Environmental Impacts Evaluation form, Version 1; Year 2008 Issue no. 1; Dated 1 April 2009; MR-02/EIE</p>	Complied

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Criterion / Indicator	Assessment Findings	Compliance
<p>5.1.2</p> <p>Where the identification of impacts requires changes in current practices, in order to mitigate negative effects, a timetable for change shall be developed and implemented within a comprehensive management plan. The management plan shall identify the responsible person/persons.</p> <p>- Minor compliance -</p>	<p>Diamond Jubilee Mill: Environmental Aspect Identification (EAI) and Environmental Evaluation (EIE) reviewed and updated on 29/5/2015. Neither any change to current operation nor new activity identified by the mill other than normal mill operation including weighbridge operation, process, maintenance, water and waste water treatment.</p> <p>Bukit Asahan 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>Bukit Asahan Estate: Environment Aspect and Impact Identification review done on 1/7/2015.</p> <p>Serkam Estate: Environment Aspect and Impact Identification review meeting on 8/7/2015. No any changes identified to the environmental aspects and impacts.</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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Criterion / Indicator	Assessment Findings	Compliance
<p>5.1.3</p> <p>This plan shall incorporate a monitoring protocol, adaptive to operational changes, which shall be implemented to monitor the effectiveness of the mitigation measures. The plan shall be reviewed as a minimum every two years to reflect the results of monitoring and where there are operational changes that may have positive and negative environmental impacts.</p> <p>- Minor compliance -</p>	<p>Diamond Jubilee 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"> • Effluent monitoring records: Monthly Effluent Analysis Test Report no. EP419/2015 dated 13/7/2014 by Sime Darby Research Sdn. Bhd.; parameter monitored:- pH, Total Alkalinity, VFA, BOD, COD, TS, SS, VSS, TN, AN, O&G. Samples were taken from each point of treatment in the system consist of raw pond, acid ponds, digester tanks and final pond before field application. BOD limit for final discharge <5000mg/L were met as well as all parameters that were within allowable limit. • Drain water monitoring records: Quarterly Industrial Effluent (Water) Analysis Test Report no. IE633/2015 dated 7/8/2014 by Sime Darby Research Sdn. Bhd.; parameter monitored:- pH, BOD, COD, SS, AN and P. Samples were taken from each point of monsoon drains in the mill. Report shown that water from Drain B and Drain C were within allowable limit except for Drain A that exceeds the limit of Class IIA/IIB of INWQS. Water from Drain A was contained and treated in the POME treatment • Drain water monitoring records: Quarterly Pesticide in Water Analysis Test Report no. PL342/2015 dated 4/8/2014 by Sime Darby Research Sdn. Bhd.; parameter monitored:- Aldrin, Dieldrin, t-DDT, Heptachlor, Heptachlor Epoxide, Chlordane, Lindane and Endosulfan. Report shown that water from Drain A, Drain B and Drain C were not detected with the pesticide contents. • Domestic water monitoring records: Annually Microbiology in Water Analysis Test Report no. ML283/2014 dated 7/11/2014 by Sime Darby Research Sdn. Bhd.; parameter monitored:- Total Coliform and Fecal Coliform. Report shown that domestic water comply with drinking water standard. • Boiler stack sampling records: Stack Emission Monitoring for Boiler No. 1 on 24/3/2015 by Spectrum Laboratories (Johore) Sdn. Bhd. (Report ref. # ETD/KKSD/SE/2015/03/12468; dated 24/3/2015). Result shown the stack emissions are within limit at 0.011 g/Nm³. <p>It was noted that Sime Darby Plantation under its ESH unit are in the midst of revising its ESH monitoring protocols which also related to its sustainable operation of the mill and estates. It is expected that all operation units will be trained and implemented this revised monitoring protocols before the end of 2015.</p>	<p>Complied</p>

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Criterion / Indicator		Assessment Findings	Compliance
Criterion 5.2: The status of rare, threatened or endangered species and other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and operations managed to best ensure that they are maintained and/or enhanced.			
5.2.1	Information shall be collated in a High Conservation Value (HCV) assessment that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). - Major compliance -	Information on the HCV assessment was collected internally to identify possible presence of HCVs within and adjacent to the planted area in estates. The assessment also include identification of any protected area within and adjacent to the operating units.	Complied
5.2.2	Where rare, threatened or endangered (RTE) species, or HCVs, are present or are affected by plantation or mill operations, appropriate measures that are expected to maintain and/or enhance them shall be implemented through a management plan. - Major compliance -	No RTE was identified within the planted or surrounding village area. Enhancement of the river buffer zones are carried out by planting jungle trees (<i>shorea sp</i>) during the "Tree Planting" initiative by Sime Darby Plantation. Planting of jungle trees has increased the biodiversity of tree species along the internal field roads and buffer zones. 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
5.2.3	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 -	Staff and workers were given briefing on company policies that prohibit disturbance of designated protected areas. Signages are maintained at the entrance to the estates prohibiting illegal hunting, fishing and the use of fire. Posters are displayed on the notice boards at muster areas.	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 -	On-going monitoring of the management plan on the status of any RTE species at the plantation areas (if any) is done. Reports are collated and reviewed by the HQ Sustainability team for the operating units situated within the region. The updated reports available indicated that there have been no sightings of any RTE species at the operating units.	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 the estates visited. Thus negotiated agreement of such nature is not applicable.	Complied
Criterion 5.3: Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.			

