

RSPO – 1st Annual Surveillance Assessment (ASA1-1)

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 8) - East Palm Oil Mill 42960 Carey Island, Selangor, Malaysia.

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Section 1 Scope of the First Annual Surveillance Assessment

1. Company Details			
RSPO Membership Number	1-0008-04-000-00	Date	Member since: 6 September 2004
Company Name	Sime Darby Plantation Sdn Bhd		
Address	Head Office: Level 3A, Main Block, Plantation Tower, No 2 Jalan P.J.U 1A/7, 47301 Ara Damansara, Selangor, Malaysia.		
Mill Address	Certification Unit: SOU 8 Management Unit (East Palm Oil Mill), 42960 Carey Island, Selangor, Malaysia.		
Subsidiary of (if applicable)	N/A		
Contact Name	Mdm. Shylajadevi Vasudevan Nair (Head Office) Mr. Mohd. Azhar Md. Zain (East Palm Oil Mill Manager)		
Website	www.simedarby.com	E-mail	shylaja.vasudevan@simedarby.com kks.east@simedarby.com
Telephone	+603 – 78484371 (Head Office) +603-31224001/03 (Mill)	Facsimile	+603 – 78484363 (Head Office) +603-31224005 (Mill)

2. RSPO Certification Information			
Certificate Number	RSPO 543543	Date	19 May 2010; Re-issue: 19 May 2015
Scope of Certification	Palm Oil and Palm Kernel Production from East Palm Oil Mill and Supply Base: East Estate, Sepang Estate & Dusun Durian 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
East Palm Oil Mill	SOU 8 Management Unit (East Palm Oil Mill) 42960 Carey Island, Selangor, Malaysia	101°26' 10.09"	2° 53' 0.00"
East Estate	East Estate, 42960 Carey Island, Selangor, Malaysia.	101°23.8473'	2°54.324'
Dusun Durian Estate	Ladang Dusun Durian, 42700 Banting, Selangor, Malaysia.	101°27.7072'	2°48.445'
Sepang Estate	Ladang Sepang, 43900 Sepang, Selangor, Malaysia.	101°43'26.04"	2°43'26.04"

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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
East Estate	4,441.78	549.18	4,996.96	717.36	5,708.32	87.54
Dusun Durian Estate	1,519.25	535.08	2,054.33	222.23	2,276.56	90.24
Sepang Estate	2,315.14	409.10	2,724.24	469.67	3,193.91	85.29
TOTAL	8,276.17	1,493.36	9,775.53	1,409.26	11,178.79	87.45

5. Plantings & Cycle								
Estate	Age (Years) & Hectareage					FFB Tonnage / Year		
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30	Estimated (Year 2015)	Actual (Year 2015)	Forecast (Year 2016)
East Estate	549.18	1,727.04	1821.63	899.11	0	28,403	37,996	45,370
Dusun Durian Estate	535.08	1334.90	184.35	0	0	53,601	47,884	53,668
Sepang Estate	409.10	693.47	1232.82	185.23	203.62	54,392	56,690	50,147
TOTAL	1,493.36	3,755.41	3,238.80	1,084.34	203.62	136,396	142,570	149,185

6. Certified Tonnage									
Mill	Estimated (Year 2015)			Actual (Year 2015)			Forecast (Year 2016)		
	FFB	CPO	PK	FFB	CPO	PK	FFB	CPO	PK
East Palm Oil Mill	136,396	30,142	6,578	142,570	31,897	6,701	149,185	33,567	7,459
*Other certified estates	612			5,034					
Total	137,008	30,142	6,578	147,604	31,897	6,701	149,185	33,567	7,459

*RSPO Certificate Number: SPO550181 Valid till 14/4/2016

**RSPO Certificate Number: SPO543594 Valid till 18/5/2020

Section 2 Assessment Process

Certification Body:

BSI Services Malaysia Sdn Bhd,
(ASI Accreditation Number: RSPO-ACC-19)
Unit 10-03, Level 10, Tower A, The Vertical Business Suites,
Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur.
Tel +6 03 2242 4211 Fax +6 03 2242 4218
Senniah Appalasaamy: Senniah.Appalasaamy@bsigroup.com
www.bsigroup.com

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

Assessment Methodology, Programme, Site Visits

The on-site assessment was conducted from 22 - 24 February 2016. The audit programme is included as Appendix D. The approach to the audit was to treat the mill and its supply base as an RSPO Certification Unit. Mill was audited together with the sample estates. A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HCVs, declared conservation areas and local communities.

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

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

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

All the previous nonconformities are remains closed. The assessment findings for the ASA1 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 Certification Reviewer 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 (Recertification)	Year 2 (ASA1)	Year 3 (ASA2)	Year 4 (ASA3)	Year 5 (ASA4)
East Palm Oil Mill	√	√	√	√	√
East Estate		√	√		√
Sepang Estate	√		√	√	
Dusun Durian Estate	√	√		√	√

Tentative Date of Next Visit: 24 February 2017

Total No. of Mandays: 9

BSI Assessment Team:

Muhammad Haris B. Abdullah – Lead Assessor

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

Hafriazhar Mohd Mokhtar – Team member

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

Suresh Kumar – Team member

Suresh is a fulltime employee with BSI Services Malaysia. He graduated from University of Northumbria, Newcastle, U.K. B.Eng (Mechanical), He attended internal RSPO training in 1 December 2015. He has completed the ISO 9001:2008 Quality Management System Lead Auditor training. Currently he is an ISO 9001:2008 Auditor. He has more than 5 years of auditing experience since Nov 2010 covering the quality management system in various industries. He is involved as Social aspects during the RSPO Assessment. For this assessment he assessed the Social Impacts of the Mill and Estate. He is able to speak and understand Bahasa Malaysia, English and Tamil.

Accompanying Persons: Not Applicable.

Section 3 Assessment Findings

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

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

3.2 Progress against Time Bound Plan

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

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

Due to the present mediation process, PT Mitra Austral Sejahtera TBP was revised to 2016 by Sime Darby pending on the resolution and mediation process which is acknowledged by RSPO. The final decision of issuing the certificate is under the CB that audited the PT MAS. BSI has contacted the CB and consultation was held. The CB that audited PT MAS accepted the revision of the TBP. BSI accepted the feedback from the CB that audited PT MAS as per the RSPO Certification System requirement "Where the Certification Body conducting the surveillance audit is different from that which first accepted the time-bound plan, the later Certification Body shall accept the appropriateness of the time-bound plan at the moment of first acceptance and shall only check continued appropriateness". BSI understands that there are community issue still under negotiation through agreed process. The improvement is in progress and acknowledge by RSPO and all parties as mutually agreed process. Latest meeting among the community and Sime Darby was held on 14 January 2016. The current status details are

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provided in the Appendix B. BSI has consider that Sime Darby still comply with the RSPO requirement for partial certification and has justified the revision to TBP.

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

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

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

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

3.3 Details of findings

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

During the ASA1 there were two minor nonconformities raised. The East Certification unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted. The implementation of the corrective action plans to address the minor nonconformity will be followed up during the next surveillance assessment.

Non-Conformity		
NCR #	Description	Category (Major/Minor)
1298818N1	Requirements 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
	Evidence of Nonconformity Durian Dusun Estate: Visit to the Crèche found ceiling and cupboards were not in good condition and could cause harmful effects to the children and caretaker.	
	Statement of Nonconformity Maintenance of Crèche was not adequate.	

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Non-Conformity		
NCR #	Description	Category (Major/Minor)
1298818N2	Requirements 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
	Evidence of Nonconformity All operating units: No evident of reporting on progress of monitored GHG emissions to RSPO - ERWG as required by RSPO.	
	Statement of Nonconformity Regular reporting on progress of monitored GHG emissions from mill not in place.	

Observation	
OBS #	Description
-	Nil

Positive Findings	
PF #	Description
1	Safety signs are continuously maintained well and clearly marked with walkways.
2	The palm oil mill has maximised the use of renewable energy by consuming shell and fibre produced internally.
3	The Mill and Estates have maintained good relationship with internal and external stakeholders.

Issues raised by Stakeholders	
<p>Stakeholder consultation involved internal and external stakeholders. External stakeholders were contacted by telephone to arrange meetings at a location convenient to them to discuss East Certification Unit's environmental and social performance, legal and any known dispute issues.</p> <p>Meetings were conducted with stakeholders to seek their views on the performance of the company with respect to the RSPO requirements and aspects where they considered that improvements could be made. At the start of each meeting, the interviewer explained the purpose of the audit followed by an evaluation of the relationship between the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and later was verified with the management team. These have been incorporated into the assessment findings.</p> <p>Structured worker interviews with male and female workers and staff were held in private at the workplace in the mill and the estates. Fieldworkers were interviewed informally in small groups in the field. In addition, the wives of workers and staff were interviewed in informal group meetings at their housing. Separate visits were made to each of the local communities to meet with the village head and residents. Company officials were not present at any of the internal or external stakeholder interviews. A list of Stakeholders contacted is included as Appendix E.</p>	
IS #	Description
1	Issues Foreign workers representative: No issue regarding pay and condition of work. The representative highlighted that they are treated equally. All foreign workers have access to all facilities similar to local workers.
	Management Responses The management treat all employees equally and no discrimination.
	Audit Team Findings No disputes were highlighted by foreign workers interviewed during field visit.

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2	Issues Contractors: Contractors confirm payment is prompt as per agreed contract.
	Management Responses Payment is made as per the agreed terms.
	Audit Team Findings No other issues.
3	Issues School Headmaster: It was re-confirmed that the management always support school activities. The relationship is good. No other issues.
	Management Responses Management assist wherever possible.
	Audit Team Findings No other issues.
4	Issues Workers union secretary: No pending disputes or any wage issues. Company follow the NUPW/MAPA agreement and minimum wage requirement.
	Management Responses Management always encourage union representative and workers to meet them to resolve any issue immediately and open for discussion.
	Audit Team Findings No disputes were raised by workers interview with them which indicate that the freedom to join union and procedure to voice out grievances is implanted.
5	Issues Village Head: Management always assist whenever requested for assistance. The relationship is good. No other issues.
	Management Responses Management assist wherever possible.
	Audit Team Findings No other issues.

3.3.1 Status of Nonconformities Previously Identified and Observations

All the previous Major nonconformities are remains closed. There was no Minor nonconformity raised during Recertification.

