

**RSPO – RECERTIFICATION ASSESSMENT**

<b>SIME DARBY PLANTATION SDN. BHD.</b>
Head Office: Level 3A, Main Block, Plantation Tower, No 2 Jalan P.J.U 1A/7 47301 Ara Damansara, Selangor, Malaysia.
Certification Unit: Sungai Dingin Palm Oil Mill (SOU 1) Ladang Bukit Selarong, Padang Serai, Kedah, Malaysia

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## Section 1 Scope of the Annual Surveillance Assessment

1. Company Details			
<b>RSPO Membership Number</b>	1-0008-04-000-00	<b>Date</b>	Member since : 6 September 2004
<b>Company Name</b>	Sime Darby Plantation Sdn. Bhd.		
<b>Address</b>	Certification Unit : Sungai Dingin Palm Oil Mill, Ladang Bukit Selarong, Padang Serai, Kedah, Malaysia		
<b>Subsidiary of (if applicable)</b>	n/a		
<b>Contact Name</b>	Mr Shahrin Sahuri		
<b>Website</b>	www.simedarby.com	<b>E-mail</b>	<a href="mailto:kks.sungai.dingin@simedarby.com">kks.sungai.dingin@simedarby.com</a>
<b>Telephone</b>	604-4035233	<b>Facsimile</b>	604-4033135

2. RSPO Certification Information			
<b>Certificate Number</b>	SPO 550179	<b>Certificate Issued Date</b>	12/08/2010
		<b>Expiry Date</b>	11/08/2015
<b>Scope of Certification</b>	Production of FFB, crude palm oil and palm kernel from Sungai Dingin Palm Oil Mill and supply bases as follows; i) Sungai Dingin Estate ii) Padang Buluh Estate iii) Bukit Selarong Estate iv) Anak Kulim Estate v) Bukit Hijau Estate vi) Jentayu Estate vii) Somme Estate		
Other Certifications			
<b>Certificate Number</b>	<b>Standard(s)</b>	<b>Certificate Issued by</b>	<b>Expiry Date</b>
Nil	-	-	-

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<b>3.Location(s) of Mill &amp; Supply Bases</b>			
<b>Name (Mill / Supply Base)</b>	<b>Location [Map Reference #]</b>	<b>GPS</b>	
		<b>Easting</b>	<b>Northing</b>
Sungai Dingin POM	Karangan, Kedah, Malaysia.	100° 40' 00" E	5° 24' 00" N
Sungai Dingin	Karangan, Kedah, Malaysia.	100° 39' 28" E	5° 14' 28" N
Padang Buluh	Sungai Petani, Kedah, Malaysia.	100° 34' 24" E	5° 34' 25" N
Bukit Selarong	Padang Serai, Kedah, Malaysia.	100' 35.874" E	105' 28.765" N
Anak Kulim	Kulim, Kedah, Malaysia.	100° 35' 54" E	5° 18' 19" N
Bukit Hijau	Kuala Ketil, Kedah, Malaysia.	100° 45' 25" E	5° 33' 04" N
Jentayu	Sungai Petani, Kedah, Malaysia.	100° 43' 34" E	3° 7' 24" N
Somme	Serdang, Kedah, Malaysia.	100° 36' 14" E	5° 15' 12" N

<b>4.Description of Supply Base</b>						
<b>Estate</b>	<b>Mature (ha)</b>	<b>Immature (ha)</b>	<b>Total Planted (ha)</b>	<b>Infrastructure &amp; Other (ha)</b>	<b>Total (Ha)</b>	<b>% of Planted</b>
Sungai Dingin	3,215	838	4,053	98	4,151	97%
Padang Buluh	3,032	431	3,463	551	4,014	86%
Bukit Selarong	3,467	377	3,844	343	4,187	92%
Anak Kulim	1,209	0	1,209	343	1,552	78%
Bukit Hijau	2,003	615	2,618	107	2,725	96%
Jentayu	2,051	0	2,051	108	2,159	95%
Somme	587	187	774	168	942	82%
<b>TOTAL</b>	<b>15,564</b>	<b>2,448</b>	<b>18,012</b>	<b>1,718</b>	<b>19,730</b>	<b>91%</b>

Note: Non certified FFB from traders excluded.

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5. Plantings & Cycle								
Estate	Age (Years)					Tonnage / Year		
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30	Estimated (Previous Year)	Actual (May 14 – Apr 15)	Forecast (May 15 – Apr 16)
Sungai Dingin	466	361	2,312	325	0	59,266	47,790	52,655
Padang Buluh	583	360	2,908	0	0	87,600	61,241	73,894
Bukit Selarong	377	602	3,015	37	0	87,189	65,308	82,450
Anak Kulim	0	7	958	0	0	23,967	15,902	15,180
Bukit Hijau	0	293	1,764	594	0	47,624	31,803	35,436
Jentayu	220	261	1,593	0	0	46,143	33,829	27,291
Somme	389	330	257	0	0	13,677	10,160	14,587
<b>TOTAL</b>	<b>2,035</b>	<b>2,122</b>	<b>11,839</b>	<b>957</b>	<b>0</b>	<b>365,466</b>	<b>266,033</b>	<b>301,493</b>

6. Certified Tonnage									
Mill	Estimated (Previous Year – FY14/15)			Actual (May 14 – Apr 15)			Forecast (May 15 – Apr 16)		
	FFB	CPO	PK	FFB	CPO	PK	FFB	CPO	PK
Sungai Dingin POM (Capacity: 80mt/hr)	365,466	78,473	20,074	266,033	58,527	14,632	301,493	66,328	16,582
<b>TOTAL</b>	<b>365,466</b>	<b>78,473</b>	<b>20,074</b>	<b>266,033</b>	<b>58,527</b>	<b>14,632</b>	<b>301,493</b>	<b>66,328</b>	<b>16,582</b>

## Section 2 Assessment Process

### **Certification Body:**

BSI Services Malaysia Sdn Bhd,  
(ASI Accreditation Number: RSPO-ACC-19)  
B08-01 (East), Level 8, Block B, PJ 8, No.23,  
Jalan Barat, Seksyen 8, Petaling Jaya,  
46050 Petaling Jaya, Malaysia  
Tel +603 7960 7801; Fax +603 7960 5801  
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BSI is a leading global provider of management systems assessment and certification, with more than 60,000 certified locations and clients in over 100 countries. BSI Standards is the UK's National Standards Body. BSI provides independent, third-party certification of management systems. BSI is ASI Accredited (RSPO-ACC-19) since 31/10/2014 with accredited office located at Kuala Lumpur, Malaysia and an affiliate office at Singapore, Jakarta, Bangkok and Australia which involve in RSPO Certification Program.

### **Assessment Methodology, Programme, Site Visits**

The on-site recertification assessment was conducted from 9-12 June 2015. 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 2013, MYNI 2014 and RSPO SCCS Nov. 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.

Public Stakeholder Notification was made on 27 April 2015, 30 days prior to the recertification assessment. No written feedback received at the end of the 30 days period. Stakeholder consultation involved internal and external stakeholders. External stakeholders were contacted by telephone and email to arrange meetings at a location convenient to them to discuss Sungai Dingin Certification Unit's environmental and social performance.

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.

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The nonconformities that were assigned during the ASA4 were followed up to ensure it remains closed. All the previous nonconformities remains closed (details are in section 3.3.1). The assessment findings for the recertification assessment are detailed in Section 3.3.

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

This report was internally reviewed by Senniah Appalasamy and externally by independent peer reviewer prior to certification decision.

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

<b>1. Assessment Program</b>					
<b>Name (Mill / Supply Base)</b>	<b>Year 1 (Recertification)</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
Sungai Dingin Palm Oil Mill	√	√	√	√	√
Sungai Dingin Estate		√		√	
Padang Buluh Estate	√		√		√
Bukit Selarong Estate		√		√	
Anak Kulim Estate		√			√
Bukit Hijau Estate	√			√	
Jentayu Estate			√		√
Somme Estate	√		√		

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

**Total No. of Mandays:** 12 mandays

**BSI Assessment Team:**

**Mohamed Hidhir – Lead Assessor**

He holds Bachelor Degree in Chemical Engineering, graduated from National University of Malaysia on 2006. He has 7 years working experience in palm oil industry specifically on palm oil milling for 5 years. He also has the experiences as auditor for several standards including ISO 9001, ISO 140001, OHSAS 18001, MSPO and RSPO in his previous certification body. He completed the ISO 9001 Lead Auditor Course, ISO 14001 Lead Auditor Course and OHSAS 18001 Lead Auditor Course in 2012, Endorsed RSPO P&C Lead Auditor Course in 2013, MSPO Awareness Training in 2014 and Endorsed RSPO SCCS Lead Auditor Course in 2015. He had been involved in RSPO auditing since May 2012 in more than various companies in Malaysia. During this assessment, he assessed on the aspects of legal, mill best practices, safety and health, environmental and supply chain for palm oil mill. . He is fluent in Bahasa Malaysia and English languages.

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#### **Muhammad Haris B. Abdullah – Team member**

He graduated from the Open University Malaysia with a Bachelor of Business Administration (Hons) Majored in Human Resource Development and completed his Master's Degree in Business Administration from the University Utara Malaysia in January 2014. 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 Lead Auditor Training, OHSAS 18001 Lead Auditor Training Course 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 Mohktar – 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, and environmental. He is fluent in Bahasa Malaysia and English languages.

**Accompanying Persons:** Mr. Azrul Wan Azizan and Senniah Appalasamy

## Section 3 Assessment Findings

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

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

### **3.2 Progress against Time Bound Plan**

Sime Darby Time Bound Plan (TBP) is included as Appendix B. Sime Darby has achieved RSPO certification for 34 management units in Malaysia and 24 Management Units in Indonesia. There are no any changes in the existing certified units in Malaysia. All units' certifications are valid.

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

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certificate. BSI has accepted the revision as justified revision due to the commitment shown by all parties involves resolving the community issue. This is also accepted by the CB that assessed PT MAS. Discussion was held with the CB that assessed the PT MAS and Sime Darby.

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

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 2014/2015 period. 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 of the assessment by criteria is listed in Appendix A.

During the recertification assessment there were 1 major nonconformity and 2 minor nonconformities raised. Sungai Dingin Palm Oil Mill and Supply Base Estates submitted Corrective Action Plans for the nonconformities. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted. The evidence of implementation for the major nonconformities was verified. The major nonconformities are closed on 14/7/15. Following are the details of the nonconformities:

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1197656M1	<p><b>Requirements:</b>  Indicator 2.1.1 : Evidence of compliance with relevant legal requirements shall be available.  i) Electricity Supply Act 1990 (Requirement No. 6 in License No: 00122015 issued by Energy Commission valid until 18/12/2015)</p> <p><b>Evidence of Nonconformity:</b>  Monthly generation of electricity was recorded by competent person in charge, A4 chargeman (PJ-T-4-H0038-2007), however there was no records of submission to Energy Commission as to date for the monthly electricity generation.</p> <p><b>Statement of Nonconformity:</b>  Monthly report to Energy Commission was not submitted as per requirement no.6 in license no 00122015</p> <p><b>Action:</b>  <b>Correction :</b>  Mill had communicated with Suruhanjaya Tenaga office and submitted the report on 15 June 2015.</p> <p><b>Corrective action:</b>  In ensuring timely monthly submission to the respective department, mill had included the said report in mill monthly report submission schedules.</p> <p><b>Status:</b>  Verified monthly report to Energy Commission (EC) for consecutive month of May and June 2015. Refer to letter to EC dated 12 June 2015 and 1 July 2014.</p> <p>Sighted updated OSH and other requirements plan for 2015 to include monthly reporting to EC before 3<sup>rd</sup> of the following month.</p> <p>The major NC was closed on 14/7/15 provided with the sufficient evidences of correction and corrective action. Effectiveness of the corrective action taken will be verified in the next assessment.</p>	Major

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<b>Non-Conformity</b>		
<b>NCR #</b>	<b>Description</b>	<b>Category (Major / Minor)</b>
1197656N1	<p><b>Requirements:</b> 1)Indicator 4.4.1: An implemented water management plan shall be in place. 2) Sustainable Plantation Management System Ver. 1 01/11/2008 Appendix 7; SOP for taking water samples from streams/rivers; 4.3: Frequency of water sampling</p> <p><b>Evidence of Nonconformity:</b> Water sample analysis record: 1) Water Analysis Test Report Ref. # IE 368/2013 dated 3 May 2013 2) Quality Management Officer email dated 1 July 2014 3) Estate Water Sample for Analysis letter to Sime Darby R&amp;D Centre Carey Island dated 3 June 2015</p> <p><b>Statement of Nonconformity:</b> Padang Buluh Estate has not been implementing its water sample monitoring since 20 April 2013 until 3 June 2015.</p> <p><b>Action:</b> <b>Correction :</b> Management already send the sample to R&amp;D Carey Island Lab for water sampling analysis. Management will make sure prompt sampling analysis as per SPMS without failed.</p> <p><b>Corrective Action:</b> Management decided to appoint Person-In-Charge for monitoring of water sampling.</p> <p><b>Status:</b> Effectiveness of corrective action taken will be verified in the next audit.</p>	Minor

<b>Non-Conformity</b>		
<b>NCR #</b>	<b>Description</b>	<b>Category (Major / Minor)</b>
1197656N2	<p><b>Requirements:</b> Indicator 4.7.5: Accident and emergency procedures shall exist and instructions shall be clearly understood by all workers. Accident procedures shall be available in the appropriate language of the workforce. Assigned operatives trained in First Aid should be present in both field and other operations, and first aid equipment shall be available at worksites. Records of all accidents shall be kept and periodically reviewed.)</p> <p><b>Evidence of Nonconformity:</b> First aid kit carried by Field Supervisor in Block 01C of Padang Buluh Main Division</p> <p><b>Statement of Nonconformity:</b> The content of first aid box being used for the spraying gang in the field in Padang Buluh Estate was found expired since May 2015.</p>	Minor

	<p><b>Action:</b>  <b>Correction :</b>          SHA will carry out monthly checking for all the First Aid Box without failed with proper checklist and recording.</p>	
	<p><b>Corrective Action:</b>          First Aid Kit Monitoring will be discussed during OSH Meeting to ensure no lapse in monthly first aid box inspection</p>	
	<p><b>Status:</b>          Effectiveness of corrective action taken will be verified in the next audit.</p>	

Observation	
OBS #	Description
	NIL

Positive Findings	
PF #	Description
1	The Sungai Dingin management unit has maintained a very good relationship with the local community and other stakeholders.
2	The palm oil mill has maximized the use of renewable energy by consuming shell and fibre produced internally.
3	KAIZEN projects have been initiated to improve on safety working environment and process efficiency to maximize output and minimize lost time incident on human and machinery.
4	Overall external stakeholders for the mill and estates shown positive feedbacks towards the company.
5	Beneficial planting was well established in all the estates visited. Planting of Nephrolepis are in progress to maintain the soil moisture and to reduce weeds.