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Criterion / Indicator	Assessment Findings	Compliance
<p>5.3.1</p> <p>All waste products and sources of pollution shall be identified and documented.</p> <p>- Major compliance -</p>	<p>Waste sources have been identified accordingly by both the mill and estates. Documentation was done as a waste management plan which was being reviewed by respective operating units on annual basis.</p> <p>Visits made to Diamond Jubilee Mill together with Bukit Asahan and Serkam 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.</p> <p>- 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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Criterion / Indicator	Assessment Findings	Compliance
<p>5.3.3 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"> • Online scheduled waste inventory & consignment – updated as of 31/7/2015 where the quantity and storage period were within allowable limit. Latest Scheduled Waste disposal done on 25/5/2015, consignment # GR 5002963620 for SW 409, SW 322, SW 306 and SW 410 by Ranama Resource Sdn. Bhd. <p>Bukit Asahan Estate:</p> <ul style="list-style-type: none"> • Latest Clinical Waste (SW 404) disposal was done on 9/5/2015 by Medinvest Sdn. Bhd. (Consignment # P 575411). Disposal facility located at Kawasan Perindustrian Bukit Rambai at Mukim Tg. Minyak, Melaka • Latest scheduled disposal was done on 9/7/2015 by OLST Petro-Chemical Sdn. Bhd for SW 410 (consignment # 11116), SW 306 (consignment # 11114), SW 305 (consignment # 11113) SW 409 (consignment # 11115) <p>Serkam Estate:</p> <ul style="list-style-type: none"> • Latest Clinical Waste (SW 404) collection was done on 17/6/2015 by Klinik Mawar dan Pembedahan (Melaka) Sdn. Bhd. in Jasin, Melaka. DOE has approved the collection of SW404 through a letter ref. # ASMK(B)83/101/200/001 dated 11/3/2015 and an agreement between Serkam Estate and Klinik Mawar dated 14/4/2015. <p>Other scheduled waste was disposed by OLST Petro-Chemical Sdn. Bhd latest on 9/7/2015 for SW 409 (consignment # OPC12957), SW 305 (consignment # OPC10088), SW 305 (consignment # 11113) SW 409 (consignment # 11115)</p>	<p>Complied</p>
<p>Criterion 5.4: Efficiency of fossil fuel use and the use of renewable energy is optimised.</p>		

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Criterion / Indicator	Assessment Findings	Compliance
5.4.1 A plan for improving efficiency of the use of fossil fuels and to optimise renewable energy shall be in place and monitored. - Minor compliance -	<p>Monthly record on energy consumption for both renewable and non-renewable sources were kept and documented. It is monitored to optimise use of renewable energy. Data is being compiled for comparison and control for future improvement.</p> <p>Apart from use of 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>	Complied
Criterion 5.5: Use of fire for preparing land or replanting is avoided, except in specific situations as identified in the ASEAN guidelines or other regional best practice.		
5.5.1 There shall be no land preparation by burning, other than in specific situations as identified in the 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Major compliance -	It was noted that zero open burning policy as per SOP Section B2 - Felling/Land Clearing & Land Preparation dated November 2008 implemented. Management complying with the Malaysian environmental law –EQA and Regulations 1974. No open burning noted during the field visit.	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 -	No use of fire for land preparation during replanting.	Complied
Criterion 5.6: Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.		
5.6.1 An assessment of all polluting activities shall be conducted, including gaseous emissions, particulate/soot emissions and effluent (see Criterion 4.4). - Major compliance -	Based on the assessment done by Diamond Jubilee Mill 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 of boiler stack sampling records: Stack Emission Monitoring for Boiler No. 1 on 24/3/2015 by Spectrum Laboratories (Johore) Sdn. Bhd. (Report ref. # ETD/KKSD/SE/2015/03/12468; dated 24/3/2015). Result shown the stack emissions are within limit at 0.011 g/Nm ³ .	Complied

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5.6.2	Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented. - Major compliance	Main source of significant pollutants and greenhouse gas (GHG) identified was methane (CH ₄) 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 _x , SO _x and NO _x 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
<p>Principle 6: Responsible consideration of employees and of individuals and communities affected by growers and millers.</p> <p>Criterion 6.1: Aspects of plantation and mill management that have social impacts, including replanting, are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.</p>			
6.1.1	A social impact assessment (SIA) including records of meetings shall be documented. - Major compliance -	Review of Social Impact Assessment was carried out on 1 August 2015 with the participation of affected parties i.e stakeholders, estate management & staff, field workers, government agencies, neighboring villagers and being internally reviewed on yearly basis as per recommendation. The PSQM department is responsible to perform the SIA assessment. The social action plan contains a time table with person responsible to manage and monitor each issue. The Mill Social Action Plan for 2015/16 financial year prepared on 8 August 2015 has included new issues raised by stakeholders with timeframe for action. Completed issues have been removed from the plan to address the previous observation raised. Serkam estate carried out SIA review on 7 July 2015 through similar process with the other	Complied
6.1.2	There shall be evidence that the assessment has been done with the participation of affected parties. - Major compliance -	Assessment also covered social amenities, environment, road users, employee changes, safety and health issues, surrounding communities, government official, police, labour department, health department, contractors and suppliers	Complied