Observation	
OBS #	Description
Nil	

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3.3.2 Summary of the Nonconformities and Status

CAR Ref.	CLASS	ISSUED	STATUS
CR01 - 2.1.1	Major	23/1/2009	Closed out on 30/1/2009
CR02 - 5.3.1	Major	5/4/2011	Closed out on 10/5/2011
CR03 - 2.2.3	Minor	5/4/2011	Closed out on 21/03/2012
CR04 - 4.4.6	Minor	21/3/2012	Closed out on 6/2/2013
CR05 - 6.1.3	Minor	6/2/2013	Closed out on 12/2/2014
1022245M1 - 4.7.1	Major	14/2/2014	Closed out on 7/4/2014
1022245N0 - 5.3.2	Minor	14/2/2014	Escalated into Major NC (1149356M2) under indicator 5.3.3 (P&C 2013)
1022245N2 - 6.5.2	Minor	14/2/2014	Closed out on 26/2/2015
1149356M1- 2.1.1	Major	27/2/2015	Closed out on 8/4/2015
1149356M2 - 5.3.3	Major	27/2/2015	Closed out on 8/4/2015
1298818N1 - 6.5.3	Minor	24/2/2016	"Open"
1298818N2 - 5.6.3	Minor	24/2/2016	"Open"

Assessment Conclusion and Recommendation:
 Based on the findings during the assessment East Palm Oil Mill Certification Unit and supply base complies with the RSPO P&C 2013, Malaysian National Interpretation (MY-NI 2010) and the RSPO Supply Chain Certification Standard (Nov 2014) for CPO Mill. It is recommended that the certification of East Palm Oil Mill Certification Unit is approved and continued.

Acknowledgement of Assessment Findings	Report Prepared by
Name: Mohd Azhar Bin Md Zain	Name: Muhammad Haris Bin Abdullah
Company name: East Palm Oil Mill	Company name: BSI Services Malaysia Sdn. Bhd.
Title: Mill Manager	Title: Lead Auditor
Signature: 	Signature: 
Date: 20/3/2016	Date: 23/3/2016

Appendix A: Summary of Findings

Criterion / Indicator	Assessment Findings	Compliance	
Principle 1: Commitment to Transparency			
Criterion 1.1:			
Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.			
1.1.1	There shall be evidence that growers and millers provide adequate information on (environmental, social and/or legal) issues relevant to RSPO Criteria to relevant stakeholders for effective participation in decision making. - Minor compliance -	Adequate information covering on environmental, social and legal issues which are relevant to RSPO Criteria and relevant to stakeholders is shared for effective participation and decision making. Requests for information from the Regulatory Department such as DOE quarterly reports were attended and no noncompliance or complaints were noted. Information on environmental, social and legal issues relevant to RSPO Criteria was made available to relevant stakeholders for effective participation in decision making. Publicly available documents such as land title, OSH plan, HGV documents, negotiation procedure, complaint records, RSPO public summary reports, EIA, Management Plans & Continuous Improvement Plans and company policies are available.	Complied
1.1.2	Records of requests for information and responses shall be maintained. -Major compliance	Records of request for information maintained in individual files by the chief clerk. Records of stakeholder requesting information recorded in the visitor's book.	Complied
Criterion 1.2:			
Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.			

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Criterion / Indicator	Assessment Findings	Compliance
<p>1.2.1</p> <p>Publicly available documents shall include, but are not necessary limited to:</p> <ul style="list-style-type: none"> • Land titles/user rights (Criterion 2.2); • Occupational health and safety plans (Criterion 4.7); • Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8); • HCV documentation (Criteria 5.2 and 7.3); • Pollution prevention and reduction plans (Criterion 5.6); • Details of complaints and grievances (Criterion 6.3); • Negotiation procedures (Criterion 6.4); • Continual improvement plans (Criterion 8.1); • Public summary of certification assessment report; • Human Rights Policy (Criterion 6.13). <p>- Major compliance –</p>	<p>There was no restriction noted as to the documents made available to the public except those prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes. Sime Darby Plantation 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 Plantation Sdn Bhd website: http://www.simedarbyplantation.com/Sustainability.aspx 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 Plantation Sdn Bhd practices and their continual improvement plans. Besides the above document Sime Darby Plantation Sdn Bhd policy on the followings are also available at the same website:</p> <ol style="list-style-type: none"> 1) Social 2) Quality 3) Food Safety 4) Occupational Safety & Health 5) Environment & Biodiversity 6) Slope Protection and Buffer Zone 7) Lean Six Sigma 8) Gender <p>In addition to the website, the policies were also displayed at various locations including the main notice boards of the estates, mill offices and muster ground notice boards for employees and visitors to view.</p>	<p>Complied</p>
<p>Criteria 1.3: Growers and millers commit to ethical conduct in all business operations and transactions.</p>		
<p>1.3.1</p>	<p>There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions, which shall be documented and communicated to all levels of the workforce and operations.</p> <p>-Minor compliance</p>	<p>Committing to a code of ethical conduct and integrity in all operations and transactions documented and communicated to all levels of the workforce and operations. The code of business conduct available since December 2011 includes elements of human right as well.</p> <p>Complied</p>
<p>Principle 2: Compliance with applicable laws and regulations</p>		
<p>Criterion 2.1: There is compliance with all applicable local, national and ratified international laws and regulations.</p>		

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Criterion / Indicator	Assessment Findings	Compliance
<p>2.1.1 Evidence of compliance with relevant legal requirements shall be available. - Major compliance -</p>	<p>SOU8 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 (Plantation Sustainability Quality Management) sustainability team. SOU8 had obtained and renewed license and permits as required by the law. Sample of licenses or permit viewed were :</p> <p><u>East Palm Oil Mill</u></p> <p>a) Competent person;1st grade Steam Engineer(167/2005), Mohd Azhar Md Zain,since Dec2005</p> <p>b) DOE Licence/ Jadual Pematuhan : 001456 (validity period 1/7/15 - 30/6/2016) for 30 MT/hr and method of POME discharge on waterways for <500 mg/l BOD limit</p> <p>c) Licenses for Steam Boiler (SB)(PMD-SL15218 & PMD-SL 14448), unfired pressure vessel (UPV) (sterilizers PMT-SL 142939, PMT-SL 142941, PMT-SL 142940), hoisting machine (PMA-SL192297, PMA-SL 192298, PMA-SL 192299, back pressure receiver, steam separator, air receiver and found to be valid until 23/1/16. Last DOSH mill inspection was conducted between 5th November 2015 and 18th January 2016 and new certification is in progress.</p> <p>d) License for electricity generation from Electrical Commission (99140/BG/F/6128923) valid until 31/12/16</p> <p>e) Electrical Charge man license – A4 registration number (PJ-T-4-H-0828-2000) Competent person licenses registered since 10/2/2014</p> <p>f) Competent Person for Scheduled Waste – CePSWaM (Certified Professional in Scheduled Waste Management), Mohd. Riza Bin Mohd. Arif 860802-59-5369 –EiMAS training on 24/11/2014</p> <p>g) MPOB license- 533088004000 valid until 30/9/16</p> <p>h) Permit to buy diesel and petrol, B.PGK. SEL / 5857(P), valid until 19/11/16</p> <p><u>Dusun Durian Estate</u></p> <p>i) Permit to buy chemical fertilizer, B.PGK.SEL/5300(P) , valid until 25Nov2016</p> <p>j) MPOB license- 528976002000 valid until 30/4/16</p> <p>k) License for Unfired pressure vessel(UPV) (sterilizers PMT-SL 28376, PMT-SL 28263, PMT-SL 28377) are all valid until 2/3/2017</p> <p>l) Permit to buy diesel, B.PGK. SEL / 01375, valid until 28/9/16</p> <p><u>East Estate</u></p> <p>j) Permit to buy diesel and chemical fertilizer, B.PGK. SEL / 01023, valid until 17/11/16</p> <p>k) MPOB license- 53130800200 valid until 31/7/16</p>	<p>Complied</p>
<p>2.1.2 A documented system, which includes written information on legal requirements, shall be maintained. - Minor compliance -</p>	<p>List of applicable legal and other requirements was made available during the assessment and compiled in the Legal Requirement folder which was last updated on 31/12/2015 at Mill and 1/7/2015 at Dusun Durian Estate. 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 18 December 2008.</p>	<p>Complied</p>

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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. Refer to Estate/Mill Quality Management System, Level 2: Standard Operating Manual, Appendix 5.2.4: Procedure for Legal and Other Requirements dated 10 December 2008.	Complied
2.1.4	A system for tracking any changes in the law shall be implemented. - Minor compliance -	Tracking system available to identify changes in the relevant regulations through head office, website information and the information are communicated from the Group Head Office. On the site verification, interviews with office personnel and records indicate that the system is appropriate to the operations.	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 -	East Mill and Estate operation is on freehold and leasehold land. Land titles and copy of land titles are available during the audit. The land titles sighted for; 1. Grant No. 49902 Lot#6765) , 2. Grant No. 30724(Lot#PT33196) 3. Grant No. 44326(Lot#2700) 4. Grant No. 46277(Lot#5989) 5. Grant No. 47697(Lot#2664 and Lot#2666) 6. Grant No.4136(Lot#12351)	Complied
2.2.2	Legal boundaries shall be clearly demarcated and visibly maintained. - Minor compliance -	Field visit to P96T noted that boundary is visibly maintained at "Kampung Sungai Lang" village and verified during the visit. Legal boundaries are clearly demarcated and visibly maintained throughout the estate. Mill is located inside East Estate and sharing the estate boundary. All the boundaries are visibly maintained as per company SOP.	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 -	Sime Darby did not acquire land from landowners, but leased it directly from the government.	Complied
2.2.4	There shall be an absence of significant land conflict, unless requirements for acceptable conflict resolution processes (see Criteria 6.3 and 6.4) are implemented and accepted by the parties involved. -Major compliance	Sime Darby did not acquire land from landowners, but leased it directly from the government.	Complied