**Issues raised by Stakeholders**

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

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

Structured worker interviews with male and female workers and staff were held in private at the workplace in the mill and the estates. Fieldworkers were interviewed informally in small groups in the field. In addition, the wives of workers and staff were interviewed in informal group meetings at their housing. Separate visits were made to each of the local communities to meet with the village head and residents. Company officials were not present at any of

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the internal or external stakeholder interviews. A list of Stakeholders contacted is included as Appendix E.

IS #	Description
1	<b>Issues:</b> GreenPalm: No issue of overselling and double counting.
	<b>Management Responses:</b> JTM to monitor and ensure no overselling.
	<b>Audit Team Findings:</b> Production data and sales records were verified. No other issues.
2	<b>Issues:</b> Contractor (Masurah Enterprise) – Harvesting contractor/electrical & plumbing. No issue with the contract and payment
	<b>Management Responses:</b> Continue the good relationship with the contractor
	<b>Audit Team Findings:</b> No further issues
3	<b>Issues:</b> Contractor (Ah How Motor) – Machine repairer. No issue with the contract and payment.
	<b>Management Responses:</b> Continue the good relationship with the contractor
	<b>Audit Team Findings:</b> No further issues
4	<b>Issues:</b> SJK(T) Ladang Badenoch – Very supportive, classroom light and fan has been repaired. Single phase supply and yet to be upgraded to 3-phase supply. Good corporation with estates.
	<b>Management Responses:</b> Continue to assist whenever necessary.
	<b>Audit Team Findings:</b> No other issues.
5	<b>Issues:</b> Headmaster, SJKT Ladang Badenoch: SJKT Ladang Badenoch used to be an adopted school by Sime Darby. What is its current status now?
	<b>Management Responses:</b> Issues will be forwarded to HQ since the adopted school program was done by HQ.
	<b>Audit Team Findings:</b> Issue pending feedback from HQ and response can be followed up during the next audit.
6	<b>Issues:</b> Chairman, JKKK Kampung Seputih: Why access to estate clinic being excavated? Is this means village residents not allowed to go to clinic?
	<b>Management Responses:</b> Access being excavated for security reason. Villagers can go to clinic through estate’s main gate.
	<b>Audit Team Findings:</b> Issue resolved. Issue was communicated with the village chairman by the estate management.
7	<b>Issues:</b> FFB Transporter, Theva Maju:

	<p>Requesting for a copy of FFB transporting SOP because he wants to show to JPJ.</p>
	<p><b>Management Responses:</b>          Although SOP is publicly available for viewing by stakeholders, the SOP manual is a controlled document.</p>
	<p><b>Audit Team Findings:</b>          The contractor understand the SOP and seen the SOP. He understood that SOP cannot be distributed externally.</p>
<p><b>8</b></p>	<p><b>Issues:</b>          Police Officer: No security issues. The management maintained good relationship with the police department.          No other issues.</p>
	<p><b>Management Responses:</b>          Management will maintain the good relationship.</p>
	<p><b>Audit Team Findings:</b>          No other issues.</p>
<p><b>9</b></p>	<p><b>Issues:</b>          NUPW and AMESU secretaries: No pending disputes or any wage issues. Company follows the NUPW/MAPA agreement and minimum wage requirement.</p>
	<p><b>Management Responses:</b>          Management always encourages union representative and workers to meet them to resolve any issue immediately and open for discussion.</p>
	<p><b>Audit Team Findings:</b>          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.</p>
<p><b>10</b></p>	<p><b>Issues:</b>          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.</p>
	<p><b>Management Responses:</b>          The management treat all employees equally and no discrimination.</p>
	<p><b>Audit Team Findings:</b>          No disputes were highlighted by foreign workers interviewed during field visit.</p>

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

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1057519M0	<p><b>Requirements:</b> Indicator 2.1.1: Evidence of compliance with legal requirements.</p>	Major
	<p><b>Evidence of Nonconformity:</b> Sungai Dingin Estate: Empty agrochemical containers were disposed on 19/5/14 through G-Planter. However, visit to the schedule waste store on 21/5/2014 found that schedule waste (SW 306 – used lubricant oil) has been stored more than 180 days. Record review shows that the first generation date was on July 2011</p>	
	<p><b>Statement of Nonconformity:</b> Storage of schedule waste has exceeded 180 days storage limit. (EQA 1974 (Schedule wastes) Regulations 2005.</p>	
	<p><b>Action:</b> The estates and mill make immediate arrangement to contact the SW collector to collect the SW 306 and other type of SW. Sungai Dingin POM - Latest SW disposal on 3/6/15 by Dhakshinamoorthy Manufacturing Sdn Bhd ( No:002451) valid until 30/4/16 Somme Estate - Latest SW disposal 5/6/15 by Dhakshinamoorthy Manufacturing Sdn Bhd ( No:002451) valid until 30/4/16 Bukit Hijau Estate - Latest SW disposal 5/6/15 by Dhakshinamoorthy Manufacturing Sdn Bhd ( No:002451) valid until 30/4/16 Padang Buluh Estate - Latest SW disposal by 5/6/15 by Dhakshinamoorthy Manufacturing Sdn Bhd ( No:002451) valid until 30/4/16</p>	
	<p><b>Status:</b> The NC was closed during the last assessment and re-verified during this re-assessment visit found to be remained closed and effectively implemented at other visited operating unit.</p>	
1057519M1	<p><b>Requirements:</b> Indicator 4.6.5: Annual medical surveillance as per CHRA.</p>	Major
	<p><b>Evidence of Nonconformity:</b> During the document audit on 20 May 2014, it was found that there is no medical surveillance record for those in the laboratory. Last surveillance was conducted on June 2012. During discussion with the mill executive, it was highlighted that the laboratory has switched to Isooctane. However, there is no Chemical Hazard Risk Assessment conducted for Isooctane</p>	
	<p><b>Statement of Nonconformity:</b> The present CHRA dated July 2010 did not include Chemical Hazard Risk Assessment for Isooctane which was used at the laboratory. There is no details in CHRA whether there is</p>	

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	<p>need for the medical surveillance for those using Isooctane</p>	
	<p><b>Action:</b>          New revisited CHRA dated 10-12/2/15 by DOSH registered assessor (JKKP HIE 127/171-(2)358) has include all work unit and isooctane as chemical used for DOBI analysis.</p>	
	<p><b>Status:</b> The NC was closed during the last assessment and re-verified during this re-assessment visit found to be remained closed and effectively implemented.</p>	

<b>Observation</b>	
<b>OBS #</b>	<b>Description</b>
1	<p>Indicator 2.2.2 :            All operating units: Land Management Department is in the progress of revising the term of land title. The progress will be followed up during re-certification.</p> <p><b>Action :</b> The progress of revising the term is in the final stage. Latest correspondence letter dated 12 May 2015 from Land Management Department was sighted during the audit.</p>
2	<p>Indicator 4.7.2 :            Bukit Selarong Estate: Accident records available and reported through form JKKP6. The summary was reported in form JKKP8. There is an error in the number of accident recorded in JKKP 8 which not tally with JKKP6</p> <p><b>Action :</b> Improvement was noted through inspection of records of JKKP 6 &amp; 8 at all visited estates.</p>

**3.3.2 Summary of the Nonconformities and Status**

<b>CAR Ref.</b>	<b>CLASS</b>	<b>ISSUED</b>	<b>STATUS</b>
CR01 – 4.3.2	Minor	24/07/2009	Closed out on 2/7/2011
CR02 – 6.5.3	Minor	24/7/2009	Closed out on 2/7/2011
CR03 – 4.3.2	Minor	2/7/2011	Closed out on 10/4/2012
CR04 – 5.5.3	Minor	2/7/2011	Closed out on 10/4/2012
CR05 – 5.3.2	Minor	10/4/2012	Closed out on 28/5/2013
1057519M0 - 2.1.1	Major	25/3/2014	Closed out on 18/6/2014
1057519M1 - 4.6.5	Major	25/3/2014	Closed out on 18/6/2014
1197656M1 – 2.1.1	Major	12/6/2015	Closed out on 14/7/2014
1197656N1 – 4.4.1	Minor	12/6/2015	“Open”
1197656N2 – 4.7.5	Minor	12/6/2015	“Open”



<b>Assessment Conclusion and Recommendation:</b>	
Based on the findings during the recertification assessment Sungai Dingin Palm Oil Mill Certification Unit and supply base complies with the RSPO P&C Malaysian National Interpretation (MY-NI 2014) and the RSPO Supply Chain Certification Standard (Nov. 2014) for CPO Mill. It is recommended that the certification of Sungai Dingin Palm Oil Mill Certification Unit is approved and continued.	
<b>Acknowledgement of Assessment Findings</b>	<b>Report Prepared by</b>
<b>Name:</b> Shahrin Bin Sahuri	<b>Name:</b> Mohamed Hidir Bin Zainal Abidin
<b>Company name:</b> Sime Darby Plantation Sdn. Bhd. Sungai Dingin Palm Oil Mill	<b>Company name:</b> BSI Services Malaysia Sdn. Bhd.
<b>Title:</b> Mill Manager	<b>Title:</b> Lead Auditor
<b>Signature:</b> 	<b>Signature:</b> 
<b>Date:</b> 3 <sup>rd</sup> August 2015	<b>Date:</b> 3 <sup>rd</sup> August 2015

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**Appendix A: Summary of Findings**

Criterion / Indicator	Assessment Findings	Compliance	
<b>Principle 1: Commitment to Transparency</b>			
<b>Criterion 1.1:</b>			
Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.			
1.1.1	There shall be evidence that growers and millers provide adequate information on (environmental, social and/or legal) issues relevant to RSPO Criteria to relevant stakeholders for effective participation in decision making. - Minor compliance -	Adequate information covering on environmental, social and legal issues which are relevant to RSPO Criteria and relevant to stakeholders is shared for effective participation and decision making. Requests for information from the Regulatory Department such as 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, HCV 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. i.e. on 17/4/2015 internal property department requested for information on the estate boundaries and was attended by the manager on the same day. At Padang Buluh estate, Prime Minister's Department had requested to use the estate land to build alternative road for the government school on 23/3/2015 replied by the estate management on 10/4/2015 upon obtain approval from the Head Office.	Complied
<b>Criterion 1.2:</b>			
Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.			

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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"> <li>• Land titles/user rights (Criterion 2.2);</li> <li>• Occupational health and safety plans (Criterion 4.7);</li> <li>• Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8);</li> <li>• HCV documentation (Criteria 5.2 and 7.3);</li> <li>• Pollution prevention and reduction plans (Criterion 5.6);</li> <li>• Details of complaints and grievances (Criterion 6.3);</li> <li>• Negotiation procedures (Criterion 6.4);</li> <li>• Continual improvement plans (Criterion 8.1);</li> <li>• Public summary of certification assessment report;</li> <li>• Human Rights Policy (Criterion 6.13).</li> </ul> <p>- Major compliance –</p>	<p>There was no restriction noted as to the documents made available to the public except those prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.</p> <p>Sime Darby Plantations Sdn Bhd continued to use the internet for disseminating public information. Information relating to land titles, safety and health plans, pollution prevention plans was made available at all operating units. Procedure for complaints and grievances were available through Sime Darby Plantations Sdn Bhd website at <a href="http://www.simedarbyplantation.com/Sustainability.aspx">http://www.simedarbyplantation.com/Sustainability.aspx</a></p> <p>Among the documents that were made available for viewing are:</p> <ul style="list-style-type: none"> <li>• Good Agricultural Practices</li> <li>• Social Enhancement</li> <li>• Sustainability Management Programmes</li> <li>• Complaint and Grievances procedure.</li> <li>• Environmental Conservation</li> </ul> <p>These documents highlight current Sime Darby Plantations Sdn Bhd practices and their continual improvement plans. Besides the above document Sime Darby Plantations Sdn Bhd policy on the followings are also available at the same website:</p> <ol style="list-style-type: none"> <li>1) Social</li> <li>2) Quality</li> <li>3) Food Safety</li> <li>4) Occupational Safety &amp; Health</li> <li>5) Environment &amp; Biodiversity</li> <li>6) Slope Protection and Buffer Zone</li> <li>7) Lean Six Sigma</li> <li>8) Gender</li> </ol> <p>In addition to the website, the policies were also displayed at various locations including the main notice boards of the estates, mill offices and muster ground notice boards for employees and visitors to view</p>	<p>Complied</p>
<p><b>Criteria 1.3:</b>  Growers and millers commit to ethical conduct in all business operations and transactions.</p>		
<p>1.3.1</p>	<p>There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions, which shall be documented and communicated to all levels of the workforce and operations.</p> <p>-Minor compliance</p>	<p>Committed to a code of ethical conduct and integrity in all operations and transactions documented and communicated to all levels of the workforce and operations. The code of business conduct available since December 2011 includes elements of human right as well.</p> <p>Complied</p>
<p><b>Principle 2: Compliance with applicable laws and regulations</b></p>		
<p><b>Criterion 2.1:</b>  There is compliance with all applicable local, national and ratified international laws and regulations.</p>		