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Criterion / Indicator	Assessment Findings	Compliance
6.1.3 Plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts identified, shall be developed in consultation with the affected parties, documented and timetabled, including responsibilities for implementation. - Major compliance -	Based on the SIA findings and recommendation from the consultant, a timetable with responsibilities for mitigation and monitoring of the social impacts were developed and reviewed as necessary. The assistant manager is responsible for the social issues and communication with the stakeholders. Social action plan FY 15/16 has been prepared on the 17/8/15. The issues from the external and internal stakeholder such as government agency, contractor, village representative, Worker representative has been included in the plan and with the action plan.	Complied
6.1.4 The plans shall be reviewed as a minimum once every two years and updated as necessary, in those cases where the review has concluded that changes should be made to current practices. There shall be evidence that the review includes the participation of affected parties. - Minor compliance -	Annual SIA improvement plans reviewed in 17 August 2015. The assessment was through meeting with the effected parties and stakeholders on 17 August 2015.	Complied
6.1.5 Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme). - Minor compliance -	No smallholder schemes at Diamond Jubilee Certification Unit	Complied
Criterion 6.2: There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.		
6.2.1 Consultation and communication procedures shall be documented. - Major compliance -	Documented consultation and communication procedures "Handling Social Issues" SOP dated 01 Nov 2008 was established and documented.	Complied
6.2.2 A management official responsible for these issues shall be nominated. - Minor compliance -	The responsibility to ensure effective implementation of the SOP is the respective Mill and Estate Managers assisted by social officers. The Social Officer of the respective operating unit handles social issues of the mill and estates.	Complied
6.2.3 A list of stakeholders, records of all communication, including confirmation of receipt and that efforts are made to ensure understanding by affected parties, and records of actions taken in response to input from stakeholders, shall be maintained. - Minor compliance -	List of stakeholders updated on 1 July 2015 and maintained. Records of meetings were maintained such as stakeholder meeting held on 17 August 2015 attended by 11 internal and external stakeholders (mill). The records are available in the Social Management Plan files at the respective operating units. At Serkam Estate stakeholder meeting held on 16 April 2015 attended by 17 stakeholders from surrounding community and internal stakeholders. Updated list includes all relevant surrounding stakeholders.	Complied
Criterion 6.3: There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all effected parties.		
6.3.1 The system, open to all affected parties, shall resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistleblowers, where requested. - Major compliance -	A documented dispute resolution procedure is available in Mill and Estate Quality Management System Manual which is effective, timely, appropriate and open to any affected parties. The complaint and grievances is open to effected parties including internal and external stakeholders.	Complied

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6.3.2	Documentation of both the process by which a dispute was resolved and the outcome shall be available. - Major compliance - SOP to resolve social disputes "Handling Social Issues" SOP dated 01 Nov 2008 has been established. Stakeholder meetings are held regularly to identify and give opportunity to stakeholders to complaint or raise disputes. Issues are discussed and consensual agreements reached during stakeholder meetings. Follow-up actions had timelines, responsibilities, and details of actions and monitored by managers for satisfactory conclusion. Minutes of meetings are maintained and reviewed. At the time of the assessment there is no any dispute require further verification highlighted.	Complied
Criterion 6.4: Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.		
6.4.1	A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be in place. - Major compliance - SOP to identify legal and customary rights as well as people entitled to compensation has been established- titled "Handling Land Disputes" SOP dated 01 Nov 2008. There have been no issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders.	Complied
6.4.2	A procedure for calculating and distributing fair compensation (monetary or otherwise) shall be established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation. This procedure shall take into account: gender differences in the power to claim rights, ownership and access to land; differences of transmigrants and long-established communities; and differences in ethnic groups' proof of legal versus communal ownership of land. - Minor compliance - SOP is as per in 6.4.1 above.	Complied
6.4.3	The process and outcome of any negotiated agreements and compensation claims shall be documented, with evidence of the participation of affected parties, and made publicly available. - Major compliance - No issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders to date.	Complied
Criterion 6.5: Pay and conditions for employees and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.		
6.5.1	Documentation of pay and conditions shall be available. - Major compliance - Documentation of pay and conditions such as pay slips shows gross pay, net pay, overtime, leave, medical leave pay etc are maintained by the company. Payslip of worker (No. 90606, 92691, 93652, 114850, 09954, 060734, 093488, 110314, 110316, 110321, 114924, 14925, 114928, 115062, 103824) shows the details and gross pay was exceeding RM900 minimum wage. Deduction was made for NUPW workers union subscription. Water provided free.	Complied