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2.2.5	Sime Darby did not acquire land from landowners, but leased it directly from the government.	Complied
2.2.6	Sime Darby did not acquire land from landowners, but leased it directly from the government.	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	Sime Darby did not acquire land from landowners, but leased it directly from the government.	Complied
2.3.2	Sime Darby did not acquire land from landowners, but leased it directly from the government.	Complied
2.3.3	Sime Darby did not acquire land from landowners, but leased it directly from the government.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
2.3.4	Evidence shall be available to show that communities are represented through institutions or representatives of their own choosing, including legal counsel. -Major compliance	Sime Darby did not acquire land from landowners, but leased it directly from the government.	Complied
Principle 3: Commitment to long-term economic and financial viability			
Criterion 3.1: There is an implemented management plan that aims to achieve long-term economic and financial viability.			
3.1.1	A business or management plan (minimum three years) shall be documented that includes, where appropriate, a business case for scheme smallholders. - Major compliance -	SOU8 had an annual budget for the financial year 2015/2016. The palm oil mill budget includes the projected FFB processed, CPO and PK production which projected for five years.	Complied
3.1.2	An annual replanting programme projected for a minimum of five years (but longer where necessary to reflect the management of fragile soils, see Criterion 4.3), with yearly review, shall be available. - Minor compliance -	Annual replanting programme projected for a minimum of five years and yearly review conducted at the head office level and participated by the Regional GM and Estate managers. Replanting and immature checklist form R1.20 used for evaluating the replanting area. Review based on the replanting information form R1.10. <u>DDE:</u> 53.22ha will be replanted in current 2015/16 FY. The long range replanting programme is available till 2024/25 FY. <u>East Estate:</u> 336.19ha will be replanted in current 2015/16 FY. The long range replanting programme is available till 2036/37 FY.	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 Oil Mill holds two SOPs: Sustainability Plantation Management System (MQMS/SOM/08 v.1 dated 1/11/2008) includes mill SOP and Mill Quality Management Manual v.1 2008/MQMS/QMM/08 as a guidance document to operate the mill. SOP for the Composting Plant dated 15/8/2011: Composting Management System version 1:2011 Estates have a separate SOP (Sime Darby SOP issued 2/1/2008 and Agricultural reference Manual) covers land preparation, planting material, upkeep, harvesting, transport etc.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
4.1.2	A mechanism to check consistent implementation of procedures shall be in place. - Minor compliance -	External Mill Advisor and a Planting Advisor inspect and report on the operations on annual basis. The on-site managers develop Action Plans from the Advisory Reports for improvement of the operations. Review of Advisory Reports, Action Plans and site inspections confirmed consistent records of implementation of SOPs. During mill visit it was noted that that operating parameters were consistently recorded by the operators. There were other audits by PSQM and GCAD to ensure compliance against company policy and procedure with regards to operation, finance as well as safety, health and welfare requirements. The following are rating given by internal and external for FY2015/2016 at SOU 8: <u>East Palm Oil Mill</u> MA visit report – SOU8/ETM/01/15-16 27-29/7/15 by MA PQR = 75% Safety= 78%	Complied
4.1.3	Records of monitoring and any actions taken shall be maintained and available, as appropriate. - Minor compliance -	The records of monitoring and the actions taken maintained for more than 12 months. Records were verified during the document review found compliance. The records of monitoring and the actions taken maintained for more than 12 months. Records were verified during the document review found compliance. Internal RSPO audit was conducted on 24/11/2015 by the RSPO & Certification Unit, PSQM. <u>Mill:</u> DOSH visit: 18/1/2016 DOE visit: 2/11/2015 <u>DDE:</u> PA visit: 16-18/11/2015 Agronomist: 28 - 29 July 2015 <u>East Estate:</u> PA visit: 17-21/9/2015 Agronomist visited on 27-28 August 2015.	Complied
4.1.4	The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB). - Major compliance -	No third party FFB received. All the FFB are from own certificate scope and adjacent certified estates.	Complied
Criterion 4.2: Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.			
4.2.1	There shall be evidence that good agriculture practices, as contained in Standard Operating Procedures (SOPs), are followed to manage soil fertility to a level that ensures optimal and sustained yield, where possible. - Minor compliance -	Good agriculture practices which follows the group agriculture manual contains Standard Operating Procedures to ensure soil fertility is managed to a level that ensures optimal and sustained yield.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
4.2.2	Records of fertiliser inputs shall be maintained. - Minor compliance -	Fertilizers are applied as per agronomist recommendation. Record shows application date, filed number, dosage applied per palm, type of fertilizer and number of applicators. Sample checked at DDE: Fertilizer application follows the recommendation from the R&D department. Records verified shows that 22/1/2016 field OP11A applied with Ammonium Chloride covering 127.59ha at the rate of 1.75kg/palm.	Complied
4.2.3	There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status. - Minor compliance -	Sime Darby Seeds and Agriculture Services Sdn Bhd prepare the annual fertilizer recommendation. Leaf analysis result which shows the nutrient level was used as guidance for the fertilizer recommendation. Leaf sampling carried out on May 2015 by Sime Darby R&D Department personnel. Periodic soil sampling is carried out at 5 years interval. Last soil sampling for both estate visited were conducted on 22/8/14 (Report No.S72/2014) and 27/8/14 (report No.:S74/2014) by R&D Carey Island.	Complied
4.2.4	A nutrient recycling strategy shall be in place, and may include use of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), and palm residues after replanting. - Minor compliance -	EFB application only applied to selected fields at the estates. Average about 45mt/ha EFB applied.	Complied
Criterion 4.3:			
Practices minimise and control erosion and degradation of soils.			
4.3.1	Maps of any fragile soils shall be available. - Major compliance -	All the estates hold copies of soil map. Soil maps and field visit confirm that there is no fragile soil on the estates.	Complied
4.3.2	A management strategy shall be in place for plantings on slopes above a certain limit (this needs to be soil and climate specific). - Minor compliance -	Slope map available. Slope area constructed with terrace and side drainage. Planting terraces had been constructed where slope >10°. Fields are established with cover crops such as muccuna and soft grasses and ferns.	Complied
4.3.3	A road maintenance programme shall be in place. - Minor compliance -	Estates visited have implemented annual Road Maintenance Programme. Roads inspected during field audit are generally in a good condition due to the lateritic soil. Road maintenance carried out internally with grader and compactor. Road maintenance includes road grading, laterite re-surfacing wherever necessary, road side drain upkeep, culvert upkeep, road side silt pits construction etc. Monthly progress records are prepared and sent to head office.	Complied
4.3.4	Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover management programme shall be in place. - Minor compliance -	There is no peat soil or soil categorised as problematic or fragile soil at all estates visited.	Complied
4.3.5	Drainability assessments shall be required prior to replanting on peat to determine the long-term viability of the necessary drainage for oil palm growing. - Minor compliance -	There is no peat soil.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
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 -	Mill water management plan dated 20/11/2015. Contingency during shortage: Action plan to reduce water usage – rainwater harvesting, collection on boiler blow down, collection of steam condensate from steam coil, collection from sand cyclone. Estate water management plan dated 20/11/2015. Contingency during shortage: Action plan to reduce water usage – rainwater harvesting, water usage reduction program, river water extraction.	Complied
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 –	Mill: Sampled water monitoring records: Quarterly Water Analysis Test Report no. IE91/2016 dated 5/2/2016 for samples taken on 12/1/2016 by Sime Darby Research Sdn. Bhd.; parameters monitored-: PHs, BOD, COD, SS & AN. Samples were taken from each point of mill drain flowing towards monsoon drain. Estate: Sampled water monitoring records: Quarterly Water Analysis Test Report no. IE114/2016 dated 11/2/2016 for samples taken on 15/1/2016 by Sime Darby Research Sdn. Bhd.; parameters monitored-: pH, BOD, COD, SS & AN. Samples were taken from outgoing water points of Telok Datok division flowing towards Sungai Langat. Highest rainfall received by Telok Datok division for 2015 at 4928mm. Rainfall received by East Estate main division for 2015 was 2193.10mm.	Complied
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 -	Palm Oil Mill Effluent (POME) treated through anaerobic pond treatment system where the licensed limit for final discharge BOD allowed by DOE was 5000mg/l through land application. Regular monitoring was conducted by the mill by taking the sample of waste water in final discharge point on monthly basis and water at the upstream, midstream and downstream of the river on quarterly basis. Sampled effluent monitoring records: Monthly Effluent Analysis Test Report no. EP55/2016 dated 22/1/2016 for sample taken on 6/1/2016 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.	Complied
4.4.4	Mill water use per tonne of Fresh Fruit Bunches (FFB) (see Criterion 5.6) shall be monitored. - Minor compliance -	Mill water usage 2014/2015: 1.17 mt/FFB processed 2015/2016: 1.14 mt/FFB processed as of 31/1/2016.	Complied
Criterion 4.5: Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.			

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4.5.1	Implementation of Integrated Pest Management (IPM) plans shall be monitored. - Major compliance -	Similar to last assessment, the IPM is documented in Agriculture Reference Manual. The estates continue to implement biological control for the oil palm pest in the plantation such as leaf eating pest and rat. IPM techniques applied at the estates include monitoring of pest numbers and the use of triggers for initiation of control measures. Barn owls <i>Tyto alba</i> has been introduced for biological control of rats. Barn owl boxes are constructed at the rate of 1 box to 10ha. Census records show that there is no outbreak of leaf eating pest. Although there have been no outbreaks of leaf eating pests, beneficial plants are being established along roadsides to attract natural predators. The estates have planted beneficial plants such as <i>Cassia cobanensis</i> and <i>Turnera subulata</i> and <i>Antigonon leptopus</i> (4.5.1 & 4.5.2). It was noted that the census interval for barn owl occupancy was as per Sime Darby SOP in Agricultural Reference Manual v.1 Section 15.	Complied
4.5.2	Training of those involved in IPM implementation shall be demonstrated. - Minor compliance -	IPM training is given by the Agronomist and plantation executives with qualification in agriculture. Interview with the barn owl occupancy census team confirm their understanding of the Sime Darby SOP in Agricultural Reference Manual v.1 Section 15 on census. IPM training covers barn owl census, planting of beneficial plants etc. training provided by the R&D department on 13/11/2015, Attended by 18 personnel including managers, assistants, staff and workers.	Complied
Criterion 4.6: Pesticides are used in ways that do not endanger health or the environment			
4.6.1	Justification of all pesticides used shall be demonstrated. The use of selective products that are specific to the target pest, weed or disease and which have minimal effect on non-target species shall be used where available. - Major compliance -	Justification of pesticides applied is available in the Sime Darby Agriculture Reference Manual Section 15 item 3.4. The use of pesticide is specific to the target pest, weed and disease. Justification takes consideration to minimise effect on non-target species. 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
4.6.2	Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) shall be provided. - Major compliance -	Records of pesticides and their active ingredients used, LD50, area treated, amount of a.i. applied per ha, and number of applications was maintained. Both estates visited were replaced Methamidaphos (Class I) to Acephate (Class III) pesticide since November 2015.	Complied

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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. Alternatives such as Glyphosate were used with the elimination of Paraquat. Methamidophos has been replaced by less hazardous chemical (class III) named Acephate for the trunk injection activities at SOU 8.	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
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 SOU8.	Complied
4.6.9 Maintenance of employee and associated smallholder knowledge and skills on pesticide handling shall be demonstrated, including provision of appropriate information materials (see Criterion 4.8). - Minor compliance -	No associated smallholders at SOU8. Employees demonstrate knowledge and skills on pesticide handling. MSDS/SDS was displayed in local Bahasa Malaysia language at the agrochemical store for each chemical stored as well as the use of safety pictorial poster for the easy understanding of the agrochemical handlers.	Complied