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Criterion / Indicator	Assessment Findings	Compliance
<p>2.1.1 Evidence of compliance with relevant legal requirements shall be available.                      - Major compliance -</p>	<p>SOU 1 had continued to comply with legal requirements as per indicator. Compliance to each applicable law and regulation is monitored by the operating units and PSQM sustainability team. SOU 1 had obtained and renewed license and permits as required by the law. Sample of licenses or permit viewed were :</p> <p><b><u>Sungai Dingin Palm Oil Mill</u></b></p> <ul style="list-style-type: none"> <li>a) Competent person, 1<sup>st</sup> grade Steam Engineer(109/2012), Mohd Budwani Abidin, 1<sup>st</sup> grade engine driver, Gunah A/L Sekaran (KD/12/EIS/01/1), Barani A/L Munusamy, (PK 91/2001)</li> <li>b) DOE License/ <i>Jadual Pematuhan</i>: JP 004543 (validity period 1/7/2014 - 30/6/2015) for 80 MT/hr and method of POME discharge through land application (furrow system). Renewal application done but new DOE license was not yet received.</li> <li>c) MPOB license: 530978004000 (validity period 1/7/2015 - 30/6/2016) for 380,000MT</li> <li>d) Permit Barang Kawalan Berjadual (Diesel): K010329 (validity period 21/10/2014 – 20/10/2015).</li> <li>e) Licenses for Steam Boiler (SB)(PMD-KD 1115,KD PMD 45, 44 ), unfired pressure vessel (UPV) (sterilizers KD PMT 556, KD PMT 557, 558, back pressure receiver, steam separator, air receiver and found to be valid until 19/1/16. Last DOSH mill inspection was conducted on 9<sup>th</sup> March 2015.</li> <li>f) License for electricity generation from Electrical Commission (00122015) for 4920 kW valid until 18/12/15</li> <li>g) Electrical Charge man license – 1 registered A4, 1 AO EC. registration number (PJ-T-4-H-0038-2007 Competent person licenses valid until 3/11/15 (PJ-T-1-B-0419-2009)</li> <li>h) Confined Space Competent Person, AESP (NW-HQ-AE-6038-L) valid until 3/12/15.</li> <li>i) Competent Person for Scheduled Waste – CePSWaM (Certified Professional in Scheduled Waste Management), Mohd. Budwani Bin Abdin 850905-09-5077, (24/11/2014 – 1/12/2015)</li> <li>j) Competent Person For CePPOME, Shahrin Bin Sahuri, 621208-10-6261, (2/3/15-1/3/16)</li> <li>k) MPOB license: 530978004000 (valid until 30/06/2016) for 380,000 MT (80mt/hr)</li> <li>l) VE inspection report, Borang I, Peraturan 68, no.447/36, by Competent Electrical Engineer, JK-T-5-B-0160-1995 under TKE &amp; Associates.</li> </ul> <p>Non-compliance to legal and other requirements pertaining to Electric Supply Act 1990, requirement under generating license 00122015 was noted. As to date there were no records of monthly electricity generation submitted to Energy Commission by mill registered Electrical Chargeman. Thus, major NC 1197656M1 was issued.</p>	<p><b>Non-Compliance raised</b></p>

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Criterion / Indicator		Assessment Findings	Compliance
		<p><b>Somme Estate</b></p> <ul style="list-style-type: none"> <li>a) Permit to buy diesel and petrol, KPDNKK(P) 14/1999 KLM (K010346), valid until 23/10/15</li> <li>b) MPOB license- 52466002000 valid until 31/10/15</li> <li>c) Certificate of fitness – air receiver (KD PMT 902), expiry 15/6/16</li> <li>m) Weighbridge – ATK-PSP-071436 (40 Mt) due 18/7/15</li> <li>n) “Lembaga Pendaftaran Pembantu-Pembantu Hospital”, Grade 1 (Q1923) date of registration 6/3/07.</li> </ul>	
2.1.2	A documented system, which includes written information on legal requirements, shall be maintained. - Minor compliance -	List of applicable legal and other requirements was made available during the assessment and compiled in the QSHE/04/5.2.4 folder. Documented procedure has been established and implemented; refer to Estate/Mill Quality Management System, Level 2: Standard Operating Manual, Appendix 5.2.4: Procedure for Legal and Other Requirements dated 10 December 2008.	Complied
2.1.3	A mechanism for ensuring compliance shall be implemented. - Minor compliance -	A mechanism to ensure compliance to legal and other requirement has been documented in EQMS & MQMS (Estate & Mill Quality Management System) under Standard Operation Manual distributed to all operating units under SOU 8. 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.  Noted at Sungai Dingin Palm Oil Mill the latest LORR prepared by Mohammad Jannati, SQMO dated 22/5/15 and approved by Mill Manager, Shahrin Sahuri. Sighted the new CLASS Regulation 2013 has been updated in the register.	Complied
<p><b>Criterion 2.2:</b> The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights.</p>			
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 -	Sample from latest quit rent at Somme Estate:  Land title SP:32431, Lot 63 (549.86 Ha), SP;31615, Lot 65 (46.15 Ha)	Complied

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Criterion / Indicator		Assessment Findings	Compliance
2.2.2	Legal boundaries shall be clearly demarcated and visibly maintained. - Minor compliance -	Sample boundary checked at Somme estate field number P98 bordering with smallholder found to be visibly maintained. Similarly, boundary marking at Bukit Hijau Estate bordering "Kampung Baru" Village visibly maintained as per Sime Darby SOP for boundary marking.	Complied
2.2.3	Where there are or have been disputes, additional proof of legal acquisition of title and evidence that fair compensation has been made to previous owners and occupants shall be available, and that these have been accepted with free, prior and informed consent (FPIC). - Minor compliance -	There is no land dispute in the certification unit and supply base at the time of audit. The land belongs to Sime Darby and land ownership documents verified.	Complied
2.2.4	There shall be an absence of significant land conflict, unless requirements for acceptable conflict resolution processes (see Criteria 6.3 and 6.4) are implemented and accepted by the parties involved. -Major compliance -	There is no land dispute in the certification unit and supply base at the time of audit. The land belongs to Sime Darby and land ownership documents verified.	Complied
2.2.5	For any conflict or dispute over the land, the extent of the disputed area shall be mapped out in a participatory way with involvement of affected parties (including neighbouring communities where applicable). -Minor compliance -	There is no land dispute in the certification unit and supply base at the time of audit. The land belongs to Sime Darby and land ownership documents verified.	Complied
2.2.6	To avoid escalation of conflict, there shall be no evidence that palm oil operations have instigated violence in maintaining peace and order in their current and planned operations. -Major compliance -	There is no land dispute in the certification unit and supply base at the time of audit. The land belongs to Sime Darby and land ownership documents verified.	Complied
<b>Criterion 2.3:</b>			
Use of the land for oil palm does not diminish the legal rights, customary or user right of other users without their free, prior and informed consent.			
2.3.1	Maps of an appropriate scale showing the extent of recognized legal, customary or user rights (Criteria 2.2, 7.5 and 7.6) shall be developed through participatory mapping involving affected parties (including neighbouring communities where applicable, and relevant authorities).. - Major compliance -	The estate lands are legally owned and leased by the company. The existing estates are not encumbered by any customary land rights. Interview with the surrounding communities and stakeholders confirm no disputes.	Complied



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Criterion / Indicator		Assessment Findings	Compliance
2.3.2	<p>Copies of negotiated agreements detailing the process of free, prior and informed consent (FPIC) (Criteria 2.2, 7.5 and 7.6) shall be available and shall include:</p> <p>a) Evidence that a plan has been developed through consultation and discussion with all affected groups in the communities, and that information has been provided to all affected groups, including information on the steps that shall be taken to involve them in decision making;</p> <p>b) Evidence that the company has respected communities' decisions to give or withhold their consent to the operation at the time that this decision was taken;</p> <p>c) Evidence that the legal, economic, environmental and social implications for permitting operations on their land have been understood and accepted by affected communities, including the implications for the legal status of their land at the expiry of the company's title, concession or lease on the land.</p> <p>- Minor compliance –</p>	<p>There is no land dispute in the certification unit and supply base at the time of audit. The land belongs to Sime Darby and land ownership documents verified.</p>	Complied
2.3.3	<p>All relevant information shall be available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements.</p> <p>-Minor compliance –</p>	<p>There is no land dispute in the certification unit and supply base at the time of audit. The land belongs to Sime Darby and land ownership documents verified.</p>	Complied
2.3.4	<p>Evidence shall be available to show that communities are represented through institutions or representatives of their own choosing, including legal counsel.</p> <p>-Major compliance –</p>	<p>There is no land dispute in the certification unit and supply base at the time of audit. The land belongs to Sime Darby and land ownership documents verified.</p>	Complied
<p><b>Principle 3: Commitment to long-term economic and financial viability</b></p>			
<p><b>Criterion 3.1:</b>            There is an implemented management plan that aims to achieve long-term economic and financial viability.</p>			
3.1.1	<p>A business or management plan (minimum three years) shall be documented that includes, where appropriate, a business case for scheme smallholders.</p> <p>- Major compliance -</p>	<p>Sime Darby has continued its commitment to long term sustainability and improvements through a capital expenditure programme. Sungai Dingin Palm Oil Mill and supply bases have made progress towards achieving their performance production targets for the current financial year.</p> <p><b>Somme Estate</b>            CAPEX for 2015/2016 RM343,850.00            Sample : New Holland Tractor TS6 (RM 199,500)</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
3.1.2	An annual replanting programme projected for a minimum of five years (but longer where necessary to reflect the management of fragile soils, see Criterion 4.3), with yearly review, shall be available. - Minor compliance -	Annual replanting programme projected for a minimum of five years and yearly review conducted at the head office level and participated by the Regional GM and Estate managers. Replanting and immature checklist form R1.20 used for evaluating the replanting area. Review based on the replanting information form R1.10. At Somme and Bukit Hijau estates, the replanting plan shows that there will be no replanting until 2021. As for padang Buluh estate, next replanting will be in 2016/17 FY for 37ha.	Complied
<b>Principle 4: Use of appropriate best practices by growers and millers</b>			
<b>Criterion 4.1:</b> Operating procedures are appropriately documented, consistently implemented and monitored.			
4.1.1	Standard Operating Procedures (SOPs) for estates and mills are documented - Major compliance -	SOP available for the Palm Oil Mill and the Estate. Palm Mill holds two SOPs: Sustainability Plantation Management System (MQMS/SOM/08 v.1 dated 1/11/2008) includes mill SOP and Mill Quality Management Manual v.1 2008/MQMS/QMM/08 as a guidance document to operate the mill. SOP for the Composting Plant dated 15/8/2011: Composting Management System version 1:2011. Estates have a separate SOP (Estate Quality Management Manual v.1 2008/EQMS/QMM/08 and Agricultural Reference Manual (ARM) covers planting material, nursery technique, replanting, land preparation, planting density, maturity age, field upkeep, manuring, canopy management, water management in coastal and peat plantings, ablation, ripeness standard, harvesting standard, loose fruit collection, plant protection. Weed control, leguminous cover crop establishment and rainfall recording.  Other supporting SOP :  i) Sime Darby Plantation Sdn Bhd Healthcare Management, issue:1, rev:0 dated 7/3/13	Complied
4.1.2	A mechanism to check consistent implementation of procedures shall be in place. - Minor compliance -	Mill Advisor visited the mill to check consistent implementations of procedures and operations. Recent visit was on 27-28/11/2014 (report No.: SOU1/SDM/01/14-15).	Complied



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4.1.3	Records of monitoring and any actions taken shall be maintained and available, as appropriate. - Minor compliance -	<p>The records of monitoring and the actions taken maintained for more than 12 months. Records were verified during the document review found compliance. At Somme estate, Internal RSPO audit was conducted on 15/5/2015 by the RSPO &amp; Certification Unit, PSQM. PA visited the estate on 11-12 November 2014 and Agronomist visit was on 23 May 2014. As for Padang Buluh estate, PA visited the estate on 10-13 March 2015 and Agronomist visited the estate on 22-23 January 2015 prior to provide fertilizer recommendation for the FY 2015/16.</p> <p>Based on Sustainable Plantation Management System Appendix 10 Procedure for Mill Environmental Performance version 1, year 2008, issue no. 1, dated 1 October 2008. Uses the Mill Environmental Performance Review (Form A) Mill environmental monitoring records available/sighted:</p> <ul style="list-style-type: none"> <li>• Effluent monitoring records: Monthly Effluent Analysis Test Report; Test Report no. EP170/2015 dated 16/03/2015 by Sime Darby Research Sdn. Bhd.; parameter monitored:- pH, Total Alkalinity, VFA, BOD, COD, TS, SS, VSS, TN, AN, O&amp;G. All parameters were within allowable limit</li> <li>• Final discharge volume through land application report to DOE (before 14<sup>th</sup> ) for the month of May 2015; report dated 02/06/2015, average volume <math>\pm 350m^3</math>, below allowable limit of <math>700m^3</math></li> <li>• Boiler stack sampling records: Measurement of Dust Particulate Concentration by Environmental Science; Ref.: L-PG-KC1502CSD-0228; Sample monitoring date: 11/02/2015; Report date: 11/02/2015 (Chimney 3) &amp; Ref.: L-PG-KC1503CSD-0061; Sampling date: 03/03/2015; Report date: 16/03/2015 (Chimney 2)</li> <li>• Desludging of anaerobic no. 3 process was started from 12/02/2015 and completed on 25/02/2015. Completion report was send to DOE on 26/02/2015.</li> <li>• Online scheduled waste inventory &amp; consignment – updated as of 31/05/2015; Ref. # K31152/000/010 for SW305, SW306, SW322, SW409, SW410 &amp; SW430 where the quantity and storage period were within allowable limit</li> </ul>	Complied
4.1.4	The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB). - Major compliance -	Sungai Dingin Palm Oil Mill continued to maintain and monitor daily record of 3 <sup>rd</sup> party sourced FFB. The records show the origin, weight, transporters details and volume of FFB received.	Complied
<p><b>Criterion 4.2:</b> Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.</p>			