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Criterion / Indicator	Assessment Findings	Compliance	
6.5.2	Labour laws, union agreements or direct contracts of employment detailing payments and conditions of employment (e.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.) shall be available in the languages understood by the workers or explained carefully to them by a management official. - Major compliance -	Employment contract are available in languages understood by workers. Pay and conditions explained to workers by the operating units. Basic daily pay was verified to be in accordance with the Minimum Wage Order 2012. Contract of employment dated 4 May 2013 verified for the employee passport number AS 443313. Other records verified includes employee numbers 90606, 92691, 93652, 114850, 09954, 060734, 093488, 110314, 110316, 110321, 114924, 14925, 114928, 115062, 103824.	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 -	Palm Oil Mill and estates provide adequate housing, water supplies, medical, educational and welfare amenities in accordance with Workers' Minimum Standard of Housing and Amenities Act 1990 (Act 446).	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 provided through the facilities in the operating units and access to the surrounding township. Workers interview confirm that they have unrestricted access to food and facilities.	Complied
Criterion 6.6: The employer respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.			
6.6.1	A published statement in local languages recognising freedom of association shall be available. - Major compliance -	Workers have freedom to join the workers union. Policy on Freedom of Association dated April 2008.	Complied
6.6.2	Minutes of meetings with main trade unions or workers representatives shall be documented. - Minor compliance -	Union meeting for the Diamond Jubilee mill was done on 10/08/15 attended by 7 members of the union. At Serkam estate the workers union meeting held on 2/06/2015 and at Bukit Asahan on 11/09/2014 attended by the union representatives. No any pending workers union issues were noted at the time of assessment.	Complied
Criterion 6.7: Children are not employed or exploited.			
6.7.1	There shall be documentary evidence that minimum age requirements are met. - Major compliance -	The minimum working age is 16 under the National Labour Law. Company policy is to only hire persons over the age of 18. Malaysian workers have to provide ID card - foreign workers provide passports. Inspection of employment records confirmed checks are made of staff and worker age before hiring. During field visit children were not observed at any of the working place at both mill and estate. Interview with workers confirmed the understanding of company policy on children workers.	Complied
Criterion 6.8: Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.			

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Criterion / Indicator	Assessment Findings	Compliance
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
Criterion 6.9: There is no harassment or abuse in the work place, and reproductive rights are protected.		
6.9.1	Policy to prevent sexual and all other forms of harassment and violence shall be implemented and communicated to all levels of the workforce. - Major compliance -	Policy on protection against Sexual Harassment and other forms of harassment available and implemented. There is no any reported case of harassment in the operating units. Complied
6.9.2	A policy to protect the reproductive rights of all, especially of women, shall be implemented and communicated to all levels of the workforce. - Major compliance -	Reproductive rights of the female workers are protected. Female employees are aware that they are entitled for two months paid maternity leave. Complied
6.9.3	A specific grievance mechanism which respects anonymity and protects complainants where requested shall be established, implemented, and communicated to all levels of the workforce. - Minor compliance -	Existing grievance procedure to handle grievances from internal and external stakeholders contains flow chart and available in the local language. Grievances and complaints are treated as confidential and not discussed in public. Gender committee meeting was held on 10 August 2015 at the mill. Serkam estate and Bukit Asahan conducted the Gender committee meeting on 18/06/2015 and 11/02/2015 respectively. It was noted that there were no any grievances or harassment issues reported by employees. Complied
Criterion 6.10: Growers and mills deal fairly and transparently with smallholders and other local businesses.		
6.10.1	Current and past prices paid for Fresh Fruit Bunches (FFB) shall be publicly available. - Minor compliance -	The palm oil mill does not purchase FFB from third party or out growers. However, the mill has the details of FFB prices based on MPOB pricing. Complied

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Criterion / Indicator	Assessment Findings	Compliance	
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 -	The palm oil mill does not purchase FFB from third party or out growers. However, the mill has the details of FFB prices based on MPOB pricing. Operating units have pricing mechanisms for inputs/services documented for the contract work under the control of the mill or plantation through contract agreements.	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 -	All parties having contractual agreements with operating units had entered their contracts with adequate understanding of the terms and conditions set between both parties. Evidence was obtained during the review of the grass cutting contract No. 4300275640 dated 29/04/2015 for the amount of RM3, 000. Work completed on 25/5/2015 and payment made on 08/06/2015. On site stakeholder interviews and consultation carried out with the various contractors further confirmed their understanding of the contracts entered.	Complied
6.10.4	Agreed payments shall be made in a timely manner. - Minor compliance -	Review on payment records found all payment was made in timely manner (reference to 6.10.3)	Complied
Criterion 6.11: Growers and millers contribute to local sustainable development where appropriate.			
6.11.1	Contributions to local development that are based on the results of consultation with local communities shall be demonstrated. - Minor compliance –	All operating units continued to make contributions for local communities surrounding when requested that are considered appropriate and approved by the head office. The management continues to provide donations for community activities such as sports.	Complied
6.11.2	Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve smallholder productivity. - Minor compliance –	No scheme smallholders.	Complied
Criterion 6.12: No forms of forced or trafficked labour are used.			
6.12.1	There shall be evidence that no forms of forced or trafficked labour are used. - Major compliance -	All employees are legal with local identification card for local employees and foreign employees are with valid passports and working permits. No evident of trafficked workers were found during the audit.	Complied
6.12.2	Where applicable, it shall be demonstrated that no contract substitution has occurred. - Minor compliance –	No contract substitution was noted. This was confirmed through inspection of employment contract and interview with workers.	Complied
6.12.3	Where temporary or migrant workers are employed, a special labour policy and procedures shall be established and implemented. - Major compliance -	Equal opportunity and non-discriminatory policy is implemented. No temporary workers. Migrant workers are treated equally as per the locals.	Complied
Criterion 6.13: Growers and millers respect human rights.			
6.13.1	A policy to respect human rights shall be documented and communicated to all levels of the workforce and operations (see Criteria 1.2 and 2.1). - Major compliance -	The existing policy covers the necessary aspects of human rights. Employees are aware of their rights and workers and staff union monitor to ensure no violations.	Complied