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4.6.10	Proper disposal of waste material, according to procedures that are fully understood by workers and managers shall be demonstrated (see Criterion 5.3). - Minor compliance -	Disposal method of all identified waste was already included in the pollution prevention plan where the site visit confirmed that the practice of reduce, reuse and recycle of materials has been implemented throughout the company within mill and estates.	Complied
4.6.11	Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated. - Major compliance -	Medical surveillance carried out once a year for all pesticide handlers. <u>DDE:</u> Last medical check-up was conducted on 31/12/2015 by DOSH Registered doctor. No.: HQ/08/DOC/00(709). 12 workers from trunk injector gang were sent for check-up. The other group from store clerk, foreman and spraying mandores was sent for check-up on 1/1/16. Full medical surveillance report has yet to be received and will be verified in the next audit. <u>East Estate:</u> Last medical check-up was conducted on 10/11/2015 by DOSH Registered doctor. No.: HQ/08/DOC/00(709). 83 sprayers, store clerk, foreman and spraying mandores were sent for check-up. 5 workers required for re-test were sent for check-up on 12/2/2016 and pending for the result.	Complied
4.6.12	No work with pesticides shall be undertaken by pregnant or breast-feeding women. - Major compliance -	There are female operators but only for normal weeding work. However, based on interview with female workers confirmed knowledge of the policy of transfer to alternative duties if they wished to continue working when pregnancy was confirmed or breast-feeding.	Complied
Criterion 4.7: An occupational health and safety plan is documented, effectively communicated and implemented. The health and safety plan shall cover the following:			
4.7.1	A health and safety policy shall be in place. A health and safety plan covering all activities shall be documented and implemented, and its effectiveness monitored. - Major compliance -	SOU8 estates and mill has maintained an approved Health and Safety Policy dated April 2011 by Sime Darby Plantation Sdn Bhd, Vice President that is displayed prominently on notice boards in English and local language Bahasa Malaysia. The Policy is implemented through the OSH activities by the on-site safety officers and monitored by OSH Manager from Head Office. Environment safety and health (ESH) management plan for each operating unit had been established. The latest ESH plan was made available during this assessment. Sample of East Oil Mill ESH programme for FY2015/2016 were : <u>Audiometric Testing:</u> Last audiometric was done on 6/6/15 for total of 30 employees by OHD (HQ/13/DOC/00/329) Specialist Mobility Safety Supplies Sdn Bhd. From the report, there were 6 Standard Threshold Shift (STS) case recorded and retest was done on 15/9/2015.	Complied

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<p>4.7.2</p> <p>All operations where health and safety is an issue shall be risk assessed, and procedures and actions shall be documented and implemented to address the identified issues. All precautions attached to products shall be properly observed and applied to the workers.</p> <p>- Major compliance -</p>	<p>SOU 8 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 CHRA report for East Palm Oil Mill ref: SLK4989, (JKKP IH 127/171-2(129) dated November 2014. CHRA recommendation for 4 work unit were :-</p> <p><u>Laboratory:</u></p> <ul style="list-style-type: none"> - LEV testing (internal and external) - PCEM (N-hexane) - Medical surveillance & training <p><u>Workshop/Store/Operator:</u></p> <ul style="list-style-type: none"> - Training, PPE & medical surveillance. <p>At the estates, among the HIRARC carried out covered activities like chemical mixing and spraying, chemical storage, harvesting and FFB collection and vehicle maintenance. For mill operations, all key activities identified and risk assessed with respect to FFB grading and sorting, FFB sterilization, kernel and oil extraction, oil clarification, maintenance activities at the workshop, working in confined space, working at height and hot work activities. HIRARC was reviewed on the 18/11/15 with no changes.</p> <p>Other changes of HIRARC noted at other estate:</p> <p><u>DDE:</u></p> <p>Last reviewed on 16/11/15 for harvesting.</p>	<p>Complied</p>
<p>4.7.3</p> <p>All workers involved in the operation shall be adequately trained in safe working practices (see Criterion 4.8). Adequate and appropriate protective equipment shall be available to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, and land preparation, harvesting and, if it is used, burning.</p> <p>- Minor compliance -</p>	<p>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) 3M 6006, Nitrile Glove (chemical resistant), safety boots, Ear plug (NRR = 24 dB) iii) Field workers (sprayer, manurer & harvester) – N95 respirator/3m 9002, anti-mist goggles, Wellington boots, apron and sickle cover. 	<p>Complied</p>

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Criterion / Indicator	Assessment Findings	Compliance
<p>4.7.4</p> <p>The responsible person/persons shall be identified. There shall be records of regular meetings between the responsible person/s and workers. Concerns of all parties about health, safety and welfare shall be discussed at these meetings, and any issues raised shall be recorded. - 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 30/1/16 at East Palm Oil Mill. 13 members has attended the meeting with discussion on the accident review, safety improvement plan, issues from workers has been discussed and action to be taken. There was no major issue.</p> <p><u>East Palm Oil Mill:</u> SHC organization chart FY15/16 Chairman – Mill Manager Secretary – QA (#3: FY 2015/16: 30/1/16) <u>DDE:</u> SHC org chart (FY15/16) Chairman – Estate Manager Secretary – Medical Assistant) (#3: FY 2015/16: 29/1/16) <u>East Estate:</u> #4: 2015: 16/12/2015</p>	<p>Complied</p>
<p>4.7.5</p> <p>Accident and emergency procedures shall exist and instructions shall be clearly understood by all workers. Accident procedures shall be available in the appropriate language of the workforce. Assigned operatives trained in First Aid should be present in both field and other operations, and first aid equipment shall be available at worksites. Records of all accidents shall be kept and periodically reviewed. - Minor compliance -</p>	<p>Emergency Response Plan (ERP) has been established and defined in procedure, Level 2, Standard Operation Manual, Sub Section 5.5, Management Responsibility, Appendix 5.5.3.3 Emergency Preparedness and Response Procedure, version:1, issue :1 dated 1/11/2008. Emergency response activities were also included in the ESH plan FY 14/15. The following were Emergency Response Plan was addressed: Fire Outbreak, Accident and incident occurrence, Oil Spillage and etc. Latest fire evacuation drill was done on 20/11/15 at East Palm Mill.</p> <p>Accident and emergency procedures have been communicated to employees, contractors and visitors. Workers trained in First Aid were present in the mill and field operations. Records on all accidents kept and summary sent to Head Office. Quarterly review on accident cases carried out during OSH quarterly meeting. All operating units keeping all the JKKP 6 & 8 forms.</p>	<p>Complied</p>
<p>4.7.6</p> <p>All workers shall be provided with medical care, and covered by accident insurance. - 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.</p> <p><u>East Palm Oil Mill:</u> RHB Insurance Berhad Policy No. : FW145068 valid till 30/6/2016 covering 27 workers. <u>DDE:</u> RHB Insurance Berhad Policy No. : FW145062 valid till 30/6/2016 covering 130 workers.</p>	<p>Complied</p>
<p>4.7.7</p> <p>Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics - Minor compliance -</p>	<p>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.</p>	<p>Complied</p>

Criterion 4.8:

All staff, workers, smallholders and contract workers are appropriately trained.

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4.8.1	A formal training programme shall be in place that covers all aspects of the RSPO Principles and Criteria, and that includes regular assessments of training needs and documentation of the programme. - Major compliance -	A formal training programme on all aspects of RSPO principle and Criteria has been established and implemented. The training need analysis and program was made available for verification at all visited sites.	Complied
4.8.2	Records of training for each employee shall be maintained. - Minor compliance -	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. Samples of training conducted for FY14/15 and FY15/16 as follows: <u>Mill:</u> <ul style="list-style-type: none"> • 5S Introduction dated 5/2/2016 • Supervision training (Effective Supervisor) dated 28/11/2015 • RSPO awareness refresher training dated 23/11/2015 • Boiler operation, environmental work instruction & related EQA training dated 5/11/2015 • Scheduled Waste Handling training dated 9/9/2015 • Chemical handling training dated 9/9/2015 • HIRARC training dated 8/9/2015 <u>Estate:</u> <ul style="list-style-type: none"> • Harvesting competency training 27/1/2016 • P&D training dated 13/11/2015 • Trunk injection training dated 11/3/2015 • Fire evacuation drill, fire extinguishing training and snake catching demonstration dated 13/8/2015 • Replanting activity safety training dated 1/7/2015 Grass cutting machine handling training dated 18/7/2015	Complied
Principle 5: Environmental responsibility and conservation of natural resources and biodiversity			
Criterion 5.1: Aspects of plantation and mill management, including replanting, that have environmental impacts are identified, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.			
5.1.1	An environmental impact assessment (EIA) shall be documented. - Major compliance -	Plans and impact assessments relating to environmental impacts based on documents as following: <ul style="list-style-type: none"> • Appendix 5.4.1b - Environmental Aspect and Impact Evaluation Procedure, Version 1; Year 2008 Issue no. 1; Dated 1 April 2009 • Appendix 5.4.1c - Environmental Aspect and Impact Identification form, Version 1; Year 2008 Issue no. 1; Dated 1 April 2009 Appendix 5.4.1d – Environmental Impacts Evaluation form, Version 1; Year 2008 Issue no. 1; Dated 1 April 2009	Complied

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5.1.2	<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>East Mill: Environmental Aspect Identification (EAI) and Environmental Evaluation (EIE) reviewed and updated on 30/12/2015 and 2/1/2016 respectively.</p> <p>Dusun Durian Estate: Environment Aspect and Impact Identification review meeting on 30/12/2015. No changes identified.</p> <p>East Estate: Environment Aspect and Impact Identification review meeting on 2/1/2016. No changes identified</p> <p>It was observed that the reviewing and updating on the registers were done annually if there's no any new activity within respective sites. Next reviews are due on January 2016.</p>	Complied

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<p>5.1.3</p> <p>This plan shall incorporate a monitoring protocol, adaptive to operational changes, which shall be implemented to monitor the effectiveness of the mitigation measures. The plan shall be reviewed as a minimum every two years to reflect the results of monitoring and where there are operational changes that may have positive and negative environmental impacts.</p> <p>- Minor compliance -</p>	<p>Bukit Kerayong mill: Monitoring plan was established based on DOE license compliance schedule which include scheduled waste storage and disposal record, POME final discharge BOD and boiler stack sampling.</p> <p>Based on Sustainable Plantation Management System Appendix 10 Procedure for Mill Environmental Performance version 1, year 2008, issue no. 1, dated 1 October 2008. Uses the Mill Environmental Performance Review (Form A) Mill environmental monitoring records available/sighted:</p> <ul style="list-style-type: none"> • Sampled effluent monitoring records: Monthly Effluent Analysis Test Report no. EP55/2016 dated 22/1/2016 for sample taken on 6/1/2016 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. • Boiler stack sampling records: Dark Smoke Observation (Chimney 1) on 12/6/2015 by UiTM – A&A Laboratory (Report ref. # 2678/2015/06; dated 12/6/2015). Result in certificate of analysis # CN 0671-2015 shown the stack emissions are within limit at 0.09 g/Nm³ for particulates and 0.10 g/Nm³ corrected at 12% CO₂. • Boiler stack sampling records: Dark Smoke Observation (Chimney 2) on 11/6/2015 by UiTM – A&A Laboratory (Report ref. # 2678/2015/06; dated 12/6/2015). Result in certificate of analysis # CN 0671-2015 shown the stack emissions are within limit at 0.09 g/Nm³ for particulates and 0.10 g/Nm³ corrected at 12% CO₂. • Online scheduled waste inventory & consignment (file ref. no. 31/152/000/308; Inventory no. 1002B454130122016) – updated as of 11/2/2016 where the quantity and storage period were within allowable limit. Latest Scheduled Waste disposal done on 16/11/2015, consignment # 2015111619BLEC3D for SW 306, # 2015111618LMDHJZ (SW 409- contaminated glassware), # 2015111619Z08M32 (SW 409- contaminated drum), # 20151116192FKNWY (SW 305), # 2015111619S3TQ52 (SW 110), # 2015111618Z0V0E4 (SW 410), # 20151116180J9DOK (SW 322- spent IPA), 20151116180VCBZY (SW 322- spent Hexane) and # 201511161863AJ1G (SW 103) by Kualiti Alam Sdn. Bhd. <p>The monitoring was based on Sustainable Plantation Management System version 1, year 2008, and issue no. 1, dated 1 October 2008.</p> <p>An environmental performance indicator monitoring master list has been established to monitor the effectiveness of the mitigation measures and being used for annual review.</p>	<p>Complied</p>