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Criterion / Indicator		Assessment Findings	Compliance
4.2.1	There shall be evidence that good agriculture practices, as contained in Standard Operating Procedures (SOPs), are followed to manage soil fertility to a level that ensures optimal and sustained yield, where possible. - Minor compliance –	Good agriculture practices which follows the group agriculture manual contains Standard Operating Procedures to ensure soil fertility is managed to a level that ensures optimal and sustained yield.	Complied
4.2.2	Records of fertiliser inputs shall be maintained. - Minor compliance -	In Somme estate, the application of fertilizer has been recorded in the application program form. The application of fertilizer for the 3 <sup>rd</sup> quarter of 2015 has been verified and according to the recommendation. Fertilizer applied MOP at rate of 2kg/palm in April 2015 as per recommendation.	Complied
4.2.3	There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status. - Minor compliance -	Sime Darby Seeds and Agriculture Services Sdn Bhd prepare the annual fertilizer recommendation. Leaf analysis result which shows the nutrient level was used as guidance for the fertilizer recommendation. Leaf sampling carried out on January 2015 by Sime Darby R&D Department personnel. Periodic soil sampling is carried out at 5 years interval. Last was done in June 2012.	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. Application of POME is through furrow system at Sungai Dingin estate field number 99B and 2000.	Complied
<b>Criterion 4.3:</b> Practices minimise and control erosion and degradation of soils.			
4.3.1	Maps of any fragile soils shall be available. - Major compliance –	All the estates hold copies of soil map. Soil maps and field visit confirm that there is no fragile soil on the estates.	Complied
4.3.2	A management strategy shall be in place for plantings on slopes above a certain limit (this needs to be soil and climate specific). - Minor compliance -	Slope map available. The slope ranging from 0°-2°: 25%; 2°-6°: 48%; 6°-12°: 18%; 12°-20°: 7%, 20°-25°: 2% and above 25°: 0.04%. Slope area constructed with terrace and side drainage. Planting terraces had been constructed where slope >10°. Fields are established with cover crops such as <i>muccuna</i> and soft grasses and ferns.	Complied
4.3.3	A road maintenance programme shall be in place. - Minor compliance -	Estates visited have implemented annual Road Maintenance Programme. Roads inspected during field audit are generally in a good condition due to the lateritic soil. Road maintenance carried out 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

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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 categorized as problematic or fragile soil at all estates visited.	Complied
4.3.5	Drainability assessments shall be required prior to replanting on peat to determine the long-term viability of the necessary drainage for oil palm growing. - Minor compliance –	There is no peat soil at all estates visited.	Complied
4.3.6	A management strategy shall be in place for other fragile and problem soils (e.g. sandy, low organic matter, acid sulphate soils). - Minor compliance –	There is no peat soil or soil categorized as problematic or fragile soil at all estates visited.	Complied
<b>Criterion 4.4:</b>			
Practices maintain the quality and availability of surface and ground water.			
4.4.1	An implemented water management plan shall be in place. - Minor compliance -	<p>An action plan to reduce fresh water usage has been established which involved rainwater collection. In implementing the plan, the mill has done the following:</p> <ul style="list-style-type: none"> <li>• Placing large containers at strategic locations to collect rainwater</li> <li>• Recycling rainwater collected for heavy machinery washing</li> <li>• Recycle water from ETP for use in hydro cyclone process</li> </ul> <p>The mill has also implementing the contingency plan during water shortage which involve the following action:</p> <ul style="list-style-type: none"> <li>• To purchase water supply from SADA (Syarikat Air Darul Aman)</li> <li>• To obtain water supply from Sungai Dingin Estate</li> </ul> <p>Somme Estate has established water drains inside the field for rainwater harvesting which can improve its irrigation for the oil palm.</p> <p>Bukit Hijau Estate has implementing rainwater collection program in order to reduce water usage within the estate.</p> <p>Padang Buluh Estate has not been implementing its water sample monitoring since the last sample analysis record done on 20 April 2013 (Water Analysis Test Report Ref. # IE 368/2013 dated 3 May 2013) despite a reminder by Quality Management Officer through email on 1 July 2014.....#</p>	<b>Non-Compliance raised</b>

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Criterion / Indicator		Assessment Findings	Compliance
4.4.2	Protection of water courses and wetlands, including maintaining and restoring appropriate riparian and other buffer zones (refer to national best practice and national guidelines) shall be demonstrated. - Major compliance -	<p>Somme Estate has established a Water Sample Point map and plan to conduct water quality analysis where in each field with stream or river, 3 check points were selected as the sampling point. The points were the inlet, middle and outlet of the streams. Parameters monitored are pH, BOD, COD, SS, AN and P*. Sampled Water Analysis Test Report by Sime Darby Research Sdn. Bhd. dated 20/04/2015 ref. # IE227/2015. It was reported that the water sample from CP-2-97B does not conformed to Class IIA/IIB of INWQS for natural waterways for parameter pH, SS and AN.</p> <p>Wastewater identified:</p> <ul style="list-style-type: none"> <li>• Chemical mixing wash water</li> <li>• Sprayer PPE wash water</li> <li>• Linesite and office drain water</li> <li>• Washrooms</li> </ul> <p>It was observed that proper soak away pit has been installed at the chemical mixing and sprayer wash area.</p> <p>Each house at linesite has been installed with individual septic tank.</p>	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 -	<p>The mill treated its wastewater (POME) through anaerobic system with digester tank and monitors its discharge quality through group's accredited environmental lab (Sime Darby Research Sdn. Bhd.) according to its DOE license conditions. Final discharge parameter monitored are pH, Total Alkalinity, VFA, BOD, COD, TS, SS, VSS, TN, AN, O&amp;G</p> <p>Sampled records of weekly sample BOD Analysis for the month of January 2015, December, November, October and September 2014 shown that the mill effluents were in compliance with license regulations.</p> <p>The estate monitor the water streams within its boundary base on procedure from Sustainable Plantation Management System Appendix 7 Standard Operation Procedure (SOP) for taking samples from streams/ rivers, version 1; year 208, issue no. 1; dated 1 April 2008</p> <p>Parameters monitored are pH, SS, BOD, COD, AN, Pesticide residue and Phosphorus (P) on monthly basis.</p> <p>Other than river, the estate also monitors its domestic water quality as per National Water Interim Quality Standard.</p>	Complied
4.4.4	Mill water use per tonne of Fresh Fruit Bunches (FFB) (see Criterion 5.6) shall be monitored. - Minor compliance -	The mill has monitored its water usage on daily basis and reported its consumption monthly. For the financial year from July 2014 - June 2015 (as of May 2015), achieved consumption was 1.21m <sup>3</sup> /tonne FFB process	Complied

**Criterion 4.5:**

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

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Criterion / Indicator		Assessment Findings	Compliance
4.5.1	Implementation of Integrated Pest Management (IPM) plans shall be monitored. - Major compliance -	The IPM is documented in Agriculture Reference Manual. The estates continue to implement biological control for the oil palm pest in the plantation such as leaf eating pest and rat. IPM techniques applied at the estates include monitoring of pest numbers and the use of triggers for initiation of control measures. Barn owls <i>Tyto alba</i> has been introduced for biological control of rats. Barn owl boxes are constructed at the rate of 1 box to 10ha. Census records show that there is no outbreak of leaf eating pest. Although there have been no outbreaks of leaf eating pests, beneficial plants are being established along roadsides to attract natural predators. The estates have planted beneficial plants such as <i>Cassia cobanensis</i> and <i>Turnera subulata</i> and <i>Antigonon leptopus</i> . It was noted that the census interval for barn owl occupancy was as per Sime Darby SOP in Agricultural Reference Manual v.1 Section 15.	Complied
4.5.2	Training of those involved in IPM implementation shall be demonstrated. - Minor compliance -	IPM training has been identified in the training plan for the current financial year 2014/15. Zone level IPM training has been conducted by PA on 11/6/2015. The training includes Rat Baiting technique, Barn Owl Box occupancy census, beneficial plant and rat damage census.	Complied
<b>Criterion 4.6:</b>			
Pesticides are used in ways that do not endanger health or the environment			
4.6.1	Justification of all pesticides used shall be demonstrated. The use of selective products that are specific to the target pest, weed or disease and which have minimal effect on non-target species shall be used where available. - Major compliance -	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:  Section 16 : Weed Control Herbicides recommendation – Selected Weed, Immature, Mature Planting, VOP etc.  Immature planting (sample) <ul style="list-style-type: none"> <li>- General weeds : Glyphosate</li> <li>- Legume &amp; broad leave : Metsulfuron Methyl</li> <li>- <i>Stenochlaena palustris</i> : Sodium chlorate</li> </ul> Mature planting <ul style="list-style-type: none"> <li>- VOPs : glyphosate &amp; sodium chlorate</li> </ul> Grass weed + <i>Asystasia</i> : Glyphosate + 2,4-D amine	Complied

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Criterion / Indicator		Assessment Findings	Compliance																		
4.6.2	Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) shall be provided. - Major compliance -	Records of pesticides and their active ingredients used, LD50, area treated, amount of a.i. applied per ha, and number of applications was maintained.  <u>Somme Estate</u>  Period of June 14 – Jan 15 (Ai per Ha) <table border="1"> <thead> <tr> <th>Month/Year</th> <th>Ai/Ha</th> </tr> </thead> <tbody> <tr> <td>June 14</td> <td>1.71</td> </tr> <tr> <td>July 14</td> <td>0.75</td> </tr> <tr> <td>Aug 14</td> <td>0.875</td> </tr> <tr> <td>Sept 14</td> <td>2.123</td> </tr> <tr> <td>Oct 14</td> <td>2.115</td> </tr> <tr> <td>Nov 14</td> <td>1.863</td> </tr> <tr> <td>Dec 14</td> <td>0.692</td> </tr> <tr> <td>Jan 15</td> <td>1.121</td> </tr> </tbody> </table> Record of chemical used : Ally, Hextar Cyper, Basta 15.	Month/Year	Ai/Ha	June 14	1.71	July 14	0.75	Aug 14	0.875	Sept 14	2.123	Oct 14	2.115	Nov 14	1.863	Dec 14	0.692	Jan 15	1.121	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 15. The implementation in the field is consistent with the Agriculture Reference Manual Section 15 as follows :  Section 15 – Plant Protection, Chemical Control Table 1 : Oil Palm Nursery Pest Control Table 2 : Immature Oil Palm Pest Control Table 3 : Mature Oil Palm Pest Control	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. Latest chemical register dated 1/3/15 was sighted. Only Class II, III and IV were used at Somme Estate  Verified through site visit and records there were no class 1A and 1B at other operating units.	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 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																		

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Criterion / Indicator		Assessment Findings	Compliance
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 15. The implementation in the field is consistent with the Agriculture Reference Manual Section 15	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 SOU1	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 SOU1. Employees demonstrate knowledge and skills on pesticide handling. MSDS/SDS was displayed in local Bahasa Malaysia language at the agrochemical store for each chemical stored as well as the use of safety pictorial poster for the easy understanding of the agrochemical handlers.	Complied
4.6.10	Proper disposal of waste material, according to procedures that are fully understood by workers and managers shall be demonstrated (see Criterion 5.3). - Minor compliance -	Proper disposal of waste material are carried out as per the company procedures. The procedures are fully understood by workers and managers. Workers interview reveal that they are aware of the zero burning policy including domestic waste are not allowed to be burned. Management of waste material disposal such as empty chemical container as in accordance with scheduled waste and domestic waste regulations and guidelines.	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. Latest medical surveillance was conducted on 25/5/15 for 5 workers by DOSH registered doctor, HQ/08/DOC/00/197. Earlier group was sent on 16/2/15 for 17 sprayers at Somme Estate. All workers were found fit to work with no detrimental of health.	Complied
4.6.12	No work with pesticides shall be undertaken by pregnant or breast-feeding women. - Major compliance -	There are female pesticide operators but only for normal weeding work. Based on interview with female workers confirmed knowledge of the policy of transfer to alternative duties if they wished to continue working when pregnancy was confirmed or breast-feeding.	Complied

**Criterion 4.7:**

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



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Criterion / Indicator	Assessment Findings	Compliance
<p>4.7.1</p> <p>A health and safety policy shall be in place. A health and safety plan covering all activities shall be documented and implemented, and its effectiveness monitored.</p> <p>- Major compliance -</p>	<p>SOU 1 had continued to adopt the SDPSB's Occupational Safety and Health (OSH) policy. The policy had been communicated to all levels of the organization through briefings and they were also being displayed prominently in Bahasa Malaysia and English on notice boards at mill, estate office and Muster Ground. Random interviews with employees showed that they were aware of the policy requirements, i.e. to work safely, comply with legal requirements, to follow established procedures and instructions from the management.</p> <p>Environment safety and health (ESH) management plan for each operating unit had been established. The ESH management plan sighted addressed issues related to hazards and risks, legal register and its requirements for compliance, OSH awareness and training programme, accident and emergency procedures, treatment of illness/injury during the job, use of PPE, OSH Committee meetings, etc. The latest ESH plan FY2014/2015 was made available during this assessment.</p> <p><b><u>Audiometric Testing</u></b>            Based on the last audiometric testing dated 9/3/2015, there were 37 workers affected with HI and 16 with STS. Follow up was done on 4 &amp; 5/6/15 for the affected workers was sent to BP Healthcare Group for further check by ENT. Sighted proposal dated 28/5/15. Ref: BPDC15/IP/DC1652. Full report is still not yet completed and will be verified in the next audit. As for preventive measures hearing conservation training was conducted on 14/5/15 by ESH-PSQM, Nuqman Ismail.</p> <p><b><u>Medical Surveillance Programme</u></b>            New revisited CHRA was conducted on 10-12/2/15 by JKKP HIE 127/171-(2)358, medical surveillance programme has been planned for those exposed to N-hexane, potassium dichromate and welding fumes (manganese). The latest medical surveillance was carried out by registered OHD, JKKP IH 127/171-1(416) under Klinik Fernandez for total of 30 workers from laboratory and workshop personnel in April and May 2015. From the results, 3 workers from workshop were found to be unfit. The biological exposure indices (BEI) of manganese were tested more than the BEI limit. Medical removal protection (MRP) was initiated on 14/5/15 and the affected workers are prohibited to carry out any welding works and has reassigned to other work area.</p> <p><b><u>LEV Examination &amp; Testing</u></b>            Annual LEV examination and testing was recently conducted on 3/6/2015. Verified PO#4300283988 under NM Laboratory. Report has yet to be completed and will be verified in the next audit.</p> <p><b><u>Personal Chemical Exposure Monitoring (PCEM)</u></b>            PCEM was done 3/6/15 for chemical listed under schedule I, USECHH 2000 Regulation (Hexane and Potassium Chromate). Quotation by NM Laboratory dated 13/5/15 (ref :SD-SD/CEM15/05/01and PO#4300284026 was sighted. Full report will be verified in the next audit.</p>	<p>Complied</p>