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Criterion / Indicator	Assessment Findings	Compliance	
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.	Foreign workers children are leaving in the origin country. Complied	
<p>Principle 7: Responsible development of new plantings Diamond Jubilee 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 are replanted area.</p>			
<p>Principle 8: Commitment to continual improvement in key areas of activity</p>			
<p>Criterion 8.1: Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.</p>			
8.1.1	<p>The action plan for continual improvement shall be implemented, based on a consideration of the main social and environmental impacts and opportunities of the grower/mill, and shall include a range of Indicators covered by these Principles and Criteria.</p> <p>As a minimum, these shall include, but are not necessarily be limited to:</p> <ul style="list-style-type: none"> • Reduction in use of pesticides(Criterion 4.6); • Environmental impacts (Criteria 4.3, 5.1 and 5.2); • Waste reduction (Criterion 5.3); • Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8); • Social impacts (Criterion 6.1); <ul style="list-style-type: none"> • Optimising the yield of the supply base. <p>- Major compliance -</p>	<p>The company is continues committed to reduce pesticide use and hazardous agrochemical use. All operating units are not using paraquat and class 1a or 1b agrochemicals. These efforts are continue to reflect the commitment to reduce the use of hazardous agrochemicals. Systemic herbicides such as glyphosate are used with increased efforts in IPM. Barn owl is being introduced as well. These are the continuous efforts from operating units to reduce pesticide use. All operating units 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 operating units showed commitment towards continual improvement to improve safety and environment quality through 5s implementation.</p> <p>On the social improvement efforts, the operating units continue to have good relationship with stakeholders.</p>	Complied

Appendix B: Time Bound Plan

TIME BOUND PLAN – Certification Units in Malaysia			
No.	MANAGEMENT UNIT		LOCATION
	P O M	Time Bound	
1	Sg Dingin	Certified 2010 – Recertification completed 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

TIME BOUND PLAN – Certification Units in Indonesia			
No.	MANAGEMENT UNIT		LOCATION
	P O M	Time Bound	
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>RSPO Certification Target Date for PT MAS</p> <ul style="list-style-type: none"> The target date for certification is by end 2015. However, this is subject to the progress of the matter being resolved. <p>Progress Update (Sept 2014 – March 2015)</p> <ul style="list-style-type: none"> 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. SDP will maintain to liaise with the communities via 'Tim Kerja Perwakilan Petani (TKPP) and direct discussion with Kerunang/ Entapang communities. 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. SDP is continuing to work on direct engagement with PAC – working towards a consensus with the PAC to withdraw their complaint. RSPO Secretariat is well informed on the progress of this matters through regular briefing and progress reports. To-date, 12 out of 14 demands from the other 7 communities have been resolved, another two remaining demands are related to land matters. 	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 18 Diamond Jubilee Certification Unit RSPO Certificate Details

Sime Darby Plantation Sdn. Bhd.
 Strategic Operating Units (SOU 18) – Diamond Jubilee Palm Oil Mill
 KM 8, Jasin – Simpang Bekok Road, District of Jasin, Jasin,
 Malacca, Malaysia.
 RSPO Membership number: 1-0008-04-000-00

BSI RSPO Certificate N^o: SPO 591224
 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

Diamond Jubilee Palm Oil Mill and Supply Base					
Location Address	KM 8, Jasin - Simpang Bekoh Road, District of Jasin, Jasin, Melaka, Malaysia.				
GPS Location	E 102° 33' 6" N 2° 2' 35"				
CPO Tonnage Total	28,928				
PK Tonnage Total	7,168				
CPO Claimed for Certification	28,928				
PK Claimed for Certification	7,168				
Own estates FFB Tonnage	128,001				
Scheme Smallholder FFB Tonnage	-				
Estates	Production Area		Other use (ha)	Certified Area / Total land lease (ha)	Annual FFB Production (mt)
	Mature (ha)	Immature (ha)			
Diamond Jubilee	2,302.26	461.00	76.32	2,839.58	52,169
Bukit Asahan	2,848.71	113.33	110.15	3,072.19	58,460
Serkam	1,549.18	284.57	279.87	2,113.62	34,745
TOTAL	6,700.15	858.90	466.34	8,025.39	128,001