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<p>Criterion 5.2: The status of rare, threatened or endangered species and other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and operations managed to best ensure that they are maintained and/or enhanced.</p>			
<p>5.2.1</p>	<p>Information shall be collated in a High Conservation Value (HCV) assessment that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). - Major compliance -</p>	<p>Similar to last assessment, re-assessment of HCV was conducted by Sustainability Department (Social & Environment Projects Unit) on February 2015 attended representatives from local government agencies, local communities, service providers, and neighbouring estates. The review mechanism had appropriately involved stakeholders such as the sustainability team. There was no HCV area identified in these operating units, i.e. Dusun Durian and Sepang estates. The exercise has taken into consideration all aspects of environmentally sensitive areas such as ponds, streams, wildlife boundaries and was documented. Based on the review, there was no HCV area inside these operating units. Visits to site confirmed that Dusun Durian and Sepang estates are surrounded by smallholders and villagers. Although no HCVs identified, conservation areas/environmentally sensitive areas i.e. buffer zones along the stretches of Sungai Langat which passes bordering through the Dusun Durian (Bukit Tinggi Division) estate had been identified and being monitored.</p>	<p>Complied</p>
<p>5.2.2</p>	<p>Where rare, threatened or endangered (RTE) species, or HCVs, are present or are affected by plantation or mill operations, appropriate measures that are expected to maintain and/or enhance them shall be implemented through a management plan. - Major compliance -</p>	<p>Regular patrols within the operating unit estates were carried out and findings recorded by the respective Estate executives to monitor the Conservation / buffer zone areas. Mechanism for reporting the sightings of various types of wildlife, were found to have been in place. Monitoring and control of any illegal hunting, fishing or collecting activities was also implemented. Signage that prohibit hunting, fishing and water polluting activities were verified on-site at the estates visited (i.e. Dusun Durian and East estates) found to have been satisfactorily maintained.</p>	<p>Complied</p>
<p>5.2.3</p>	<p>There shall be a programme to regularly educate the workforce about the status of these RTE species, and appropriate disciplinary measures shall be instigated in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect or kill these species. - Minor compliance -</p>	<p>The program to regularly educate the workforce and community about the status of these RTE species are also established with on-going consultation with the relevant authorities at the Kuala Langat District. There is evidence of commitment to discourage any illegal or inappropriate hunting, fishing or collecting activities via the signage erected around the affected areas which prohibit such activities.</p>	<p>Complied</p>
<p>5.2.4</p>	<p>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 -</p>	<p>Management plans were established and monitoring outcomes were reviewed by the Estate managers. There are no HCV or reported RTE at the Dusun Durian and Sepang estates, as reported in the PSQM HQ Report. Verification were also made during on-site assessment and found to be satisfactory. The overall management plan on the status of HCV/RTE of the East operating unit is collated reviewed and monitored by the HQ sustainability team and is on-going.</p>	<p>Complied</p>

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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 -	There was no HCV set-aside that needs any negotiation process with the local communities.	Complied
Criterion 5.3: Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.			
5.3.1	All waste products and sources of pollution shall be identified and documented. - Major compliance -	<p>As per Sustainable Plantation Management System Appendix 9 Procedure for Handling of Domestic Waste version 1, year 2008, issue no. 1, dated 1 October 2008</p> <p>Mill: type of waste – effluent, fibre/shell, EFB, boiler clinker, wash water, scrap metal, scheduled waste, boiler blowdown, hydro-cyclone wash water, methane gas</p> <p>Estate: type of waste – scheduled waste – SW102, SW305, SW306, SW409, SW410, SW404 – workshop, clinic, SW store, store; domestic waste – rubbish & sewage – line-site, office, workshop, store, shop & recycle waste – empty container, scrap metal.</p> <p>Records on the usage and disposal were well recorded and documented. Appropriate secondary containment for the diesel skid tanks, chemical and scheduled waste storage areas was verified to be maintained accordingly. Record of medical waste disposal from Dusun Durian Estate shown latest disposal was done on 29/1/2016 through the Visiting Medical Officer. Scheduled waste for East Estate was latest disposed on 22/2/2016 through Malik Family Resources, consignment #52812 for SW305.</p>	Complied
5.3.2	All chemicals and their containers shall be disposed of responsibly. - Major compliance -	<p>Based on policy to reduce, reuse and recycle, the management of used chemicals and containers were done in accordance Scheduled Waste regulations.</p> <p>For estates, the empty pesticides container were collected in scheduled waste store after being triple rinsing and punctured at the bottom of the container.</p> <p>Stores for scheduled waste were inspected at audited sites in mill and estates and disposal was done by scheduled waste disposal company authorized and licensed by Department of Environment. The mill and estates also have a proper Scheduled Waste Store for storing scheduled waste until time of disposal by DOE authorized waste disposal contractor.</p>	Complied

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5.3.3	A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented. - Minor compliance -	Scheduled waste is managed well with designated storage area at the mill and each of the estates not to less than 180 days in accordance with the requirements of the Environmental Quality Act 1974 (Scheduled Wastes), Regulations, 2005. Disposal was through licensed collector. The company has continued managing scheduled waste stores at the mill and each of the estates. Agrochemical containers are triple rinsed and punctured to avoid any misuse. Sampled mill pollution prevention plan dated 20/11/2015 including control of black smoke, POME, oil spillage domestic and scheduled waste sighted during the visit as well as for estates.	Complied
Criterion 5.4: Efficiency of fossil fuel use and the use of renewable energy is optimised.			
5.4.1	A plan for improving efficiency of the use of fossil fuels and to optimise renewable energy shall be in place and monitored. - Minor compliance -	Monthly record on energy consumption for both renewable and non-renewable sources were kept and documented. It is monitored to optimise use of renewable energy. Data is being compiled for comparison and control for future improvement. Apart from use of grid supply (TNB) for electricity, palm fibre and shells were also used to generate electricity through steam turbine and boiler. The use of energy in palm oil mill and line site was monitored monthly to compare the energy usage against the production of CPO. Electricity generation was through steam turbine and boiler where Palm fibre and PK shells were used as renewable energy/fuel on a 70:30 ratio basis respectively. Monthly records of energy consumption of non-renewable and renewable fuel per metric tonne of palm product at the Mill were available as following: Mill diesel usage: 0lt/FFB TNB consumption: 8.21kWh/mt FFB Turbine: 16.00kWh/mt FFB At the estates, diesel consumption per metric ton FFB was also monitored on a monthly basis. It was verified that energy usage are being monitored at the operating units for better control and comparison of trends. Domestic electricity was supplied by TNB while diesel was used for vehicles and machineries.	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 -	Zero burning within estate area has been implemented in Dusun Durian Estate and East Estate as part of its pollution prevention plan. This was based on the action plan to prevent open burning which includes planting cover crops, installing zero burning notice boards, briefing and etc. Furthermore, the Group policy of "Zero open burning" is enforced since July 2008. The operating units adhered to the policy of "Zero open burning" for any replanting, if any, in the estates. Field inspections made in both Dusun Durian and East estates field showed no evidence of open burning.	Complied

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5.5.2	Where fire has been used for preparing land for replanting, there shall be evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Minor compliance -	The operating units have adhered to the zero burning policy for replanting at the estates. During the audit, there were no replanting activities carried out in the Dusun Durian and East estates. There was no evidence of any burning of domestic waste at the housing line sites and at the domestic landfills of the estates during on site field assessment.	Complied
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 of all polluting activities as of the Environment Aspect and Impact assessment in line with Sime Darby Plantation Carbon Policy – to reduce carbon emissions by 40% from 2009 levels by year 2020 signed by MD on January 2015.	Complied
5.6.2	Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented. - Major compliance	Main source of significant pollutants and greenhouse gas (GHG) identified was methane (CH ₄) emission through POME treatment as well as boiler stack from the mill. Other less significant GHG emissions identified including CO _x , SO _x and NO _x from various sources including fossil fuel, chemical and fertilizer consumptions mainly from estates activities.	Complied
5.6.3	A monitoring system shall be in place, with regular reporting on progress for these significant pollutants and emissions from estate and mill operations, using appropriate tools. - Minor compliance -	Monitoring of the GHG quantity was done through its licensed GHG calculator, "SD-Global Plantation Carbon Inventory Calculation Methodology 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 IPCC. These calculations were reported to RSPO-ERWG for confirmation of acceptance of calculation method. The GHG calculations were done separately between the mill and estates However there was no evident of regular reporting on progress of monitored GHG emissions to RSPO ERWG.	Minor Nonconformity
Principle 6: Responsible consideration of employees and of individuals and communities affected by growers and millers			
Criterion 6.1: Aspects of plantation and mill management that have social impacts, including replanting, are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.			
6.1.1	A social impact assessment (SIA) including records of meetings shall be documented. - Major compliance -	Social Impact Assessment (SIA) was conducted by Sustainability Department (PSQM) on a yearly basis and attended representatives from local government agencies, local communities, service providers, and neighbouring estates. The review mechanism had appropriately involved stakeholders such as the sustainability team. Based on the meeting feedback each estate and the mill prepared their specific Mitigation Plan with dates and person in-charges clearly stated.	Complied