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<p>4.7.2 All operations where health and safety is an issue shall be risk assessed, and procedures and actions shall be documented and implemented to address the identified issues. All precautions attached to products shall be properly observed and applied to the workers.                      - Major compliance -</p>	<p>SOU 1 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 the new revisited CHRA report for Sungai Dingin POM carried out by registered assessor (JKKP HIE 127/171-(2)358) dated February 2015. All recommended under form F have been implemented based on site review. As for the estates, the generic CHRA is going to expired in July 2015 and in process of tendering.</p> <p><b>Somme Estate</b>                      Generic CHRA dated July 2010 by IHT(JKKP IHT 127/171-2(124)&amp; JKKP IH 127/171-2(257) and in progress for tendering and renewal. New CHRA will be verified in the next audit. Based on the last CHRA, it was recommendation to carry out medical surveillance for chemical mixer, WTP and Sprayer. Refer to indicator 4.6.11 for further details.</p> <p>No changes of HIRARC for Somme Estate. Last review in June 2014 after accident occurrence for manuring activities (Slip, trip and fall). Noted the latest update on the HIRADC for the new boiler house construction dated 20/10/2014 for the Sungai Dingin Palm Oil Mill.</p>	<p>Complied</p>
<p>4.7.3 All workers involved in the operation shall be adequately trained in safe working practices (see Criterion 4.8). Adequate and appropriate protective equipment shall be available to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, and land preparation, harvesting and, if it is used, burning.                      - Minor compliance -</p>	<p>OSH awareness and various OSH training courses had been identified for each category of workers. This to ensure all workers involved have been adequately trained in safe working practices.</p> <p>Field inspection and observation of spraying tasks confirmed chemicals being applied were in accordance with the product safety precautions and workers of its risks. MSDS/SDS were made available at point of use – for example, at mill’s water treatment plant, boiler chemical dosing area and chemical mixing area and at the chemical store of each estate</p>	<p>Complied</p>

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<p>4.7.4</p> <p>The responsible person/persons shall be identified. There shall be records of regular meetings between the responsible person/s and workers. Concerns of all parties about health, safety and welfare shall be discussed at these meetings, and any issues raised shall be recorded.</p> <p>- Major compliance -</p>	<p>Assistant manager at each of the operating units are appointed as OSH Coordinators and Estate Hospital Assistant as Safety and Health Committee Secretary. OSH Committees meeting conducted quarterly and meeting minutes includes issues raised and action taken form workplace inspection report etc.</p> <p><b><u>Sungai Dingin Palm Oil Mill</u></b> SHC organization chart FY14/15</p> <ul style="list-style-type: none"> <li>i) Chairman – Shahrin Bin Sahuri (Mill Manager)</li> <li>ii) Secretary – Mohd Budwani Abidin (Ast manager)</li> <li>iii) Management Rep – Mat Jusoh Yahaya</li> </ul> <p>Date of SHC meeting carried out</p> <ul style="list-style-type: none"> <li>- 1/14 : 21/1/14</li> <li>- 2/14 : 30/4/14</li> <li>- 3/14 : 25/7/14</li> <li>- 4/14 : 28/10/14</li> </ul> <p>Latest SHC meeting – 15/5/15 (#2 for 2015)</p> <p><b><u>Somme Estate</u></b> SHC organization chart FY15/16</p> <ul style="list-style-type: none"> <li>i) Chairman – Nor Azam Abu Samah (Estate Manager)</li> <li>ii) Secretary – Zazalina Abu Osman (Store Clerk)</li> </ul> <p>Date of SHC meeting carried out</p> <ul style="list-style-type: none"> <li>- 1/14 : 20/1/14</li> <li>- 2/14 : 24/4/14</li> <li>- 3/14 : 22/7/14</li> <li>- 4/14 : 28/10/14</li> </ul> <p>Latest SHC meeting, 24/4/2015 (#2 for 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.</p> <p>- Minor compliance -</p>	<p>Emergency Response Plan (ERP) has been established and defined in procedure, Level 2, Standard Operation Manual, Sub Section 5.5, Management Responsibility, Appendix 5.5.3.3 Emergency Preparedness and Response Procedure, version:1, issue :1 dated 1/11/2008. Emergency response activities were also included in the ESH plan FY 14/15. The following were Emergency Response Plan were addressed: Fire Outbreak, Accident and incident occurrence, Oil Spillage and etc. Last fire evacuation drill was conducted on 7/2/2015 at Sungai Dingin Palm Oil Mill.</p> <p>Accident and emergency procedures have been communicated to employees, contractors and visitors. Workers trained in First Aid were present in the mill and field operations. Records on all accidents kept and summary sent to Head Office via SMS-IT system. All operating units keeping all the JKKP 6 &amp; 8 forms.</p> <p>The content of first aid kit being used for spraying gang in Padang Buluh Estate were found expired since May 2015.</p>	<p><b>Non-Compliance raised</b></p>

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4.7.6	All workers shall be provided with medical care, and covered by accident insurance. - Minor compliance -	Medical care is provided to all the employees. Local workers are covered by SOCSO, whereas foreign workers are covered by Foreign Workers Compensation Scheme with RHB Insurance Berhad. All workers working in the mill are adequately covered with medical care and accident insurance e.g. via SOCSO and FW074006 Foreign worker Compensation Scheme by RHB that valid from 15/10/14 to 14/10/15.	Complied															
4.7.7	Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics - Minor compliance -	Records on Lost Time Accident (LTA) metrics displayed at the operating units through Safety Statistic Billboard and reported to PSQM-ESH department using new online system called SMS-IT. Sample of accident statistic as shown below :  <table border="1" data-bbox="667 808 1305 972"> <thead> <tr> <th>Year</th> <th>Sungai Dingin Mill</th> <th>Somme Estate</th> <th>Bukit Hijau Estate</th> <th>Padang Buluh Estate</th> </tr> </thead> <tbody> <tr> <td>2013</td> <td>0 LTA</td> <td>0 LTA</td> <td>11 LTA</td> <td>35 LTA</td> </tr> <tr> <td>2014</td> <td>13 LTA</td> <td>13 LTA</td> <td>25 LTA</td> <td>103 LTA</td> </tr> </tbody> </table> <p>*LTA is equivalent to lost man days (MC)</p> <p>Significant increase of LTA at Padang Buluh Estate due to several numbers of incidents with long term medical leave. However, there was no permanent disability and fatality incident occurred in SOU 1.</p>	Year	Sungai Dingin Mill	Somme Estate	Bukit Hijau Estate	Padang Buluh Estate	2013	0 LTA	0 LTA	11 LTA	35 LTA	2014	13 LTA	13 LTA	25 LTA	103 LTA	Complied
Year	Sungai Dingin Mill	Somme Estate	Bukit Hijau Estate	Padang Buluh Estate														
2013	0 LTA	0 LTA	11 LTA	35 LTA														
2014	13 LTA	13 LTA	25 LTA	103 LTA														
<b>Criterion 4.8:</b> All staff, workers, smallholders and contract workers are appropriately trained.																		
4.8.1	A formal training programme shall be in place that covers all aspects of the RSPO Principles and Criteria, and that includes regular assessments of training needs and documentation of the programme. - Major compliance -	A formal training programme on all aspects of RSPO Principles and Criteria has been established and implemented. Training for various categories of operators, including all field and office staff, with regards to individual duties and training needs had been reviewed and found to be complied	Complied															
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 estate visited covers all aspect of training for RSPO P&C implementation.  Sample of specific training conducted at SOU1: a) Safety Townhall (22/4/15) b) Drowning Hazards (17/10/14) c) Hearing Conservation and PPE Training (14/5/15) d) Chemical Handling and PPE Training (1/10/14) e) Fire Extinguisher Demonstration and Fire Drill Training (12/3/15) f) Inter 16 Training and Servicing (My Crop) 24/9/14 g) Scheduled Waste Management (20/5/15) h) First Aid Training (8/3/15) by JPAM – Jabatan Pertahanan Awam Malaysia. i) Shovel Safety and Handling(SDI) (28/4/15) j) Backhoe Driver Training (16/4/15)	Complied															

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<b>Principle 5: Environmental responsibility and conservation of natural resources and biodiversity</b>			
<b>Criterion 5.1:</b> 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"> <li>• Appendix 5.4.1b - Environmental Aspect and Impact Evaluation Procedure, Version 1; Year 2008 Issue no. 1; Dated 1 April 2009</li> <li>• Appendix 5.4.1c - Environmental Aspect and Impact Identification form, Version 1; Year 2008 Issue no. 1; Dated 1 April 2009</li> <li>• Appendix 5.4.1d – Environmental Impacts Evaluation form, Version 1; Year 2008 Issue no. 1; Dated 1 April 2009</li> </ul> <b>Somme Estate:</b> Environmental aspect – EAI/2013/201/01 – for work scope/area including field (harvesting, spraying)	Complied
5.1.2	Where the identification of impacts requires changes in current practices, in order to mitigate negative effects, a timetable for change shall be developed and implemented within a comprehensive management plan. The management plan shall identify the responsible person/persons. - Minor compliance -	<b>Sungai Dingin Mill:</b> Environmental Aspect Identification (EAI) and Environmental Evaluation (EIE) reviewed and updated on January 2015.  Somme/Padang Buluh/Bukit Hijau Estate: Environment Aspect and Impact Identification review meetings on February 2015. No changes identified for all estates.  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.	Complied
5.1.3	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. - Minor compliance –	The monitoring was based on Sustainable Plantation Management System version 1, year 2008, issue no. 1, dated 1 October 2008.  An environmental performance indicator monitoring masterlist has been established to monitor the effectiveness of the mitigation measures and being used for annual review.	Complied
<b>Criterion 5.2:</b> The status of rare, threatened or endangered species and other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and and operations managed to best ensure that they are maintained and/or enhanced.			

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Criterion / Indicator		Assessment Findings	Compliance
5.2.1	Information shall be collated in a High Conservation Value (HCV) assessment that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). - Major compliance -	Initial HCV assessment was carried out in May 2009. Re-assessment of HCV was carried out in April 2015 and pending for the final report from the Sime Darby sustainability department. 52ha of Conservation area within the planted area has been identified.	Complied
5.2.2	Where rare, threatened or endangered (RTE) species, or HCVs, are present or are affected by plantation or mill operations, appropriate measures that are expected to maintain and/or enhance them shall be implemented through a management plan. - Major compliance -	There were no HCV area within the mill and plantation. Conservation area 52 ha is maintained mainly water-log, riparian and steep area. There is no ERT identified within the plantation. There is no ERT in the conservation area. Regular patrols within the operating unit estates were carried out and findings recorded by the respective Estate executives to monitor the Conservation / buffer zone areas. Mechanism for reporting the sightings of various types of wildlife, were found to have been in place. Monitoring and control of any illegal hunting, fishing or collecting activities was also implemented. Signage's that prohibit hunting, fishing and water polluting activities were verified on-site at the estates found to have been satisfactorily maintained.	Complied
5.2.3	There shall be a programme to regularly educate the workforce about the status of these RTE species, and appropriate disciplinary measures shall be instigated in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect or kill these species. - Minor compliance –	Evidence to continuously prevent and discourage illegal or hunting, fishing or collecting activities were maintained and implemented. Signages as well as routine patrolling activities were utilized as part of creating awareness among employees and maintain HCVs.	Complied
5.2.4	Where a management plan has been created there shall be ongoing monitoring: • The status of HCV and RTE species that are affected by plantation or mill operations shall be documented and reported; • Outcomes of monitoring shall be fed back into the management plan. - Minor compliance –	The revised management plan of monitoring will be developed once the final report has been obtained. Currently, the management still implementing the previous biodiversity management plan FY 14/15 which has been prepared on the 1/7/14 by assistant and approved by manager. The plan includes monitoring of buffer zone area and conservation area in the estate and surrounding area.	Complied
5.2.5	Where HCV set-asides with existing rights of local communities have been identified, there shall be evidence of a negotiated agreement that optimally safeguards both the HCVs and these rights. - Minor compliance –	There was no HCV set-aside that needs any negotiation process with the local communities.	Complied
<b>Criterion 5.3:</b> Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.			

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Criterion / Indicator		Assessment Findings	Compliance
5.3.1	All waste products and sources of pollution shall be identified and documented. - Major compliance -	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  Mill: type of waste – effluent, fibre/shell, EFB, boiler clinker, wash water, scrap metal, scheduled waste, boiler blowdown, hydro-cyclone wash water, methane gas  Estate: type of waste – scheduled waste – SW102, SW305, SW306, SW409, SW410 – workshop, clinic, SW store, store; domestic waste – rubbish & sewage – line-site, office, workshop, store, shop & recycle waste – empty container, scrap metal.  SW409 –empty chemical container.  A waste management action plan has been established where the mill has identified few types of waste including scheduled waste, domestic waste and industrial waste as well as wastewater sources.	Complied
5.3.2	All chemicals and their containers shall be disposed of responsibly. - Major compliance -	<b>Somme Estate:</b>  Somme Estate has appointed Edgenta Mediserve Sdn. Bhd. as the contractor for the disposal of its medical/clinical (SW 404) waste. For empty chemical containers (SW 409) disposal, Dhakshinamoorthy Manufacturing Sdn. Bhd. has been appointed. Both companies are registered with DOE and authorised to do the collection of respective type of scheduled waste. Records shown storage and disposal were done in compliance with the regulations.	Complied
5.3.3	A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented. - Minor compliance -	An environmental management plan has been established by the mill and estate as part of the control of significant aspect identified and impact evaluated.  Few objectives were established to be achieved through action plans as following: <ul style="list-style-type: none"> <li>• To minimize use of certain pesticide/herbicide – through IPM program</li> <li>• To achieve zero summons from DOE – proper work scheduling</li> <li>• To achieve zero burning – training/briefing to workers, signboard “No Open Burning” &amp; monitoring</li> <li>• To minimize oil spillage to avoid land contaminate – briefing to workers, provide tray at work area, cement the area, monitor and maintain oil trap</li> <li>• To maximize recycling – recycling training &amp; provide recycling area at line site</li> </ul> As stipulated in MQMS Standard Operating Procedure (SOP) Section VII-Handling of Scheduled Waste	Complied
<b>Criterion 5.4:</b> Efficiency of fossil fuel use and the use of renewable energy is optimised.			