Appendix D: Assessment Plan

PRELIMINARY AGENDA					
Date	Time	Subjects	Mohd Hidhir	Hafriazhar	Senniah
Monday 17/8/2015	PM	Audit Team travelling to site	√	√	√
Tuesday 18/8/2015 Diamond Jubilee Palm Oil Mill	08.30 – 09.00	Opening Meeting: <ul style="list-style-type: none"> Opening Presentation by Audit team leader. Confirmation of assessment scope and finalize Audit plan (including stakeholder’s consultation). 	√	√	√
	09.00 – 12.00	Diamond Jubilee Palm Oil Mill Inspection: FFB receiving, warehouse, workshop, wastes management & Landfill, Effluent Ponds, OSH & ERP, Environment issues, POME application, water treatment, staff, workers and contractor interview, housing and facility inspection, clinic, meeting stakeholders etc.	√	√	√
	12.00 – 13.00	Lunch	√	√	√
	13.00 – 16.30	Diamond Jubilee Palm Oil Mill: Visit to laboratory, weighbridge and palm product storage area. Document Review P1 – P8: SOPs, Supply chain for CPO mill, Review on SEIA documents and records, wage records, employee data, training records, legal permits, mill inspection and internal monitoring records, CIP & implementation etc. Verify previous nonconformities.	√	√	√
	16.30-17.00	Interim Closing briefing.	√	√	√
Wednesday 19/8/2015	08.30 – 12.00	Asahan Estate Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, , etc.	√	√	-
	09.00 – 12.00	Meeting with stakeholders (Government, village rep, smallholders, Union Leader, contractor etc.)	√	-	-
	12.00 – 13.00	Lunch	√	√	√
	13.00 – 16.30	Asahan Estate Document review P1 – P8: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc).	√	√	√
	16.30-17.00	Interim Closing Briefing	√	√	√
Thursday 20/8/2015	8.30 – 12.00	Serkam Estate Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, , etc.	√	√	√
	12.00 – 13.00	Lunch	√	√	√

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PRELIMINARY AGENDA					
Date	Time	Subjects	Mohd Hidhir	Hafriazhar	Senniah
	13.00 – 16.30	Serkam Estate Document review P1 – P8: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc).	√	√	√
	16.30-17.30	Prepare for closing meeting Closing Meeting	√	√	√
Friday 21/8/15	AM	Audit Team Travelling back to KL			

Appendix E: Stakeholders Contacted

INTERNAL STAKEHOLDERS

Management and Employees	Contractors
Diamond Jubilee Certification Unit Management team and Staff Representatives from Sustainability Department On site compliance executives Mill Managers and Assistants Estate Managers and Assistants Facility Administrators Gender Committee Representatives Hospital Assistant Male and Female workers Workers Union Representatives Onsite NUPW secretary AMESU Representative	Hardware supplier Sundry contractor FFB Transport contractor Engineering work contractor

EXTERNAL STAKEHOLDERS

Government Departments	NGOs, Local Communities and others
Police Representative District Labour Office School Headmaster School Teacher	Temple Committee Representative Village Representatives Mosque representative

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

Requirements	Compliance
D.1. Definition	
<p>D.1.1 A mill is deemed to be Identity Preserved (IP) if the FFB used by the mill are sourced from its own supply base certified to the RSPO Principles and Criteria (RSPO P&C). Certification for CPO mills is necessary to verify the volumes and sources of certified FFB entering the mill, the implementation of any processing controls (for example, if physical separation is used), and volume sales of RSPO certified products. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own certified land base. If a mill processes certified and uncertified FFB without physically separating the material then only Module E is applicable.</p>	<p>Diamond Jubilee Palm Oil Mill only receives certified FFB. Therefore qualifies for the Identity Preserved supply chain system and module. During the P&C assessment, the audit team verified the volumes and sources of certified FFB entering the mill, the implementation of processing controls and volume sales of RSPO certified products</p>
D.2 Explanation	
<p>D.2.1 The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the certification body (CB) in the public summary of the P&C certification report. This figure represents the total volume of certified palm oil product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced shall then be recorded in each subsequent annual surveillance report.</p>	<p>The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill is recorded in this public summary report.</p>
<p>D.2.2 The mill must also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim).</p>	<p>The mill has met all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim).</p>
D.3 Documented procedures	
<p>D.3.1 The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following:</p> <p>a) Complete and up to date procedures covering the implementation of all the elements in these requirements;</p> <p>b) The role of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site's procedures for the implementation of this standard.</p>	<p>Latest written documented procedures (SD/SSDP/PSQM/001, rev :0 dated 1/3/15) 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 Diamond Jubilee Palm Oil Mill. Noted draft procedure, SD/SSDP/PSQM/001, rev :0 dated 1/3/15 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>Diamond Jubilee 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 FFBs.</p>
D.4 Purchasing and goods in	
<p>D.4.1 The site shall verify and document the tonnage and sources of certified and the tonnage of non-certified FFBs received.</p>	<p>Similar to last assessment daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the certified FFB. Records verified by internal and external audit. Diamond Jubilee palm oil mill have system to verify the tonnage at the weighbridge. Consignment note and weighbridge tickets were verified such as Diamond Jubilee Estate (Code: E 126; C/N No. DJE: 520308, weighbridge ticket: 63291 dated 29/7/2015). All other FFB supply estates have similar system.</p>
<p>D.4.2 The site shall inform the CB immediately if there is a projected overproduction of certified tonnage.</p>	<p>The facilities aware of this procedure and stated in the.</p>

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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. Daily records are prepared at the entry and exit 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. The palm oil mill record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a three-monthly basis.
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 and adjacent RSPO Certified Sime Darby Group Estates is processed. This ensures that there is no possibility of mixing during processing. During this assessment the mill received Certified FFB from other Sime Darby's Certified Estate which was certified under SOU17 (RSPO 0005 valid until 19/5/15) & SOU19 (SPO 600305 valid until 27/1/19).
D.6.2 The objective is for 100 % segregated material to be reached.	Processing and storage records can trace back to only certified segregated FFB and finish product (CPO and PK) through traceability records such as weighbridge records. This ensures that 100% segregated materials are reached.