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6.1.2	There shall be evidence that the assessment has been done with the participation of affected parties. - Major compliance -	The participation of both internal and external stakeholders (including local from Governmental organizations) which was evident with the list of participants recorded in the attendance list. Minutes of meetings as appended to the SIA Report were maintained as records. Reviewed list of stakeholders that included government bodies, group associated stakeholders, management staff and workers including representative of migrant workers such as Indonesians, Bangladeshis, Indians, Contractors/suppliers and government clinic staff. East Mill stakeholder meeting was done on 20/1/15 attended by 11 people. At Dusun Durian Estate, last stakeholder meeting was done on 16/2/15 attended by 6 people. East Estate stakeholder holding was done on 13/2/2015 attended by 14 people.	Complied
6.1.3	Plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts identified, shall be developed in consultation with the affected parties, documented and timetabled, including responsibilities for implementation. - Major compliance -	The participation of both internal and external stakeholders (including local from Governmental organizations) which was evident with the list of participants recorded. Minutes of meetings as appended to the SIA Report were maintained as records. List of stakeholders were verified and included, school teachers, auxiliary police, government bodies, management staff and workers (incl. representative of migrant workers i.e. Indonesians), contractors/suppliers and health clinic staff. Sighted records of appointed teams headed by estate managers and assisted by assistant officials were defined.	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 -	East operating units have planned to review the SIA plans every year for follow-up and updating to current practices if needed. The social documents had plans for avoidance or mitigation of negative impacts, such as continue monitoring the level of smoke release from the mill, improving current workers housing, road maintenance programs, incentives for school children who have done well in studies, more efficient garbage collection, security and safety monitoring by auxiliary police , etc.	Complied
6.1.5	Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme). - Minor compliance -	SOU8 does not include smallholders.	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 -	SOU8 engage in communication with local communities and interested parties. The communication procedure is as per Sime Darby's group communication policy which shows flow chart of the communication procedure. This was confirmed during interview with the local community representative and village head.	Complied
6.2.2	A management official responsible for these issues shall be nominated. - Minor compliance -	Estate managers are the nominated persons responsible for communication with the stakeholders. The organization has a list of stakeholders/registrars including local authorities, government departments, suppliers and contractors.	Complied

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6.2.3	<p>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.</p> <p>- Minor compliance -</p>	<p>Record of meeting with attendance list and minutes of meetings are available. Last stakeholder meetings was conducted at;</p> <ol style="list-style-type: none"> 1. East Mill on 20 January 2015. 11 internal and external stakeholders attended the meeting. 2. Dusun Durian Estate on 16/2/15. 6 internal and external stakeholders attended the meeting. 3. East Estate on 13/2/15. 14 internal and external stakeholders attended the meeting. <p>There were no disputes recorded during the meeting. All the estate maintains communication recorded as part of the stakeholder communication document.</p>	Complied
<p>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.</p>			
6.3.1	<p>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.</p> <p>- Major compliance -</p>	<p>Sime Darby has an established and documented system for dealing with complaints and grievances. Record shows that "Complaints and Grievances Book" in all estates visited are still active in recording complaints/requests made by employees and other stakeholders. Over the past 12 months, entries made were mainly on minor repairs needed to the road conditions, delay in rubbish collections, housing facilities repairs and mill road entrance which were verified to be attended to in a timely manner.</p>	Complied
6.3.2	<p>Documentation of both the process by which a dispute was resolved and the outcome shall be available.</p> <p>- Major compliance –</p>	<p>Complaints and grievances are handled by respective responsible persons. Outcomes from the actions taken are recorded in different manners, e.g. meeting minutes, verifications by person who made complaints and payment vouchers to contractors after completion the jobs. Mechanisms are appropriately established and implemented. Records of meeting and any resolutions or outcomes are maintained through Minutes or in Complaints Log.</p>	Complied
<p>Criterion 6.4: Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.</p>			
6.4.1	<p>A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be in place.</p> <p>- Major compliance -</p>	<p>No cases requiring any negotiation or compensation pertaining to these criteria. There have been no changes in this status as at the period of verification on site.</p>	Complied
6.4.2	<p>A procedure for calculating and distributing fair compensation (monetary or otherwise) shall be established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation. This procedure shall take into account: gender differences in the power to claim rights, ownership and access to land; differences of transmigrants and long-established communities; and differences in ethnic groups' proof of legal versus communal ownership of land.</p> <p>- Minor compliance -</p>	<p>SOU8 operations are based on approval from federal government. Therefore, no cases requiring any negotiation or compensation pertaining to these criteria.</p>	Complied

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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 -	SOU8 operations are based on approval from federal government. Therefore, no cases requiring any negotiation or compensation pertaining to these criteria.	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 -	All the workers are covered by the MAPA/NUPW agreement and the staff covered with MAPA/AMESU agreement. This is documented at all the operating units. Migrant workers make up the majority of the workforce who are engaged on 2 or 3 year contracts. Payments are made as per the agreement. Inspection of contracts of both local and foreign workers confirmed that pay and conditions are available in local language and the language that the foreign workers speak.	Complied
6.5.2	Labour laws, union agreements or direct contracts of employment detailing payments and conditions of employment (e.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.) shall be available in the languages understood by the workers or explained carefully to them by a management official. - Major compliance -	Sample employment contract, i.e. "Kontrak Pekerjaan – Tenaga Kerja Asing" diantara Sime Darby Plantation Sdn. Bhd (647766 –V) dengan Pekerja Asing" for foreign workers hired were sighted during the audit. The document covers all issue such as working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, and reasons for dismissal, period of notice made available in Bahasa Malaysia which is understood by the workers. Signed copies of this employment contract are kept by Sime Darby Head office. Sampled; 1.Employee with passport#AR587154 2.Employee with passport#AT200924 3.Employee with passport#AD0266106 4.Employee with passport#AD6918478 5.Employee with passport#K1191445 6.Employee with Passport#AE2120049	Complied

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Criterion / Indicator	Assessment Findings	Compliance
6.5.3 Growers and millers shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible. - Minor compliance –	<p>Mill and estates provide adequate housing to their employees and meets the government standard. All the houses are provided with water and electricity supply and the local water department-SYABAS was responsible for the clean water supply and appointed contractors were responsible for the cleaning of septic areas. Employees did not have to pay for the water bills.</p> <p>Line site Inspection is done on a weekly basis for the ;</p> <ol style="list-style-type: none"> 1.Cleanliness/Domestic Waste 2.Disease Control 3.Drainage System 4.Sewerage System 5.Housing Compound 6.Road Safety 7.Building Requirement & Maintenance 8.Water Supply 9.Electricity Supply 10.Nursery 11. Community Hall, Clinic by the medical officers for the mill and estates. <p>During the meeting with workers and residences there were no major issues highlighted. Beside the housing, the company is also provide other facilities such as worshipping places, children nursery(NEST-Nursery for Estate Toddlers), clinics, sports facilities and community hall. As required by minimum housing standard, Visiting Medical Officer visits the estates and mill clinics and housing on monthly basis. There were a trained medical assistant available with valid practicing licenses at all sites. The closest government hospital is located in Banting town which is about 10KM. Ladies and Children’s clinic is located 5KM away. However, Ceiling and cupboards in NEST at Dusun Durian Estate was not in good condition and could cause harmful effects to children and caretaker. Thus, minor nonconformity was raised.</p>	Minor Nonconformity
6.5.4 Growers and millers shall make demonstrable efforts to monitor and improve workers’ access to adequate, sufficient and affordable food. - Minor compliance –	Food for the staff and workers (incl. foreign workers) provided through sundry shops at the vicinity of the operating units. Most of the sundry shops are operated by the former estates workers or family members.	Complied
<p>Criterion 6.6: The employer respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.</p>		
6.6.1 A published statement in local languages recognising freedom of association shall be available. - Major compliance -	A Social Policy is in place and it has a statement on how employees are free to express their views in their own representative institution. All employees have right to form and join trade unions of their choice and to bargain collectively. This is carried out by the employees by joining the NUPW (National Union of Plantation Workers) and AMESU (All Malayan Estate Staff Union).	Complied

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Criterion / Indicator		Assessment Findings	Compliance
6.6.2	Minutes of meetings with main trade unions or workers representatives shall be documented. - Minor compliance -	At all operating unit's workers union meeting held with NUPW (National Union Plantation Worker) when required. Last meeting was held on 20 November 2015 at the Mill. At the estates, the meeting was held on 23 January 2015. It was highlighted by the union representative that most of issues resolved through ad-hoc discussions. Interview with the on-site workers union secretary reveals that most of the work related issues/progress was resolved through verbal discussion and annual meetings. There were also records of NUPW representative's visits to the estates for addressing the workers on trade Union Insurance matters.	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 -	Reviewed inspection of employee contract agreement and list of registration confirmed that those employed are as per company policy on minimum age. The minimum working age is 18 and above. During field visit and consultation with stakeholders confirm that there is no child labour at any of the operation sites.	Complied
Criterion 6.8: Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.			
6.8.1	A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment shall be documented. - Major compliance -	Sime Darby Social Policy signed by the MD on Jan 2015 is displayed at noticeboard at the mill and estates. This was communicated with all employees. Interview of male and female workers confirmed understanding and awareness of the policy. Pay record and interview with employees confirm that there is no any kind of discrimination. All workers have access to the grievance and resolution mechanism.	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 -	The employment of foreign workers was implemented without affecting the opportunities for local communities. Interviews with foreign workers revealed satisfaction with the estates for job opportunities and they enjoy all common welfare amenities like free housing, free water and electricity supplies and medical care.	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 -	Depending on the nature of work positions, The operating unit management takes into considerations the needs for technical qualifications/experience and related skills in recruitment selection, hiring and promotion exercises. It was verified that the promotions to higher position at the estates and Mill were based on evaluations which considered the skill, capabilities, qualities and medical fitness of the employees. Sampled employee; 1.Employee with ID#930727-01-6149 2.Employee with ID#690525-10-6950	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 -	A statement to prevent sexual harassment and violence is documented in the Sime Darby Plantation Social Policy and Gender Policy. A woman representative (internal staff) has been appointed at every sight for gender committee in representing each operating units and work category that involve female workers.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
6.9.2	A policy to protect the reproductive rights of all, especially of women, shall be implemented and communicated to all levels of the workforce. - Major compliance -	Sime Darby has a policy to protect the reproductive rights of all, especially women which was incorporated in Gender Policy (signed by MD on Jan 2015). This was communicated and implemented through gender committee.	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 -	The company has developed specific grievance mechanism on sexual harassment and violence. Female workers interview confirmed understanding of the mechanism and no issue was raised during the audit. The last gender committee meeting was held on 23/11/2015 at mill level with 15members. As for Dusun Durian estate, the last meeting was done on 10/12/15 attended by 15members. For East Estate, meeting was held on 22/2/2016 attended by 14members. The meeting minutes at all 3 sites visited shows that there were no harassment issue that was raised. The meeting follows the guidelines as per the Gender Committee Manual.	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 -	East palm oil mill process FFB from company owned estates only. No FFB purchased from out-growers or smallholders.	Complied
6.10.2	Evidence shall be available that growers/millers have explained FFB pricing, and pricing mechanisms for FFB and inputs/services shall be documented (where these are under the control of the mill or plantation). - Major compliance -	East palm oil mill process FFB from company owned estates only. No FFB purchased from out-growers or smallholders.	Complied
6.10.3	Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent. - Minor compliance -	Contractors/suppliers understand contractual agreement and stated that the contract is transparent and fair. The company has standard term and condition of contract agreement which is explained prior to signing.	Complied
6.10.4	Agreed payments shall be made in a timely manner. - Minor compliance -	Prompt payment is made as per contract agreement. No issues were highlighted by the contractors interviewed. Inspection to the "Grievance Book" indicated no complaint was raised in relation to processing of the payment. Sample Contract; 1. Ref. No.: OPEX FY15/16 with AST Maju Enterprise for tractor contractor. 2. Ref. No.:4501637433 with Mahalax Motor Supplies-spare part supplier. 3. Ref. No.:4300248797 with Chip Huat Excavator Works-Excavator contractor.	Complied
Criterion 6.11: Growers and millers contribute to local sustainable development where appropriate.			