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Criterion / Indicator		Assessment Findings	Compliance
5.4.1	A plan for improving efficiency of the use of fossil fuels and to optimise renewable energy shall be in place and monitored. - Minor compliance -	<p>The mill has established a Boilerman (Steam Engine Driver) Incentive Scheme which required all boilerman to monitor various operational parameters in a Daily Monitoring Compliance Sheet.</p> <p>All plans established mainly focused on reducing the consumption of fossil fuel and fully optimize the FFB processing to its maximum capacity.</p> <p><u>Financial year July-June</u></p> <p><u>2013/2014-Diesel (Usage only for vehicle)</u> Target: no specific target Achievement: 0.23lt/tonne FFB process</p> <p><u>2014/2015-Diesel (as of Jan 2015)</u> Target: no specific target Achievement: 0.22lt/tonne FFB process</p> <p><u>2013/2014-Fibre &amp; Shell (as of May 2014)</u> Target: no specific target Achievement: 0.22lt/tonne FFB process</p> <p><u>2014/2015-Fibre &amp; Shell (as of Oct 2015)</u> Target: no specific target Achievement: 0.22lt/tonne FFB process</p> <p><u>2013/2014-TNB</u> Target: no specific target Achievement: 20.41kWh/tonne FFB process</p>	Complied
<b>Criterion 5.5:</b> Use of fire for preparing land or replanting is avoided, except in specific situations as identified in the ASEAN guidelines or other regional best practice.			
5.5.1	There shall be no land preparation by burning, other than in specific situations as identified in the 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Major compliance -	Zero open burning policy as per SOP Section B2 - Felling/Land Clearing & Land Preparation dated November 2008. Management complying with the Malaysian environmental law -EQA and Regulations 1974. No open burning noted during the field visit and facility visit.	Complied
5.5.2	Where fire has been used for preparing land for replanting, there shall be evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Minor compliance -	No use of fire for land preparation during replanting.	Complied
<b>Criterion 5.6:</b> Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.			



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Criterion / Indicator		Assessment Findings	Compliance
5.6.1	An assessment of all polluting activities shall be conducted, including gaseous emissions, particulate/soot emissions and effluent (see Criterion 4.4). - Major compliance -	<p>Pollution prevention plan FY 2014/2015 (Padang Buluh / Jerai Estate).</p> <p>Identified environmental issue:</p> <ul style="list-style-type: none"> <li>Leakage of pesticides during chemical mixing and washing into outside land – construct containment</li> <li>Hydraulic and lubricant spillage during vehicle maintenance and servicing – aluminium tray</li> <li>Dumping site location – landfill</li> <li>Rubbish collection at compound and workers line site – 2 days interval rubbish collection</li> </ul> <p>Water contamination – buffer zones establishment</p>	Complied
5.6.2	Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented. - Major compliance	<p>Plans and impact assessments relating to environmental impacts based on documents as following:</p> <ul style="list-style-type: none"> <li>Appendix 5.4.1b - Environmental Aspect and Impact Evaluation Procedure, Version 1; Year 2008 Issue no. 1; Dated 1 April 2009</li> <li>Appendix 5.4.1c - Environmental Aspect and Impact Identification form, Version 1; Year 2008 Issue no. 1; Dated 1 April 2009</li> <li>Appendix 5.4.1d – Environmental Impacts Evaluation form, Version 1; Year 2008 Issue no. 1; Dated 1 April 2009</li> </ul> <p>An additional plan to reduce or minimized the impacts for the identified GHG emissions has been established at the HQ level for all mills under the group company. It was noted that the plan was to install the methane capture facilities in the POME treatment that were projected for each nominated mills under the group to be completed by the year 2020. However no any confirmation on the kick-off of the plan in Sungai Dingin Oil Mill.</p>	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 –	<p>The proposed monitoring system will be tabled upon finalization of the methane capture system design to be installed. Basically, it was noted that it will involve the monitoring of captured methane volume and its utilization.</p> <p>Sime Darby Plantations has yet to submit the voluntary GHG report to RSPO ERWG. There were some inquiries on the reporting send to the ERWG secretariat for clarification but no response received as to date. The progress and status will be further verified in other SOU audit.</p>	Complied

**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.



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Criterion / Indicator		Assessment Findings	Compliance
6.1.1	A social impact assessment (SIA) including records of meetings shall be documented. - Major compliance -	The re-assessment of SIA has been done by Sime Darby Sustainability Department for the whole SOU 1 from 23 <sup>rd</sup> February to 5 <sup>th</sup> March 2015 with the participation of affected parties' i.e stakeholders, estate management & staff, field workers, government agencies, neighboring villagers. The PSQM department is responsible to perform the SIA assessment. The social action plan contains a time table with person responsible to manage and monitor each issue. The Mill Social Action Plan prepared on 02 May 2015 has included new issues raised by stakeholders during the stakeholder meeting conducted on 25/4/2015 with timeframe for action.	Complied
6.1.2	There shall be evidence that the assessment has been done with the participation of affected parties. - Major compliance -	Assessment also covered social amenities, environment, road users, employee changes, safety and health issues, surrounding communities, government official, police, labour department, health department, contractors and suppliers.	Complied
6.1.3	Plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts identified, shall be developed in consultation with the affected parties, documented and timetabled, including responsibilities for implementation. - Major compliance -	Based on the SIA findings and recommendation from the assessment team, a timetable with responsibilities for mitigation and monitoring of the social impacts were developed as necessary. The assistant manager is responsible for the social issues and communication with the stakeholders. Social action plan FY 15/16 has been prepared on the 2/5/15. The issues from the external and internal stakeholder such as government agency, contractor, village representative, Worker representative has been included in the plan and with the action plan.	Complied
6.1.4	The plans shall be reviewed as a minimum once every two years and updated as necessary, in those cases where the review has concluded that changes should be made to current practices. There shall be evidence that the review includes the participation of affected parties. - Minor compliance -	Annual SIA improvement plans reviewed in May 2015. The assessment was through meeting with the effected parties and stakeholders.	Complied
6.1.5	Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme). - Minor compliance -	No smallholder schemes at Sungai Dingin Certification Unit.	Complied
<b>Criterion 6.2:</b>			
There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.			
6.2.1	Consultation and communication procedures shall be documented. - Major compliance -	Documented consultation and communication procedures "Handling Social Issues" SOP dated 01 Nov 2008 was established and available.	Complied
6.2.2	A management official responsible for these issues shall be nominated. - Minor compliance -	The responsibility to ensure effective implementation of the SOP is the respective Mill and Estate Managers assisted by social officers. The Social Officer of the respective operating unit handles social issues of the mill and estates.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
6.2.3	A list of stakeholders, records of all communication, including confirmation of receipt and that efforts are made to ensure understanding by affected parties, and records of actions taken in response to input from stakeholders, shall be maintained. - Minor compliance –	List of stakeholders updated and maintained. Records of meetings were maintained. The records are available in the Social Management Plan files at the respective operating units.	Complied
<b>Criterion 6.3:</b> There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all effected parties.			
6.3.1	The system, open to all affected parties, shall resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistleblowers, where requested. - Major compliance –	A documented dispute resolution procedure is available in Mill and Estate Quality Management System Manual which is effective, timely, appropriate and open to any affected parties. The complaint and grievances is open to effected parties including internal and external stakeholders.	Complied
6.3.2	Documentation of both the process by which a dispute was resolved and the outcome shall be available. - Major compliance –	SOP to resolve social disputes "Handling Social Issues" SOP dated 01 Nov 2008 has been established. Stakeholder meetings are held regularly to identify and give opportunity to stakeholders to complaint or raise disputes. Issues are discussed and consensual agreements reached during stakeholder meetings. Follow-up actions had timelines, responsibilities, and details of actions and monitored by managers for satisfactory conclusion. Minutes of meetings are maintained and reviewed.	Complied
<b>Criterion 6.4:</b> Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.			
6.4.1	A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be in place. - Major compliance -	SOP to identify legal and customary rights as well as people entitled to compensation has been established- titled "Handling Land Disputes" SOP dated 01 Nov 2008. There have been no issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders.	Complied
6.4.2	A procedure for calculating and distributing fair compensation (monetary or otherwise) shall be established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation. This procedure shall take into account: gender differences in the power to claim rights, ownership and access to land; differences of transmigrants and long-established communities; and differences in ethnic groups' proof of legal versus communal ownership of land. - Minor compliance –	SOP is as per in 6.4.1 above.	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 –	No issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders to date.	Complied
<b>Criterion 6.5:</b> Pay and conditions for employees and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.			
6.5.1	Documentation of pay and conditions shall be available. - Major compliance –	Documentation of pay and conditions such as pay slips shows gross pay, net pay, leave, medical leave pay etc are maintained by the company.	Complied
6.5.2	Labour laws, union agreements or direct contracts of employment detailing payments and conditions of employment (e.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.) shall be available in the languages understood by the workers or explained carefully to them by a management official. - Major compliance –	Employment contract are available in languages understood by workers. Pay and conditions explained to workers by the operating units. Basic daily pay was verified to be in accordance with the Minimum Wage Order 2012.	Complied
6.5.3	Growers and millers shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible. - Minor compliance –	Palm Oil Mill and estates provide adequate housing, water supplies, medical, educational and welfare amenities in accordance with Workers’ Minimum Standard of Housing and Amenities Act 1990 (Act 446). There is on-going upgrading of housing. Water is supplied to workers housing through piping. The water tanks are provided for storage purpose.	Complied
6.5.4	Growers and millers shall make demonstrable efforts to monitor and improve workers’ access to adequate, sufficient and affordable food. - Minor compliance –	Accesses to food for the workers are considered adequately and sufficiently.	Complied
<b>Criterion 6.6:</b> The employer respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.			
6.6.1	A published statement in local languages recognising freedom of association shall be available. - Major compliance –	Workers have freedom to join the workers union. Policy on Freedom of Association dated April 2008.	Complied

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6.6.2	Minutes of meetings with main trade unions or workers representatives shall be documented. - Minor compliance -	Workers Union was formed by the workers. Formal meeting with the management was conducted on 17/3/2015 attended by 8 union representatives including foreign workers representative. Kedah state NUPW secretary had conducted a meeting with estates management on 23/5/2014 attended by 18 people. At estate level, worker union meeting was conducted on 1/4/2015 attended by 7 members.	Complied
<b>Criterion 6.7:</b> Children are not employed or exploited.			
6.7.1	There shall be documentary evidence that minimum age requirements are met. - Major compliance -	Operating units are complied with the minimum age requirement. No employees below the age of 18.	Complied
<b>Criterion 6.8:</b> Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.			
6.8.1	A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment shall be documented. - Major compliance -	A policy on equal opportunity available and displayed at the offices along with the other policies.	Complied
6.8.2	Evidence shall be provided that employees and groups including local communities, women, and migrant workers have not been discriminated against. - Major compliance -	Migrant workers are recruited with 3 years contract. Local workers are on a long term employment. No any kind of discrimination was noted. Job opportunities and amenities such as free housing, water and electricity supplies, medical care are given to all employees without discrimination. All employees are aware of the grievance procedures through the various Committees such as Gender Committee for women, foreign workers representation and union committee to highlight their concerns and grievances if any. No grievances were highlighted to the audit team by internal and external stakeholders.	Complied
6.8.3	It shall be demonstrated that recruitment selection, hiring and promotion are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available. - Minor compliance -	Recruitment selection, hiring and promotion are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available. It was noted during the audit that there is no discrimination based on nationality, race, gender, age, etc.	Complied
<b>Criterion 6.9:</b> There is no harassment or abuse in the work place, and reproductive rights are protected.			
6.9.1	Policy to prevent sexual and all other forms of harassment and violence shall be implemented and communicated to all levels of the workforce. - Major compliance -	Policy on protection against Sexual Harassment and other forms of harassment available and implemented. There is no any reported case of harassment in the operating units.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
6.9.2	A policy to protect the reproductive rights of all, especially of women, shall be implemented and communicated to all levels of the workforce. - Major compliance -	Reproductive rights of the female workers are protected. Female employees are aware that they are entitled for two months paid maternity leave. Gender committee has been established to create awareness and provide training for women workers. At Bukit Hijau estate, latest gender committee meeting was done on 20/5/2015 attended by 7 members. As for Padang Buluh estate, latest meeting was conducted on 26/5/2015 attended by 9 members.	Complied
6.9.3	A specific grievance mechanism which respects anonymity and protects complainants where requested shall be established, implemented, and communicated to all levels of the workforce. - Minor compliance -	Existing grievance procedure to handle grievances from internal and external stakeholders contains flow chart and available in the local language. Grievances and complaints are treated as confidential and not discussed in public.	Complied
<b>Criterion 6.10:</b> Growers and mills deal fairly and transparently with smallholders and other local businesses.			
6.10.1	Current and past prices paid for Fresh Fruit Bunches (FFB) shall be publicly available. - Minor compliance -	Current and past FFB prices are displayed at the mill weighbridge counter. The prices are as per MPOB FFB pricing.	Complied
6.10.2	Evidence shall be available that growers/millers have explained FFB pricing, and pricing mechanisms for FFB and inputs/services shall be documented (where these are under the control of the mill or plantation). - Major compliance -	There is no smallholder dealing with the Sungai Dingin palm oil mill. Mill only purchase outside FFB from trader where the trader have no contractual agreement with the mill and free to choose where to sell.	Complied
6.10.3	Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent. - Minor compliance -	Interview confirmed that contractors/suppliers and workers understand contractual agreement and stated that the contract is transparent and fair. The company has standard term and condition of contract agreement.	Complied
6.10.4	Agreed payments shall be made in a timely manner. - Minor compliance -	Interview of contractors and workers confirmed payment is made promptly. Inspection to the "Grievance Book" indicated no complaint was raised in relation to processing of the payment.	Complied
<b>Criterion 6.11:</b> Growers and millers contribute to local sustainable development where appropriate.			
6.11.1	Contributions to local development that are based on the results of consultation with local communities shall be demonstrated. - Minor compliance -	Contributions are regularly made to school activities and community activities. This was confirmed by school teachers and local community during interview. Company also allows access to local community to access through the estate roads. Consultations with the local communities are held to encourage them to highlight and suggest any activities for local community development. Recently, Padang Buluh estate has granted approval to the local authority to build alternative road to the school located in the estate compound for better safety and convenient to the school children.	Complied