Actual Tonnage Certified Palm Production – 01 July 2014 – 30 June 2015 (ASA4)

Mill	Capacity	CPO	PK
Diamond Jubilee Palm Oil Mill	25 mt/hr	20,446	5,141

Actual Tonnage Sales of Certified Palm Products - 01 July 2014 – 30 June 2015 (ASA4)

Mill	Certified CPO Sales	Certified PK Sales	Remarks
Diamond Jubilee Palm Oil Mill	2,900mt	285.98mt	Physical Sales Transaction in eTrace (Certificate sold: 13,500mt)

Actual Tonnage Certified FFB Received Monthly by the mill - 01 July 2014 – 30 June 2015 (ASA4)

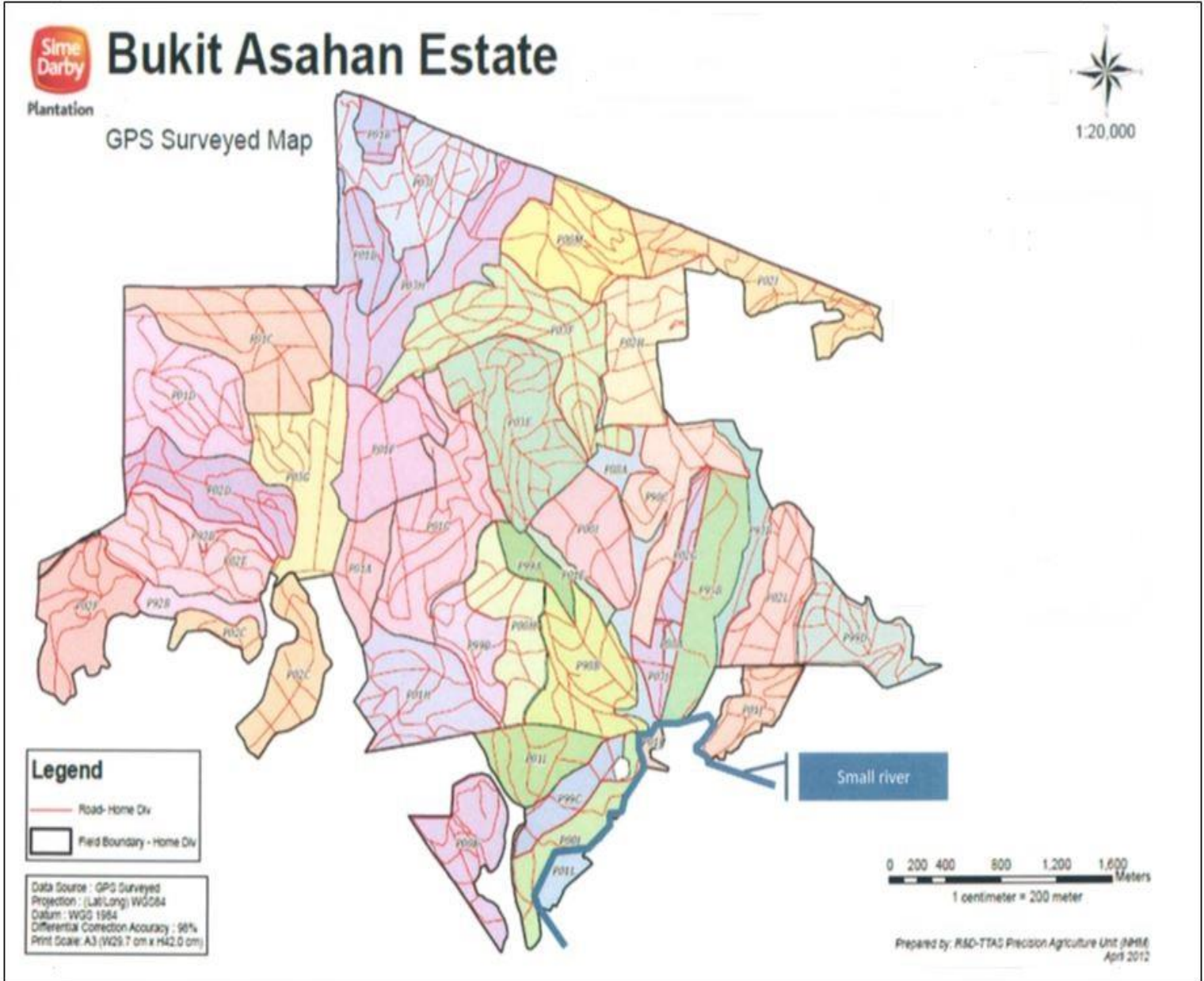
Month	Diamond Jubilee Estate	Bukit Asahan Estate	Serkam Estate #	Tangkak*	Kempas*	Lanadron**	Welch**	Total FFB/Month
July 2014	836	0	0	0	0	0	0	836
August 2014	5,289	1,102	131	0	0	0	0	6,522
Sept. 2014	5,140	3,296	250	0	0	0	0	8,686
Oct. 2014	5,049	2,284	0	0	0	0	0	7,333
Nov. 2014	4,187	4,262	0	0	0	0	0	8,449
Dec. 2014	1,793	1,733	661	0	138	0	0	4,325
Jan 2015	2,314	2,471	1,105	0	0	0	0	5,890
Feb 2015	3,673	3,577	1,592	0	0	0	0	8,842
Mar 2015	4,159	4,060	1,672	13	0	691	130	10,725
Apr 2015	3,068	2,482	931	0	0	156	38	6,675
May 2015	5,323	4,976	1,764	0	0	0	0	12,063
June 2015	5,662	5,226	1,090	0	0	0	0	11,978
Total	46,493	35,469	9,196	13	138	847	168	92,324

Note: Serkam Estate: Total FFB produced 38,024mt. However, 9,196mt FFB received and processed at Diamond Jubilee Mill and 28,828mt FFB was sent to Kempas Palm Oil Mill due to the Diamond Jubilee mill was running under lower capacity.