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Criterion / Indicator		Assessment Findings	Compliance
6.11.1	Contributions to local development that are based on the results of consultation with local communities shall be demonstrated. - Minor compliance –	The local communities have reasonably well developed infrastructure and access to government services, for example, sealed road access, government electricity and water supplies to housing and schools. The Estates and Mill make donations to local communities for their places of worship, local schools, annual games, health awareness, token of appreciation for having new babies and, etc. These contributions are considered appropriate for the socioeconomic setting and resulted from the yearly stakeholder meetings results / as and when there is a need.	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 –	East palm oil mill process FFB from company owned estates only. No FFB purchased from out-growers or 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 -	Workers, staff and stakeholder interview confirm that there is no any form of forced labour or trafficked labour in the operating units. All employees have employment contract and paid the agreed national minimum wages.	Complied
6.12.2	Where applicable, it shall be demonstrated that no contract substitution has occurred. - Minor compliance –	There was no evidence of contract substitution and this was confirmed from interviews with workers and relevant stakeholders.	Complied
6.12.3	Where temporary or migrant workers are employed, a special labour policy and procedures shall be established and implemented. - Major compliance -	The special policy on recruitment of foreign workers and equal opportunities are established and the implementations are verified to be satisfactory. Review on employment contracts of foreign workers also confirmed that the policies include MAPA/NUPW Agreement in force; including minimum wages have also been duly implemented. Sampled; At Mill; 1.Employee with passport#AR587154 2.Employee with passport#AT200924 At Dusun Durian Estate 1.Employee with passport#AD0266106 2.Employee with passport#K1191445 3.Employee with passport#AT069279 At East Estate 1. Employee with passport#AE2120049 Contracts for foreign employees were available and recorded.	Complied
Criterion 6.13: Growers and millers respect human rights.			

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Criterion / Indicator	Assessment Findings	Compliance	
6.13.1	<p>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).</p> <p>- Major compliance -</p>	<p>The policy to respect human rights- Social & Humanity Management Policy has been established and implementations are verified to be satisfactory. Review on employment contracts of local and foreign workers also confirmed that the policies, including minimum wages have also been duly implemented.</p> <p>Sampled payslips, offer letters, contracts for:</p> <ol style="list-style-type: none"> 1.Employer#0000107690 2.Employer#0000115506 3.Employer#0000112476 4.Employer#0000101501 5.Employer#0000099367 6.Employer#0000108256 7.Employer#0000108140 <p>were found to be satisfactory.</p>	Complied
<p>Principle 7: Responsible development of new plantings East Certification unit and supply base did not carry out any new plantings after Nov 2005. The immature areas are replanted area. Therefore, the requirement of Principle 7 is not applicable during this assessment.</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>East Palm Oil Mill and supply base estates have carried out annual review of the environmental and social aspects of its operations to identify improvements. The Social Action Plan has continued to work towards improving stakeholder relationship through engagement and dialogue besides further improving the workers housing. Initiative on KAIZEN project at East Palm Oil Mill showed commitment towards continual improvement to improve plant safety and process performance.</p> <p>Pesticide use is limited to use only when there is outbreak and justified with census prior to application. IPM is continuously implemented as part of efforts to reduce pesticide usage. Class I pesticide (Methamidaphos) has been replaced with Class III less hazardous pesticide (Acephate). Paraquat is completely eliminated. Recycling awareness is progressively implemented and evidence of recycling was noted during the assessment.</p>	Complied

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

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

TIME BOUND PLAN – Certification Units in Indonesia			
No.	MANAGEMENT UNIT		LOCATION
	P O M	Time Bound	
1	Sekunyir (PT. Indotruba Tengah)	Certified 2010 (Recert. Completed)	Seruyan and West Kotawaringin District – Central Kalimantan
2	Manggala (PT. Tunggal Mitra Plantation)	Certified 2010 (Recert. Completed)	Rokan Hilir District – Riau
3	Bk. Ajong (PT. Sime Indo Agro)	Certified 2010 (Recert. Completed)	Sanggau District –West Kalimantan
4	Teluk Siak (PT Aneka Inti Persada)	Certified 2011	Pekanbaru, Siak District – Riau
5	Sungai Pinang (PT. Bina Sains Cemerlang)	Certified 2012	Musi Rawas District – South Sumatera
6	Sukamandang (PT. Kridatama Lancar)	Certified 2011	Seruyan and East Kotawaringin District – Central
7	Pematang (PT. Teguh Sempurna)	Certified 2011	Seruyan and East Kotawaringin District – Central

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

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

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

Sime Darby Plantation Sdn. Bhd.
 East Palm Oil Mill
 42960 Carey Island,
 Selangor, Malaysia.

BSI RSPO Certificate No: RSPO 543543
 Date of Initial Certificate Issued: 19 May 2010
 Date of Expiry: 18 May 2020 (Recertification Completed in 2015)
 RSPO membership number: 1-0008-04-000-00
 Applicable Standards: RSPO P&C MYNI-2014; RSPO Supply Chain Certification Standard November 2014 Module D
 - CPO Mills: Identity Preserved

East Palm Oil Mill and Supply Base					
Location Address	SOU 8 Management Unit (East Palm Oil Mill) 42960 Carey Island, Selangor, Malaysia				
GPS Location	Longitude: 2° 53' 0.00" N Latitude: 101° 26' 10.09" E				
CPO Tonnage Total	33,567				
PK Tonnage Total	7,459				
CPO Claimed for Certification	33,567				
PK Claimed for Certification	7,459				
Own estates FFB Tonnage	149,185				
Scheme Smallholder FFB Tonnage	-				
Estates	Production Area		Other use (ha)	Certified Area / Total land lease (ha)	Annual FFB Production (mt)
	Mature (ha)	Immature (ha)			
East Estate	4,441.78	549.18	717.36	5,708.32	45,370
Dusun Durian Estate	1,519.25	535.08	222.23	2,276.56	53,668
Sepang Estate	2,315.14	409.10	469.67	3,193.91	50,147
TOTAL	8,276.17	1,493.36	1,409.26	11,178.79	149,185

Appendix D: Assessment Plan

PRELIMINARY AGENDA					
Date	Time	Subjects	Muhd Haris	Suresh	Hafri
Sunday 21/2/2016	PM	Audit Team travelling to the site.	√	√	√
Monday 22/2/2016	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 – 12.30	East 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, etc.	√	√	√
	12.30 – 13.30	Lunch	√	√	√
	13.30 – 16.30	East Palm Oil Mill: Visit to laboratory, weighbridge and palm product storage area. Document Review P1 – P8: SOPs, Supply chain for CPO mill, SCCS, 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.	√	√	√
Tuesday 23/2/2016	08.30 – 12.30	Dusun Durian 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.	√	-	√
	10.00 – 12.30	Meeting with stakeholders (Government, village rep, smallholders, Workers Leader, contractor etc.)	-	√	-
	12.30 – 13.30	Lunch	√	√	√
	13.30 – 16.30	Dusun Durian 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	√	√	√
Wednesday 24/2/2016	8.30 – 12.30	East 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.	√	√	√
	12.30 – 13.30	Lunch	√	√	√

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PRELIMINARY AGENDA					
Date	Time	Subjects	Muhd Haris	Suresh	Hafri
	13.30 – 16.00	East 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).	√	√	√
	16.00 – 16.30	Verify any outstanding issues & Preparation for closing meeting	√	√	√
	16.30 – 17.00	Closing Meeting & Audit Team travelling back to KL.	√	√	√

Appendix E: Stakeholders Contacted

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

Appendix F: East Palm Oil Mill Supply Chain Assessment (Module D – CPO Mills: Identity Preserved)

Requirements	Compliance
D.1. Definition	
<p>D.1.1 A mill is deemed to be Identity Preserved (IP) if the FFB used by the mill are sourced from its own supply base certified to the RSPO Principles and Criteria (RSPO P&C). Certification for CPO mills is necessary to verify the volumes and sources of certified FFB entering the mill, the implementation of any processing controls (for example, if physical separation is used), and volume sales of RSPO certified products. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own certified land base. If a mill processes certified and uncertified FFB without physically separating the material then only Module E is applicable.</p>	<p>The East mill only receives certified FFB. Therefore qualifies for the Identity Preserved supply chain system and module. During the P&C assessment, the audit team verified the volumes and sources of certified FFB entering the mill, the implementation of processing controls and volume sales of RSPO certified products</p>
D.2 Explanation	
<p>D.2.1 The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the certification body (CB) in the public summary of the P&C certification report. This figure represents the total volume of certified palm oil product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced shall then be recorded in each subsequent annual surveillance report.</p>	<p>The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill is recorded in this public summary report.</p>
<p>D.2.2 The mill must also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim).</p>	<p>The mill has met all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim).</p>
D.3 Documented procedures	
<p>D.3.1 The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following:</p> <ul style="list-style-type: none"> a) Complete and up to date procedures covering the implementation of all the elements in these requirements; b) The role of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site's procedures for the implementation of this standard. 	<p>Latest written documented procedures (RSPO SCCS v.2 Year 2014) for the chain of custody is with Identity Preserved (IP) model covering all the RSPO Supply Chain Certification Standard and Traceability for handling certified and non certified FFB under Appendix 15. This developed based on the RSPO SCCS 21 November 2014. The previous SOP was for SG. The mill manager has the responsibility to ensure implementation assisted by the on-site compliance executive. The IP model is used because only certified FFB from own supply base is received and processed at East Palm Oil Mill.</p> <p>The mill manager and assistant manager have awareness of the supply chain system. The manager has overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements.</p>
<p>D.3.2 The site shall have documented procedures for receiving and processing certified and non-certified FFBs.</p>	<p>East Palm Oil mill has documented procedures (as per above in D 3.1) for the incoming FFB, processing and outgoing palm products (CPO and PK). The procedure covers receiving and processing certified and non-certified FFBs.</p>
D.4 Purchasing and goods in	
<p>D.4.1 The site shall verify and document the tonnage and sources of certified and the tonnage of non-certified FFBs received.</p>	<p>Similar to last assessment daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the certified FFB. Records verified by internal and external audit. East mill have</p>

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	system to verify at the weighbridge.
D.4.2 The site shall inform the CB immediately if there is a projected overproduction of certified tonnage.	The facilities aware of this procedure and stated in the.
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 East Palm Oil mill. PK is sold to Sime Darby Futures Trading. Daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the FFB received. Records of certified FFB received verified during annual surveillance. Records verified by internal and external audit.
D.6 Processing	
D.6.1 The site shall assure and verify through documented procedures and record keeping that the RSPO certified oil palm product is kept segregated from noncertified material including during transport and storage.	During this assessment it was confirmed that only certified source of FFB from own plantation is processed. This ensures that there is no possibility of mixing during processing.
D.6.2 The objective is for 100 % segregated material to be reached.	Processing and storage records can trace back to only certified segregated FFB and finish product (CPO and PK) through traceability records such as weighbridge records. This ensures that 100% segregated materials are reached.