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6.11.2	Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve smallholder productivity. - Minor compliance –	No scheme smallholders.	Complied
<b>Criterion 6.12:</b> No forms of forced or trafficked labour are used.			
6.12.1	There shall be evidence that no forms of forced or trafficked labour are used. - Major compliance -	All employees are legal with local identification card for local employees and foreign employees are with valid passports and working permits. No evident of trafficked workers were found during the audit.	Complied
6.12.2	Where applicable, it shall be demonstrated that no contract substitution has occurred. - Minor compliance –	No contract substitution was noted.	Complied
6.12.3	Where temporary or migrant workers are employed, a special labour policy and procedures shall be established and implemented. - Major compliance –	Equal opportunity and non-discriminatory policy is implemented. No temporary workers. Migrant workers are treated equally as per the locals.	Complied
<b>Criterion 6.13:</b> Growers and millers respect human rights.			
6.13.1	A policy to respect human rights shall be documented and communicated to all levels of the workforce and operations (see Criteria 1.2 and 2.1). - Major compliance –	The existing policy covers the necessary aspects of human rights. Employees are aware of their rights and workers and staff union monitor to ensure no violations.	Complied
<b>Principle 7: Responsible development of new plantings</b> Sungai Dingin Certification unit and supply base did not carry out any new plantings after Nov 2005. Therefore, the requirement of Principle 7 is not applicable during this recertification assessment.			
<b>Principle 8: Commitment to continual improvement in key areas of activity</b>			
<b>Criterion 8.1:</b> Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.			

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Criterion / Indicator	Assessment Findings	Compliance
<p>8.1.1</p> <p>The action plan for continual improvement shall be implemented, based on a consideration of the main social and environmental impacts and opportunities of the grower/mill, and shall include a range of Indicators covered by these Principles and Criteria.</p> <p>As a minimum, these shall include, but are not necessarily be limited to:</p> <ul style="list-style-type: none"> <li>• Reduction in use of pesticides(Criterion 4.6);</li> <li>• Environmental impacts (Criteria 4.3, 5.1 and 5.2);</li> <li>• Waste reduction (Criterion 5.3);</li> <li>• Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8);</li> <li>• Social impacts (Criterion 6.1);               <ul style="list-style-type: none"> <li>• Optimising the yield of the supply base.</li> </ul> </li> </ul> <p>- Major compliance –</p>	<p>Sungai Dingin 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 Sungai Dingin Palm Oil Mill showed commitment towards continual improvement to improve plant safety and process performance.</p> <p>Pesticide use is limited to use only when there is outbreak and justified with census prior to application. IPM is continuously implemented as part of efforts to reduce pesticide usage. Paraquat is completely eliminated. Recycling awareness is progressively implemented and evidence of recycling was noted during the assessment. Process waste is fully utilized for boiler fuel (shell and fibre).</p>	<p>Complied</p>

**Appendix B: Time Bound Plan**

<b>TIME BOUND PLAN – Certification Units in Malaysia</b>			
<b>No.</b>	<b>MANAGEMENT UNIT</b>		<b>LOCATION</b>
	<b>P O M</b>	<b>Time Bound</b>	
1	Sg Dingin	Certified 2010. Recertification completed.	Kedah
2	Chersonese	Certified 2011	Perak
3	Elphil	Certified 2011	Perak
4	Flemington	Certified 2011	Perak
5	Seri Intan	Certified 2011	Perak
6	Selaba	Certified 2011	Perak
7	Tenamaram	Certified 2011	Selangor
8	Bkt Kerayong	Certified 2011	Selangor
9	East	Certified 2010. Recertification completed.	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	Bukit Kerayong	Certified 2014	Johor
21	Chaah	Certified 2010. Planned in August	Johor
22	Gunung Mas	Certified 2010. Planned in August	Johor
23	Bukit Benut	Certified 2011	Johor
24	Ulu Remis	Certified 2011	Johor
25	Hadapan	Certified 2011	Johor
26	Sandakan Bay	Certified 2008. Recertification completed.	Sabah
27	Melalap	Certified 2011	Sabah
28	Binuang	Certified 2009. Recertification completed.	Sabah
29	Giram	Certified 2009. Recertification completed.	Sabah
30	Merotai	Certified 2009. Recertification completed.	Sabah
31	Lavang	Certified 2011	Sarawak
32	Rajawali	Certified 2011	Sarawak
33	Derawan	Certified 2011	Sarawak
34	Pekaka	Certified 2011	Sarawak

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



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

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

**Appendix C: Sime Darby Plantation Sdn. Bhd. – SOU 1 Sungai Dingin Certification Unit RSPO Certificate Details**

Sime Darby Plantation Sdn. Bhd.

Sungai Dingin Palm Oil Mill

Ladang Bukit Selarong

09400 Padang Serai

Kedah Darul Aman

MALAYSIA

RSPO Membership number: 1-0008-04-000-00

BSI RSPO Certificate N<sup>o</sup>: SPO 550179

Date of Initial Certificate Issued: 12 August 2010

Date of Expiry: 11 August 2015

Applicable Standards: RSPO P&C MYNI 2014; RSPO Certification System June 2007 (revised March 2011); RSPO

Supply Chain Certification Standard 21 November 2014, Module E - CPO Mills: Mass Balance

<b>Sungai Dingin Palm Oil Mill and Supply Base</b>					
Location Address	Sungai Dingin Palm Oil Mill, Sungai Dingin, 09400 Padang Serai, Kedah, Malaysia				
GPS Location	100°40'0 E; 5°24'0 N				
CPO Tonnage Total	66,328				
PK Tonnage Total	16,582				
CPO Claimed for Certification	66,328				
PK Claimed for Certification	16,582				
Own estates FFB Tonnage	301,493				
Scheme Smallholder FFB Tonnage	-				
Non-company suppliers FFB Tonnage - Other adjacent estates	-				
Estates	Production Area		Other use (ha)	Certified Area / Total land lease (ha)	Annual FFB Production (mt)
	Mature (ha)	Immature (ha)			
Sungai Dingin	3,215	838	98	4,151	52,655
Padang Buluh	3,032	431	551	4,014	73,894
Bukit Selarong	3,467	377	343	4,187	82,450
Anak Kulim	1,209	0	343	1,552	15,180
Bukit Hijau	2,003	615	107	2,725	35,436
Jentayu	2,051	0	108	2,159	27,291
Somme	587	187	168	942	14,587
Total	15,564	2,448	1,718	19,730	301,493

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#### Appendix D: Assessment Plan

PRELIMINARY AGENDA					
Date	Time	Subjects	Mohd Hidhir	Hafri	Muhd Haris
Monday 8/6/2015	PM	Audit Team travelling to the site.	√	√	√
Tuesday 9/6/2015 <b>Sungai Dingin Palm Oil Mill</b>	08.30 – 09.00	Opening Meeting: <ul style="list-style-type: none"> <li>• Opening Presentation by Audit team leader.</li> <li>• Confirmation of assessment scope and finalize Audit plan (including stakeholder's consultation).</li> <li>• Review on documentation against RSPO P&amp;C MYNI 2014 and RSPO SCCS November 2014</li> </ul>	√	√	√
	09.00 – 12.00	<b>Sungai Dingin Palm Oil Mill</b> Inspection: FFB receiving, warehouse, workshop, wastes management & Landfill, Effluent Ponds, OSH & ERP, Environment issues, POME application, water treatment, staff, workers and contractor interview, housing and facility inspection, clinic, etc.	√	√	√
	10.00 – 12.00	<b>Meeting with stakeholders</b> (Government, village rep, smallholders, Workers Leader, contractor etc.)	-	√	√
	12.00 – 13.00	Lunch	√	√	√
	13.00 – 16.30	<b>Sungai Dingin Palm Oil Mill:</b> Visit to laboratory, weighbridge and palm product storage area. Document Review P1 – P8: SOPs, Supply chain for CPO mill, Review on SEIA documents and records, wage records, employee data, training records, legal permits, mill inspection and internal monitoring records, CIP & implementation etc. Verify previous nonconformities.	√	√	√
	16.30 - 17.00	Interim Closing briefing.	√	√	√
Wednesday 10/6/2015 <b>Somme Estate</b>	08.30 – 12.00	<b>Somme Estate</b> Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, , etc.	√	√	√
	10.00 – 12.00	<b>Meeting with stakeholders</b> (Government, village rep, smallholders, Workers Leader, contractor etc.)	-	√	√
	12.00 – 13.00	Lunch	√	√	√
	13.00 – 16.30	<b>Somme Estate</b> Document review P1 – P8: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc).	√	√	√
	16.30 - 17.00	Interim Closing Briefing	√	√	√

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Thursday 11/6/2015  <b>Padang Buluh Estate</b>	8.30 – 12.00	<b>Padang Buluh Estate</b> Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill and etc.	√	√	√
	10.00 – 12.00	<b>Meeting with stakeholders</b> (Government, village rep, smallholders, Workers Leader, contractor etc.)	-	√	√
	12.00 – 13.00	Lunch	√	√	√
	13.00 – 16.30	<b>Padang Buluh Estate</b> Document review P1 – P8: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc).	√	√	√
	16.30 - 17.00	Interim Closing Briefing	√	√	√
Friday 12/6/2015  <b>Bukit Hijau Estate</b>	8.30 – 12.30	<b>Bukit Hijau Estate</b> Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill and etc.	√	√	√
	12.30 – 14.30	Lunch/ Friday Prayer	√	√	√
	14.30 – 15.30	<b>Bukit Hijau Estate</b> Document review P1 – P8: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc).	√	√	√
	15.30 - 16.30	Verify any outstanding issues & Preparation for closing meeting	√	√	√
	16.30 – 17.30	Closing meeting	√	√	√
Saturday 13/6/2015	AM	Audit Team travelling back to KL	√	√	√

**Appendix E: Stakeholders Contacted**

<p><b><u>Internal Stakeholders</u></b></p> <p>Managers and Assistants Mill &amp; Estate</p> <p>Male Mill Staff/Workers</p> <p>Female Mill Staff/Workers</p> <p>Foreign Worker</p> <p>Male and Female Estate workers</p> <p>Joint Consultative Committee</p> <p>Gender Committee Secretary</p> <p>Workers Union Representatives</p> <p>Onsite NUPW secretary</p> <p>AMESU Representative</p> <p>Hospital Assistant</p> <p>Clinic assistant</p> <p>Child minder (Creche)</p>	<p><b><u>Local Communities</u></b></p> <p>Head of Village, Kampung Seputih</p> <p>Secretariat, Kampung Baru Batu 7</p> <p>Local shop owner</p> <p><b><u>External Stakeholders</u></b></p> <p>AMESU</p> <p>NUPW</p> <p>GreenPalm</p>
<p><b><u>Government Departments</u></b></p> <p>School, SJK(T) Ladang Badenoch</p> <p>Department of Safety and Health (DOSH), Kedah</p> <p>Department of Environment (DOE), Kedah</p> <p>Forestry Department of Kedah</p> <p>Labour Department of Kedah</p> <p>Kuala Muda Land Department, Kedah</p> <p>SOCSO, Kulim &amp; Sungai Petani, Kedah</p> <p>Wildlife Department, Kedah</p>	<p><b><u>Contractors and Suppliers</u></b></p> <p>Motor repairer</p> <p>Electrical Contractor</p> <p>General Supplier</p> <p>FFB Transport contractor</p> <p>Engineering &amp; Civil work contractor</p>

**Appendix F: Sungai Dingin Palm Oil Mill Supply Chain Assessment (Module E - CPO Mills: Mass Balance)**

Requirements	Compliance
<b>E.1 Definition</b>	
<p>E.1.1 Certification for CPO mills is necessary to verify the volumes of certified and uncertified FFB entering the mill and volume sales of RSPO certified producers. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own certified land base. In that scenario, the mill can claim only the volume of oil palm products produced from processing of the certified FFB as MB.</p>	<p>Sungai Dingin Palm Oil Mill receives and process both certified and non-certified FFB. Therefore, it uses the Mass Balance supply chain system and module. During the P&amp;C assessment, the audit team verified the volumes and sources of certified and non-certified FFB entering the mill, the implementation of processing controls and volume sales of RSPO certified Products.</p>
<b>E.2 Explanation</b>	
<p>E.2.1 The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the CB in the public summary of the P&amp;C certification report. This figure represents the total volume of certified palm oil product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced should 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>E.2.2 The mill must also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim).</p>	<p>The mill has met all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim).</p>
<b>E.3 Documented procedures</b>	
<p>E.3.1 The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following:</p> <p>a) Complete and up to date procedures covering the implementation of all the elements in these requirements;</p> <p>b) The name 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 procedures for the implementation of this standard.</p>	<p>Sungai Dingin Palm Oil Mill has procedures for the incoming FFB, processing and outgoing Crude Palm Oil and Palm Kernel for the traceability with Mass Balance model covering certified and non-certified FFB received.</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>E.3.2 The site shall have documented procedures for receiving and processing certified and non-certified FFBs.</p>	<p>Sungai Dingin Palm Oil Mill has documented procedures for the incoming FFB, processing and outgoing palm products (CPO and PK). System available to make marking on the receiving documents to differentiate the certified and non-certified FFB received.</p>
<b>E.4 Purchasing and goods in</b>	
<p>E.4.1 The site shall verify and document the volumes of certified and non-certified FFBs received.</p>	<p>Daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the certified and non-certified FFB. Records verified by internal and external audit.</p>
<p>E.4.2 The site shall inform the CB immediately if there is a projected overproduction.</p>	<p>The facilities aware of this procedure.</p>