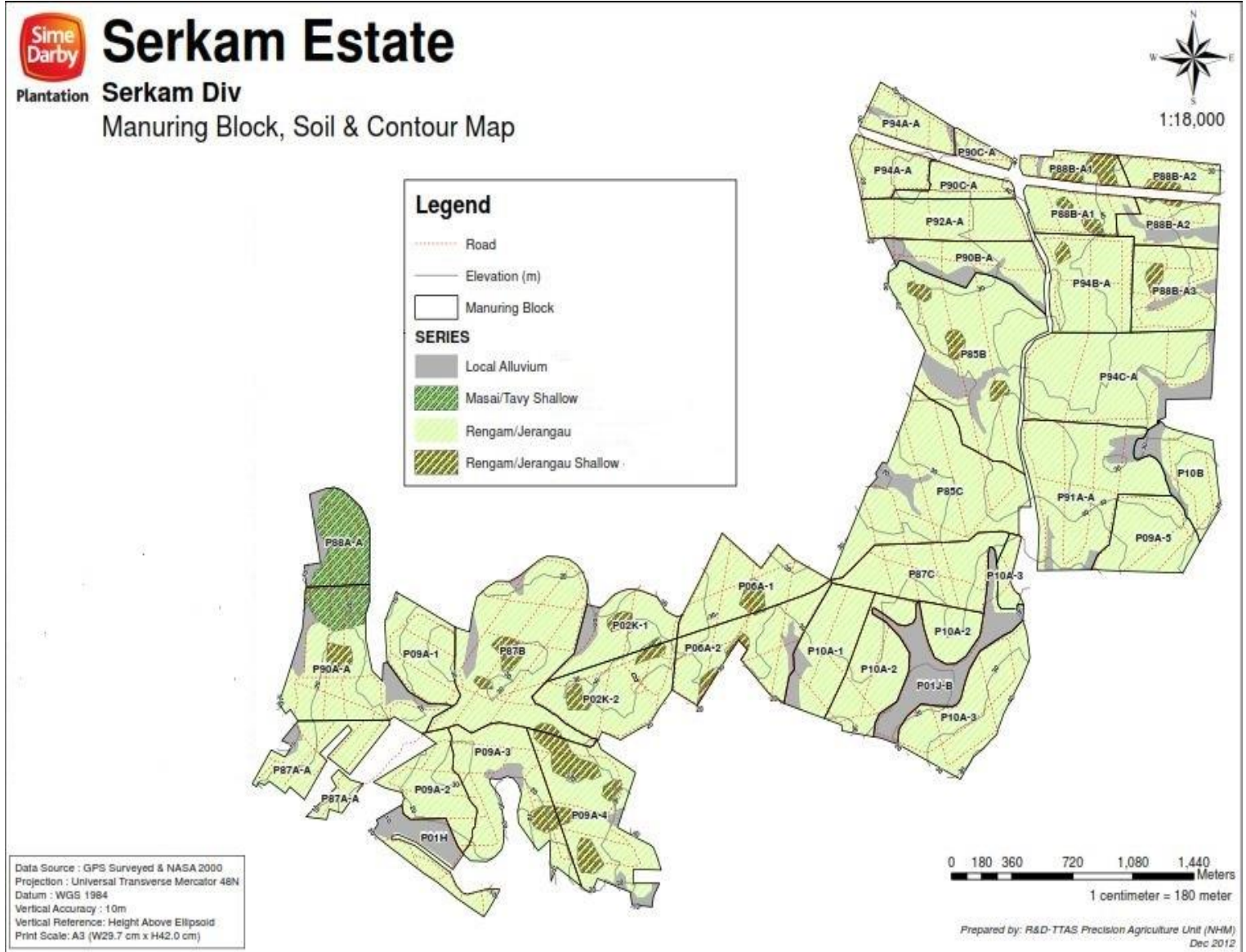
*RSPO Certificate Number: RSPO 0005; Expiry date: 19 May 2020

** RSPO Certificate Number: SPO 600305; Expiry date: 27 January 2019

Appendix G: Bukit Asahan Estate Field Map



Appendix H: Serkam Estate Field Map



Appendix I: List of Abbreviations Used

ASA	Annual Surveillance Assessment
BAE	Bukit Asahan Estate
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
HQ	Head Quarters
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
POME	Palm Oil Mill Effluent
PPE	Personal Protective Equipment
RC	Re-Certification
R&D	Research and Development
RED	Renewable Energy Directive
RSPO P&C	Roundtable on Sustainable Palm Oil Principle & Criteria
RTE	Rare, Threatened, or Endangered
SCCS	Supply Chain Certification Standard
SE	Serkam Estate
SEIA	Social & Environmental Impact Assessment
SIA	Social Impact Assessment
SOP	Standard Operating Procedure