Actual Certified Palm Production – January 2015 – December 2015 (Recertification)

MILL	CAPACITY & Supply Chain Model	CPO	PK
East Palm Oil Mill	30mt/hr Identity Preserved (IP)	31,897	6,701

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

MILL	Certified CPO Sales	Certified PK Sales	Remarks
East Palm Oil Mill	1,255.11mt (Physical sales through eTrace)	392.48mt (Physical sales through eTrace)	Certificates allocated: 5,500 Mt - CPO)

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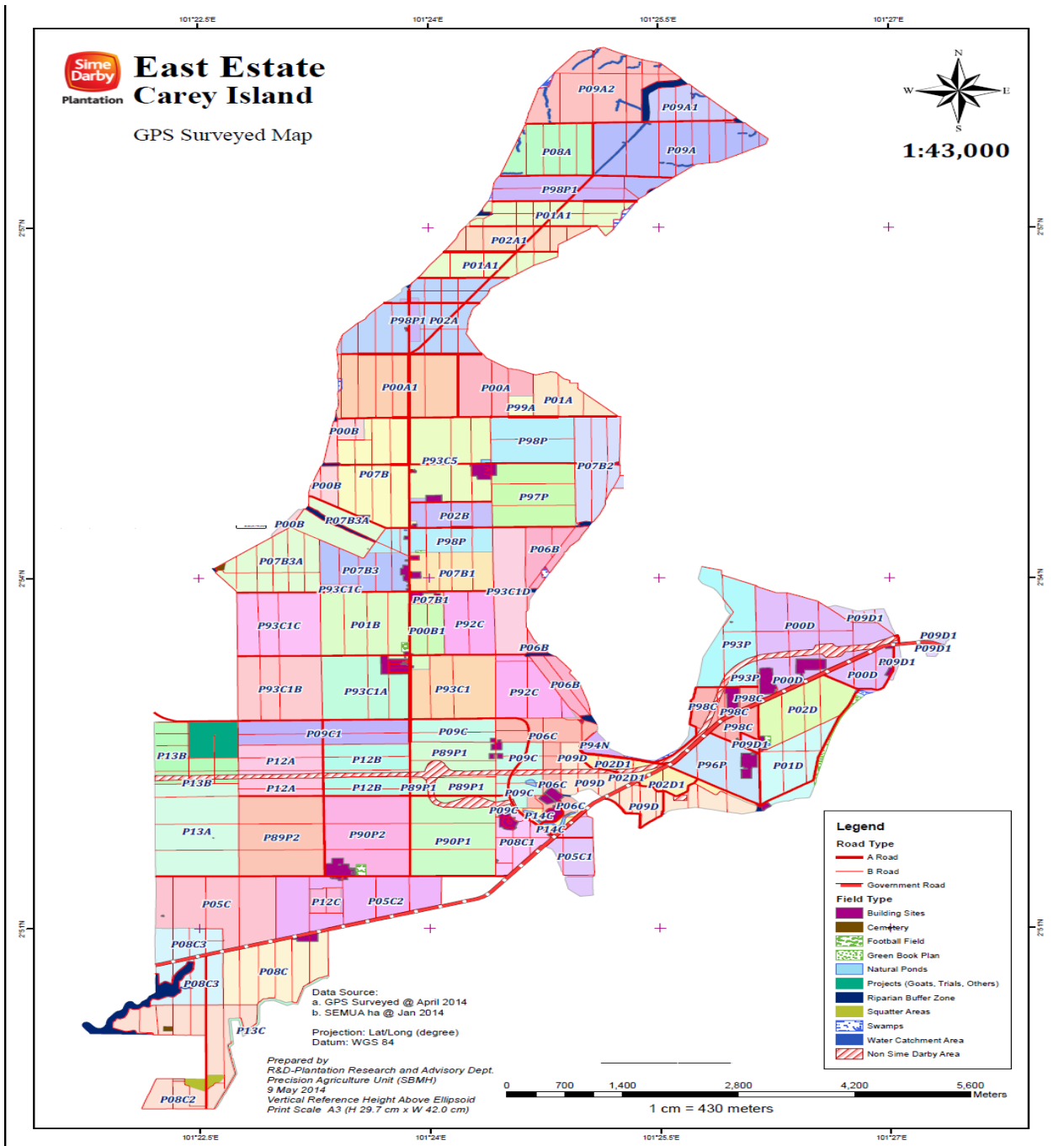
Actual Certified FFB Received Monthly – January 2015 – December 2015 (Recertification)

Month	East Estate	Selangor Estate	Dusun Durian Estate	*Bukit Kerayong	*Bukit Cheraka	*Elmina	**West	Total FFB/Month
Jan. 2015	1,342	2,832	2,504	169.69	442.39	0	0	7,290.08
Feb. 2015	2,958	3,846	2,934	0	0	0	433.57	10,172
March 2015	3,326	5,173	3,669	817.16	133.71	0	0	13,119
April 2015	3,344	6,636	4,327	534.86	12.49	0	0	14,854
May 2015	2,670	5,569	3,874	309.31	0	0	0	12,422
June 2015	3,481	6,338	4,334	100.45	0	0	0	14,253
July 2015	3,085	6,111	5,071	113.08	0	0	0	14,380
August 2015	3,707	4,916	5,071	347.57	0	18.43	0	14,060
Sept. 2015	3,590	4,722	5,219	437.59	0	0	0	13,969
Oct. 2015	4,039	4,114	4,507	232.91	0	0	0	12,893
Nov. 2015	3,432	3,351	3,302	285.49	0	0	0	10,370
Dec. 2015	3,022	3,082	3,072	322.63	322.63	0	0	9,821
Total	37,996	56,690	47,884	3,670.74	911.22	18.43	433.57	147,604

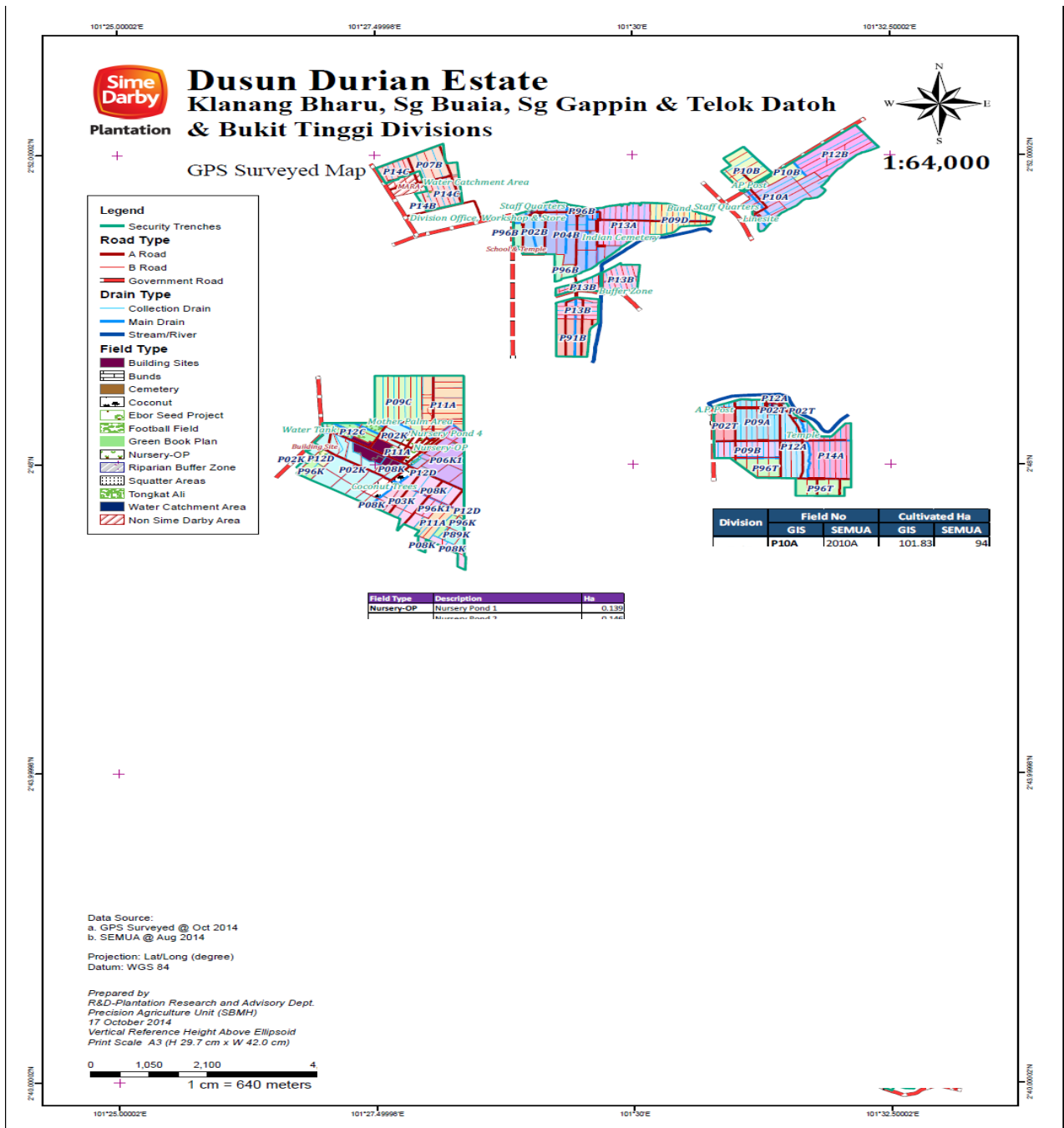
*RSPO Certificate Number: SPO550181 Valid till 14/4/2016

**RSPO Certificate Number: SPO543594 Valid till 18/5/2020

Appendix G: East Estate Field Map



Appendix H: Dusun Durian Estate Field Map



Appendix I: List of Abbreviations Used

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