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<b>E.5 Record keeping</b>	
<p>E.5.1 a) The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a three-monthly basis.</p> <p>(b) All volumes of palm oil and palm kernel oil that are delivered are deducted from the material accounting system according to conversion ratios stated by RSPO.</p> <p>c) The site can only deliver Mass Balance sales from a positive stock. Positive stock can include product ordered for delivery within three months. However, a site is allowed to sell short.(ie product can be sold before it is in stock.)</p>	<p>Daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the certified and non-certified FFB. Computerized system in place. Records verified by internal and external audit.</p> <p>Computerized system in place with the delivery deducted accordingly.</p> <p>The Mill aware that only positive stock can be delivered. No short selling.</p>
<p>E.5.2 In cases where a mill outsources activities to an independent palm kernel crush, the crush still falls under the responsibility of the mill and does not need to be separately certified. The mill has to ensure that the crush is covered through a signed and enforceable agreement</p>	<p>No outsourcing activities.</p>

**Actual Tonnage Certified Palm Production - 01 May2014 – 30 April 2015 (ASA4)**

Mill	Capacity	CPO	PK
Sungai Dingin Palm Oil Mill	80 mt/hr	58,527	14,632

**Actual Tonnage Sales of Certified Palm Products - 01 May 2014 – 30 April 2015 (ASA4)**

Mill	Certified CPO Sales	Certified PK Sales	Remarks
Sungai Dingin Palm Oil Mill	3,980.05	0	Sales of certified palm products in eTrace

**Actual Tonnage Certified FFB Received Monthly - 01 May 2014 – 30 April 2015 (ASA4)**

Month	Certified Supply Base (from own certificate scope) (mt)							Total FFB/Month (mt)
	Sungai Dingin	Padang Buluh	Bukit Selarong	Anak Kulim	Bukit Hijau	Jentayu	Somme	
May 2014	4,292.99	5,869.35	5,549.64	1,353.68	3,153.47	2,778.23	806.26	23,803.62
June 2014	3,904.00	5,324.44	4,488.38	1,364.93	2,540.27	2,456.09	810.42	20,888.53
July 2014	4,986.07	6,336.08	5,180.82	1,483.40	2,588.11	2,961.35	982.05	24,517.88
Aug 2014	5,014.60	6,067.85	6,042.96	1,658.09	2,443.95	3,159.71	1,070.78	25,457.94
Sep 2014	3,740.81	4,684.94	5,201.21	1,362.11	2,128.52	2,645.23	796.08	20,558.9
Oct 2014	3,561.78	4,834.08	5,123.69	1,260.54	2,037.88	2,782.74	772.34	20,373.05
Nov 2014	3,026.68	3,803.09	4,079.01	1,325.09	1,809.10	1,983.10	687.08	16,713.15
Dec 2014	2,465.19	2,473.48	2,968.00	1,203.24	1,170.61	1,565.90	518.16	12,364.58
Jan 2015	2,853.62	2,701.19	3,276.53	887.81	1,464.08	1,728.73	631.32	13,543.28
Feb 2015	3,626.52	4,328.54	5,443.04	1,037.57	2,780.15	2,741.71	765.86	20,723.39
Mar 2015	4,777.10	6,502.23	7,974.53	1,346.91	4,200.09	3,891.35	1,060.52	29,752.73
Apr 2015	5,540.63	8,315.33	9,980.43	1,618.30	5,486.45	5,134.75	1,259.39	37,335.28
<b>Total</b>	<b>47,789.99</b>	<b>61,240.60</b>	<b>65,308.24</b>	<b>15,901.67</b>	<b>31,802.68</b>	<b>33,828.89</b>	<b>10,160.26</b>	<b>266,033</b>



Appendix G: Padang Buluh Field Map



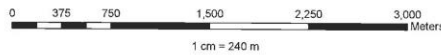
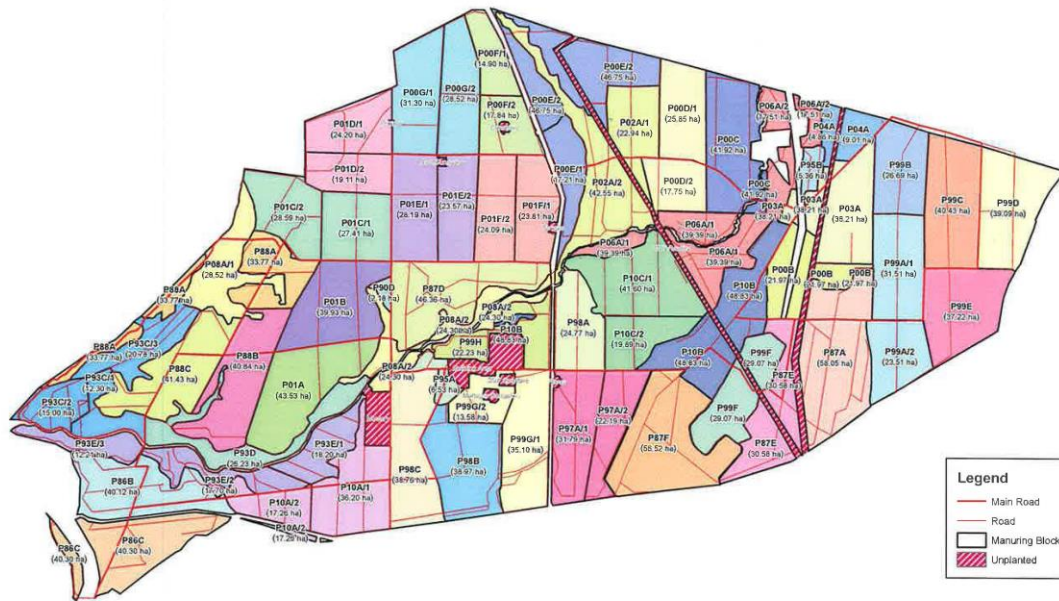
Padang Buluh Estate

Plantation Padang Buluh Division

Manuring Block Map

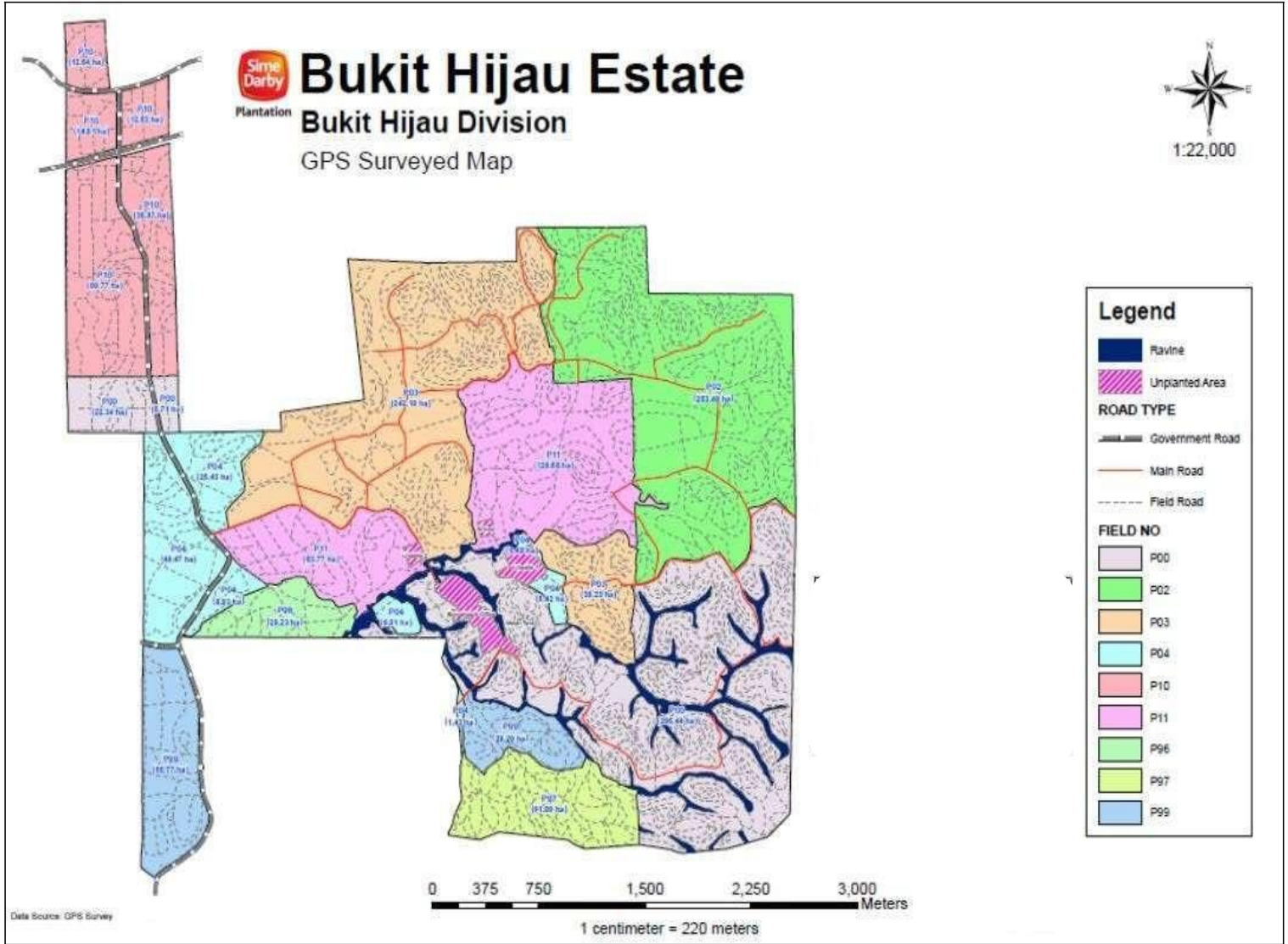


1:24,000

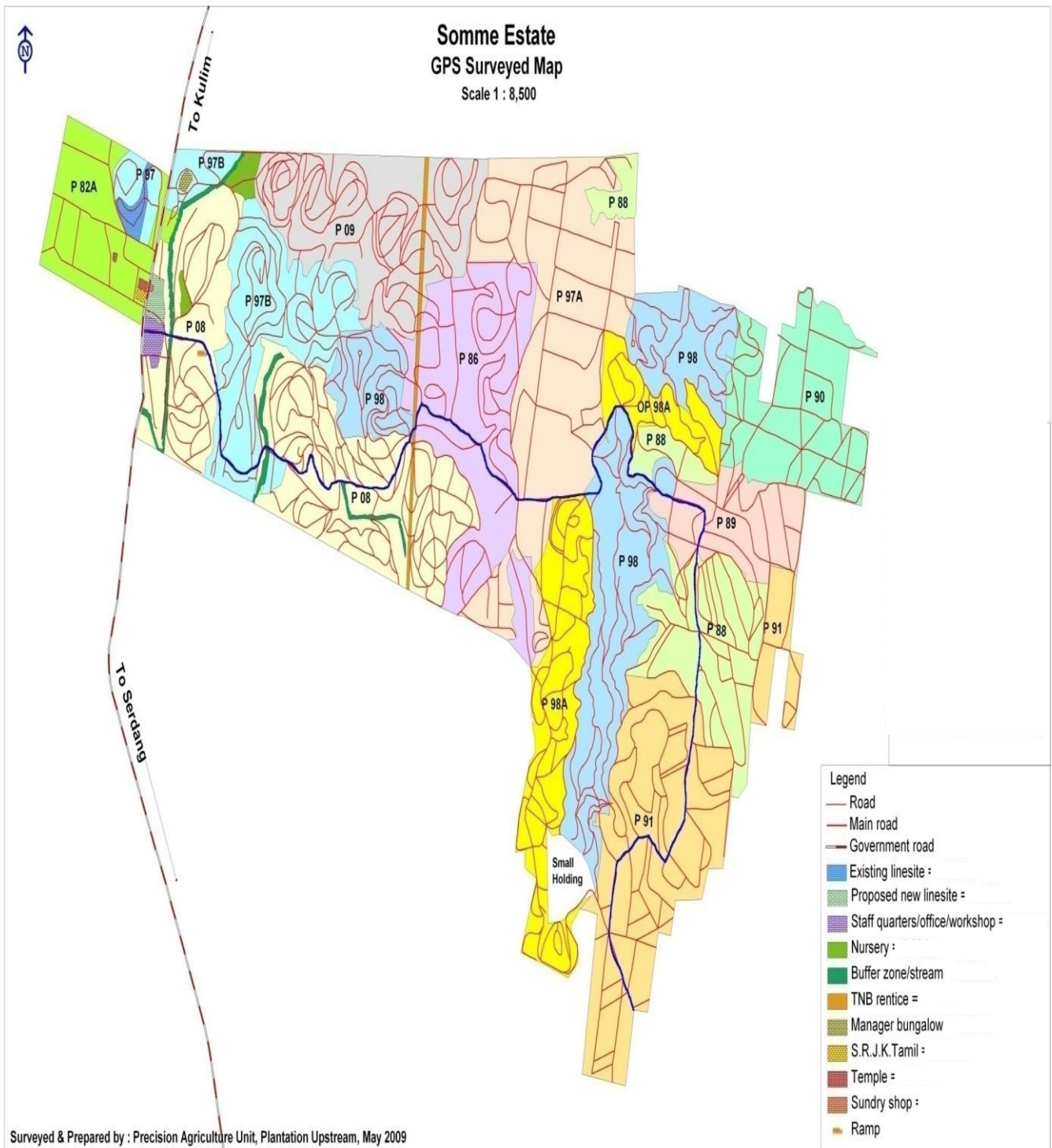


Data Source: GPS Survey  
Projection : Rectified Skew Orthomorphic (RSO)  
Datum: Kerinci 1948  
Date Prepared: 30 December 2011  
Prepared By: R&D - TTAS Precision Agriculture Unit (M2MZ)  
Print Scale : A3 (4129.7 cm x W 42.0 cm)

**Appendix H: Bukit Hijau Field Map**



**Appendix I: Somme Estate Field Map**



**Appendix J: List of Abbreviations Used**

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